

Delmar Public Library Commission, Inc.
Monthly Commission Meeting –June 25, 2019

Commissioners in attendance: Beverly Wilson
Carol Fitzgerald
Cori Meek
Ryan Messatzzia (left at 8:00 p.m.)

Staff in attendance: Susan Upole
Jessica Webb

Absent: Lorie Phillips

Guests: John McDonnell (left at 7:15 p.m.)

Call to Order: Mrs. Wilson called the meeting to order at 6:12 p.m.

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

Executive Session: At 6:16 p.m. a motion was made by Mrs. Fitzgerald with second by Mr. Messatzzia to recess the regular session and go into Executive Session for personnel matters. Approved. 4 Yeas, 1 Absent.

An Executive Session was held for the purpose of discussion of personnel matters. Session ended at 6:32 p.m.

Regular Session: Mrs. Wilson called the regular session to order. No action was necessary pursuant to the Executive Session.

Minutes: Motion to approve May 28, 2019 minutes by Ms. Meek with second by Mr. Messatzzia. Approved. 4 Yeas, 1 Absent.

Communications: Mrs. Wilson reported on the following items: Architect is reviewing financial information from contractor. USDA wants to close on loan sometime during the week of July 22-26. However, all punch list items need to be settled before then. Mrs. Wilson is looking to schedule additional interview for commissioner. Mrs. Wilson reported on attending the Delmar Chamber of Commerce event for the grand opening of the UPS store at Shayona Pharmacy.

Financial Reports: Mrs. Wilson reviewed the Treasurer's Report as distributed. Motion to accept Treasurer's Report by Mr. Messazzia with second by Mrs. Fitzgerald. Approved. 4 Yeas, 1 Absent.

Mrs. Wilson reviewed the issues related to the Lecates Trust. Attorney with bank intends to file with the court next week. Mrs. Wilson will discuss this with Library's attorney. She will also look into moving trust to Delaware Community Foundation.

Mr. Messazzia left the meeting at 8:00 p.m.

Mrs. Upole reviewed the Operating Budget Financial Report. Motion to approve by Mrs. Fitzgerald with second by Ms. Meek. Approved. 3 Yeas, 2 Absent.

Director's Report: Mrs. Upole reviewed her written report. She announced the library will have a social worker on site on Mondays from 10 a.m. – 12 noon beginning Monday, July 9, 2019.

Assistant Director's Report: Ms. Webb presented her written report.

Motion to accept staff reports by Mrs. Fitzgerald with second by Ms. Meek. Approved. 3 Yeas, 2 Absent.

Old Business: None

New Business: Youth Services position is still open. Interviews are ongoing.

Library Expansion: USDA wants to close on the loan. This was discussed under Communications agenda item. Capital Campaign/fundraiser needs to move forward. Mr. Messazzia left a draft layout with Mrs. Wilson

Commissioner Comments: Quarter Auction will be held on July 24. Library is still looking for additional donations. Volunteers and food donations will be needed. Mrs. Fitzgerald commented on the Independent Library Trustees meeting. Not all library commissions have approved the Trustee Manual. Next meeting will be in September.

General Public Comments: None

Adjournment: Motion to adjourn at 9:02 by Ms. Meek with second by Mrs. Fitzgerald. Approved. 3 Yeas, 2 Absent.

Minutes submitted by Carol Fitzgerald
Minutes approved August 26, 2019