

**Delmar Public Library Commission, Inc.**  
**Monthly Commission Meeting – April 23, 2019**

**Commissioners in attendance:**

Beverly Wilson  
Lorie Phillips  
Carol Fitzgerald  
Cori Meek

**Staff in attendance:**

Susan Upole  
Jessica Webb

**Absent:**

Ryan Messatzzia

**Guests:**

Deanne Walsh, Wilmington Trust  
Katie Engberg, Wilmington Trust

---

**Call to Order:** Mrs. Wilson called the meeting to order at 6:11 p.m.

**Approval of Agenda:** A motion was made by Mrs. Phillips with second by Ms. Meek to amend the agenda by deleting Approval of Minutes and to approve the agenda, as amended. Approved. 4 Yeas, 1 Absent.

**Guests:** Deanne Walsh and Katie Engberg of Wilmington Trust distributed packet of the Hayman Trust as administered by Wilmington Trust. They reviewed the packet in some detail including a recommendation to change to growth strategy.

Following the presentation, the Commissioners discussed the recommendation. Motion by Mrs. Phillips with second by Ms. Meek to authorize Mrs. Wilson to accept the recommendations with revised policy and investment alternatives. Approved. 4 Yeas, 1 Absent.

**Communications:** Mrs. Wilson is working on communication with architect regarding contractor's proposal.

**Financial Reports:** Treasurer presented the latest financial reports of building fund, trusts and investments. Mrs. Upole the operations budget reports. Motion by Mrs. Fitzgerald with second by Ms. Meek to accept both the treasurer's report and the operations budget report. Approved. 4 Yeas, 1 Absent.

**Director's Report:** Deferred to May meeting

**Assistant Director's Report:** Deferred to May meeting

**Old Business:** None

**New Business:** Applications for bookkeeper have been received. Interviews will be scheduled after the library dedication. Lawn maintenance has been completed for the dedication. No applications received to date for Commissioner position.

Sussex County Trustee Manual was distributed prior to this meeting for review and comment. Motion by Mrs. Phillips with second by Ms. Meek to accept manual with no changes. Approved. 4 Yeas, 1 Absent.

**Library Expansion:** Mrs. Wilson reported on latest construction meeting. There have been no further reports of roof leaks into the building. There was flooding through the courtyard door after the recent downpours.

Fundraising campaign and library dedication: Mr. Messatzia is working on document for fundraising campaign. Ms. Meek provided a press release for the media for the dedication.

**Commissioner Comments:** None

**General Public Comments:** None

**Executive Session:** None

**Adjournment:** Motion by Mrs. Phillips with second by Ms. Meek to adjourn at 7:53 p.m. Approved. 4 Yeas. 1 Absent.

Minutes submitted by Carol Fitzgerald  
Minutes approved May 29, 2019