

Delmar Public Library Commission, Inc.
Monthly Commission Meeting – October 23, 2018

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| 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 7:08 p.m.

Approval of Agenda: Motion to approve agenda by Mr. Messatzzia with second by Ms. Meeks. Approved. 5 Yeas.

Approval of Minutes: Motion to approve September 25 minutes with corrections by Mrs. Phillips with second by Mr. Messatzzia. Approved. 5 Yeas.
Motion to approve minutes of October 20 by Mrs. Phillips with second by Ms. Meek. Approved. 5 Yeas.
Motion to approve minutes of October 15 by Ms. Meek with second by Mrs. Phillips. Approved. 4 Yeas, 1 Abstention.

Communications: Wells Fargo document regarding Court of Chancery is ready to be mailed. Brad Donovan of Merrill Lynch contacted Mrs. Wilson regarding account recommendations. Mr. Bastian was unable to accept position on capital campaign.

Financial Reports: FY 2017-2018 and monthly reports presented. Motion to accept year end investment report as presented made by Mrs. Phillips with second by Ms. Meek. Approved. 5 Yeas.
Motion to transfer Lecates income funds to operating account made by Mrs. Phillips with second by Ms. Meek. Approved. 5 Yeas.
Motion to approve treasurer's report made by Mrs. Fitzgerald with second by Mr. Messatzzia. Approved. 5 Yeas.

Ms. Upole presented operating budget report. Motion to approve budget report by Ms. Meek with second by Mrs. Fitzgerald. Approved. 5 Yeas.

Director's Report: Mrs. Upole presented written report outlining activities since last meeting. Website is now live. Gallery of photos will be created for site. She cited need to establish salary for Children's Services position.

Assistant Director's Report: Ms. Webb presented written report. Director and Assistant Director noted various obstacles to opening including network and security issues. Commission meeting agendas and approved minutes will be posted on website.

Motion to approved staff reports by Mrs. Fitzgerald with second by Mr. Messatzzia. Approved. 5 Yeas.

Old Business: Draft meeting room policies were reviewed. Mrs. Upole has not received a response from insurance agent regarding insurance questions. Fee schedule will be removed and replaced with note that fee schedule will be reviewed and set annually.

New Business: Mrs. Upole distributed Patron Code of Conduct, Sussex County Policy and Behavior Matrix for review. These should be reviewed and comments submitted to Mrs. Upole within the next two weeks. She also noted that Library Policy and Procedure Manual needs to be reviewed, revised and updated.

Library Expansion: Discussion of construction was tabled for review of contractor's proposal.

Library Cleaning Contract: Proposals for library cleaning were reviewed. Motion to approve Easter Seals as contractor for twice a week cleaning, contingent upon review of their contract, made by Ms. Meek with second by Mr. Messatzzia. Suggestion was made for review of service at end of six months. Contract effective date should be the date library takes possession of building. Approved. 5 Yeas.

Landscaping Contract: Firms suggested gutter cleaning and snow removal were not appropriate for such contract. Mrs. Wilson will repost and check into "Sussex Guide" ads

Commissioner Comments: None

General Public Comments: None

Executive Session: None

Adjournment: There being no further business, motion to adjourn at 10:15 p.m. made by Ms. Meek with second by Mr. Messatzzia. Approved. 5 Yeas.

Minutes submitted by Carol Fitzgerald
Approved November 27, 2018