

**Delmar Public Library Commission, Inc.**  
**Monthly Commission Meeting – August 28, 2018**

<b>Commissioners in attendance:</b>	Beverly Wilson Lorie Phillips (by phone) Carol Fitzgerald Cori Meek Ryan Messatzzia
<b>Staff in attendance:</b>	Jessica Webb
<b>Absent:</b>	Susan Upole
<b>Guests:</b>	None

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**Call to Order:** Mrs. Wilson called the meeting to order at 7:19 p.m.

**Approval of Agenda:** Motion to adopt amended agenda by Mr. Messatzzia with second by Mrs. Fitzgerald. Adopted. 4 Yeas, 1 Abstention.

**Approval of Minutes of July 31, 2018 special meeting:** Motion to approve minutes made by Ms. Meek with second by Mrs. Wilson. Approved. 3 Yeas, 2 Abstentions.

**Communications:** Mrs. Wilson presented the draft article written for “The Laurel Star” for review. Several comments were submitted to Mrs. Wilson by e-mail. Mrs. Wilson will contact Becker Morgan for new photo for the article.

**Financial Reports:** Mrs. Wilson presented detailed information regarding the status of the building fund including information about reports from USDA, pending payments from DDL, and amounts owed to architect and contractor. It was noted that no specific amount had been budgeted for furniture. More detailed reports will be provided at a later meeting.

Ms. Webb presented the Operations Financial Report. Commission will continue to monitor the budget breakdown. Commission requests that budgets be set for the line items of Adult and Juvenile collections for both books, audio-visuals and programs. A future Youth Services Librarian will need the budget information. The Commission needs to review the current collection development policy. In addition, any donations made toward a specific budget line should be reflected in the appropriate budget lines. Motion to accept Operations Financial Report made by Mr. Messatzzia with second by Mrs. Fitzgerald. Approved. 4 Yeas, 1 Abstention.

**Assistant Director’s Report:** Ms. Webb reviewed her written report. There was discussion of new copiers. Public copier will be for copies and scanning only. It cannot be connected to the network to enable faxing. Mrs. Wilson will contact ABS to see if another model would be more appropriate for these needs. Commission commended Ms. Webb and staff for their efforts above

and beyond during this time of transition. Motion to approved Assistant Director's report made by Mrs. Fitzgerald with second by Mr. Messatzzia. Approved. 4 Yeas, 1 Abstention.

**Old Business:** Mr. Messatzzia reviewed the draft Meeting Room Policies. There was discussion regarding any liability insurance requirements, seating capacity of meeting room and use of Children's Program Room. Consensus of Commissioners is that Children's Program Room will be limited to library use only with priority given to children's programs, followed by teen programs and then adult programs. Mr. Messatzzia will compile comments from discussion and distribute new drafts by e-mail for further comment.

Lawn care and cleaning RFP responses were reviewed. Only one response was received for each RFP. Additional suggestions were made and these companies/groups will be contacted. There was discussion of advertising if these future contacts are not successful.

**New Business:** Ms. Webb distributed a draft ad for Children's Services Coordinator. It was decided to hold off on advertising for now. There was also discussion of re-advertising for Library Assistant positions. Mrs. Wilson will review current applications and may contact these applicants to see if they are still interested and available.

Ms. Webb distributed quote from Fine Line Consulting for the required TVs. Ms. Webb will contact Best Buy and Sam's Club for additional quotes and will provide comparable costs.

State of current website was brought up. It is woefully out of date. Ms. Webb has been unable to access current website to update it. Mrs. Wilson will contact Maticce, host of current website. New website is under construction by DDL staff. That site is not ready.

**Library Expansion:** Mrs. Wilson reviewed various issues regarding completion of construction. She distributed punch list report of architect's inspection of interior of building. Mrs. Wilson reported that she and Ms. Webb will be meeting with architect and contractor on September 6 to discuss issues related to the current situation. Mrs. Phillips suggested that Mrs. Wilson should also consider consulting our attorney regarding our options.

Crab Raffle fundraiser was extended to September 15, Delmar Heritage Day. Raffle tickets will be sold that day with drawing at the end of the day.

**Commissioner Comments:** Mrs. Fitzgerald gave a brief summary of the meeting of Independent Libraries she attended earlier today.

**General Public Comments:** None

At 9:50 p.m. a motion was made by Mrs. Phillips with second by Mr. Messatzzia to recess the Regular Session and go into Executive Session for personnel matters. Motion adopted. 5 Yeas.

**Executive Session:** An Executive Session was held for the purpose of discussion of matters relating to personnel. The Executive Session ended at 10:10 p.m.

**Regular Session:** Mrs. Wilson called regular session to order.

Mr. Messatzzia made a motion to allow Ms. Webb to carry over unused leave time and to schedule that time as soon as possible on a schedule to meet her needs during this school year. Motion seconded by Mrs. Fitzgerald. Approved. 5 Yeas.

**Adjournment:** At 10:12 p.m. motion to adjourn by Mr. Messatzzia with second by Ms. Meek. Approved. 5 Yeas.

Minutes submitted by Carol Fitzgerald