



Main Library - Accomac  
Northampton Free Library  
Chincoteague Island Library  
Cape Charles Memorial Library

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EASTERN SHORE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
May 9, 2017, 1:00 pm  
Main Library, Accomac, VA

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

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

Public: Paul Muhly

Meeting called to order at 1:02 pm.

**Public comments.** None.

**Minutes.** Paul moved to accept the minutes as distributed and Gerry seconded. Minutes approved as distributed.

**Financial Report.** Gerry moved to accept the financial report and Paul seconded. Report approved as distributed.

**Branch Reports**

a. Chincoteague – Summer program schedule has been shared with ESPL. A retail store will allow use of its programs. Cara suggests that liability insurance be consulted. June 21 will be cruise fundraiser. And indoor yard sale will be September 2 & 4, 2017. “Black, White and READ all over Gala” on November 18<sup>th</sup> at the Chincoteague Center, \$50/person.

b. Cape Charles – 65 people attended their stroke program. Board is doing programs. Identify theft and women’s health programs will be offered. Wildlife Refuge doing a celebrate migratory birds program. Library will have materials at the library. No lunch and learns in the summer.

c. Northampton – written report previously submitted.



d. Friends of ESPL - Book Sale is being planned for July. Friends are sending out a survey in the next Book Worm to query best times for programs and topic interests.

### **Library Director's Report**

Cara reviewed her recommendations.

Barbara Moved that Charle Ricci be authorized to sign warrant registers in the Director's absence and that Summer Dahlmanns is to have a credit card as her duties include supply purchasing and branch manager. Gerry seconded. Motion carried.

E-rate Internet Contract: Gerry motioned to approve it. Pat seconded. Paul commented that the board should have received a copy of the contract before. Consensus that did not need to distribute as taking Executive Committee recommendation. Motion carried with one abstention by Barbara Coady.

Insurance coverage: Barbara motioned that we approve change to insurance coverage to reduce the facility coverage from \$2 million to \$500,000. Dennis seconded. Motioned carried.

### **ESPL Foundation**

Fundraising event is rescheduled to March 2018. Balance sheet is \$402,823 (cash). Meeting is tomorrow. Met with Billy Graham who will handle the brick campaign marketing. His services will include radio time and other forms of advertising.

### **Capital Project Update**

a. Construction Committee (Gerry Ryan) - April 18 met with Waller, Todd & Sadler (WTS) architects to interview. WTS gave a 109 page presentation which was later distributed to the Construction Committee electronically. The Committee decided to secure this firm because of prior work with ESPL and experience. A quotation/proposal was requested that included a two phased quotation. The Committee had discussed making the design linear to make it more visible from the street and reduce construction contract. Gerry distributed a proposal. Gerry requests that the board accepts WTS as the architect under the condition that they meet with the Construction Committee within the next two weeks to answer some outstanding questions about the quote. Barbara suggests they draft a cost estimate formatted like in the conceptual report. Gerry asks who is authorized to sign it.



Paul motioned that the board of trustees approve the proposal to employ WTS pending final approval of the Construction Committee. Ann seconded. Motion carried.

Paul motioned that both the chairman of the Construction Committee and the library director should and are authorized to sign the proposal.

b. Capital Finance Committee (Paul Berge) – Paul reviewed that at last month’s meeting we had \$900,000 pending funding. Each one of the applications was not funded: \$600,000, IRF; \$100,000, USDA; \$200,000, Northampton County. Paul reviewed IRF application effort. We can apply again next year. USDA suggests the library apply for equipment next year, not construction funds. Northampton County did not increase operating funds and did not allocate capital funds. The County would not raise taxes or borrow money to fund the regional library. Biggest asset moving forward is the sale of the building and a possible bridge loan. Paul will review this with the Foundation and the question will be how much the Foundation would commit to. Gerry reminded him that the phased breakdown of the project may eliminate the need to borrow. Paul stated that the architects need a figure to work with for design scope. Paul Muhly was invited to speak about the county status. He updated the board on the hiring of Mike Mason as County Administrator, they are actively searching for a new finance officer, and the county is in good financial standing.

### Old Business

a. Endowments - Gerry moved to transfer the Edmonds Endowment to the ESPL Foundation pending the donor family’s approval. Paul seconded. The transfer to the 501(c)3 would allow the funds to be invested more aggressively. An amendment was made by Kitty: “And with the stipulation that the family wishes are acknowledged.” Discussion ensued about how government funds can be invested, the previous LGIP account. Recommended that Cara contact Mike Mason about government investments. Motion approved as amended.

b. Barbara moved to approve the Registration Policy. Gerry seconded. Motion carried.

c. Personnel Manual (Barbara Coady) – Barbara said the committee reviewed the policy in detail, Cara did a lot of research including contacting VML, and staff reviewed changes. Barbara Coady moved approval of the updated Personnel



Manual acknowledging that there may be additional changes in the future. Paul seconded. Motion carried.

### **New Business**

Nominating Committee (Paul Berge) – Jackie Davis and Paul met and recommended nominations as in the report distributed, specifically:

Chairman: Kitty Hall

Vice Chairman: Jackie Davis

Foundation Liaison: Paul Berge

Discussion ensued concerning when to vote on the new officers. Barbara brought up that six-seven years ago the board had voted to change the bylaws to vote on officers in September, so the bylaws would need to be changed. She recommends that June can be the first reading of the bylaw change and the bylaw change can be in July.

Gerry motioned that we make officer elections at the June meeting. Paul seconded. Motion carried.

### **Old Business (cont.)**

#### **d. MOU**

Motion was made by Gerry, seconded by Paul, that the Board enter Closed Session in accordance with Section 2.2-3711 of the Code of Virginia of 1950, as amended:

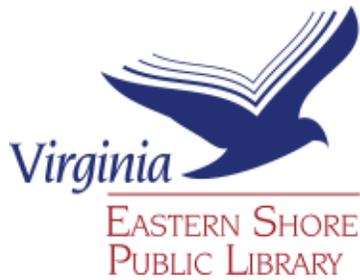
“3. Discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body.”

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

#### **Certification of Closed Meeting**

After Closed Session, the Chairman reconvened the meeting and said that the Board had entered the closed session for those purposes as set out in paragraph 3. of Section 2.2-3711 of the Code of Virginia of 1950, as amended. Upon being polled individually, each Board member confirmed that these were the only matters of discussion during the closed session.

Gerry moved that the board approve the MOU. Ann seconded. Barbara confirmed changes would be made to Understanding, not “Agreement,” and word projection to protection in Paragraph B. Motion carried.



Paul moved that we retain John Custis as attorney. Gerry seconded. He has not been officially our attorney. The county attorney had recommended to Barbara over a year ago to retain an attorney. Motion carried.

Dennis moved to install in the future library of the regional library parking lot a sign stating “no overnight parking” and Barbara seconded. Complaints had been made concerning the appearance of tractor trailers in the lot. Motion carried.

Next meeting will be at Chincoteague.

Paul moved to adjourn and Gerry seconded. Motion carried. The meeting was adjourned by the Chairman at 3:08 pm.

Meeting adjourned at by the Chair.

Respectfully submitted,

Cara Burton, Secretary