



Main Library - Accomac

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Accomac, VA 23301

Northampton Free Library

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Chincoteague Island Library

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Cape Charles Memorial Library

www.espl.org

**EASTERN SHORE PUBLIC LIBRARY  
BOARD OF TRUSTEES**

July 14, 2020, 1:00 pm  
(Meeting held electronically)

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

**In attendance:** Cara Burton, Director. **Staff:** Janice Felker, Charle Ricci, Karen Sharp

1. Meeting called to order by Chair Ryan at 1:00 pm.
2. **Public comments.** None.
3. **Financial Reports.** Davenport motioned to approve June 2020 financial reports. The reports are the year-end reports, but not the final year-end or the audited year-end reports. Davenport inquired about the \$10,000 that is being set aside each year. Burton explained that former board member Berge had recommended is a \$10,000 reserve for contingencies. An \$8,000 liability reserve was also created to be used for accumulated unused sick or vacation leave. Burton noted that this reserve places the library in a much more stable financial position. Holland seconded. Motion approved.
4. **Branch and Friends Reports**
  - a. Cape Charles Memorial Library - Report distributed by email. Rutledge added that in library service will begin on Wednesday, July 15<sup>th</sup> in addition to the curbside service that is being currently offered. One of the library bathrooms will be available to the public even outside of library hours and maintained by the Town of Cape Charles. This will be Rutledge's last board meeting as her term as a library trustee has ended. Rutledge expressed her appreciation for
  - b. Chincoteague Island Library - Written report read by Burton and will be distributed by email after the meeting. CIL is currently open 25 hours each week, with good circulation through curbside service. 25<sup>th</sup> anniversary celebrations were postponed until 2021 for safety reasons, but the library was recognized by the Chincoteague mayor and town council for their 25 years of service with a special proclamation. Burton welcomed Karen Sharp as interim library manager. Harriet Lonergan has stepped back from being library manager but is still volunteering as well as handling collection development.
  - c. Northampton Free Library - Written report included in director's report. A glass door was broken during lawn maintenance, but is being replaced immediately.
  - d. ESPL Friends Reports - Friends have begun volunteering again, but are only working in the public areas for social distancing reasons, and after signing a waiver. Friends are processing library discards to send to Better World Books. Burton recently received a check for over \$200 from book sales through Better World Books. Signs have been placed on book sale tables to notify patrons that sale books have not been sanitized.
5. **Minutes.** Davenport motioned to approve the March 10, June 9, and June 23, 2020 minutes as distributed. Bloxom seconded. Motion approved.

6. **Library Director's Report** - Report distributed by email. Davenport noted how impressed he was with the Director's Report and the level of detail provided. The Library of Virginia has offered "Short Takes" for library trustees. Burton will distribute the links to the trustees, and asked the board to share any that they find particularly useful. Ryan inquired as to whether LVA has provided any guidance about updating the strategic plan. Burton plans to remove things from the plan that have been completed, as well as adding a new organizational chart, particularly to include the changes involving Chincoteague, Tangier, and the Heritage Center. Burton welcomes any comments or expectations that Trustees may have for the updated three to five year plan. Burton noted that the Governor will hold a press conference today and there may be a rollback to Phase 2. Davenport inquired how that would affect library services, and Burton explained that we would return to curbside service only. Burton also reported that library visitation is increasing, both for browsing and computer use. Curbside service is remaining steady, with patrons enjoying the service and feeling comfortable with using the library in this way. Sharp reported a similar experience at the Island Library. Rutledge has seen an increase in curbside service at Cape Charles over the past two weeks. A paid ad on WESR has been placed to advertise the Summer Reading Program. Davenport had inquired about COVID thriving within air conditioning systems. Burton contacted Stewart Hall who is working on this issue currently in the county's FEMA application. The library project architects are reaching out to mechanical engineers to determine the best way to proceed. Davenport suggested that even if it is still too early to know exactly how this will be addressed, the architects could plan to allow for future modifications of the HVAC system without requiring a major overhaul at that time. Burton explained that Lee-Jackson Day is no longer a state holiday, having been replaced with Election Day, and Juneteenth is now a state holiday as well. Trustees will need to vote on modifying the current ESPL holiday schedule policy. When Burton first became director, the library followed the county's holiday schedule. Burton noted that libraries have worked hard to be considered an essential service, and because libraries are tax-funded, the ESPL should not be closed as liberally as in the past. To help compensate for the holidays that were removed in the past few years, and to accommodate the increasing diversity in the staff, three floating holidays were granted to full-time staff each year, to be selected in advance by each employee. Burton asked the trustees to decide which changes to make to the holiday schedule in regards to Lee-Jackson Day, Election Day, and Juneteenth, or other days. Northampton County has requested to install a bike station at the NFL that would include bike tools and a stand. It would require a small concrete pad that would be installed and paid for through the Northampton County Tourism Grant. The bus shelter at the NFL that trustees had approved at the previous meeting has run into complications. While StarTransit would provide the shelter, the Town of Nassawadox would need to pay for the installation of a concrete pad, and an easement will be required. Burton requested that the trustees provide authorization for her to sign an agreement to approve the easements for both the bus shelter and the bike station, pending approval from the library's attorney, and also that both items could share the same concrete pad. Davenport inquired as to future maintenance of the shelter and Burton explained that the Town of Nassawadox would be responsible. Ryan would like to table this matter until legal guidance and more details are received. Burton also requests that the August meeting date be adjusted because of a scheduling conflict.

7. **ESPL Foundation** (Davenport)

- a. Capital Campaign Update - Foundation is working on approaching large past donors, and has found the most effective way to do so is through a telephone call from someone they know. The Foundation board of directors are reviewing a list of those individuals and are planning to contact those they know directly. The Foundation would like to include the Trustees in this project, and ask the Trustees to contact donors that they may know. Additionally, past and present donations can now be

combined into a naming opportunities or for particular items. Many trustees indicated a willingness to review the list. The Foundation is planning on holding a basket fundraiser again, this time with 10 baskets.

#### 8. **Capital Project Update** – Steering Committee (Valentine)

- a. The trustees have not received written Steering Committee reports about the construction projects in recent months. Burton asked Stewart Hall and Mike Mason about what the Board of Supervisors has been receiving on their end. The only information the BOS are getting about the library project is a few lines in Hall’s Department of Public Works monthly report, with no information from the Steering Committee itself, as was specified in the MOU. Davenport motioned to ask the Steering Committee to provide the trustees with a copy of their minutes each month as indicated in the MOU. Pittman seconded. Motion approved. Ryan mentioned that there has been a nine week delay in the target completion date for the Parksley facility because of the pandemic. The target project completion date is now December 11, 2020, and no extra cost will be incurred for the project because of the delay.

#### 9. **Old Business - None**

#### 10. **New Business**

- a. **Approval of modified FY 2020-2021 budget** – Davenport asked if the proposed budget will be impacted by the delay in construction completion. Burton noted that it could help by delaying the expected increase in operating costs, particularly the maintenance, supplies, and custodial expenses in the new facility. Remaining in the current building, however, could also lead to unexpected facilities repair expenses. Bloxom noted that the state will be reconsidering the funding allotted to counties and agencies due to expected reductions in tax income, which could affect the library. Ryan pointed out that this proposed budget includes what information we have been given by the two counties and the state. By approving it now, we are acting on the best information we have, and can adjust at a future date if needed. Davenport motioned to approve. Rose-Jensen seconded. Motion approved.
- b. **Circulation policy and library fines** – The trustees received a document prepared by ESPL staff summarizing the barriers to library use that library fines can create, as well as details about how going “fine free” would work. The recommended changes to the circulation policy will be presented in detail at the August meeting, but by approving further development of this policy change today, the Board recognizes that there will be no fine income in the upcoming budget. General consensus of the trustees is to proceed with circulation policy updates in alignment with the summary document.
- c. **Changes to ESPL Holiday schedule** – Ryan asked for input from trustees to guide Burton in making changes to the schedule. Davenport objects to the quick removal of long-established holidays, and that time and consideration should be given to such decisions. However, Davenport also understands that Burton needs to do what is most appropriate for the library. Holland voiced support for Election Day becoming a holiday. Ryan asked if the Governor has officially removed Lee-Jackson Day as a state holiday, and officially recognized Juneteenth as an annual holiday. Burton responded that Lee-Jackson is no longer a State holiday, and that at the last Accomack Board of Supervisors meeting, the administrative assistant to the supervisors noted that it seemed that Juneteenth would now be a permanent annual holiday. Burton has polled the staff about a preference between the potential new holidays, but there was no consensus. Ryan suggested that the library follow the State’s holiday

schedule, and that it may be a little premature to make final changes at this point. The matter will be tabled until the next meeting.

- d. Davenport was surprised to learn that the library was doubly insured and appreciate Burton's discovery of this redundancy. This reinforces the importance of maximizing communication between the library, the Counties, the trustees and the Foundation so that things like this could be avoided.
- e. Ryan inquired as to alternative dates for the August Trustee meeting. Consensus is to hold the meeting on August 18<sup>th</sup>.

11. **Additional Comments** - None.

12. **Next Meeting:** Tuesday, August 18, 2020 in Accomac at 1:00 PM

13. **Adjournment** - Bloxom motioned to adjourn. Holland seconded. Motion approved.

Meeting adjourned at 2:11 pm by the Chair.

Respectfully submitted,

A handwritten signature in black ink that reads "Cara Jan Burton". The signature is written in a cursive, flowing style.

Cara Burton, Secretary