



Main Library – Accomac

Northampton Free Library  
Chincoteague Island Library  
Cape Charles Memorial Library

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EASTERN SHORE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
October 10, 2017, 1:00 pm  
Northampton Free Library, Nassawadox, VA

Present: Kitty Hall (Chair), Jackie Davis (Vice Chair), 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 Dahlmanns, Janice Felker, Charle Ricci, Brian Simpkins. Colette Nelson (Foundation President)

Meeting called to order at 1:04 pm.

**Public comments** - None.

**Minutes** - Coady moved for the minutes to be approved as distributed. Minutes approved as distributed. Ryan moved and Coady seconded to approve the Special Meeting minutes.

**Financials** – Coady expressed concern about the Capital Fund statements getting to library in a timely fashion. Statements are being sent directly to Dana Bundick, Treasurer and will later be reflected in the Balance Sheet. Coady questioned how the Edmonds Endowment funds disbursement and the van expense. Berge motioned and Custis seconded approval of the Financial report.

**Branch and Member Reports**

**Cape Charles** – Distributed. Austin Rioppel is the new circulation desk specialist.

**Chincoteague** - Distributed. November 18<sup>th</sup> fundraiser, Black and White And Read All Over.

**Nassawadox** – Distributed. Hall commented on the large number of computer users. Friends of NFL have donated funds to purchase an AWE early literacy computer.

**Friends** – Book Sale will be November 11<sup>th</sup>, 10:00 – 1:00.

**Director's Report** - Distributed by e-mail. Circulation statistics not available at time of distribution: Main: 4,995, CI: 960, NFL: 1,855, CC: 1,278. Dahlmanns needs board of trustees' approval to apply for State Aid Fellowship to be able to use state aid funds to reimburse library expenditure for continuing education. Coady moved, Berge seconded. Motion passed. Coady asked what the FRESH project is. Burton explained that it is the VFH grant for a union catalog of the Museum Network members' collections.

**Foundation Report (Paul Berge)** - The recent mailing was mailed to over 14,000 people with a community update by the Foundation Chairperson. Brenda Holden is now a Foundation Director. A fundraiser will be held at the Island



House on March 17, 2018. Colette Nelson added that they are looking for someone to help with next phase of the capital campaign. Hall recognized that Barbara Coady will be getting the VLA Trustee of the Year award the next night.

**Construction Committee (Gerry Ryan)** – Distributed a new schedule from the architect. The time for decisions is here. Space was reviewed at the October 4<sup>th</sup> special meeting. 514 square feet is allocated in the existing library for local history collection and reading area. The total library space has only grown twice as much, but the plans for the local history collection have grown more than indicated in the May 2016 study. Burton has been instructed what the recommended changes are to be made, as a result of the October 4<sup>th</sup> meeting, and to communicate that to the architects. The architects are to give the Construction Committee 2-3 drawing options. The Committee would review and make the recommendation to the Board of Trustees to approve. Hall added that we agreed to reduce the size of the adult section. We understand the need to provide space for an expanding collection and recognize the value of these collections. Ryan stated that is we need to move forward to build as people will be more likely to donate when they know work has started on the library. Coady asked for clarification of difference between schematic and design development documents. Custis asked about the interior of the Community Room, mentioning that dual purpose use should be an option for different spaces in the building. Ryan accentuated that only a very few people should contact the architects. All are in agreement that the architects should be directed to refer other callers back to the Construction Committee. Burton and Ryan are the sole contacts, with Hall being included in the decision making. Nelson volunteered to email the Foundation Directors of this procedure. Burton was instructed to ask the architects to have schematic options ready for the Construction Committee by the first week in November.

**Finance Committee (Paul Berge)** – Report submitted. Board of Supervisors presentation with be October 18<sup>th</sup> with architects presenting, Dennis Custis talking about the Heritage Center, and Frank Hall presenting the financial plan. Then the county's financial planner will present and then the county administrator will ask for the board's pleasure in the Memorandum of Understanding. The concerns are that the county has concerns if the library defaults on its loan and the ownership of the old library building. Hall emphasized that we never agreed to give the building to the county with the \$2M. We all are working together for a community project. Berge requested that the Board vote whether it agrees with having an NCALL loan. Berge motioned that the Trustees desire to move forward on negotiations with NCALL on a possible loan of up to \$2 Million to construct the new library in Parksley. Ryan seconded. Motion carried.

#### Old Business

- a. **Cape Charles Agreement** – No progress made.
- b. **60th Anniversary Committee** will meet later this month at the Accomac Library.



### New Business

a. **Vendor Merchant Account** - Burton asked that the board consider accepting fine and fee payments using credit/ debit cards. Other libraries have indicated that by allowing credit card payments, fine income increased significantly. It will also improve convenience to our customers. Burton has been investigating this possibility with PNC bank and has been working to answer questions from County Treasurer. Board approval would authorize treasurer to open the account that would be used. Burton requests a resolution that would open a vendor merchant account. Coady moved to accept and Davis seconded. Motion carried.

b. **Animals in Library Policy** - The library has no policy, and there has been a situation at the NFL library involving a patron complaint. Burton is also providing a copy to the Center for Independent Living for their insight, as well as contacting our insurance company. This is the first reading of the policy.

c. **Skateboarding at the library:** Burton wants to ascertain the board's opinion on her development of a policy banning the use of skateboards on the library premises, or include skateboarding in the general behavior policy. May want to include rollerblades or bicycles as well? Burton recommends that instead of adding more policies that could be barriers, that we utilize the existing behavior policy that could cover skateboarding, which also covers damage to library property. Davis asked how insurance would cover accidents? Coady recommended reviewing existing behavior policy and perhaps update as needed. Felker pointed out that the current behavior policy also mentions service animals.

d. **Additional comments.** Berge asked about smoke-free campus policy and did not see signs at Accomac library. Burton noted that the signs that had been posted had been damaged in the wind. Burton will investigate alternative placement of signs.

Hall asked for everyone's attendance at the BOS meeting on October 18th. Berge motioned to adjourn and Custis seconded. Meeting adjourned at 2:42 pm by the Chair.

Respectfully submitted,

Cara Burton, Secretary