



Main Library - Accomac

Northampton Free Library  
Chincoteague Island Library  
Cape Charles Memorial Library

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EASTERN SHORE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
August 8, 2017, 1:00 pm  
Main Library, Accomac, VA

Present: Kitty Hall (Chair), Jackie Davis (Vice Chair) (attended via electronically), Paul Berge, Patricia Bloxom, Barbara Coady, Dennis Custis, Ann Rutledge, Gerry Ryan. Tim Valentine. Absent: Dana Bundick (Treasurer),

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

Meeting called to order at 1:00 pm.

**Public comments.** None.

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

**Financial Report.** Barbara raised several questions for Burton to research. Berge motioned to accept the report and Bloxom seconded. Motion carried.

**Branch and Friends' Reports**

a. Cape Charles Memorial Library - Very busy with children's programs. Wednesday had an adult program with CCBT presentation and 84 people attended. And another health program only had 8, making predicting attendance at adult programs. Seems to be the topic drives adult attendance and children's attendance seems to trend towards whether camps or other events conflict. Has the only public bathroom in Downtown. Children's programs and some adult programs are in the library. Friends' programs are in the Civic Center.

b. Chincoteague Island Library - Had 90 people for the zoo program. In process of working with the Town to use another facility for larger attendance programs. Attendance high at all programs. November 18<sup>th</sup> is the Black, White, and Red All Over gala and September 2<sup>nd</sup> is their yard sale fundraiser.

c. Northampton Free Library - Good turnout for children's movies and plan to continue. Virginia Living Museum is this afternoon; it is difficult to get pre-registration.



- d. Friends Meeting – Book sale was successful.

**Director's Report** – Questions about the Cape Charles presentation date, the archival assistant, and the community garden. ESPL along with selected other Virginia libraries received a FOIA request concerning staff. A new van was purchased, a Dodge Promaster, with funding from carried over funds, the Phillips stock donation, and an increase in state aid funding. New (used) computers were donated by United Way. The Cape Charles Town Manager has not responded to the new library agreement; waiting for attorney's reply. The Bylaws needed corrections were presented, namely the new address of CCML, the proper name for Chincoteague Island Library, and a typo.

**Foundation Report** (Berge) – Colette Nelson is now the President. Jay Davenport is Vice-President and Wendy Martin will be Recording Secretary. The Foundation has been discussing the bequest of Rev. Kirk Mariner's house. Fitz Godwin is staying on the Corporate Solicitation Committee and a Foundation Director. Hall praised the hard work Godwin invested in the capital campaign.

#### **Board Committees**

- a. Construction Committee (Ryan) – Asbestos abatement done. Burton working with architect for interior design. Exterior footprint remains the same as the May 2016 report. The project will be one phase and at \$5,000,000. The Committee has been asked to present an update to the Board of Supervisors. The physical and topographical surveys will be done. A survey will need to be done. Cost estimates were distributed with the proposed construction schedule and schedule of payments. A&E fees are 10% of construction costs. Construction documents are for the drawings. Questions as to how the BOT will receive expense reports and a separate capital fund report will be provided by the bookkeeper and one by the Construction Committee. Valentine moved and Custis seconded approval of the \$454,749 budget for estimated pre-construction costs. Discussed the design process.

- b. MOU (Ryan) – No report.

- c. Capital Finance Committee (Berge) – NCALL meeting will be in September. PNC Bank meeting tomorrow to review loan options. ANEC and USDA loans are still being researched, so not all funds will be borrowed from NCALL. ANPDC meeting brought to attention the Rural Health clinic grant from community block grant; that may be pursued which will involve a survey of the community to establish low-to-moderate income (must be 51% of patrons). Parksley planning grant was approved by DHCD.



d. Budget Committee (Coady) – The budget was reviewed and the committee has no changes to request at this time. \$4,810 increase from the LVA was received and the Director was asked to modify the budget to reflect that increase.

e. 60<sup>th</sup> Anniversary – Cape Charles 100<sup>th</sup> will be 2019. The Friends want to have a fundraising gala. Burton reviewed

#### Old Business

a. Name change suggested by Eastern Shore Room Committee – Custis will report to the ESR Committee the Board is amenable to the Heritage Center name with the hopes that it will be used for fundraising. Custis will have the Committee formally request a name change for him to bring to next month's Board meeting and if they need to do something now, the Board provides the tentative go-ahead.

#### **New Business**

a. Kirk Mariner Estate (Hall) – Hall read from the probated will what was bequeathed to ESPL. His house was donated to the ESPL Foundation. The Foundation voted to respect Mariner's wishes that the proceeds from the sale of the house will be used for an archivist endowment. The Board appreciates Rev. Mariner's donations and he will be greatly missed.

A reminder that the October meeting will be in Nassawadox and the November meeting will be in Chincoteague.

Custis motioned to adjourn and Berge seconded. Meeting adjourned at 2:35 pm by the Chair.

Respectfully submitted,

Cara Burton, Secretary