

**Delmar Public Library Commission, Inc.**  
**Monthly Commission Meeting – February 23, 2021**  
**Via Zoom**

<b>Commissioners in attendance:</b>	Beverly Wilson Lorie Phillips Carol Fitzgerald Cori Meek (left meeting at 8:00 p.m.) John McDonnell
<b>Maryland Representative in attendance:</b>	Stephanie Shultz
<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 6:02 p.m.

**Approval of Agenda:** Approved with additions and deletions.

**Approval of Minutes:** Approved by consensus with 1 correction.

**Communications:** Mrs. Wilson reported on Hayman Trust information regarding re-allocations.

**Financial Reports:** Mrs. Wilson reviewed Treasurer's reports as submitted via e-mail. Mrs. Upole reviewed the Operating Budget reports as submitted via e-mail.

**Staff Reports:**

- Library Director: Mrs. Upole reviewed her written report as submitted via e-mail.
- Assistant Director: Ms. Webb reviewed her written report as submitted via e-mail.

**Commission Reports:** No reports.

**Old Business:**

- Building Fund – Fundraising: Mrs. Upole reviewed various fundraising events in the past as well as current and future events. Library commission needs to set annual goals. Future meetings for fundraising will be on March 8 and March 22 at 6:00 p.m. via Zoom.

**New Business:**

- Proposed Independent Libraries Funding Formula for FY2022 and FY 2023 was presented and discussed. Motion by Mrs. Fitzgerald with second by Mr. McDonnell to accept the FY2022 proposal and recommend revisiting the FY 2023 proposal next year. Motion approved. 5 Yeas. Mrs. Fitzgerald will notify Kay Wheatley of Commission's response.
- Salisbury Door Proposal: Motion made by Mrs. Fitzgerald with second by Mrs. Phillips to accept proposal of \$950 to cover necessary work. Motion approved. 5 Yeas.
- Reopening Plans: Mrs. Upole reviewed existing situation and concerns. Additional planning needs to occur. Mrs. Upole recommends waiting until tax season has ended and then open by appointment. Discussion included staffing issues and planning for April 24<sup>th</sup>, 81<sup>st</sup> anniversary of library opening. Staff meetings and training needs to take place. Commission recommended staff hours be increased starting March 8 to begin preparation for reopening. (Note: This date was later changed to give staff 2 weeks' notice.)

**General Public Comments:** None.

**Commissioner Comments:** None.

**Executive Session:** None required.

**Adjournment:** Motion by Mr. McDonnell with second by Mrs. Fitzgerald to adjourn at 8:16 p.m. Approved. 4 Yeas, 1 absent. Meeting adjourned.

Minutes submitted by Carol Fitzgerald.

Minutes approved on March 23, 2001. *Carol H. Fitzgerald, Secretary*