

Delmar Public Library Commission, Inc.
Monthly Commission Meeting – October 27, 2020 -- Corrected
VIA ZOOM

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

Maryland Representative in attendance: Stephanie Shultz

Staff in attendance: Susan Upole
Jessica Webb

Absent: None

Guests: None

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

Approval of Agenda: Agenda amended to add Cleaning Contract, T. E. Smith Proposal and team schedules. Agenda approved as amended by consent.

Approval of Minutes: Minutes of September 22, 2020 approved by consent.

Communications:

- Motion to approve T.E. Smith proposal made by Mrs. Fitzgerald with second by Mr. McDonnell. Approved. 5 Yeas.
- Cleaning contract discussed. There is need for deep cleaning when library opens. Options were discussed. Other vendors may be contacted for options.
- Bench slats: Consensus of Commission is to replace all slats.

Financial Reports: Accepted for review

- Treasurer's report was submitted by e-mail.
- Operations report was submitted by e-mail.

Staff Reports:

- Library Director: Report submitted by e-mail. Mrs. Upole discussed issuing digital library cards for all students at Delmar Middle/High School. She will contact Seaford Library Director regarding report on use of BrainFuse by Delmar students/residents.
- Assistant Director: Report submitted by e-mail. Ms. Webb commented on craft kits available for both children and adults.

Commission Reports: Mrs. Fitzgerald submitted her reports by e-mail. Mr. McDonnell reported on his cursory review of insurance policies.

Library Construction and Fundraising: No further updates as benches were discussed earlier. No fundraising efforts to date due to Pandemic.

Old Business:

- Commission Vacancies/Updates: Some applications have been distributed. Mrs. Shultz contacted area churches with only 1 response.
- Commission Trunk or Treat event: Ms. Meek reported on work toward this event. She and Mrs. Phillips will participate. Books and treats will be distributed. Other Commissioners are invited to participate.

New Business:

- BDO Financial Compilation: Oct 30 response requested. Mrs. Wilson will review. Mrs. Upole has been working to reconcile BDO information with library accounting records.
- JUDS Engagement for 990/Audit: Library will continue with JUDS for this year but will discuss possibility of seeking other proposals for future compilation of 990 form and audits required for USDA loan.
- Reopening Timeline: Mrs. Upole presented recommended procedures for reopening the library by appointment only. Separate appointments would be scheduled for browsing and computer use. Curbside services would continue.

At 7:24 p.m. access to ZOOM meeting was lost. Meeting reconvened at 7:28 p.m. with all participants returning with the exception of John McDonnell and Stephanie Shultz. Mrs. Shultz left the meeting at 7:00 to host ESL class meeting.

Meeting resumed with new business:

- Reopening timeline discussion continued with concerns for security to enforce mask and social distancing requirements and other concerns. There were concerns expressed about the increase of COVID 19 cases in the Delmar area. Delmar Middle/High School is expected to reopen in mid-November. It was the consensus to postpone a decision on reopening until the November meeting. This would give members the opportunity to learn more about school opening and updates on COVID 19 cases.
- Unattended Child Policy COVID 19 Revision: Revised policy was presented along with revisions in Patron Code of Conduct Operation Procedures to reflect state and federal health guidelines. Commissioners are to review for November meeting.

General Public Comments: None

Commissioner Comments: Send comments on BDO material to Mrs. Wilson by Thursday, October 30. Review policy and procedure revisions for November meeting.

Executive Session: None required

Adjournment: There being no further business, Mrs. Wilson adjourned the meeting at 7:44 p.m.

Minutes submitted by Carol Fitzgerald

Minutes approved with corrections on November 24, 2020