

**Delmar Public Library Commission, Inc.**  
**Monthly Commission Meeting – February 26, 2019 - Corrected**

<b>Commissioners in attendance:</b>	Beverly Wilson Lorie Phillips (arrived at 6:30 p.m.) Carol Fitzgerald Cori Meek Ryan Messatzzia
<b>Staff in attendance:</b>	Susan Upole Jessica Webb
<b>Absent:</b>	None
<b>Guests:</b>	Dr. Annie Norman, State Librarian Kathy Graybeal, County Librarian

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**Call to Order:** Mrs. Wilson called the meeting to order at 6:15 p.m.

**Approval of Agenda:** Motion to approve agenda by Mr. Messatzzia with second by Mrs. Fitzgerald. Approved. 4 Yeas, 1 Absent.

**Guests:** Mrs. Wilson welcomed Dr. Norman and Mrs. Graybeal to the meeting. Dr. Norman distributed handouts: Delmar performance measures for FY 2016-18, FY2017 breakdown of Sussex County income, copy of presentation of overview of Delaware Libraries. There was general discussion of this information. Mrs. Graybeal noted the March 20 Library Advisory Board meeting would be a presentation by the independent libraries regarding “One Ask” for an increase in county funding for the independent libraries. County Administrator Todd Lawson, Finance Director Gina Jennings and Deputy Finance Director Kathy Roth will also attend this meeting. Mrs. Wilson thanked them for the information. Dr. Norman and Mrs. Graybeal left the meeting.

**Approval of Minutes:** Motion to approve minutes made by Mr. Messatzzia with second by Mrs. Phillips. Approved. 4 Yeas, 1 Abstention.

**Communications:** Mrs. Wilson announced that Wilmington Trust representatives will be at the April board meeting. She is waiting for confirmation from Bank of Delmarva regarding their attendance at the March meeting. She has received a letter from Wilmington Trust regarding **2019 payments** from Hayman Trust in the amount of \$38,017.47.

**Financial Reports:** Mrs. Phillips read the treasurer’s reports as distributed. Motion to approve reports by Mr. Messatzzia with second by Mrs. Fitzgerald. Approved. 5 Yeas.

Mrs. Upole reviewed the Operating Budget reports. Motion to approve reports by Mrs. Phillips with second by Ms. Meek. Approved. 5 Yeas.

**Director's Report:** Mrs. Upole reviewed her written report. She raised the question of placing covers over the thermostats as specified. Discussion ensued concerning the need for covers, cost of covers and cost to replace thermostats if damaged. It was noted that there is no way for anyone to adjust thermostat except remotely. Mrs. Upole will do further research before any decision is made.

**Assistant Director's Report:** Ms. Webb presented her written report. There was considerable discussion of influx of youth in the library after school. Ms. Webb discussed the current programs and activities, behavior issues, and staff relationships with the students. After considerable discussion, it was suggested that Ms. Meek and/or Mr. Messatzzia might conduct staff training on young adult development and working with youth.

Motion to accept staff reports by Ms. Meek with second by Mr. Messatzzia. Approved. 5 Yeas.

**Old Business:** None

**New Business:** Mrs. Wilson distributed copies of the BDO report. There are still questions on the Form 990 as prepared by JUDS. This form is not due until May 15, 2019.

Mrs. Upole distributed a document, "Donation Guidelines" for review.

**Library Expansion:** NCALL document has been signed. Construction issues need to be completed to enable loan to be closed. It was suggested that the library needs to establish a building maintenance schedule which would include such items as carpet cleaning and landscaping.

Case statement for fundraising needs to be updated. Other ideas are needed. Commission will hold a fundraising meeting on Wednesday 3/26/19 at 6:00 p.m. (Note: meeting canceled and rescheduled)

Library dedication has been scheduled for April 24. Further discussion on issues such as theme, possibility for time capsule, etc. is needed.

Next meeting will be on March 26, 2019 at 6:00 p.m.

**Commissioner Comments:** None

**General Public Comments:** None

**Executive Session:** None

**Adjournment:** Motion to adjourn at 9:53 p.m. by Mrs. Fitzgerald with second by Mr. Messatzzia. Approved. 5 Yeas.

Minutes submitted by Carol Fitzgerald

Approved March 26, 2019