

EASTERN SHORE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
July 11, 2017, 1:00 pm  
Main Library, Accomac, VA

Present: Kitty Hall (Chair), Paul Berge (Vice Chair), Barbara Coady, Ann Rutledge, Gerry Ryan, Dennis Custis, Tim Valentine. Absent: Pat Bloxom, Jackie Davis

In attendance: Cara Burton, Director. Staff: Summer Dahlmanns, Charle Ricci, Brian Simpkins

Public: None present

1. Meeting called to order at 1:03 pm by Kitty Hall.

2. **Public comments.** None.

3. **Minutes.** Berge moved and Ryan seconded approval of the minutes. Minutes approved as distributed.

4. **Financial Report.** Ryan motioned to approve the financial report and Berge seconded. Coady asked about the budgetary line item for Capital Fund and noted that the end of fiscal year Balance Sheet shows a carry over. After audit has been finalized, the remaining surplus could be designated for the reserve account. Coady suggested placing the reserve money in the restricted account, which also holds the roof money. Berge emphasized that a reserve is needed for emergency expenditures and should be easily accessible. Discussion followed regarding access to funds in the restricted account. Coady questioned amount in internet line item. Ryan moved to accept the financial report and Berge seconded. Motion carried.

5. **Branch and Friends' Reports.**

a. Cape Charles Memorial Library. The library is very busy. Upcoming programs about women's health and the Barrier Island Center.

b. Chincoteague Island Library. Summer series of Tales for Tots children's programs very successful. Expanding youth programs into older group of 6-10 year olds as well, with solid attendance. Sunset Cruise fundraiser was sold out.

c. Northampton Free Library. As distributed. New hand dryers were installed.

d. Friends of ESPL. Hall went to most recent Friends meeting and plans to continue to attend in order to improve communication between Board and Friends group.

**6. Library Director's Report.** As distributed. Power at Parksley location turned off today now that asbestos removal is completed. Kool Ford cannot supply van so investigating ordering through State Contract, or through Subaru (with Lynn Badger's assistance). Grace Murphy honor donations continue to arrive. 2017 e-Rate application was approved. Director currently working on the technology plan. Trying to coordinate publicity announcements over time and jointly with Foundation. Next to be released is a press release about retaining architect for capital project. Planning an upcoming special edition of the e-newsletter about the capital campaign.

**7. ESPL Foundation/Capital Campaign Update.** Letter of intent from Foundation to support application for bridge loan and to state that the Foundation will continue to work diligently to raise money to pay off loan. The letter also approved a one phase, \$5M construction project instead of two phase.

If the Foundation holds a training event through Tidewater Community College for non-profits, members of ESPL Board of Trustees will be invited to attend. Berge stated that he has expressed to the Foundation that financial management training would be beneficial as the Library and Foundation begin to approach lenders. The Foundation concurred, and also expressed interest in gaining some training in fund-raising techniques.

Hall noted the Statistical Tabulation Report from the Foundation now shows total raised as **\$1,026,000.00.**

## **8. Board Committees**

**a. Construction Committee.** Ryan reports that the Foundation is adamant in supporting a \$5M/one phase project. He attended a meeting of the Corporate Fundraising Committee of the Foundation where this was confirmed. A letter detailing the Foundation's position and unanimous support for the capital project has been received. Frank and Kitty Hall met with NCALL and acquired a letter of interest from NCALL committing to a \$2M loan.

A construction committee meeting was held on July 6, 2017 and concluded to return to the L-shaped design originally submitted by architect. Interior floor plan is still liquid. Burton met with Greg Lukmire, and staff and design committee continue to offer input. Once a more concrete interior plan has been created, it will be given to the Construction Committee and then brought to the Library Board of Trustees. The local history room will be located in the new facility such that it can be expanded if the Eastern Shore Room Committee raises additional funding.

In regards to LEED certification, the Foundation does not support pursuing this option. Berge may have grant possibilities for LEED compliant construction. The construction committee will carry out LEED building practices if grant money is obtained. Ryan has pictures that demonstrate the new facility has been completely stripped of asbestos and mastic, and the office structure has been removed.

Valentine moved that the BOT is in support of the Construction Committee, the work they are doing and the direction the project is taking as outlined in the conceptual plan of May 2, 2016 . Custis seconded. Discussion followed. Coady pointed out that this motion may be premature as the finance committee's report has not yet been presented. Coady expressed concern that in the future, it is still unknown what would happen if a loan payment became due and inadequate funds were available. Hall states that we need to give Foundation the confidence that we are giving construction committee. Berge offered concern over the vague language contained within the NCALL letter of intent. More information is needed about loan details, and suggested a joint meeting between Library Board, Foundation, and lender be organized during August 2017. Berge also indicated that NCALL is emerging as the most likely lender, with ANEC as a strong possibility as well. A legal instrument may be required by NCALL to establish the identity of applicant (Library or Foundation) as well as an agreement between Library Board of Trustees and Foundation. Coady noted that the Accomack County Board of Supervisors may be reluctant to borrow \$2M for the project when the Library or Foundation is also borrowing \$2M. Both NCALL and the county may need to use the Parksley site as collateral. Coady also pointed out that the interest and capital payments on a \$2M loan will be significant. At the August 16<sup>th</sup> Board of Supervisors meeting, the Ryan and Howard Collins of Waller, Todd & Sadler Architects will present the status of project, with Frank Hall and Fitz Godwin of the Foundation available to answer questions. In order to move forward with the MOU, the Board of Supervisors will need to be brought up to date and provided with more information. The Motion carried with one Nay.

Ryan stated that the construction committee has decided that change orders must be approved by construction committee, and not just one person. The change order may then be presented to Trustees for approval. It may be appropriate to assign a financial parameter in order to not slow down progress as change orders begin to roll in.

**b. Capital Finance Committee.** Berge hopes the State grant for the planning process for downtown Parksley will coincide with the designing of our project. It has been 4 months and no response on whether the State grant has been awarded. Coady moved that Burton pay the asbestos invoice. Berge seconded. Motion carries.

Hall moved that Ryan be reimbursed for a \$75.00 electrician bill, and Berge seconded. Motion carries.

Berge suggested that the board begin thinking about preparing a construction budget for the \$500,000 to include key elements of asbestos removal, architect fees, and necessary elements of preparation leading up to development of plans. If this budget were approved by the Trustees, approval would not be required by the Board of Trustees for each item in the budget. The Construction Committee should have oversight as to when payments are issued based on completion of work. As of now, a

letter from the architect to firm up costs is still needed before this budget can be created. This budget will be on the August agenda.

## 9. Old Business

**a. Change in Bylaws for Elections.** Berge moved to accept the bylaw amendment, and Ryan seconded. Motion carried. Secretary Burton will add newly approved content to official bylaws and electronically distribute to all Trustees. Burton was instructed to compile the bylaws and amendments and keep this up-to-date.

**b. Art Exhibit Policy.** Coady moved that the art exhibit policy be approved, and Valentine seconded. Motion carried.

**c. Eastern Shore Room Collection Development Policy.** Burton stated that Stacia Childers did most of the work creating the policy. Coady moved that the Local History Collection Development Policy be approved. Ryan seconded. Motion carried.

## 10. New Business

**a. Transfer of \$500,000 from Money Market to Checking account.** Ryan moved that the Money Market funds be transferred to a new Capital Fund Checking account, and the Money Market account be closed. Motion carried.

**b. Name Change suggested by ES Room Committee.** The Board of Trustees voted in April 2016 to approve the concept for the Eastern Shore Center for Genealogy, History and Culture. Custis states that the committee is continuing to discuss a name change. After discussion, the Board of Trustees decided that no action is required at this time.

**c. Schedule Chincoteague Lunch Meeting.** The November 14<sup>th</sup> Board of Trustees meeting will be in Chincoteague.

**11. Additional comments.** Next meeting: August 8<sup>th</sup> at 1:00 pm. With lender potentially being present for August meeting, Foundation should be invited to that public meeting, and meeting should perhaps be held at the campaign office.

Custis motioned to adjourn, and Ryan seconded. Motion approved. Meeting adjourned at 2:50 pm by the Chair.

Respectfully submitted,

Cara Burton, Secretary