

Delmar Public Library Commission, Inc.
Monthly Commission Meeting – November 24, 2020
VIA ZOOM

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

Call to Order: Mrs. Wilson called the meeting to order at 6:19 p.m.

Approval of Agenda: Agenda approved by consensus with the following changes: delete Treasurer's report; add 2001 holiday/closings schedule.

Approval of Minutes: Motion by Mrs. Wilson with second by Mr. McDonnell to approve October 27 minutes with correction. Approved. 3 Yeas, 2 Absent.

Communications: None

Financial Reports: Mrs. Upole reviewed the Operations Report as distributed by e-mail. Accepted by consensus.

Staff Reports:

- Library Director: Report submitted by e-mail. She reported on building issues.
- Assistant Director: Report submitted by e-mail.

Commission Reports: Mrs. Fitzgerald submitted her report by e-mail. Delaware Library Town Meeting will be held via Zoom on Thursday, December 3, 2020. Everyone is invited to attend.

Library Construction and Fundraising: No report

Old Business:

- Reopening COVID-19 status: Library will not reopen at this time.

- Cleaning Contract: Contract needs to be renewed. Commission agreed to renew contract with Easter Seals. Approved by consensus.
- Commission Vacancies/Updates: Mrs. Shultz reported on her numerous contacts. No applications have been submitted to date.
- Commission Trunk or Treat event: In the absence of Ms. Meek and Mrs. Phillips, Ms. Webb reported on this event. Ms. Meek, Mrs. Phillips, Mr. & Mrs. McDonnell participated in this event. 450 bags with books and candy were distributed within 1 ¾ hours.

New Business:

- discussion of adding an extra amount to bonus checks. Mrs. Wilson and Mrs. Phillips will review.
- 2021 Holiday and Other Closings Schedule: Mrs. Upole presented the proposed 2021 schedule. Motion by Mrs. Fitzgerald with second by Mr. Mc Donnell to approve suggested schedule as approved. Approved: 3 Yeas, 2 Absent.

General Public Comments: None

Commissioner Comments: None

Executive Session: None required

Adjournment: Motion by Mr. McDonnell with second by Mrs. Fitzgerald to adjourn. Approved: 3 Yeas, 2 Absent. Meeting adjourned at 7:23 p.m.

Minutes submitted by Carol Fitzgerald

Minutes approved on December 22, 2020 – *Carol H. Fitzgerald*