

Delmar Public Library Commission, Inc.
Monthly Commission Meeting – March 26, 2019

Commissioners in attendance:	Beverly Wilson Lorie Phillips Carol Fitzgerald Cori Meek Ryan Messatzzia (arrived at 6:32 p.m.)
Staff in attendance:	Susan Upole Jessica Webb
Absent:	None
Guests:	John Breda, Bank of Delmarva Brian East, Delmarva Investment Services

Call to Order: President Wilson called the meeting to order at 6:07 p.m.

Approval of Agenda: Motion to approve agenda by Mrs. Phillips with second by Ms. Meek. Approved. 4 Yeas, 1 absent.

Mrs. Wilson introduced Mr. Breda and Mr. East who led a general discussion of the Lecates Trust account. They reviewed asset allocation and distributions to the library. Mrs. Wilson thanked them for their attendance.

Following their departure, commissioners and staff took a tour of the south parking lot to inspect condition of the lot and curbing.

Approval of Minutes: Motion to approve minutes with correction by Mrs. Phillips with second by Ms. Meek. Approved. 5 Yeas.

Communications: Mrs. Wilson relayed the following communications:

- Delmar Library Dedication announcement
- Letter from Merrill Lynch for December
- Status of Friends account and continued efforts to retrieve materials from former Friends President
- Letter from Town of Delmar regrading block by block closing of Grove Street
- Resignation of library's bookkeeper

Financial Reports: Treasurer's reports were distributed and reviewed. Motion to approve report as presented by Mrs. Fitzgerald with second by Mr. Messatzzia. Approved. 5 Yeas.

Operating report was deferred to the next meeting.

Director's Report: Mrs. Upole made an oral report on the activities of the last month including the following:

- Presentation to the town of Delmar requesting additional funding for Dolly Parton's Imagination Library and for after school programming
- Council on Library and Directors' meetings
- Independent Library meeting
- System Meeting
- Library Advisory Board meeting for "One Ask" of addition \$1.15 per person increase in library funding from Sussex County
- FY2020 State Aid draft
- Applebee's fundraiser
- Tour of building for Harrington Library trustees as they plan their library construction
- Plans for the Library Dedication – guests, program
- Stanley Steamer to provide quote for carpet cleaning

Assistant Director's Report: Ms. Webb reported on Life Crisis representative willingness to work with after-school students. She also talked about the Summer Reading Program. There will also be a program for adults. National Honor Society is holding a photography fundraiser on Saturday April 6 from 8:30 to 11:30. Cost of photos is \$35.00

Old Business: Preparation of 990 tax return by JUDS will be late because of changes regarding the trust accounts. One landscaping response to RFP has been received. This business will be asked to perform a one-time clean up of yard and gutters prior to the library dedication. Mrs. Wilson requested that ads be placed for new Commissioner, bookkeeper and RFP for landscaping, yard maintenance.

New Business: Library will close on Thursday, September 26 for Sussex County Staff Development Day. Closing was approved with 2019 calendar approval before date was known.

Library Expansion: Discussion centered on possible options for resolving issues on the south parking lot and settling remaining issues regarding time from 9/28 to 11/21/2018.

Fundraising meeting will be held on April 1 at 6:00 p.m. (later changed to April 17 at 6:00 p.m.) Several suggestions were made for fundraisers. Capital campaign chairman is still needed.

Commissioner Comments: None

General Public Comments: None

Executive Session: At 9:02 p.m. a motion was made by Mrs. Phillips with second by Ms. Meek 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 9:30 p.m.

Regular Session: Mrs. Wilson called regular session to order. No action was required.

Adjournment: Motion to adjourn at 9:35 p.m. by Ms. Meek with second by Mr. Messatzia. Approved. 5 Yeas.

Minutes submitted by Carol Fitzgerald

Minutes approved May 28, 2019