Seaford District Library Board Meeting Minutes

Date: September 1st, 2026

Time: Meeting was called to order at 6:00 pm

Presiding Officer: President Virginia Hastings

Attendance:

Virginia Hastings, Jose Santos, Rachel Lawson, Ronisha Parker, Tracy Torbert

Absent: Rony Flechier (prior notification of absence was provided to the board)

Approval of Previous Minutes:

Motion: J. Santos

Second: T. Torbert

Vote: Motion carried unanimously.

Approval of Agenda:

Motion: T. Torbert

Second: J. Santos

Vote: Motion carried unanimously.

Public Comments

There were no public comments.

Reports:

Library Director Report (R. Lawson)

Accounting:

Lank, Johnson & Tull is officially the new accounting firm for the library.

Avery Hall insurance bill has been paid. Handled by the new accounting firm.

Library printing services have been cancelled. The library is now under the Delaware Division of Libraries (DDL)

Programming:

There were 366 readers and 6000 hrs. read. T-shirts were provided to readers who read more than 30hrs.

There were 438 attendees during NeshiCon.

Pilates classes have started, and reviews have been positive.

Circulation**:**

The library is currently weeding out books. Volunteers are assisting. The library director will also reach out to Seaford High School to discuss youth volunteers assisting. The director will also contact Seaford House to determine if their organization is interested in receiving the donated books.

Treasurer Report (R. Flechier)

Checking: $34,163.48

Savings: $110,031.26 (Jamison Estate donation was deposited)

Mortgage: $291,450

Credit Balance: $1,114.91 will be paid 9/1/126

Old Business/ Unfinished Business:

The board discussed a letter being sent to Mr. Allen regarding changes in the use of the fountain. It was agreed to send a letter acknowledging his late wife's previous donation and to provide an update that the fountain will become a landscaped garden.

The employee handbook changes have been finalized after one additional correction to the sick time policy. The policy will reflect that 5.38 hours will be accrued monthly.

Motion: T. Torbert

Second: R. Parker

Vote: Motion carried unanimously.

New Business:

Fire Panel:
It was discovered that two companies were being paid for fire panel services: Vector and Johnson Controls. The most recent bills were paid.

The library director will review if both companies are needed or if one company is sufficient to meet the needs of the building.

Community Bank Loan:

The board agreed to stay with M & T Bank due to potentially higher interest rates with a new bank. The board will review potential bank changes in June 2027.

HVAC:
A repair quote was submitted in the amount of $1080 from National HVAC. This is the cost to replace the condenser fan motor and blades. A motion was made by T. Torbert and seconded by R. Parker to approve the cost. The vote was unanimous.

Easterseals expressed interest in partnering with the library via contract to have 7 participants come to the library to complete light cleaning, trash pickup, etc. 1x a week. The board and library director discussed whether there would be enough work for 7 participants. It was suggested that the director contact the Easterseals representative to determine if the number of participants can be modified/ reduced to 2-3 participants. The board will discuss the outcome during the next meeting.

The director was made aware of potential unclaimed funds due to the library in the amount of $50 or more. The director will follow up and share with the board during the next meeting.

A small leak in the lobby was discovered. It was determined to not be substantial or ongoing at the time of the meeting. The director will monitor the situation and follow up if maintenance/repair is needed.

Announcement:

Clarence (handyman and carpet cleaner) will be retiring. The director will secure quotes from a new person or business to replace Mr. Clarence and follow up with the board.

There was a fire on the Brooks Vehicle. There was minimal loss for books allocated to be delivered to Seaford District Library

The library director will be on vacation from 9/18/26- 10/1/26. Staff will be briefed on any items that need to be handled. The board will assist with any library concerns if necessary.

Executive Session:

Motion made to enter executive session, T. Torbert

Second: J. Santos

Vote: Motion carried by unanimous vote

Executive session started at 6:43 pm

Motion made to end executive session, T. Torbert

Second: J. Santos

Vote: Motion carried unanimously

Executive Session ended at 6:47 pm

Adjournment: Meeting was adjourned at 6:49 pm

Motion: T. Torbert presented a motion to end the meeting

Second: J. Santos

Vote: Motion carried unanimously.

Ronisha Parker, M. Ed., BSW

Board Secretary

9/1/26