



Main Library - Accomac

Northampton Free Library
Chincoteague Island Library
Cape Charles Memorial Library

PO Box 360
Accomac, VA 23301
Phone: 757-787-3400
Fax: 757-787-2241
www.espl.org

EASTERN SHORE PUBLIC LIBRARY
BOARD OF TRUSTEES

Thursday, June 15, 2017, 1:00 pm
Main Library, Accomac, VA

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

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

Public: Jay Davenport, Dr. Arthur Fournier, Colette Nelson, Paul Muhly, Alan Silverman

1. Meeting called to order at 1:00 pm by Kitty Hall.

Items added to the agenda under new business: Adopt FY2017-2018 budget and adding a Collection Development Policy for the Eastern Shore Room and a vehicle purchase.

Berge motioned to accept the agenda as amended. Coady seconded. Agenda is approved.

2. **Public comments.** Representatives from the ESPL Foundation Corporate Solicitation Committee of the Foundation spoke. There are 15 Foundation members, with President as Fitz Godwin, John Edmonds is the Chair, and Colette Nelson is Vice President. Mrs. Nelson reviewed members of the Board of Directors and their purpose. The Foundation supports the system, i.e. all four libraries, and the focus at the moment is raising funds for the regional library. Reason they are here is to open lines of communication, be clear that all are "on same page," and to understand the Trustee's directives. Since the Foundation is raising funds for the benefit of ESPL, they want to be clear as to the Trustee's goals. Silverman is Chair of the Corporate Solicitation Committee (CSC), but not on the Foundation. Nelson, Davenport and Fournier are on the Committee and on the Foundation. Silverman gave an overview of the CSC's activities. CSC plans to raise funds through 2019 as it takes time to secure these funds; long process. Some of the funds will be naming opportunities and close communication is needed. Davenport said that the loan agency, NCALL, said that this library is farther ahead in the fundraising efforts than other libraries



they have worked with. He feels confident we will raise at least another million dollars due to recent successes and feedback. Fournier thinks we are being successful and it is a critical time for the fundraising effort. Architectural plans are needed. They have nearly exhausted the Virginia library capital grant applications and are seeking other funding sources. Coady spoke about the Foundation liaison position that was in place for years and has acknowledged the need for communication all along. The amount of hours invested in fundraising is appreciated. Every month the Foundation is on the agenda. Davenport stated that the committee gets the questions from potential funders as to what they would be supporting; they need information to make decisions. Ryan stated that Godwin had invited him to a CSC meeting. Fournier, "There are a lot of moving parts" so more connections are needed. Burton stated that there needs to be clarity as to who has the naming authority and design direction. Paul emphasized that written reports are helpful and asks what is helpful to include in the report. Art mentioned that a charette would be helpful in planning the design, i.e. the Eastern Shore Room has the potential to be a holistic museum for the Eastern Shore. Nelson summarized that three lines of communication are available: the Foundation report in the Board agenda, the liaison person and the written report to the Foundation and from the Foundation to the Trustees, and the attendance of Ryan at the CSC meetings to give Construction Committee updates. Berge stated that most of his information as liaison will come from Foundation meetings so those meetings need to produce the information needed for the reports. Foundation meetings are private, but summary reports can be provided and coordinated with the Trustee Chair who is also Corresponding Secretary for the Foundation.

3. Minutes. Berge motioned and Valentine seconded approval of the minutes. Minutes approved as distributed.

4. Financial Report. Berge motioned to approve the financial report, Ryan seconded. Coady has no questions. Financials approved as distributed.

5. Branch and Friends' Reports.

a. Cape Charles Memorial Library. A detailed schedule of events were distributed. They are already busy. Burton reported that the Town Manager said they are delayed in approving agreement revisions. Meeting room use has increased.

b. Chincoteague Island Library. Tales for Tots and Young Explorers programs are planned and more fundraising, including "Black, White, and Read



All Over” gala on November 18. Their updated donor Honor Wall plaque has arrived for those \$1,000 or more donors. Sunset Cruise will be June 21.

c. Northampton Free Library. As distributed. Large amount of meeting room use.

d. Friends of ESPL. Little Free Library installed. An email blast promoting the July 4 book sale was sent out.

6. Library Director’s Report. As distributed. Reviewed Pop-Up library plans at ShoreMade Music Festival on Saturday.

7. ESPL Foundation/Capital Campaign Update.

a. \$3.1 million has been raised. Loan options are being investigated. NCALL (a community development finance organization) and USDA have been interviewed by the Finance Committee. USDA has a community facilities loan. Rural Health just received one. ANEC has a revolving loan fund. Banks can also provide loans. Since CSC has committed to three years of fundraising, there is increased confidence a loan is viable.

8. Board Committees

a. Construction Committee. Interviewed architects. Committed to Waller, Todd and Sadler. Will go with WTS, a two phased project, and phase one will be \$3.9 million. Phase 2 will bring balance to \$5 million project. Architects recommended stepping back to a linear design because it is a phased project and it is less expensive. Even though government grants were not approved, Fitz Godwin stated that the Foundation encourages sticking with the \$3.9 million. The committee also understands that the rectangular design gives an improved presence. The agreement with architect has been signed and an AIA contract is being developed. This plan ensures that the project will start without any more delays. You get more square footage if have linear design at this point. If it were a committed \$5 million project right now, then it could be the previous conceptual design. Berge said two things have changed this week: that money may be available for the \$5 million and the community is not happy with the linear design. Muhly states that linear design was rejected in the beginning so as not to cut off customers to Dollar General. Berge recommends that the Construction Committee have a public meeting to review design intent. Coady stated that at last meeting \$3.9 million was voted on. The role and members of the Eastern Shore Room Committee and Design Committee were



discussed. The Foundation needs to confirm the amount. The Trustees have to make the decision as to the amount and footprint. Discussion as to whether a delay is needed for a month or two. Foundation needs to decide whether it will take a loan and provide to the Trustees a statement of intent. Valentine wanted clarification of timeline of decisions after the Foundation meeting. A special meeting may need to be called.

Asbestos abatement. Three bids were requested. Five no-quotes were received and the quotes that came in were under \$60,000. Tiles exist under the raised platform. Ryan recommends that all three phases of the abatement take place, including mastic. Berge questioned the process for obtaining the quotation. Bloxom requested that we accept the Construction Committee's recommendation of Fisher Environmental, LLC of Delmar, MD. Rutledge seconded and the motion was approved.

b. Capital Finance Committee. No money from Northampton County. Most of the activity this past month was for loans.

c. Nominating Committee - Election of Officers. Deferred to New Business.

9. Old Business

a. Endowment - Coady motioned that we approve the motion of the Edmonds Endowment to the Foundation. Ryan seconded:

Be it Resolved that:

The Katharine H.S. Edmonds Reading Materials Fund was established to honor Eastern Shore Public Library librarian Katharine H.S. Edmonds with restricted donations from her family members, and

The Katharine H.S. Edmonds Reading Materials Fund was created prior to the organization of the Eastern Shore Public Library Foundation, and

The Katharine H.S. Edmonds Reading Materials Fund was invested as cash in UBS because Virginia laws restrict how government funds can be invested, and

The Eastern Shore Public Library Foundation mission is to hold and manage endowments for the benefit of the Eastern Shore Public Library, that therefore

It is recommended that the Katharine H.S. Edmonds Reading Materials Fund be transferred to the Eastern Shore Public Library Foundation to be invested as the Foundation board of directors decide is in the best interest of the fund, and that the

Katharine H.S. Edmonds Reading Materials Fund will be maintained as a separate fund from all other monies of the Foundation, and that the

Eastern Shore Public Library will be provided quarterly financial statements of the Fund, and the Disbursements or dividends of the fund be solely used to reinvest to grow the fund for a period of time and/or be gifted to the Eastern Shore Public Library for the purpose of purchasing reading materials, and the Edmonds family is agreeable to the transfer of the Funds with these conditions



that ensure Katharine H.S. Edmonds' legacy and contributions to the Eastern Shore Public Library continue to be honored and remembered.

Discussion: Coady wanted clarification that the Trustees would have no say in the investment. Is this a burden on the Foundation? Burton and Hall confirmed that the Foundation would have the responsibility for investment decisions with the given restriction in the resolution. The Community Foundation was proposed as an option previously, but they cannot take funds from a public entity. Motioned carried with one nay.

- b. MOU Closed Session – moved to end of meeting.
- c. Director’s Evaluation – moved to end of meeting.

10. New Business

a. Elections – Nominating Committee: Recommends Kitty Hall, Chair; Jackie Davis, Vice Chair; and Paul Berge, Foundation Liaison. Ryan motioned to close the nominations, Hall seconded. Motion carried. Ryan moved secretary cast a ballot, Coady seconded. Motion carried.

b. Budget – Berge motioned that we accept the FY 2017-2018 budget pending approval by the budget committee. Rutledge seconded. Burton reviewed the creation of a reserve fund. Berge commented on the reserve stating that it should be 10%, which would be \$70,000. This reserve is for emergencies and resolving cash flow issues. He is pleased with the budget and Accomack County. Motion passes.

Hall formed a Budget Committee of Valentine and Coady.

- c. 1st reading of Bylaws Change.
- d. 1st reading of the Exhibit Policy.
- e. 1st reading of the Eastern Shore Room Collection Development Policy.

f. Berge motioned that the Director is authorized to purchase a vehicle for the library up to \$25,000 plus tax and registration fees for the purpose of transporting materials between locations, outreach events and other library business providing that monies are available and the vehicle is purchased under



library procurement policy which includes buying through approved state contracts and/or obtaining three quotations. Coady seconded. Motion carried.

11. Additional Comments. Coady requested that the name change voted on by the Eastern Shore Room Committee of the Foundation be put on the July agenda.

Hall presented to Barbara Coady a commendation for her dedication to the library. She was nominated to be Trustee of the Year to the Virginia Library Association.

Closed Meeting: Property and Personnel

Motion was made by Coady, seconded by Ryan, that the Board enter closed session to discuss library property holdings as permitted by Virginia Code Section 2.2-371(A)(29): "Public bodies may hold closed meetings only for the following purposes:

(29) Discussion of the award of a public contract involving the expenditure of public funds, including interviews of bidders or offerors, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body.

And Paragraph (1)

1. Discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body; and evaluation of performance of departments or schools of public institutions of higher education where such evaluation will necessarily involve discussion of the performance of specific individuals."

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

Certification of Closed Meeting:

Board Chairman: "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.

Next Meeting will be August 8, 2017 at the main library in Accomac at 1 PM



Meeting adjourned at 4:13 p.m. by the Chair.

Respectfully submitted,

Cara Burton, Secretary

DRAFT