

Delmar Public Library Commission, Inc.
Monthly Commission Meeting – December 22, 2020
Via ZOOM

Commissioners in attendance:	Beverly Wilson Carol Fitzgerald Lorie Phillips John McDonnell
Maryland Representative in attendance:	Stephanie Shultz
Staff in attendance:	Susan Upole Jessica Webb
Absent:	Cori Meek
Guests:	None

Call to Order: Mrs. Wilson called the meeting to order at 6:09 p.m.

Approval of Agenda: Amended agenda approved by consensus. Merrill Lynch added to New Business.

Approval of Minutes: November 24, 2020 minutes approved by consensus.

Communications: None

Financial Reports:

- Treasurer: Mrs. Wilson reviewed the November and December reports as distributed by email. Mrs. Phillips suggested a trend report be run on the Hayman Account to look at fluctuations over time.
- Operations: Mrs. Upole reviewed the account as of December 19, 2020 as distributed by email.

Sta Reports:

- Library Director: Mrs. Upole distributed report by email. She reviewed current “stay at home” advisory. This does not include going to work. Mrs. Upole updated on library closings. After discussion of curbside use since Thanksgiving, Mrs. Fitzgerald made a motion to close the library from December 28, 2020 through January 2, 2021. Motion seconded by Mr. McDonnell. Approved. 4 Yeas, 1 Absent.
- Assistant Director: Ms. Webb reviewed her report as distributed by email.

Old Business:

- Merrill Lynch – Mrs. Wilson and Mrs. Phillips reviewed the Merrill Lynch information as distributed by email. Merrill Lynch advisory recommended changes in allocation of investments. Further changes can be made as conditions warrant. It was suggested the Commission review this at least semi-annually. Mrs. Fitzgerald made a motion to approve the recommended changes with second by Mr. McDonnell. Approved. 4 Yeas, 1 Absent.

New Business: None

General Public Comments: None

Commissioner Comments: Mr. McDonnell commented on the appearance of the bricks under the front windows of Hayman Meeting Room following heavy rains. The bricks appeared to be wet. Mrs. Wilson checked on this and found no water in the meeting room. Mrs. Wilson will continue to monitor.

Executive Session: None required

Adjournment: There being no further business, Mrs. Wilson adjourned the meeting at 7:12 p.m.

Minutes submitted by Carol Fitzgerald.

Approved on January 26, 2021 by consensus. *Carol H. Fitzgerald*