

**Delmar Public Library Commission, Inc.
Special Commission Meeting – April 17, 2019**

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| Commissioners in attendance: | Beverly Wilson Carol Fitzgerald Cori Meek Ryan Messatzzia |
| Staff in attendance: | Susan Upole Jessica Webb |
| Absent: | Lorie Phillips |
| Guests: | None |

Call to Order: Mrs. Wilson called the meeting to order at 6:05 p.m.

Approval of Agenda: Motion to adopt agenda by Ms. Meek with second by Mrs. Fitzgerald. Approved. 4 Yeas, 1 Absent.

Communications: Mrs. Fitzgerald agreed to contact Pam Price regarding Capital Campaign.

New Business: Mrs. Wilson provided review and update on status with contractor for settlement from September 27 through completion. Contractor will repair curbing and reseal pavement on south parking lot. Roofer to return to fix some areas.

USDA/NCALL – Construction needs to be finished to complete close out process.

Bank of Delmarva/ Lecates Trust – More information is needed from attorney to determine next steps.

Library staffing is sufficient for now.

Bookkeeper is still needed.

Lawn maintenance – Lawn care firm will be here on April 18 to prepare for library dedication. Mrs. Upole has received several calls from landscaping companies.

No applications have been received for the position of Library commissioner.

Student meals – Sandy Davis (New Century Club member and volunteer) comes one day a week to help. Other days are covered by staff members.

Fundraising: New case statement is needed for future fundraising. Several documents from other libraries were reviewed. Campaign materials need to be developed. Mr. Messatzia agreed to work on this.

Library Dedication: Mrs. Upole has prepared the program. Suggestion was made to have a flyer for donations available as well as the form for purchase of bricks. Ms. Meek agreed to prepare a release for the press in attendance. Mrs. Upole's daughter will take photos of the event.

Next regular meeting will be on April 23, 2019. Commissioners will assist with final preparations for the library dedication.

Adjournment: There being no further business, Mrs. Wilson adjourned the meeting at 8:05 p.m.

Minutes submitted by Carol Fitzgerald

Minutes approved May 28, 2019