

Delmar Public Library Commission, Inc.
Monthly Commission Meeting – January 22, 2019

Commissioners in attendance: Beverly Wilson
Lorie Phillips
Ryan Messatzzia

Staff in attendance: Susan Upole
Jessica Webb

Absent: Cori Meek

Guests: Maureen Cody, Avery Hall Insurance

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

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

Guest: Ms. Cody discussed various issues from a liability perspective. Issues covered included policies related to abuse and molestation, meeting room, and volunteers. It is up to board to decide if users of meeting room need to have liability insurance. Waivers of liability would be desirable for those using the meeting rooms and for volunteers. Library needs to have written policies and procedures in place. Background screening for volunteers and board members is desirable. Insurance company has means to assist with this. It is recommended to conduct background checks every three years. Ms. Cody provided suggestions for handling the issue of extra meeting room lights with letter to architect. She will provide additional information on issues raised. Mrs. Wilson thanked Ms. Cody. Ms. Cody left the meeting.

Approval of Minutes: Motion to approve minutes as corrected by Mrs. Phillips with second by Mr. Messatzzia. Approved. 4 Yeas, 1 Absent.

Communications: Mrs. Wilson reviewed letter from contractor for proposed settlement from June to September 2018 and letter dated January 19, 2019 confirming acceptance. Further settlement to time of certificate of occupancy is still pending. Mrs. Wilson discussed need for loan modification agreement with NCALL. Information from NCALL sent to attorney.

Financial Reports: Mrs. Phillips read treasurer's reports as distributed. Motion to approve reports by Mrs. Fitzgerald with second by Mr. Messatzzia. Approved. 4 Yeas, 1 Absent

Mrs. Upole reviewed the operating budget reports for December. No fines were collected in December, the first month the library was open to the public.

Director's Report: Mrs. Upole reviewed her written report, noting upcoming adult programs in February. She noted the March 20 Library Advisory Board meeting which will be budget presentation to request funding increase. Of note is the impact of potential minimum wage increase to \$15.00 per hour.

Assistant Director's Report: Ms. Webb reviewed her written report. She highlighted the following events: grand opening, after-school meals, and homework help. She also noted the programs and activities of the new children's services coordinator, Jessica Hill.

Motion to accept staff reports by Mrs. Phillips with second by Mr. Messatzzia. Approved. 4 Yeas, 1 Absent.

Old Business: Mrs. Wilson gave update on BDO report.

New Business:

- Trust Accounts – Representatives from Wilmington Trust and Bank of Delmarva will be invited to the March and April meetings respectively.
- Annie Norman, State Librarian, and Kathy Graybeal, County Librarian, will attend the February meeting.
- Safety Deposit Box at Bank of Delmarva will be discussed at a later meeting.
- DLA Legislative Day – Mrs. Wilson and Mrs. Fitzgerald commented on their meetings with legislators.
- Meeting room use was discussed, especially the use of tutor rooms on a first come, first served basis as well as the use of youth room by Girl Scouts and others.
- Mrs. Upole reviewed the possibility of minimum wage increase to \$15.00 per hour and its impact on the library budget.
- Waivers for volunteers and attendees in physically active programs such as yoga were discussed.
- Library Confidentiality Policy was presented and reviewed. Motion to approve policy by Mrs. Phillips with second by Mr. Messatzzia. Approved. 4 Yeas, 1 Absent.

Library Expansion: Mrs. Wilson explained that the letter from M&T Bank regarding a loan was in reference to their loan through NCALL. She reviewed latest meeting regarding the punch list.

Next fundraising events: Beef and Dumpling Dinner at VFW, February 10. Tickets are \$14.00
Applebee's Flapjack Fundraiser Breakfast, March 16. Tickets are \$7.00.

RFP for landscaping and Snow Removal: More requests are to be sent. Eric Shupe is willing to continue snow removal.

Commissioner Comments: None

General Public Comments: None

At 9:32 p.m. a motion was made by Mr. Messatzzia with second by Mrs. Phillips to Recess the Regular Session and go into Executive Session for personnel matters. Approved. 4 Yeas, 1 Absent.

Executive Session: An Executive Session was held for the purpose of discussion of matters relating to personnel. The Executive Session ended at 9:40 p.m.

Regular Session: Mrs. Wilson called the regular session to order. There was no action to be taken.

Adjournment: Motion to adjourn at 9:41 p.m. by Mr. Messatzzia with second by Mrs. Phillips. Approved. 4 Yeas, 1 Absent.

Minutes submitted by Carol Fitzgerald
Minutes approved February 26, 2019