



Main Library - Accomac

Northampton Free Library  
Chincoteague Island Library  
Cape Charles Memorial Library

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**EASTERN SHORE PUBLIC LIBRARY  
BOARD OF TRUSTEES**

February 9, 2021 at 1:00 pm  
(Meeting held electronically)

**Present:** Gerry Ryan (Chair), Patricia Bloxom, Jay Davenport, Joyce Holland, David Poyer, Carl Rose-Jensen, James Lilliston (Treasurer). **Absent:** Dennis Custis, Althea Pittman, Tim Valentine (Vice Chair).

**In attendance:** Cara Burton, Director. **Staff:** Summer Dahlmanns, Tiffany Flores, Charle Ricci, Karen Sharp.

**Capital Project:** Al McMath.

1. Meeting was called to order by Chairperson Ryan at 1:01 pm.
2. **Public Comments.** None
3. **Approval of Minutes.** Davenport motioned to accept the minutes from the January 12, 2021 meeting, Poyer seconded. Motion approved.
4. **Financial Report.** Bloxom inquired about the 42030 and 42040 Contributions being over budget. Burton explained that she is always conservative when budgeting for donations. Bloxom also asked about the line item for Fines, since library is not charging overdue fines at this point. Burton explained that fees for lost books would appear under this item, and in answer to Bloxom's inquiry about the 61513 Online Services line Item, Burton explained that this includes the cataloging and interlibrary loan subscription services from OCLC. Bloxom asked why there will be a shortfall from State Aid and Burton explained that the Library of Virginia did not receive almost 2 million dollars in funding that they had expected. Burton to provide more specific details. Burton pointed out that 64000 Personnel expense will be corrected in next month's financials as holiday pay had been misclassified. With reduced operating hours, and by not yet filling three part-time positions that were lost by attrition, Burton had hoped that there would be a payroll surplus that could be used for additional staff hours during the upcoming move. However, the budget is very tight, and it is crucial that the Counties approve the library's budget requests. The library has been operating conservatively, but there is not a cushion of funds available due to higher costs for almost everything during the pandemic. Bloxom motioned for the Financial Reports as provided by Burton to be accepted. Davenport seconded. Motion approved.
5. **Branch and Friend's Reports**
  - a. Cape Charles Memorial Library - Included in system report. No new updates presented.
  - b. Chincoteague Island Library - Included in system report. No new updates presented.
  - c. Northampton Free Library - Included in system report. No new updates presented.
  - d. ESPL Friend's Reports – Burton noted the passing of Becky Rootes, an active Friends member.
6. **Library Director's Report** – Burton requested the addition of a resolution for a second USDA Rural Development Grant under new business. It is a matching grant, based on the poverty levels of the area, which, in this case, is Accomac. The grant will be for mobile children's shelving on casters to allow for a more flexible and reconfigurable children's area. This, along with the compact archival shelving, will be the only new shelving in the Parksley library. The Foundation will be applying to the Eastern Shore Community Foundation in March for a grant that could be used for the needed matching funds. Any remaining funds will go towards the MakerSpace equipment and the digitization station. Applying for the grant and accepting the resolution would not commit the library to expending the funds. While recognizing the need for children's shelving, Davenport would like the equipment for the MakerSpace and digitization station to remain a high

priority. Burton agreed and noted there is a list of things needed to get the new library open and fully operational, and that while everything may not be in place at the very start, the items on the list can be acquired as funds become available.

7. **ESPL Foundation (Davenport)**

a. Capital Campaign Update – There is a new, experienced volunteer assisting the Foundation with grant writing. Renovations have begun on the Mariner House to prepare for putting it on the market.

8. **Capital Project Update – Steering Committee (Valentine)** Ryan noted that things are progressing rather slowly, and during his and McMath’s weekly site visits, there has not been much activity occurring. Roof installation is progressing slowly. Many windows are constructed and installed and the front doors are being worked on currently. The brickwork on the Heritage Center side and the work on the back wall need to be completed. McMath pointed out the completion date is April 13<sup>th</sup>, which includes a month to complete the punch list. McMath estimated that there is still two weeks’ worth of work on the roof. Davenport inquired about fines for daily delay now that the roofing materials have been delivered. McMath explained the contract deadline has been extended by the Board of Supervisors until April 13<sup>th</sup>. There is really nothing that can be done in relation to daily delay fees until April 14<sup>th</sup>.

9. **Old Business** – Budget requests to Accomack and Northampton Counties. Ryan noted that much good work has been done to present these requests to both Counties. Burton has shared the presentations with the trustees.

10. **New Business**

a. Acceptance of USDA Rural Development Community Facilities Grant.

i. Motion: The ESPL Trustees accept the USDA Rural Development Community Facilities Grant of \$24,000 for the purpose of buying equipment for Northampton Free Library and agrees to match the USDA allocation with the amount of \$20,337 as defined in the Letter of Conditions dated January 29, 2021. The Trustees understand that USDA needs to be presented proof of existing library funds of \$20,337. The Trustees understand that the \$20,337 will be expended first and that invoices, packing slips, and proof of payment need to be submitted to release the USDA obligated funds.

Poyer motioned to accept the grant. Holland seconded. Motion approved.

b. Acceptance of USDA Rural Development Equipment Grant.

RESOLUTION OF GOVERNING BODY OF  
the Eastern Shore Public Library

The Board of Trustees of the Eastern Shore Public Library, consisting of nine members, in a duly called meeting held on the ninth day of February, 2021, at which a quorum was present RESOLVED as follows:

BE IT HEREBY RESOLVED that in order to facilitate obtaining financial assistance from the United States of America, United States Department of Agriculture, Rural Development (the Government) in the purchase of library equipment, the Governing Body does hereby adopt and abide by all covenants contained in the agreements, documents, and forms required by the Government to be executed.

BE IT FURTHER RESOLVED that the Director of the Eastern Shore Public Library be authorized to execute on behalf of Board of Trustees, referenced agreements, documents, and forms and to execute such other documents including, but not limited to, debt instruments,

security instruments, and/or grant agreements as may be required in obtaining the said financial assistance.

This Resolution is hereby entered into the permanent minutes of the meetings of this Board of Trustees.

Holland motioned to accept the resolution. Bloxom seconded. Davenport asked if the documents mentioned in the resolution had been reviewed. Burton confirmed that a review had been completed and noted that the wording is exactly the same as that used in the previous grant. Davenport motioned to amend the pending resolution by inserting the words "and furnishings" after the words "library equipment". Poyer seconded. Motion approved.

11. **Additional Comments** – McMath asked about and received confirmation that the Foundation needs to approve a \$10,000 distribution towards the first USDA Rural Development Community Facilities Grant at the February 11, 2021 ESPL Foundation meeting.
12. **Next Meeting:** Tuesday, March 9, 2021 at ESPL in Accomac at 1:00 pm
13. **Adjournment** – Holland motioned to adjourn the meeting. Bloxom seconded. Motion approved. Meeting adjourned at 1:39 by Chair.

Respectfully submitted,



Cara Burton, Secretary