



Main Library - Accomac

Northampton Free Library
Chincoteague Island Library
Cape Charles Memorial Library

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EASTERN SHORE PUBLIC LIBRARY
BOARD OF TRUSTEES

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

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

In attendance: Cara Burton, Director. Staff: Summer Dahlmans, Janice Felker, Charle Ricci, Brian Simpkins. Other: Colette Nelson, President, ESPL Foundation.

Meeting called to order at 1:03 pm.

Public comments. None.

Minutes. Coady motioned to approve with corrections and Custis seconded. Minutes approved as corrected.

Financial: Ryan motioned and Berge seconded to accept the report. Motion passed.

Branch and Friends' Reports

- a. Cape Charles Memorial Library - distributed. Held two Festive Fridays programs.
- b. Chincoteague Island Library - Junk Journal workshop will January 11, 18, and 25, 2018, \$10/session.
- c. Northampton Free Library - Berge questioned the statistic for the AWE early literacy station. Discussion of policies on computer use.
- d. Friends of ESPL - Janice reported that 150 people attended the Santa event.

Director's Report - Additional information presented Parksley planning meeting, Town of Parksley meeting, meeting with T.J. Johnson, ESCC WFD, and meeting with Patti Kiger, Eastern Shore Healthy Communities. Parksley: will get security cameras outside, concerns for sewer capacity, County has reorganized its stormwater management staff. Kiger invited Burton to be on the HC Executive Committee.



ESPL Foundation/Capital Campaign (Paul Berge) – Report distributed. Discussed BoS meeting presentation. There is concern about liability. The \$350,000 NEH grant application has been submitted. Discussion about Muhly motion. Ryan pointed out that the architect as project manager is in our contract. The MOU negotiation will answer questions as to who has certain roles in the construction. The Board’s decision is to continue to move forward as scheduled. Funds continue to pour into the Foundation.

Board Committees

- a. **Construction Committee** – Report tabled until January meeting.
- b. **Capital Finance Committee** (Paul Berge) – Discussed BoS motion related to NCALL loan and indirect liability to the County and Library. NCALL’s board will review the Foundation as borrower at its January meeting. As the start of the project comes, the needed loan amount will be much less. A commitment to the purchase of the current ESPL facility should be established by then. Current assessment is \$595K. Dennis Custis’ presentation was effective in communicating need for Heritage Center. ANEC is still considering ESPL request for funding or loan. A new committee has been formed to work on a \$1M state grant. In January, hopefully, the BoS will approve the hold harmless language from NCALL and NCALL’s board will approve the ESPL Foundation loan.
- c. **Budget Committee** (Barbara Coady) – A spreadsheet was distributed with proposed modified 2017-2018 budget and with the proposed 2018-2019. Agreed to set money aside in reserves, (1) liability for leave payout, \$8K and (2) \$10K reserve, which has helped pay for the van. Berge suggests a contingency and a reserve in the next budget. Burton reviewed that the increase in state aid went toward the van. Coady said that Burton developed the budget proposal for next year based on current year’s expense projections and developed what the income would need to be meet those needs. Coady motioned that we approve the modifications to proposed modified budget for FY 2017 the 2017-2018 year. Ryan seconded. Coady amended to state that the budget is balanced. The amendment was approved. Coady motioned we accept the proposed FY 2018 budget. Berge seconded. Berge clarified that we are asking Accomack \$414,878 and Northampton for \$138,000. Motion passed as amended. The capital request was discussed. Coady motioned that we submit a capital request of \$2M from Accomack County and \$200,000 from Northampton County, prorated over three years at \$50K, \$75K, and \$75K. Berge seconded. Motion passed.



Old Business

Endowments – tabled until January 2018.

New Business

Coady motioned that we approve the changes to the personnel manual section 4.11. Ryan seconded. Motion passed for the Holiday Pay.

Coady motioned that we approve the changes to the personnel manual section 5.4. Valentine seconded. Motion passed for the Bereavement Policy.

Coady motioned that we accept the 2018 Closings and Holidays. Valentine seconded. Discussion. Motion passed.

Closed Meeting: Property

Motion was made by Hall, seconded by Davis, that the Board enter closed session to discuss a contract 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..

All members were present with the exception(s) of Bloxom and Bundick and voted “yes.” The motion was unanimously passed.

Closed Meeting

Motion was made by Hall, seconded by Davis, that the Board enter closed session to discuss personnel performance as permitted by Virginia Code Section 2.2-371(A)(1): “Public bodies may hold closed meetings only for the following purposes:

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 Bloxom and Bundick 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.

Davis motioned for year-end bonuses to be given to all employees; for fulltime employees a bonus net \$100 and \$50 for part-time staff. It has to go through the payroll to meet tax withholding. Rutledge seconded. Motion passed.

Ryan motioned that the report be tabled until the next meeting and not be part of the record. Valentine seconded. Motioned passed.

Berge motioned that the meeting be adjourned. Valentine seconded. Motion passed. Meeting adjourned at 3:45 pm by Chairman Hall.

Respectfully submitted,

Cara Burton, Secretary