

Board of Trustees Meeting Minutes

A meeting of the Board of Trustees of the Seaford District Library was held on March 24, 2026, in the Allen Room.

The following members were present: Gigi Hastings, President, Tracy Torbert, Vice President, Ronnie Parker, Member and Rachel Lawson, Library Director.

Ms. Hastings called the meeting to order at 6:00 p.m.

A Motion was made by Ms. Torbert, seconded by Ms. Parker to approve the meeting minutes of February 5, 2026. The motion passed with all present voting in favor.

There were no public comments.

Ms. Lawson presented her Director's report. Ms. Lawson reported that training session is currently underway for the Idemia (fingerprinting) machine. She then provided an update on upcoming programming:

Easter Egg Hunt - to be held on 4/1

Friends Book Sale – book donations are currently being accepted

250th celebration – to be held 7/25

SRP Kick Off – to be held June 12th

Ms. Lawson then reported that she is working on grants and fundings for the year. She is working on submitting for a technology/capital improvement grant for cameras and/or RFID gates. She has also been working with the State of Delaware in regard to a specialist being on site to help with submitting for resources once a week. On March 2nd, a teen volunteer started with the library and is doing well.

Ms. Hastings provided the treasurer's report. Currently, there is \$129,594.71 in the checking account and \$5,081.00 in the savings account. The credit card currently has a balance of \$681.75, and the mortgage currently has a balance of \$297,648.63.

Under Old Business, Ms. Lawson provided an update on the Library Strong Campaign & Legislative Action Day. She reported that the groups are still coordinating their efforts in order to attempt to receive additional funding for independent libraries.

Recently, an intern started at the library focusing on social media and marketing and is doing extremely well.

Ms. Lawson reported that the fax line was installed on February 10th and since then it has generated \$108.00 in revenue.

At the last meeting, newspaper archives was discussed that is an effort in coordination with the Bridgeville Library. Ms. Lawson reported that the scans that have been completed are not duplicates of what has been completed by the Seaford Historical Society.

Under New Business, Ms. Lawson reported that four quotes were received for power washing. The quotes were discussed and it was requested for Ms. Lawson to go back to the lowest bidder to receive a breakdown of costs.

Ms. Lawson stated that she was approached by a landscaping business with an estimate to provide services for the library property. It was requested that Ms. Lawson receive additional quotes for other contractors.

Ms. Lawson reported that the sign has not been updated since the hours have changed. She received a quote from Towers Signs to complete the work, and it was requested for her to see additional quotes.

A personal meeting request was received and was further discussed. It was found in the bylaws that requests that require a charge are not permitted for room usage. Therefore, based on the information received, the request cannot be granted.

Sussex Tech has reached out asking for ESL services to held at the library on Tuesdays and Thursdays. A Motion was made by Ms. Torbert, seconded by Ms. Parker to approve the request as presented. The Motion passed with all present voting in favor.

Ms. Lawson stated that it was found that the travel reimbursement form needed updating and presented an update form for review. A Motion was made by Ms. Parker, seconded by Ms. Torbert to approve the travel reimbursement form was presented. The Motion passed with all present voting in favor.

Ms. Lawson presented a proposal to have members from Tidalhealth on site once a week for preventive screenings and other medical related services through their community outreach programming. A Motion was made by Ms. Torbert, seconded by Ms. Parker to approve the partnership with Tidalhealth to provide preventive screenings and other health related services as presented. The Motion passed with all present voting in favor.

Ms. Lawson announced that the Friends of the Library plan to attend the Board Meeting in May. She then shared that Carla has been doing outreach activities including preschool story time at Crossroads Church, Boys and Girls Club and Little Jays preschool.

A motion was made at 6:37 p.m. by Ms. Torbert, seconded by Ms. Parker, to enter into Executive Session to discuss matters relating to personnel, legal and contractual. The Motion so passed with all voting in favor.

At 7:59 p.m., a Motion was made by Ms. Torbert, seconded by Ms. Parker to come out of Executive Session back into Regular Session. The Motion so passed with all voting in favor.

At 7:59 p.m., a Motion was made by Ms. Torbert, seconded by Ms. Parker to adjourn. The Motion so passed with all voting in favor.