

**Delmar Public Library Commission, Inc.**  
**Monthly Commission Meeting – November 27, 2018**

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

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**Call to Order:** Mrs. Wilson called the meeting to order at 7:13 p.m.

**Approval of Agenda:** Agenda amended to add gaming policy and employee emergency contact form. Motion to approve amended agenda by Mr. Messatzzia with second by Ms. Meek. Approved. 5 Yeas.

**Approval of Minutes:** Motion to approve minutes of October 23, 2018 meeting by Mr. Messatzzia with second by Ms. Meek. Approved. 5 Yeas.

**Communications:** Mrs. Wilson shared the letter to the attorney regarding proposed settlement. She also reviewed the information from Merrill Lynch regarding suggested account changes that were approved by the Commissioners via e-mail.

**Financial Reports:** Mrs. Phillips reviewed the Commission's financial reports. Motion to approved reports by Mr. Messatzzia with second by Mrs. Fitzgerald. Approved. 5 Yeas.

Mrs. Upole reviewed the Operations report. Motion to approve by Mrs. Phillips with second by Mr. Messatzzia. Approved. 5 Yeas

**Director's Report:** Mrs. Upole reviewed her written report of activities. Mrs. Hill has accepted the Youth Services position pending background checks. On December 7, special guests will be invited to tour the library. Soft opening will be on Monday, December 10 with official ribbon cutting on Thursday, December 20 at 10:00 a.m. A full day of activities has been planned.

**Assistant Director's Report:** Ms. Webb presented her written report. Three new part-time staff members have been hired pending background checks. Because new employees will not be fully trained and several staff members have requested vacation time, Ms. Webb requested the library

be closed on Saturday, December 22 and Saturday, December 29. Motion by Mrs. Fitzgerald with second by Ms. Meek. Approved. 3 Yeas, 2 Abstentions.

Motion to approve staff reports by Mr. Messatzzia with second by Mrs. Phillips. Approved 5 Yeas.

**Old Business:**

- Meeting Room policy – Non-profit users will need to sign a waiver of liability and for-profit users will need to submit an insurance binder. Final version will be prepared and Commissioners will submit an e-mail vote to Mrs. Wilson. Mrs. Upole will prepare and distribute application form to have available by library opening day.
- Unattended Children policy – Motion to approve effective this date by Mrs. Fitzgerald with second by Mr. Messatzzia. Approved 5 Yeas.
- Patron Code of Conduct – Edits needed and information needed regarding service animals and emotional support animals.
- Collection Development Policy – tabled.

**New Business:** Mrs. Upole presented the 2019 Holiday and Closing Schedule. Motion to approve as discussed by Ms. Meek with second by Mr. Messatzzia. Approved. 5 Yeas. Staff holiday dinner was discussed. Staff will be consulted on preferred date and location.

Gaming policy was presented. After discussion, motion to adopt as revised by Mrs. Fitzgerald with second by Mr. Messatzzia. Approved. 5 Yeas.

Mrs. Upole presented the Staff Emergency Contact Form. Motion to approve revised form by Mr. Messatzzia with second by Mrs. Phillips. Approved. 5 Yeas.

**Library Expansion:** Mrs. Wilson and Ms. Webb met with Ellis Hammond, architect, regarding issues related to substantial completion of this project. Items included the following: corrections to South Parking Lot, Mechanical, electrical and plumbing items on the punch list, landscaping issues, staff restroom problems, courtyard and problems with the exterior sign. Discussion included best ways to handle these items. Architect will follow up with contractor for appropriate credits. Mrs. Wilson will follow up with questions to Town.

**Fundraising:**

- February 10 – Beef and Dumpling Dinner at VFW; Ms. Webb to follow up with contract issues.
- March 16 – Applebee’s Flapjack breakfast
- April 5 or 6 (date TBD) – local band at VFW (Front Page News or Dust and Bones)

**Landscaping:** Mrs. Wilson working on revised RFP. Mrs. Phillips will take care of initial raking and yard clean up. Mrs. Wilson has snow blower and pressure washer as needed.

**Commissioner Comments:** None

**General Public Comments:** None

At 10:18 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 10:20 p.m.

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

A motion was made to approved Christmas bonuses to staff as discussed including recognition to staff for extra work during closing and move to new location which involved additional work. Motion made by Mrs. Phillips with second by Ms. Meek. Approved. 5 Yeas.

Next meeting: Wednesday, December 12, 2018 at 6:00 p.m.

**Adjournment:** Motion to adjourn at 10:22 p.m. by Mrs. Phillips with second by Mr. Messatzzia. Approved. 5 Yeas.

Minutes submitted by Carol Fitzgerald

Minutes approved December 12, 2018