



Main Library - Accomac

Northampton Free Library  
Chincoteague Island Library  
Cape Charles Memorial Library

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EASTERN SHORE PUBLIC LIBRARY  
BOARD OF TRUSTEES

September 12, 2017, 1:00 pm  
Main Library, Accomac, VA

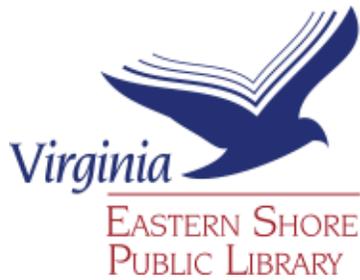
Present: Kitty Hall (Chair), Dana Bundick (Treasurer), Patricia Bloxom, Barbara Coady, Dennis Custis, Ann Rutledge. Tim Valentine. Absent: Jackie Davis (Vice Chair), Paul Berge, Gerry Ryan

In attendance: Cara Burton, Director, Karen Kollias & David Callahan (NCALL), Frank Hall & Colette Nelson (ESPL Foundation). Staff: Summer Dahlmanns, Charle Ricci, Brian Simpkins

Meeting called to order at 1:00 pm.

**Public comments.** Frank Hall, Foundation Treasurer, announced that the BOS presentation will be postponed to October 18, 2017.

**Guest Presentation.** NCALL Guests were introduced, David Callahan and Karen Kollias from NCALL. National Council on Agricultural Labor and Life Research Fund, Inc. is a nonprofit loan organization. Every loan has to have some form of local impact. They provide creative financing throughout the DelMarVa peninsula. They are engaged with primarily rural projects, though some are urban. Projects include affordable housing including first-time homeowners and shelters and revitalization projects. Community-based projects include charter schools, libraries, clinics, and cultural centers which are mostly served by nonprofits. Borrowers are usually doing a loan for the first time. Bridge financing for capital campaigns are provided so projects can be started. This is creative financing as campaigns include pledges and delays in grant awards. NCALL wants to convert the letter of interest to ESPL into a commitment letter that will close the gap of what is needed. NCALL financed the Lewis library and are working on Delmar library. The loan is to the library. Trustees will not be signing personally. Frank and Kitty Hall met with NCALL last Spring 2017. It would be a mini-permanent construction loan. During construction is a great time to raise funds. Coady asked about collateral. F. Hall responded that Davenport financial advisors had a concern that needs to be worked out, as discussed in a meeting the county administrator. Title for the new building will stay with the library. Old building ownership is not related to the NCALL loan, except as an asset. NCALL has decided on a 5% fixed rate loan.



Rate will be fixed now, not at closing. When construction is finished is when payments start on the loan, which will include accumulated interest. 5, 7, and 10 year terms for the loan are being discussed. Bundick asked about fund availability. Once the library commits, the money will be available.

Organizations usually expend existing funds first, but will need loan money shortly after. ESPL will need to work out with county when their funds (\$2M) would come in. Should close within 60 days of commitment. Coady commented on the outstanding job the Foundation has done so far, however, happens if the library cannot make a payment? Kollias: we never want to take back the property. NCALL would work proactively to deal with solutions and not wait until issues were that severe. She reviewed capital campaign trends. The first two years of operations is the third best time to raise money. NCALL underwrites risk all the time. Bundick: what is the payment schedule? Monthly. Coady: are we making payments during construction? Normally, during construction, NCALL gets authorization from the borrower to pay directly and pay themselves (NCALL). ESPL loan payments start *after* construction ends. Valentine asked about flexibility as to when THE first draw could be made. Kollias explained that ESPL could use existing funds first (avoiding using loan funds until required and thus saving on interest), but once the loan is committed, closing should occur within 60 days. NCALL will capitalize interest in the construction loan; the construction loan will convert to a permanent loan. The amortization is based on a 30 year amortization loan on the permanent loan when you start paying; paying at a rate of a 30 year loan, so loans are less. The expectation is to pay it back in 7 years and there is no prepayment penalty.

Kitty: in two weeks over 14,898 letters will be sent out to community members which lists existing donors and informs the community what fundraising has been done to elicit more donations. Kollias: credibility and excitement needs to grow and be sustained. It looks like ESPL has been doing that.

There were no other questions.

**Minutes.** No comments. Minutes approved as distributed.

**Financial Report.** Coady questioned if balance for Vanderventer? No. Coady stated that the budget committee received an updated budget from the Director and will share with the rest of the board for feedback. Coady questions if people are feeling too overwhelmed with the amount of reports distributed. Financial reports stand approved as distributed.



### **Branch and Friends Reports.**

- a. Cape Charles: Had a very good summer.
- b. Chincoteague: no report
- c. NFL: printed report distributed at the meeting.
- d. Friends of ESPL: there will be a Veterans' Day book sale.

### **Director's Report.**

Discussed County emergency booklet distribution as part of community information distribution service. Burton spoke with Robert Crockett about disaster response efforts for court records, and plans to with Northampton County officials, to coordinate plans for protection of historic public records. At the most recent staff meeting, it was discussed what the library can do after a natural disaster to assist the community and review how this might be incorporated in the design and operation of the Parksley site. There has been a FOIA request from Open Books for staff names, pay rate and start dates; Burton is working with bookkeeper. ANPDC Parksley Planning Committee is meeting September 13. Burton invited guests with experiences relevant to future plans, particularly technology, business interests, and environmental needs in regards to the new library building.

Planning for ESVA Heritage Center: Burton reviewed discussion with strategic planning facilitator Martha Walker and asked whether the board wants to pursue focus groups. Coady suggested the board meets with ESR Committee. Purpose would be learning and strategy. After that meeting, Chairman Hall needs to poll for commitment from Trustees before organizing. Coady said ESPL did go into each of four communities during feasibility planning for new library. Custis added that he also looked at Mariner's collection and said ESPL will need to decide what to accept and not accept into the collections. For example, Mariner had books that may be of interest to a very few. Some things left to the library are valuable, but may not be relevant to the library's collections, and the monetary value could be obtained to support the library. Duplicate copies of books could be sold. Burton says a committee should make these decisions. Custis: some could be sold at the March fundraiser. Discussion followed about issues of selling collections. Custis will bring up at the ES Room Committee's next meeting.

Termites: Recommendation is to not repair wood, but to get the library treated



Hall stated that the library is having a booth at the Onancock Farmers Market. Coady said she would help; would have a Nora Roberts paperback giveaway to tie into the Roberts Foundation grant.

Coady brought up the roof issues. A patch was done in 2015 for \$500. The board never discussed how they would get the rest of the money to complete the job to match the county funds. Burton reported that the consensus has been to keep the project on hold and use the funds for emergency repairs.

Capital Campaign Update – Hall reviewed Berge’s submitted report.

#### Board Committees

- a. Construction – Ryan previously submitted.
- b. Capital Finance – Berge previously sent.
- c. Budget – No report.
- d. 60<sup>th</sup> Anniversary – Burton wants to set a meeting.

#### Old Business

- a. Bylaws – Hall moved that the bylaws be accepted as modified. Custis seconded. Motion carried.
- b. Cape Charles Agreement – Rutledge and Burton did contact with no response.

#### New Business

None.

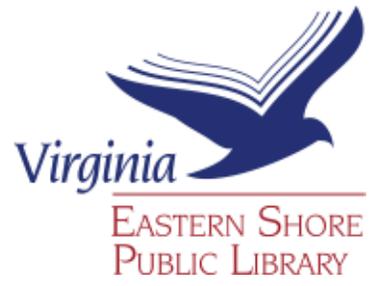
Discussion about whether the Foundation should have membership. Consensus that this is not the time to pursue this. A Friends of the Center for ES Heritage is something to think of in the future. Confusion with library membership is a concern and do not want to conflict with Friend membership drives.

Coady wants to thank everyone who contributed to writing the nomination letter for VLA’s Trustee of the Year. She also wants to extend to Cara to express to the staff a thank you for all the staff does. She wants to dedicate this award to all the volunteers, past, present, and future.

Custis motioned to adjourn and Valentine seconded. Meeting adjourned at 2:35 pm by the Chair.

Respectfully submitted,

Cara Burton, Secretary



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