



Main Library - Accomac
Northampton Free Library
Chincoteague Island Library
Cape Charles Memorial Library

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**EASTERN SHORE PUBLIC LIBRARY
BOARD OF TRUSTEES**
December 8, 2020 at 1:00 pm
(Meeting held electronically)

Present: Gerry Ryan (Chair), Tim Valentine (Vice Chair), Patricia Bloxom, Jay Davenport, Joyce Holland, David Poyer, Carl Rose-Jensen. **Absent:** Dennis Custis, Althea Pittman, James Lilliston (Treasurer).
In attendance: Cara Burton, Director. **Staff:** Summer Dahlmanns, Janice Felker, Charle Ricci, Barbii Rogers, Karen Sharp. **Capital Project:** Al McMath, Tom Rakowski.

1. Meeting was called to order by Chairperson Ryan at 1:01 pm.
2. **Public Comments.** None
3. **Approval of Minutes.** Holland motioned to accept the minutes from the November 10, 2020 meeting, Bloxom seconded. Motion approved.
4. **Financial Report.** Valentine motioned for the Financial Reports as provided by Burton to be accepted. Poyer seconded. Motion approved.
5. **Branch and Friend's Reports**
 - a. Cape Charles Memorial Library - Included in system report. Burton spoke with Ann Rutledge about the ESPL's returning to curbside service. The Cape Charles town manager requested that the CCML remain open to the public at this time. There will be a Community Wide Read occurring in Cape Charles this coming January, with one of the featured titles focusing on local history.
 - b. Chincoteague Island Library - Included in system report. No new updates presented.
 - c. Northampton Free Library - Included in system report. Waiting on the tree removal service to present evidence of insurance this week. Once this occurs, the tree that is leaning towards the neighboring house will be removed.
 - d. ESPL Friend's Reports – The Friends held a marvelous Drive-thru Santa event on Saturday, with over 50 children in attendance. Each child received a free book.
6. **Library Director's Report** – Burton reported that the virtual program with the Virginia Museum of Fine Arts went quite well and she plans to hold more programs like this in the future. Burton would also like to emphasize ESPL's appreciation for the work that Janice Felker has done during her time as Youth Services Librarian. She will continue to be with the library as a consultant and volunteer. Poyer motioned that the Board express their appreciation to Felker and present her with a book and a certificate of recognition. Holland seconded. Motion approved. Tiffany Flores is the new Youth Services Librarian and is a recent MLIS graduate of Syracuse University iSchool, and is relocating to the Shore from Spotsylvania County. She will begin her work at the library next week and Burton will introduce her at the January trustee meeting.
7. **ESPL Foundation (Davenport)**
 - a. Capital Campaign Update – Davenport reported that a letter that had been sent out a couple of months ago to large donors has brought in approximately \$30,000. McMath reported that the recent basket raffle had raised about \$5,000.
8. **Capital Project Update – Steering Committee (Valentine)**
 - a. A written report on the progress over the past month was included in today's meeting packet. Roofing materials will be arriving at the end of December. Brick laying is coming along slowly. The

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contractor has requested the project end date to be set sometime in April, but the architects would require an additional \$27,000 for their services during this extended period. The Board of Supervisors will be voting on this matter to determine whether or not to approve this extension and also where the funds for this additional project cost would originate. McMath reported that even if the roofing materials arrive in late December, the contractor will still be behind their April completion date. The contract specifies that after December 11, the contractor will be charged \$1,500 per day in late fees. The County has not been pleased with the details provided by the contractor in the request for an extension of time for project completion. Overall, there has been very little activity on the construction site over the last month.

9. **Old Business** – None.

10. **New Business**

- a. 2021 ESPL Closings and Paid Holidays – Rose-Jensen motioned to approve the 2021 ESPL Closings and Paid Holidays as listed in the board packet. Valentine seconded. Burton clarified that the list is identical to that in the ESPL Personnel Manual. Motion approved.

11. **Additional Comments** – Bloxom inquired as to how long the library might be limited to curbside service.

Burton explained that the decision to move to curbside followed recommendations by the local health department, and that she understood that a surge in COVID cases is expected between now and Christmas. Burton hopes to reopen after the first of the year, but the reopening timeline will be dependent on local health conditions at that time.

12. **Next Meeting:** Tuesday, January 12, 2021 at ESPL in Accomac at 1:00 pm

13. **Adjournment** - Valentine motioned to adjourn, seconded by Holland. Motion approved.

Meeting adjourned at 1:22 by Chair.

Respectfully submitted,



Cara Burton, Secretary