



Main Library - Accomac

Northampton Free Library  
Chincoteague Island Library  
Cape Charles Memorial Library

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EASTERN SHORE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
April 10, 2018, 1:00 pm  
Cape Charles Memorial Library

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

In attendance: Cara Burton, Director. Staff: Summer Dahlmans, Janice Felcher, Charle Ricci. Colette Nelson, ESPL Foundation President.

Meeting called to order at 1:17 pm.

**Public comments.** Colette Nelson commented that tomorrow is National Bookmobile Day.

**Minutes.** March 13 edit: Francis should be spelled Frances. Berge moved to approve both minutes with Custis seconding. Minutes approved with edit.

**Financials.** Custis moved and Ryan seconded to approve as distributed. The motion passed.

**Branch and Friends Reports**

- Cape Charles - Rutledge thanked board for attending. New AWE Early Literacy Station computer and a laptop were donated by friends. CCML staff member Sharon Silvey applying for grant for Barefoot Puppet Theatre for summer reading program and will also be attending Shore Leadership program. Self-publishing and creative writing programs are upcoming. A CCML Library Board member offered a readers' advisory program recently with a positive response from community.
- Chincoteague Island - Report distributed.
- Northampton Free Library - Report distributed.

**Library Director's Report** - Burton reported that she met with Dana Bundick during the previous week and is making progress towards getting a credit card merchants account at the library so that patrons can pay fines and fees with a credit/debit card. Details are being worked out regarding bank accounts and the transfer of credit card transactions. Coady and Ryan expressed concern about



cost of this service versus the fine income gained. Burton pointed out that it would provide convenience to customers and that it would allow patrons to make a payment if they do not have cash on hand. There may also be other library services in the future, e. g. wifi hotspot checkout that would require credit card information/deposits.

### **ESPL Foundation/Capital Campaign Council**

- a. **Foundation Liaison Report** (Paul Berge) - Highlight of last month: \$21,000 raised by Raising of the Green. Berge reviewed submitted report. Forwarded a concern that the ESR room will be large enough in the new library. Burton said this was addressed in the Construction Committee meeting that morning.
- b. **Capital Finance Committee** (Paul Berge) - Wants to meet with ANEC. Governor's budget likely will not be approved until June. Met with Northampton County administrator and finance staff. Northampton contribution to capital financing was not optimistic. Reviewed the strategy for approaching Northampton Supervisors for support. Hall suggested that it is important that our board members, particularly those residing in Northampton County contact the BOS to emphasize the importance of the regional facility and that it will benefit the residents of Northampton County. More work must be done to demonstrate the value of a regional library, with quantifiable statistics.

**Construction Committee** (Dennis Custis) - Met today. Most discussion was on the ceiling type and front windows height. Next meeting will be after the architects reviewed recommendations.

**Nominating Committee** (Jackie Davis and Paul Berge) - Will develop a slate for the June meeting. Bloxom's term ends in June; she was filling out another's term.

### **Old Business**

**MOU** - John Custis is meeting with County representatives.

**Bylaws** - Coady asked that at the end of 2.2 add the sentence: "The Director and the Treasurer are non-voting members of the Board." Coady requests a clean draft for the vote.



**Endowment** – The following action was recommended by the Director:

*Be it Resolved that:*

Since 1966, library patrons have generously donated to the Eastern Shore Public Library gifts and memorials, some of which were designated to be endowments, and:

- Some of these donations were deposited in low risk CD's to comply with Virginia regulations for the investment of public funds, and
- The deposits were intermingled so as to make identifying dividend amounts to correspond with initial donations burdensome, and
- Since these donations, the Eastern Shore Public Library Foundation was created in 2009 for the purpose of raising funds to support the library and are now the 501(c)3 tax deductible organization to which larger monetary donations are directed, and
- The ESPL Foundation can invest endowments in such a way to generate more annual dividends than the library's current investment, and
- To be better stewards of the previously donated and invested funds so that the dividend or interest income produces more benefit for the library as the donors intended, and
- That \$10,000 designated as the memorial Dorothea and Dr. George Flack endowment and the \$15,000 designated as the Ann Kellam Bott endowment be transferred from the Merrill Lynch account to the ESPL Foundation with directions to invest it in the Community Foundation as a "Book Fund" and the disbursements or dividends of the fund will be solely used to be gifted to the Eastern Shore Public Library for the purpose of purchasing reading materials as designated and future donations restricted to book materials and over \$100 be deposited in this Book Fund, and that
- The remaining funds be cashed out as the CD's mature and transferred to the Foundation to be used for the Capital Fund for the new regional library, and that
- A plaque in the new regional library be mounted identifying the memorials or donors of these funds to recognize their generosity toward the Library and inspire others to continue this legacy of giving.

Coady motioned and Ryan seconded as corrected with the name Flack added. The motion passed.



**New Business**

Hall mentioned that the Foundation approved in October 2017 that \$1,000 be given to The Center for Community and Family Development to be used for prizes for the Frances Bibbins Latimer Oral History contest that ended in March. Berge moved and Custis seconded approval that the \$1,000 donation by the ESPL Foundation be used for prizes for the Frances Bibbins Latimer Oral History Contest. The motion passed.

Board members with suggestions for the case for support statement "Why a regional library," please submit to Burton.

Coady moved that the libraries be closed on Wednesday, July 25, 2018 for staff development day. Ryan seconded. The motion passed.

Hall clarified that the next meeting is at Northampton Free Library on May 8, 2018.

Custis moved to adjourn. Berge seconded. The motion passed.

Meeting adjourned at 2:24 p.m. by Chairman Hall.

Respectfully submitted,

Cara Burton, Secretary