

Delmar Public Library Commission, Inc.
Monthly Commission Meeting – December 12, 2018
Corrected Minutes

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: Mrs. Wilson called the meeting to order at 6:20 p.m.

Approval of Agenda: Agenda amended to include meeting room policies and forms and behavior matrix as re-written. Motion to approve amended agenda by Mrs. Fitzgerald with second by Mr. Messatzzia. Approved. 5 Yeas.

Approval of Minutes: Motion to approve minutes of November 27, 2018 meeting by Ms. Meek with second by Mr. Messatzzia. Approved. 5 Yeas.

Communications: Mrs. Wilson has not received a response from our attorney as of this date. Ribbon cutting will be on Thursday, December 20. Mrs. Wilson will be unavailable. Mr. Messatzzia agreed to say a few words on behalf of the Commission.

Financial Reports: Mrs. Wilson distributed final Treasurer's report for November. She also noted that 2 checks are missing from Money Market Savings Account. They may have been voided. Consensus was to hold off before deciding if any action needs to be taken. Motion by Mr. Messatzzia with second by Ms. Meek to approved Treasurer's report. Approved. 5 Yeas.

Operating budget report was tabled because of short time since last report. Report will be made at January meeting.

Director's Report: Mrs. Upole distributed and presented her written report.

Assistant Director's Report: Ms. Webb distributed and presented her written report.

Motion by Mrs. Fitzgerald with second by Mrs. Phillips to accept and approve staff reports. Approved. 5 Yeas.

Old Business: Meeting Room reservation and responsibility forms were reviewed and revised. Revised behavior matrix form was distributed and reviewed.

New Business: None

Library Expansion: Friday, December 14 will be last day for contractor's project manager to be here. He will return on January 2. Commissioners will give manager a gift for Christmas in appreciation for his efforts on this project. Patio has been redone. Gutter still needs work. Snow guards will be needed.

Beef and Dumpling Dinner at VFW is scheduled for February 10. Applebee's Flapjack Fundraiser will be March 16. Additional orders for bricks are still being received. Additional donations to building fund have been received.

Commissioner Comments: Commissioners commented favorably on starting future meetings at 6:00 p.m. There was also discussion of holding meetings in Hayman Meeting Room to allow more room for public participation. Next meeting will be on Tuesday, January 22, 2019 at 6:00 p.m. Maureen Cody of Avery Hall Insurance will be invited to attend.

General Public Comments: None

Executive Session: None

Adjournment: Motion to adjourn at 8:18 p.m. by Mrs. Phillips with second by Ms. Meek. Approved. 5 Yeas.

Minutes submitted by Carol Fitzgerald
Minutes approved January 22, 2019