



Main Library – Accomac

Northampton Free Library  
Chincoteague Island Library  
Cape Charles Memorial Library

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**EASTERN SHORE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
March 13, 2018, 1:00 pm  
Main Library, Accomac, VA**

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

In attendance: Cara Burton, Director. Staff: Summer Dahlmanns, Janice Felker, Charle Ricci, Barbrielle Rogers

Meeting called to order at 1:03 pm.

**Public comments.** None.

**Minutes.** Ryan motioned to accept the February 13, 2018 Regular Meeting Minutes with corrections and Custis seconded. Motion approved. Coady motioned to accept the February 21, 2018 Special Meeting Minutes as corrected. Davis seconded. Motion approved with one abstention. Ryan motioned to accept the March 8, 2018 Special Joint Meeting with the ESPL Foundation Minutes at the Foundation Office as corrected. Custis seconded. Motion approved.

**Financial Report**

Burton stated that restricted fund has been replenished by the reimbursement from the insurance company for boiler replacement. Bookkeeper is responding to auditor's request on how to classify capital fund payments. Coady noted that having capital expenditures showing up in the P&L as an expense can be misleading and suggested that they be classified differently so that they do not appear in the ESPL operating budget, or that the expenditures appear as a transfer line item. Coady suggests that moving forward, the construction committee be given a report showing activity in the capital expenditures account year to date. Berge pointed out that the committee does receive such a report, but that it would be beneficial for the construction committee to receive a report showing not only the expenditures YTD but also how that compares to the budget. Burton will coordinate with bookkeeper and auditor to ensure that capital expenditures are entered in a budget line item, separate from the main operating account and apologized for any confusion in the way that this information is required to be entered. Coady noted an increase in the amount of contributions from the NFL Friends. Burton explained that this was for the AWE computer reimbursement and support for programs. Berge motioned to approve the report. Ryan seconded. Motion passed.

**Branch and Friends' Reports**

- a. Cape Charles Memorial Library – Silvey went to two different Kindergarten classes and tied to STEAM activities. Author tea program successful. April 11 poetry reading by Ken Sutton planned. Friends provided funds for more STEAM materials, laptops, AWE early literacy stations, and kits.
- b. Chincoteague Island Library – Ryan reported that the library is busy preparing for Summer Reading.



c. Northampton Free Library – as distributed. Hall expressed her appreciation for Betsy Tankard and the new memorial garden being planned by the NFL Friends. Nelson pointed out that Tankard had also been an ESPL staff member at one point.

d. Friends – see Director’s Report. Kitty recognized Betsey Tankard as dedicated employee and volunteer.

**Library Director’s Report.** Felker described double sided ipad table y, as referenced in the United Way grant application item in the report. YALSA grant reviewed. We have received bid for new firewall system lease, which is required by law. Burton inquired as to whether a BOT vote was required to approve this expenditure. Coady responded that this could be taken out of the regular operating budget. Burton read a thank you note from the winner of February’s basket raffle. This has been a very popular program. Burton has been invited to the March 23<sup>rd</sup> dedication and opening of the Miles Hancock Workshop Museum on Chincoteague and will be unable to attend. Hall will attend in Burton’s stead. Burton also shared a poignant note from the family of Betsy Tankard that noted her love of reading and the library. Burton has been working on a walking tour of Parksley and shared the draft with the board as well as at the March 12<sup>th</sup> Parksley Town meeting. There are two new Parksley town council members. Burton noted that there is a challenge grant that is due in two days with the NEH. Dr. Fournier is the lead for this grant, and the three goals of the grant proposal include mention of archaeology and historic preservation of endangered artifacts. Burton has discussed this with Fournier since artifacts are not in the collection development plan for ES Room and require different staff expertise and storage capabilities. The wording remains in the grant proposal despite Burton’s concerns. Burton wanted to raise awareness of this issue, and to emphasize that she is trying to align grant writing activities with the mission of the ESPL and Heritage Center, as well as not to commit to activities that we cannot carry out. Burton is applying for an additional NEH Preservation Assistance Grant, which increases eligibility for other NEH grants, of \$6,000.00 for a consultant to make recommendations for conserving and cataloging our collections. It could also include training for ESPL and other ES Museum Network members regarding the proper handling of collections. There will be an ESPL team sponsored by ESPL Foundation at the ES Literacy Council’s Spell-Rite on April 6<sup>th</sup>. The library is not participating in tomorrow’s nationwide School Walk Out event. Burton asked if any trustees would be interested in judging the Tidewater Reads Poetry contest, or if anyone could recommend someone who might be willing. The judge/judges will select the best entries to pass to the regional level. Burton pointed out that it costs \$220.00 to post our financial standing in the newspaper each year and would like the board to consider writing a letter to the state legislature about this requirement. There will be a large oil bill on next month’s financials because our tank was very low. Also, next month’s BOT meeting will be held at the Cape Charles library. Burton requests indulgence for the resolution regarding the endowments. The first phase was the Edmonds endowment, which has been reinvested with a much better rate of return. The second phase that Burton is working on currently involves other endowment funds that were all merged together into one Merrill Lynch account. Burton recommends taking two larger funds (\$25,000 total) and separating them out into a book endowment with the Community Foundation, and that the remaining funds be cashed out, contributed to the capital fund, and noted with memorial plate at new library facility. If this resolution is approved, the next step will be developing a book endowment fund policy, as well as a general unrestricted endowment fund policy. Coady noted that it would be right and fair to do a bit more research on the Bott Endowment fund so that it might be included in the



anniversary booklet. Burton will be away next week for the Public Library Association Conference and would like to thank Alan Silverman for an affordable housing opportunity in Philadelphia.

#### **ESPL Foundation (Paul Berge)**

Foundation Liaison Report submitted. Foundation received 4,000.00 in January and 5,000 in February but expects March to be much bigger due to the Raising the Green fundraiser on March 17<sup>th</sup>. Strategic plan has been put on hold, as well as the NCALL loan until the MOU has been finalized. No Governor's budget has been adopted because the Medicaid expansion issue has not been resolved, and the governor will call a special session to finalize budget. Nelson noted that Mike Mason has submitted a letter of support that could be used by the Foundation as matching funds in case the State Budget is not finalized by the time the challenge grant is due. On Friday, the officers of the Foundation will be meeting with NCALL.

#### **Capital Project Update**

a. **Construction Committee Report (Paul Berge)** – Schematics are being finalized. Ryan motioned to accept the committee membership recommendations from Paul Berge. Davis seconded. Motion passed. Pam Holley and Dennis Custis will now be co-chairs. Paul Berge has resigned. Tim Valentine will join the committee.

b. **Capital Finance Committee Report (Paul Berge)**. No-map assessment 20,000 sq. ft. valued at \$7,500 research is being done by Berge at the Assessor's Office.

**MOU** – Reviewed representation at the County BoS meeting March 21, 5:00 pm.

#### **New Business**

**Bylaws** - Coady feels that the County oversight of the financials is good as it was an issue in the library history. Berge wants to be on record that it is an archaic system and recommends the Director be Treasurer-Secretary. Ryan feels that the Treasurer should not be involved in deciding policy as she is doing staff-like work. The consensus is that the Treasurer should be non-voting. Cara is to have a meeting with Bundick to make recommendations for the wording of the role and duties of the Treasurer. Kim Armentrout with LVA informed Burton that the Treasurer has to be bonded, by Virginia law, which is likely why this arrangement is in place.

**Naming Opportunities** – Hall distributed a list of donor recognition opportunities that are available, as well as those that have been completed. Coady would like a generic designation for the past and present donations of time and money of the ESPL Board of Trustees be recognized. Ryan noted that the CIL has an honor wall for contributions over \$1,000.00. Hall mentioned that a plaque recognizing past and present BOT members could be included in a similar wall. Burton emphasized the importance of remaining up-to-date on what has been named. Coady moves that the named items on the March 9 document be accepted. Ryan seconded. Motion passed. Request to name rooms or items in the new regional library as such:

1. The children's room: "The Arthur W. Perdue Children's Room"
2. Foyer: "The Eastern Shore of Virginia Community Foundation Foyer"
3. Teen Room: "The Pamela Spencer Holley Young Adult Room"
4. Group study room in children's area: "The Francis Bibbens Latimer Study Room"



5. ESR chairs and tables: as "The tables and chairs in the Eastern Shore Room be individually named for the descendants of Katharine H.S. Edmonds."

Berge moved that the Facility Committee be renamed the Facility and Safety Committee and the NFL Branch Manager is a member. Coady seconded. Motion passed.

Coady moved approved the naming of Northampton Free Library youth garden as "The Betsey Tankard Memorial Garden" and accept the donations of memorial gifts from Northampton Free Library to support physical improvements to the garden and/or gardening books in her memory. A plaque will be installed at the garden which is a grant project of Cooperative Extension., Hall seconded. Motion carried.

Meeting adjourned at 3:03 pm by the Chairman Hall.

Respectfully submitted,

Cara Burton, Secretary

DRAFT