



Main Library - Accomac

Northampton Free Library
Chincoteague Island Library
Cape Charles Memorial Library

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**EASTERN SHORE PUBLIC LIBRARY
BOARD OF TRUSTEES**

January 12, 2020 at 1:00 pm
(Meeting held electronically)

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

In attendance: Cara Burton, Director. **Staff:** Tiffany Flores, Charle Ricci, Barbii Rogers, Karen Sharp. **Capital Project:** Al McMath.

1. Meeting was called to order by Chairperson Ryan at 1:00 pm.
2. **Public Comments.** None
3. **Approval of Minutes.** Poyer motioned to accept the minutes from the December 8, 2020 meeting, Holland seconded. Motion approved.
4. **Financial Report.** Burton distributed financial reports earlier today via email and noted there are sufficient funds available to continue regular operations. Some CARES funding has been received from Accomack County with one more submission still pending. FEMA funding is still yet to arrive. Both CARES and FEMA funding is much needed and will free up other operational monies to be used for the upcoming moving expenses. Davenport motioned for the Financial Reports as provided by Burton to be accepted. Rose-Jensen seconded. Motion approved.
5. **Branch and Friend's Reports**
 - a. Cape Charles Memorial Library - Included in system report. Burton reported that CCML has joined the other three system libraries in offering curbside service only.
 - 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 – No report or updates presented.
6. **Library Director's Report** – Burton introduced the new youth services librarian, Tiffany Flores, who has hit the ground running with outreach and partnering community organizations. Burton shared a letter that was received recently from an Accomac patron. The patron expressed her appreciation to the library staff and board for continuing library services during the pandemic. Burton will need guidance from the trustees over the next couple of months with budget-related planning. John Custis is working on getting a response from Accomack County representatives about the lease, but with pandemic-related impacts to County work schedules, he has yet to receive an answer.
7. **ESPL Foundation (Davenport)**
 - a. Capital Campaign Update – Davenport reports that the creation of procedural mechanisms are underway to allow for improvements in fundraising. The upcoming virtual auction, to be held instead of the annual "Raising the Green" fundraiser, is in the planning phase. The Foundation received an email notification of approval for a \$100,000 grant.
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. McMath reported he and Rakowski have been visiting the site twice weekly. The roof is still the biggest issue holding up construction. Roofing materials arrived this week, but were not those

specified by the architects. Instead, the materials were of higher quality, and no additional cost will be incurred for retaining and installing what was delivered. Once the architects grant approval to proceed with the upgraded materials, roof installation can begin, and should take about two weeks to complete. All interior work is on hold until the roof is finished. Project completion by mid-April, 2021 will be challenging.

9. **Old Business** – None.

10. **New Business**

- a. Northampton County budget request for capital expenses – Burton explained that the deadline to submit the budget to Northampton County for FY2021/22 was Friday, January 8th. In late 2020, Accomack County sent a letter to the Northampton Board of Supervisors asking for support for capital project costs. In discussions with Ryan, who requested an opinion from the ESPL Foundation, Burton was directed to include \$200,000 for capital project expenses in the Northampton budget request. Historically, Burton has done presentations for operating expense budget requests at Accomack and Northampton County Board of Supervisors meetings. For capital project requests, the presentations have been made by ESPL trustees or Foundation members. Burton asked for guidance from the trustees regarding how to approach and present capital project-related budget requests to the County Supervisors. Burton explained that operating costs in the budget request have increased significantly because the library will be occupying the new building for the entire forthcoming fiscal year. Also included in the library's Northampton County operating budget request is an amount for needed repair work at the NFL. Additionally, Burton recently received word that there will be a shortfall of over \$20,000 from the State Aid provided by the Library of Virginia that the budget plan will need to be adjusted to account for this loss.

11. **Additional Comments** – None.

12. **Next Meeting:** Tuesday, February 9, 2021 at ESPL in Accomac at 1:00 pm

13. **Adjournment** - Meeting adjourned at 1:29 by Chair.

Respectfully submitted,



Cara Burton, Secretary