Seaford District Library
Board Meeting Minutes
Date: May 7th, 2026
Time Called to Order: 6:03 p.m.
Location: Seaford District Library

1. Call to Order

The meeting was called to order at **6:03 p.m.**

2. Attendance

Present: Virginia Hastings, Rachel Lawson, Ronnie Parker, José Santos, and Tracy Torbert.
Absent: Rony Flechier.

A quorum was established.

3. Approval of Previous Minutes

The previous meeting minutes were reviewed. A correction was noted under New Business regarding the removal of RFID gates: the name should be Jeremy, and the replacement cost should be listed as $17,000.

Motion: Ronnie made a motion to approve the minutes with corrections.
Second: Tracy seconded.
Vote: Motion carried with all in favor.

4. Public Comment

No public comment was given. The Friends of the Library representative was expected but was unable to attend.

5. Library Director's Report

Rachel reported on recent programming and library updates.

The Earth Day event had 327 participants and went well.

The Children's Book Festival had over 1,000 attendees, with 374 people stopping by the Seaford Library table.

Rachel reported that Neshicon, a comic-con-style event involving gaming, anime, manga, music, and related activities, will return to Seaford. Seaford, Greenwood, and Bridgeville libraries are participating.

Rachel reported that the library was accepted for congressionally directed spending through Senator Blunt Rochester in the amount of $41,870. The funding is intended for security improvements, including an alarm system, cameras, outdoor parking lot cameras, and potentially new staff key tags.

Rachel also reported that inventory work is ongoing. Shelby has repaired over 150 books, discarded approximately 100 books in poor condition, corrected cataloging/location issues, and fixed spine labels and barcodes.

6. Treasurer's Report

The following balances were reported:

Checking account: $59,941.66
Savings account: $55,007.57
M&T credit card balance: $460.86, which has been paid in full
Mortgage/loan balance: $295,546.25

7. Old Business

Rachel reported that she followed up with Seaside Power Washing regarding its quote. The quote includes power washing the entire building and the front sign. The work can be completed on Saturday, May 16.

Motion: Tracy made a motion to approve the quote from Seaside Power Washing for the building and sign.
Second: Ronnie seconded.
Vote: Motion carried with all in favor.

The board also noted that the 990 filing for the fiscal year ending June 30 was signed. The filing was prepared by Luff & Associates, with an invoice amount of $1,750.

8. Fountain Discussion

Rachel reported that the fountain pump needs to be replaced and has recently tripped the breaker multiple times. The pump itself is estimated to cost approximately $800, not including labor, fittings, maintenance, or related costs.

The board discussed whether maintaining the fountain is cost-effective. Options discussed included converting the fountain area into a garden or tree area while preserving the dedication/plaque.

The board also discussed the possibility of involving the Spade and Trowel Garden Club or another community group in maintaining the area.

Motion: Tracy made a motion for Rachel to research the cost of decommissioning the fountain and converting the area into a garden or tree space.
Second: Ronnie seconded.
Vote: Motion carried with all in favor.

9. New Hire Procedures

Rachel reported that she has created job descriptions for staff and is having employees sign off on them. She also located employee files and created an employee agreement form for new hires, including start dates, hours, and related employment details.

The board discussed job openings. That open positions should be publicly posted, such as on Facebook and in the library building.

Rachel will post current openings and keep applications on file. The interview process will remain at the discretion of the Library Director, especially for regular part-time positions. For higher-level positions in the future, the board may consider having a board member participate in interviews.

10. Billboard / Outdoor Signage

Rachel proposed installing a small outdoor sign or billboard-style structure to promote major programs, such as Summer Reading and large events. The board discussed using a more durable structure than temporary vinyl signs.

Motion: Ronnie made a motion to approve moving forward with outdoor signage for program promotion.
Second: Tracy seconded.
Vote: Motion carried with all in favor.

11. Announcements

Rachel reported that Kelly Kline, Director of the Selbyville Library, hosted a workshop on board service and development. The notice was received late, but Rachel stated that Kelly may be willing to speak with the board in the future if members are interested.

12. Executive Session

The board moved into Executive Session at 6:32 p.m.

Motion: Tracy made a motion to enter Executive Session.
Second: Ronnie seconded.
Vote: Motion carried.

The board came out of Executive Session at 7:05 p.m.

13. Adjournment

Motion: Tracy made a motion to adjourn.
Second: Ronnie seconded.
Vote: Motion carried with all in favor.

The meeting was adjourned at 7:05 p.m**.**

Minutes submitted by:
José Santos
Secretary / Board Member