

**Delmar Public Library Commission, Inc.**  
**Monthly Commission Meeting – July 28, 2020**  
**VIA ZOOM**

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

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**Call to Order:** Mrs. Wilson called the meeting to order at 6:04 p.m.

**Approval of Agenda:** Approved by consent.

**Election of Officers:** Deferred

**Approval of Minutes:** June 23, 2020 minutes approved by consent.

**Communications:** Update of bank signatures -- deferred

**Financial Reports:** Previous treasurer's report was e-mailed to commissioners on June 26. Treasurer's reports are deferred. Mrs. Upole presented report of Operations account. She presented a new draft budget dated July 6, 2020 to reflect state and county income information. Motion to adopt draft budget with adjustments made by Mrs. Phillips with second by Mr. McDonnell. 4 Yeas, 1 Absent. Approved.

**Director's Report:** Mrs. Upole submitted her written report. Consensus of commission is to allow staff to take time off if needed for COVID-19 testing. Testing is currently free. Library will need to continue monitoring any costs incurred related to COVID-19 mitigation.

**Assistant Director's Report:** Ms. Webb submitted her written report. One staff member will be going on maternity leave in mid-August. Curbside service is currently working adequately.

**Commission Reports:** Mrs. Fitzgerald submitted written reports on meetings she attended: Council on Libraries, County Council, and Library Advisory Board.

**Library Construction and Fundraising:** Mrs. Wilson provided an update on NCALL/USDA loan status. Closing is expected in late August.

**Old Business:**

- Lawn Maintenance Service Contract: Commission is continuing to seek responsive bidders for proposal.
- TE Smith – faucet repair/replacement: Commission will defer to later date seeking addition information on soap dispensers as well as considerations for future issues relating to the pandemic.
- Board Bylaws Review/Revision: Commissioners were asked to review materials sent out in e-mail and send questions/comments to the members over the next few weeks. A new edition of Robert's Rules of Order Newly Revised will be published in September. Copies of the new edition will be purchased for the Commission and the library's collection.
- UPDATE: Library services: Transit has been increased to twice a week and may be increased further. Programs are being offered online during the Summer Reading Program. There are programs for adults and children. The number of public computers has been reduced to six with chairs and keyboards removed from the remaining stations. Currently the library is not open to the public but this move is in anticipation of some future opening for computer access. Mrs. Upole provided further information on library activities throughout the county as well as local issues and concerns.

**New Business:** Mrs. Upole introduced information about Brainfuse subscription and other options for assisting students during this time of virtual and/or hybrid school operations. No decision was made. Access is a big issue for all. This is also being discussed at the state level.

**General Public Comments:** None

**Commissioner Comments:** None

**Executive Session:** None

**Adjournment:** There being no further business, Mrs. Wilson adjourned the meeting at 8:21 p.m.

Minutes submitted by Carol Fitzgerald

Minutes approved by consensus on August 25, 2020.