

Delmar Public Library Commission, Inc.
Monthly Commission Meeting – September 25, 2018

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

Call to Order: President Wilson called the meeting to order at 7:14 p.m.

Approval of Agenda: Motion to approve agenda by Mr. Messatzzia with second by Mrs. Fitzgerald. Approved. 5 Yeas.

Approval of Minutes: Motion to approve minutes of August 28, 2018 by Mr. Messatzzia with second by Mrs. Phillips. Approved. 5 Yeas.

Correspondence: Mrs. Wilson presented a draft letter to Elaine Graves of JUDS and Brock Thomas of BDO regarding the trust accounts. Motion to send letter and file with other documents to BDO by Mrs. Phillips with second by Ms. Meek. Approved. 5 Yeas.

Mrs. Wilson presented a document for Court of Chancery for waiver of obligation to file accountings regarding Hayman Trust. Motion for Mrs. Wilson to sign and submit waiver by Mrs. Phillips with second by Ms. Meek. Approved. 5 Yeas.

Mrs. Wilson read letter from Brenda Davis, employee who was on temporary layoff regarding possibility of reinstatement to her position. Motion by Mrs. Phillips to send letter to Ms. Davis regarding elimination of the position of Cataloger III which was made at time job descriptions were revised. Second by Mr. Messatzzia. Approved. 5 Yeas.

Financial Reports: Mrs. Wilson presented the year-end statement of accounts for Building Fund, Commission Checking Account and Money Market Account. Commission Checking Account has been closed with balance transferred to Money Market Account. She also noted total of Lecates Trust distribution of \$35,864.50 to be allocated to Operating for FY18-19 collections. Year-end Investment Income reports will be sent to Commissioners via e-mail. Motion to approve statements that were presented made by Ms. Meek with second by Mr. Messatzzia. Approved. 5 Yeas.

Mrs. Upole presented the Operations Financial Reports. She noted corrections regarding account categories. At present there is no budget for building fund and commission accounts. Motion to approve operating accounts as presented by Mr. Messatzzia with second by Ms. Meek. Approved. 5 Yeas.

It was noted that purchase of TVs at Sam's Club was approved by e-mail vote.

Director's Report: Mrs. Upole reviewed her written report. She also shared the new library website that has been prepared by DDL staff. All commissioners had the opportunity to view. It is not live yet. URL will remain the same: delmarpubliclibrary.org.

Assistant Director's Report: Ms. Webb presented her report of activities related to work with staff, contractor and vendors in preparation for library being ready to open to the public. She noted that Delmar's Heritage Day was cancelled because of weather conditions. This affected the library's Crab Raffle. Crab Raffle will be extended to the spring. Payment may be made through Flipcause. Hub Caps are booked for April 26 with no location at this time. Further discussion will be needed.

Motion to accept staff reports by Mrs. Phillips with second by Mr. Messatzzia.

Old Business: Meeting Room Policies need to be finalized. Because this will take substantial time, the Commission set a special meeting date of Tuesday, October 9, 2018 at 6:30 p.m. (NOTE: This was subsequently moved to Wednesday October 10, 2018 at 6:30 p.m.)

New Business:

New Hire: Youth Services Coordinator position will be advertised. Suggested sites included the "Laurel Star", DLA, America's Jobs, and Facebook Jobs. Ad for Library Assistant will be posted as well. Applicants with applications on file will be notified that their applications are still valid.

Mrs. Upole passed around the registration form for Sussex County Staff Development Day to be held on Thursday, October 18, 2108. This is an all-day event at Delaware Tech Campus in Georgetown. There is no cost to attend.

Friends of Delmar Library: Mrs. Fitzgerald distributed a copy of e-mail from Friends regarding interest in re-establishment of group. Ms. Meek will contact Carrie via e-mail to see about disbanding the group.

DE Code: Mrs. Fitzgerald distributed copies of Delaware Code regarding State Library Agency, Council on Libraries and District Libraries. She noted there is an issue regarding governor's appointees to the Council. There is also an issue with individual libraries setting separate fines which is in conflict with Consortium policies. These items are on the agenda for the October 4 Council on Libraries meeting. Mrs. Wilson will attend. Mrs. Upole and Ms. Webb will also attend because there is a directors' meeting immediately following the Council meeting.

Workshop dates for Fundraising Plan: Next meeting was set for Monday, October 15, 2018 at 6:30 p.m. to continue work on fundraising plan. Mrs. Wilson will review materials from Horizon Philanthropic for that meeting.

November 3 – Possible closure and parking lot status: Fire Company Gun Bash on that date is a huge event. The entire area becomes extremely congested. Motion by Mrs. Phillips with second by Mr. Messatzzia to close the library (if open by then) and also Fire Company may use the parking lot if it is available. Approved. 5 Yeas.

Library Expansion: Mrs. Wilson reported on the construction meeting held on September 6. In attendance were Mrs. Wilson, Ms. Webb, Ellis Hammond (architect), Brad Cowen (RYJ). Discussion included the following: no change orders since June 8 because contractor could not substantiate a viable reason for extension; liquidated damages would be \$500/day, Owner has requested some extras, owner has incurred additional expenses, architect has additional expenses. Discussion concerned making adjustments that would balance expenses vs. liquidated damages. There was discussion that there had been no contract increase since Feb. 8. Request made to RYJ to come up with figures for credits of items removed from contract as well as additions to present to owner and architect for discussion.

NCALL and USDA – Mrs. Wilson went back over figures on status with NCALL. We owe \$45,800 in interest to date. Financing is through NCALL and USDA comes in at the end. It is anticipated \$2 million will be owed to USDA in the end.

Commissioner Comments: None

General Public Comments: None

At 9:47 p.m. a motion was made by Mrs. Phillips with second by Mrs. Fitzgerald 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 10:20 p.m.

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

Mr. Messatzzia made a motion to provide bonus to recommended employee and extra Christmas bonuses to other staff for extra work during the temporary library closing and move to the new location which involved additional work. Motion seconded by Ms. Meek. Approved. 5 Yeas.

Motion by Mrs. Fitzgerald with second by Mr. Messatzzia for Mrs. Wilson to write memo for personnel file for designated employee. Approved. 5 Yeas.

Adjournment: Motion to adjourn at 10:21 p.m. by Mrs. Phillips with second by Mrs. Fitzgerald. Approved. 5 Yeas

Minutes submitted by Carol Fitzgerald

Minutes approved October 23, 2018