



Main Library - Accomac

Northampton Free Library  
Chincoteague Island Library  
Cape Charles Memorial Library

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**EASTERN SHORE PUBLIC LIBRARY  
BOARD OF TRUSTEES**

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

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

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

1. Meeting was called to order by Chairperson Ryan at 1:04 pm.
2. **Public Comments.** None
3. **Approval of Minutes.** Poyer motioned to accept the minutes from the February 9, 2021 meeting. Pittman seconded. Motion approved.
4. **Financial Report.** Holland motioned for the Financial Reports as provided by Burton to be accepted. Pittman 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 – No report submitted.Holland motioned to accept Branch reports. Poyer seconded. Motion approved.
6. **Library Director's Report** – Holland motioned to accept Director's Report. Pittman seconded. Motion approved.
7. **ESPL Foundation (Davenport)**
  - a. Capital Campaign Update – Davenport not in attendance.
8. **Capital Project Update – Steering Committee (Valentine)** – Progress is being made on the roof and the exterior brickwork is nearly finished. Valentine reports that the project is moving along as well as can be expected. The details of the drainage system in connection with the roof is still under review. The contractor has offered to complete the drainage system at no charge in exchange for an extension on project completion from the Board of Supervisors. McMath agreed with Valentine's summary but noted that a further time extension granted to the contractor will result in additional fees from the architects.
9. **Old Business**
  - a. Budget requests to Accomack and Northampton Counties – Burton recently distributed to the trustees Accomack County's budget recommendations in which they do not plan to increase the budget allocation for the ESPL in the coming fiscal year, despite the fact that the library will be moving into a larger facility. The ESPL had requested a \$56,000 increase from Accomack County. There is no news yet from Northampton County regarding the library's budget request. Burton is expecting that no increase in County funding will necessitate reducing the operating hours of the libraries, including being closed on Saturdays and having fewer open hours on weekdays. All possible cuts have been to the budget already, such as equipment contracts, and eliminating the library's print periodicals budget, now that the Library of Virginia is providing eMagazines. Burton requested direction from the trustees as to expectations and changes that will need to be made to the

budget. Ryan asked if Burton could provide a summary before the next meeting of the budget shortfall and the changes that are recommended. Poyer stated that the only way that the County Boards will realize the necessity of increasing support to the library is to hear from the public. Valentine and Ryan suggested that the trustees communicate with their supervisors and press upon them the need for a budget which will adequately serve the public.

#### 10. New Business

- a. Naming requests for new regional library
  - i. Holland motioned to submit to the Accomack County Board of Supervisors the request to name the new regional library "Eastern Shore of Virginia Regional Library and Heritage Center". Bloxom seconded. Poyer asked if there had been consideration of alternative names or any public input on the library's name. Burton explained that there had been a public survey of possible names completed in the past and that this name had been in use for several years at this point. Burton also noted that the trustees are hoping to submit all of the naming opportunities to the Board of Supervisors at once to avoid confusion. Poyer suggested that this is a major naming opportunity and wanted to be sure that no better option existed before voting. Burton and Ryan explained that the Supervisors are not willing to name the building after an individual. Motion approved.
  - ii. Valentine motioned to submit to the Accomack County Board of Supervisors the requests to name Rooms 124, 110, and 114 in honor of the following individuals who have contributed to the Eastern Shore Public Library Foundation:
    1. Room 124: "Bea" Johnson Small Study Room
    2. Room 110: Otho Wescott and Diana Ciuffreda Custis Entryway
    3. Room 114: Katharine H.S. Edmonds Eastern Shore RoomPittman seconded. Motion approved.
- b. Furnishing and technology budget priorities for funding this capital project shortfall – Ryan noted that this is a prioritized list of furnishings and technology compiled by Burton that includes items that are not provided for with the current level of capital project funding.
- c. Northampton County Comprehensive Plan – Valentine motioned to approve Burton's compiled list of suggested edits and additions to the Northampton County Comprehensive Plan, which is currently under public review, and to approve the submittal of the list to Northampton County Planning Department. Holland seconded. Motion approved.
- d. Personnel Manual – Revision to provide more specific guidance for meal breaks – *First Reading* – Poyer motioned to accept for first reading the "Meal and Rest Breaks" addition to the Personnel Manual. Holland seconded. Ryan asked for clarification on remote workers and also how the Meal and Rest Breaks policy affects employees who work alone, such as at Chincoteague Island Library. Burton explained that remote workers are telecommuters, and that for an employee to have an actual full break, they would need uninterrupted time, which can be difficult for employees working alone. For an employee who is taking a meal break, but who is interrupted for questions or is pulled to the public service areas for help, the break time would be paid time. Motion approved.
- e. Circulation Policy – Revision to adjust fine intake for high demand items – *First Reading* – No motion was made.
- f. E-rate Internet equipment technology bids approvals – Burton explained that once a year, the library is allowed to request bids for internet technology. Bids for the new Parksley facility and the NFL were requested, which, once granted, would be discounted by 80% using e-Rate funding. The bids collected for NFL were acceptable. However, after reviewing the bids with the library's e-Rate consultant, Burton found the submitted bids for the Heritage Center were not complete and were

unacceptable. Burton has requested a more detailed re-bid, which will allow the bids to be more comparable.

Poyer motioned that the ESPL Board of Trustees awards the e-rate bid for Fiscal Year 2021 - 2022 for the Northampton Free Library to purchase network equipment that includes a switch, wifi access points, UPS, and a rack to Eastern Shore Communications based on a weighted evaluation and the lowest price quoted of \$7,151, which is pre-E-rate discount pricing. Holland seconded. Ryan noted that accepting the bid does not bind the library to actually purchasing this equipment. Motion approved.

Poyer motioned that the ESPL Board of Trustees provisionally awards an amount not to exceed \$33,030 to the vendor with the best weighted scored E-rate quote of the re-bid network equipment project for the ESVA Heritage Center to be located at 24313 Bennett Street. The equipment includes switches, wifi access points, licensing, and UPS. Burton explained that the licensing is related to a cloud-based system utilized by the wifi access points. Bloxom seconded. Motion approved.

11. **Additional Comments** – Ryan and McMath have been working with Mike Mason, the project manager, and the Steering Committee in regards to the timeline for project completion, and also about the potential for the \$30,000 interest that will be earned on money that the library put forward towards the project, as well as any contingency funds remaining at project's end, being returned to the library for moving expenses. Ryan reiterated the importance of the trustees speaking to their County Supervisors about the library's operating budget.
12. **Next Meeting:** Tuesday, April 13, 2021 at ESPL in Accomac at 1:00 pm
13. **Adjournment** –Holland motioned to adjourn the meeting. Valentine seconded. Motion approved. Meeting adjourned at 1:48 by Chair.

Respectfully submitted,



Cara Burton, Secretary