

**Delmar Public Library Commission, Inc.**  
**Monthly Commission Meeting – September 22, 2020**  
**VIA ZOOM**

<b>Commissioners in attendance:</b>	Beverly Wilson Lorie Phillips Carol Fitzgerald Cori Meek
<b>Maryland Representative in attendance:</b>	Stephanie Shultz
<b>Staff in attendance:</b>	Susan Upole Jessica Webb
<b>Absent:</b>	John McDonnell
<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 consensus.

**Election of Officers:** Mrs. Fitzgerald made a motion to extend the terms of the existing officers until such time as new commissioners are appointed. Seconded by Ms. Meek. 4 Yeas, 1 Absent. Approved.

**Commission Vacancies:** After lengthy discussion, Mrs. Shultz and Mrs. Phillips agreed to spearhead the effort to reach out into the community to seek applicants for the library commission.

**Approval of Minutes:** Minutes of August 25, 2020 approved by consensus.

**Communications:** A call was received regarding library opening since other libraries are now beginning to open. There was discussion regarding issues surrounding opening the libraries. Discussion included staffing issues (possible health concerns, number of staff needed, etc.). Mrs. Upole reviewed the current services being offered.

**Financial Reports:** Mrs. Wilson reviewed the Treasurer’s Report as e-mailed. Mrs. Upole reviewed the Operations Report as e-mailed.

**Director’s Report:** Mrs. Upole submitted her written report via e-mail. All libraries now have membership to DANA. Information has been submitted to BDO for county’s annual financial review.

**Assistant Director's Report:** Ms. Webb submitted her written report via e-mail. Transit is now coming twice a week. Crafts for adults as well as for children are now available.

**Commission Reports:** Mrs. Fitzgerald commented on report on meeting of Council on Libraries which was distributed by e-mail.

**Library Construction and Fundraising:** Mrs. Wilson reviewed activities and status to date. Loan documents have been signed. NCALL will be paid in full. She also reviewed issue of payments on mortgage.

Mrs. Upole will look into changing type of filters for HVAC system. No new information on bathroom sinks.

**Old Business:**

Commission vacancies were discussed earlier in the meeting.

Lawn Care and Maintenance contract has been awarded to Pintail Property Services, Inc.

Board Bylaws Review/Revision: Mrs. Fitzgerald will take on this task.

**New Business:** Town of Delmar is allowing trick or treat on Saturday, October 31 from 6 to 8 p.m. There was some discussion regarding offering a Trunk or Treat activity in the library parking lot. Ms. Meek agreed to look into this. Ms. Webb will check to see if books would be available to give away as a treat.

**Commissioner Comments:** Thanks to Mr. and Mrs. Schultz for all the work they did on weeding the landscaping.

**Executive Session:** None

**Adjournment:** Motion to adjourn made by Mrs. Fitzgerald with second by Mrs. Phillips. Approved. 4 Yeas, 1 Absent. Meeting adjourned at 7:45 p.m.

Minutes submitted by Carol Fitzgerald  
Minutes approved October 27, 2020