



Main Library - Accomac

Northampton Free Library
Chincoteague Island Library
Cape Charles Memorial Library

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**EASTERN SHORE PUBLIC LIBRARY
BOARD OF TRUSTEES**

February 14, 2017, 1:00 pm
Main Library, Accomac, VA

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

In attendance: Cara Burton, Director. Public: Janice Felker, Supervisor Paul Muhly, Charle Ricci

Meeting called to order at 1:00 pm. by Paul Berge. Correction to the agenda that next meeting is March 14, 2017.

Public comments. Paul Muhly reported that bonding being reviewed by EDA.

Minutes. Barbara motioned to accept the minutes and Dennis seconded. Minutes approved as distributed.

Financial Reports. Balance sheet distributed at meeting. LGIP still needs to be removed as line item as the account was closed. Cara reviewed questions Barbara had. Gerry moved to accept. Tim seconded. Reports approved.

Reports

Cape Charles - Friends purchased a book display unit with casters. Afternoon Tea programs scheduled. Working with Janice to plan summer programs.

Chincoteague - Report was distributed. No questions.

Northampton - No questions.

Friends of ESPL - Cara reported that they are unable to donate shelving due to capital fund commitment. . They may apply to the United Way for a children's room computer.

Director's Report - Cara reviewed ANPDC planning grant. First meeting this morning of the planning management team. Potential for the Town to get



\$700,000 grant if planning process successful. This grant is the first step in the process. Cara passed out a Community Survey at the Town meeting previous night as effort to get more input on library design and planning. Youth design contest and querying other library directors for design input are other plans.

Capital Campaign – Jeanine Hall is now chairperson of Eastern Shore Room Committee. M.K. Miles has agreed to do genealogy chart for large donors. ES Room Committee met with Virginia Department Historic Resources by phone to review Historic Tax Credits and determined that is not viable option.

Construction Committee - Meeting on February 3. RFP was designed for the architect. Timeline was reviewed. Darlene Burton with the County will advertise RFP. Board will be asked to award contract to winning bid. The RFP asks for two plans: one phased and one that included both renovations and expansion at the same time. Gerry emphasizes that Darlene Burton and Mike Mason have been very helpful in the process so far. Will pick 3 of the proposals and interview those firms. By May 2017, a contract should be presented to the library board for approval. This corresponds to having plans drawn up and deciding what final budget will be in relation to funds in hand. Tim moved to proceed with the Architectural and Engineering RFP. Dennis seconded. Motion carried.

Capital Finance Committee – Barbara Coady reviewed meeting with Spencer Murray, John Andrezewski, J.T. Holland, and Janice Williams. Reviewed funding for the next two years, debt service. Asked to portion funds for the library capital project from the ESCC expended funds line item. They questioned operating costs for the new library and the agreement between the two counties. They asked if there were any capital needs for NFL. Paul questioned what the process is for planning the NFL expansion. Cara stated that the Friends are to secure a surveyor to survey pro bono the proposed property to be donated. Barbara reviewed that our capital request of Northampton for Parksley project is a three year request: \$50 - \$75 - \$75. Discussed how the library project compares to the ESCC WFD project; Paul felt our costs are comparable. Barbara presented Murray a letter signed by Ann, Jackie, and Barbara.

Paul stated that Accomack has a new policy that board members that are county employees cannot be involved with asking for budget funds of the county. Paul confirmed that he is not now an employee. Pat reviewed Cara's presentation to



the Accomack board for operating funds. The presentation was as the board directed, simple and short with easy to understand handout.

Paul reviewed the process of asking for USDA funding (\$100,000), the only federal money we are seeking; we have been asked to be on their list of projects to fund. The state IRF grant application (\$600,000) is due at the end of February. Catalytic noneconomic benefits to the community have now been included in the application, to our application's benefit. Literature shows that visitations to libraries triple when a new library is opened.

Discussion about the disposition of the existing building. Consensus that this is an asset of the library.

Old Business

None.

New

Barbara motioned to accept the Planning District 22 Regional Adult Education MOU. Gerry seconded. Question: Barbara asked if the library's representative would be staff and if same person. It would most likely be staff. Motion approved.

2016 audit was redistributed with edits. It was decided a motion was not required as the receipt was approved at prior meeting.

Next meeting will be March 14, 2017 at the Main Library in Accomack at 1:00 pm.

Barbara moved we adjourn. Gerry seconded. Motion carried. Meeting adjourned at 2:06 pm by Paul Berge.

Respectfully submitted,

Cara Burton, Secretary