



Main Library - Accomac

Northampton Free Library
Chincoteague Island Library
Cape Charles Memorial Library

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EASTERN SHORE PUBLIC LIBRARY
BOARD OF TRUSTEES
December 5, 2016, 2:00 pm
Main Library, Accomac, VA

Present: Barbara Coady (Chair), Kitty Hall (Co-Chair), Paul Berge (Vice Chair), Patricia Bloxom, Dennis Custis, Ann Rutledge, Gerry Ryan, Tim Valentine.

Absent: Dana Bundick, Jackie Davis

In attendance: Cara Burton, Director. Public: Summer Dahlmans, Brian Simpkins

Meeting called to order at 2:00 pm.

Public comments. None.

Minutes. Minutes approved as corrected. Correction: Ryan, Valentine, and Davis were not in attendance.

Financials: Ryan suggests that the P/L statement is really income and expense to make the report not seem misleading that have negative balance. Request to instead have a monthly and YTD report to minimize confusion. Financial report stands approved as presented.

Affiliate and Branch Report.

- Cape Charles – Report submitted. Ann encourages people to attend the tea next Monday and the Festive Fridays.
- Chincoteague – Report submitted. Sunset cruises tickets make excellent gifts.
- Northampton – Report submitted. Barbara questioned meeting room use.
- Friends – Cara reviewed. Barbara will contact them about distributing the minutes or should receive a printed report.

Director's Report – Question about OneClick Digital. Brian reviewed that initial setup is cumbersome, but OverDrive was also. Content is not being purchased due to budget restrictions.

Capital Campaign – Kitty gave a general overview on response to letter solicitation. Fitz Godwin would like to make a presentation at the January



meeting. People continue to give. Ads were placed in the paper along with letters and articles asking for support. Donor recognition items have been adopted. Yesterday, the Campaign had a social for volunteers and major donors which gave an overview of progress.

Capital Project

- Construction Committee – Waiting for notification from the Foundation that funds are in place to enter next phase.
- Finance Committee – Report submitted. Cara and Paul met today to review USDA grant strategy. Cara needs to meet with the Northampton Finance Officer. Asks that any news about possible Federal money with the new administration be communicated to Paul. He is also reviewing historic tax credits.

Old Business

Meeting Room Use Policy Revisions – The policy provides a process for a nonprofit to get approval to have a private meeting. “Workforce development” was added as an additional purpose for use of the room. Paul requests that “and economic” be added after ‘workforce’. Gerry Ryan motion to approve revised policy and Tim Valentine seconded. Motion carried. Discussion ensued as to discrepancy between closing dates list and policy revision. Motion amended with Memorial Day and Labor Day Saturdays open. Motion carried unanimously.

New Business

- a. Change of board meeting day. January meeting already changed, so the request has been tabled until January meeting.
- b. Holiday and Emergency Closings Policy revisions. Kitty Hall motioned and Gerry Ryan seconded to approve the Policy.
- c. Audit. Gerry Ryan motioned to acknowledge receipt of the audit draft and Paul Berge seconded. Officers need to be edited. Barbara has questions and will submit along with any others that Board members have. Reserves and liabilities are lacking in library finances. Paul, Barbara, and Cara will discuss this issue with the auditor and seek advice. Motion carried.
- d. Budget modification. Paul Berge motioned to approve modified budget for FY16-17 and Gerry Ryan seconded. Barbara identified an error in the



- formula that makes the revised budget still \$12,000 over budget. Motion carried. Director will develop a plan to make the budget balance.
- e. Smoke Free Campus. Dennis Custis moved that the Accomac and Nassawadox libraries post signs that the libraries are smoke-free campuses. Kitty Hall seconded. Motion carried.

Paul Berge motioned was made by, seconded by Gerry Ryan, that the Board enter CLOSED SESSION AS PERMITTED BY SECTION 2.2-3711(a)(3) TO DISCUSS THE ACQUISITION OF REAL PROPERTY FOR A PUBLIC PURPOSE, OR OF THE DISPOSITION OF PUBLICLY HELD REAL PROPERTY, WHERE DISCUSSION IN AN OPEN MEETING WOULD ADVERSELY AFFECT THE BARGAINING POSITION OF THE PUBLIC BODY;

All members were present with the exception(s) of Dana Bundick and Jackie Davis and voted "yes." The motion was unanimously passed.

Close session ended at 4:04 p.m.

Certification of Closed Meeting:

"DO YOU CERTIFY THAT THE MATTERS DISCUSSED IN THE CLOSED SESSION JUST HELD WERE COVERED IN THE MOTION BY WHICH THE LIBRARY BOARD ENTERED CLOSED SESSION, AND WERE EXCLUDED FROM THE OPEN MEETING REQUIREMENTS OF THE FREEDOM OF INFORMATION ACT?"

Upon being polled individually by a roll call vote in open meeting, each Board member confirmed that these were the only matters of discussion during the closed session.

Reminder of staff and volunteer party on December 14.

Next meeting January 9, 2017 at the Accomac library.

Tim Valentine motioned and Paul Berge seconded to adjourn the meeting. Motion carried at 4:06 p.m. Meeting adjourned by the Chair.

Respectfully submitted,

Cara Burton, Secretary