

Delmar Public Library Commission, Inc.
Monthly Commission Meeting – June 22, 2021
Via ZOOM

Commissioners in attendance: Beverly Wilson
Lorie Phillips
Carol Fitzgerald
Cori Meek

Maryland Representative in attendance:

Staff in attendance: Susan Upole
Jessica Webb

Absent: John McDonnell
Stephanie Shultz

Call to Order: Mrs. Wilson called the meeting to order at 6:14 p.m.

Approval of Agenda: Agenda accepted as presented.

Approval of Minutes: Minutes of May 25, 2021 were accepted by consensus.

Communications: Mrs. Wilson announced Mrs. Upole, library director, will retire effective September 30, 2021. She will be working closely with Mrs. Wilson and Ms. Webb to insure a smooth transition to new leadership.

Delmar Fire Department announced they will be hosting a beef and dumpling dinner on November 6, the day before the library's dinner at the VFW. Mrs. Wilson will ask Mr. McDonnell to meet with the VFW to reschedule our dinner.

Mrs. Wilson emailed information regarding the library's Hayman Trust account with Wilmington Trust. Discussion will be placed on July meeting agenda.

Financial Reports: (email)

- Treasurer – Commission Accounts: Mrs. Wilson reviewed the various commission accounts as submitted by e-mail.
- Library Director – Operational: Mrs. Upole reviewed the operations account information as submitted by e-mail.

Staff Reports: (email)

- Library Director: Mrs. Upole commented on various items in her report. Library will have an energy audit in the fall. Bookmobile will be in the library parking lot on June 29 from 5 to 7 p.m. for Covid-19 vaccine.

- Assistant Director: Ms. Webb reviewed her written report as submitted by e-mail.

Old Business

- Legislation regarding Commission membership: Mrs. Fitzgerald provided an update on status of legislation. Nothing will happen before the next legislative session. However, there will be a public hearing before any legislation is introduced.
- Handyman Work: Mrs. Wilson has not heard back from Handyman. She will be looking for someone else.
- Geothermal Pump: Vendor is waiting for parts to arrive.
- Roof Repairs: Phil Thompson Construction and 5-year warranty—Mr. Thompson is to be at the library on Wednesday, June 23, 2021.
- Reopening Update: Mrs. Webb and Ms. Upole provided information on library use since reopening. The library is open for browsing Monday through Friday from 10:00 a.m. to 1:00 p.m. and alternating Saturdays from 10:00 a.m. to 2:00 p.m. No appointments are necessary. Appointments for computer use and curbside pickups are available Monday through Friday from 2:00 to 4:00 p.m. After discussion, the consensus was to keep these hours in effect and review them again at the July 27, 2021 Commission meeting.
- Second Reading: Unattended Children Policy COVID-19 Protocols – Mrs. Phillips made a motion seconded by Ms. Meek to approve the policy as presented. Approved. 4 Yeas, 1 Absent.

New Business:

- Website Updates – Mrs. Wilson and Mrs. Upole reviewed updates and Mrs. Upole will submit them for implementation.

Fundraising Update:

- Brick Sales – Mrs. Upole is waiting for additional requests for bricks. This will be the final order for the foreseeable future.

General Public Comments: None

Commissioner Comments: Commissioners thanked Mrs. Upole and Ms. Webb for their continued hard work during this pandemic.

Executive Session: At 7:46 a motion was made by Mrs. Fitzgerald with a second by Ms. Meek to recess the Regular Session for personnel matters. Motion approved. 4 Yeas, 1 Absent.

Regular Session: Mrs. Wilson called the meeting back into regular session at 7:52 p.m. Motion by Mrs. Phillips with second by Ms. Meek to adjust pay scale of part-time employees effective the first full pay period of FY 2022 to meet the impending minimum wage rate increase. Motion approved. 4 Yeas, 1 Absent.

Adjournment: There being no further business, Mrs. Wilson adjourned the meeting at 7:57 p.m.

Minutes submitted by Carol Fitzgerald.

Approved by consensus on July 27, 2021. *Carol Fitzgerald, secretary*