



Main Library - Accomac

Northampton Free Library  
Chincoteague Island Library  
Cape Charles Memorial Library

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EASTERN SHORE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
May 10, 2018, 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: Staff: Cara Burton, Director, Janice Felcher, Charle Ricci.  
Other: Colette Nelson (Foundation President); Tom Rokowski, John Callander, and Pam Holley (from the Construction Committee).

1. Meeting called to order at 1:02 pm.
2. Hall made a motion to modify the agenda to have the MOU before the public comments. Coady seconded. Motion passed.

Closed Meeting

Motion was made by Kitty Hall, seconded by Barbara Coady, that the Board ENTER CLOSED SESSION AS PERMITTED BY SECTION 2.2-3711(a)(29) OF THE FREEDOM OF INFORMATION ACT TO DISCUSS 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 PUBIC BODY.

Colette Nelson was present.

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

Hall invited Tom Rokowski, John Callander, Colette Nelson, and Pam Holley to join the closed session.

The Board came out of closed session at 1:52 pm.

Certification of Closed Meeting:

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.

Hall moved that the MOU be approved. Valentine seconded. Ryan requested a roll call vote. Valentine, Bloxom, Coady, Rutledge, Davis, Custis, and Hall voted aye. Berge and Ryan voted no. Discussion of grammatical errors took place which Nelson stated that J. Custis will pass to Mason.

3. **Public comments.** None. Reviewed Spanish conversation class suggestion from a patron. Coady suggested Friends handle any fee required classes.
4. **Minutes.** Valentine motioned to approve the April 10, 2018 meeting minutes as distributed and corrected. Coady seconded. Minutes were accepted.
5. **Financial Report.** Coady moved and Valentine seconded to accept the reports. Motion passed.
6. **Branch and Friends' Reports**
  - a. **Cape Charles Memorial Library** – Report distributed via email. Rutledge and Hall expressed enthusiasm for CCML participation during Garden Tour where they received much positive feedback about the library. Also, on May 5, CCML offered free comic books for Free Comic Book day in conjunction with a Star Wars celebration which was well attended.
  - b. **Chincoteague Island Library** – Report distributed. Ryan noted a significant change in circulation rates, suggesting this may be due a change in the way circulation statistics are classified in newly upgraded Evergreen 3.0 ILS. ESPL staff will look into this issue.
  - c. **Northampton Free Library** – Report distributed. Burton invited facilities committee to tour the NFL facility and pointed out that the sign near the road will need to be replaced.
  - d. **Friends of the Main Library** – Tidewater Reads poetry contest poems were compiled into a booklet. The printing was sponsored by the Friends.
6. **Director's Report** – Routed a draft of the 60<sup>th</sup> anniversary booklet as formatted by TGD. Thanks expressed to Felker for wonderful children's event at Parksley site on Sunday, May 6<sup>th</sup>.



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

a. **Foundation Liaison Report** (Berge) – Reports distributed. Approved the MOU at the Foundation special meeting on February 3. Updated financials were received today with less income after the March 17 fundraiser, which is to be expected.

b. **Capital Finance Committee Report** (Berge) – Met with ANEC’s Don Bowling May 7 and learned they will not loan money because of the lack of collateral. They are interested in making a donation. A \$2,000 donation was given to ESPL by ANEC in 2003, which staff think might have been for computers. Berge, Burton and Frank Hall also met in teleconference with Karen Kollias and Stefan. Bridge loan option was discussed. New Market Tax Credits is on the table. The Berstein Group is reviewing the viability for ESPL to be part of the NCALL pool of projects applying for NMTC. Northampton budget has not officially been released.

8. **Capital Project Update (Custis)** - No new information; the report was information from the last meeting. Reviewed the size of the Eastern Shore Room. Blueprints are currently 35% complete, and engineers are visiting site this week.

9. **Budget Committee (Coady)** – Burton will continue to respond to Coady and Valentine’s feedback to update the approved FY 2018-2019 budget with the new county figures.

10. **Nominating Committee (Davis and Berge)** – Slate is to be voted at the June meeting (recent change in bylaws) at the annual meeting now to be held in June. Coady recommended someone from each county.

## **11. Old Business**

a. By-laws – Coady moved to accept the revised version of the bylaws adding the description of the secretary and the treasurer. Valentine seconded. Motion passed.

b. Vendor Merchant Account – Burton waiting for the Treasurer to make a recommendation.

## **12. New Business**

a. Cape Charles Agreement – Coady moved the approval of the agreement. Hall seconds. Motion passed.



b. **Discussion of Technical Services** - The Technical Services department cannot keep up with current rate of incoming materials to be processed and catalogued. Burton created a spreadsheet comparing the addition of new materials to circulation rate at each ESPL location, and recommended that each location adjust rate of collection additions to match circulation rates. This would result in a decrease of materials processed for Main, Island, and Cape Charles, and an increase for Nassawadox. Burton has discussed this matter with both Rutledge at CCML and Lonergan at Island Library. Recommendations include charging for items processed above the agreed upon quantity, purchasing eBooks instead of physical materials, or reallocating funding currently used to purchase materials to other projects. Board decided to postpone any vote on this matter until discussions can be held with CCML and CIL representatives. Berge requested a written proposal of what the changes would entail specifically.

### **13. Additional comments**

Ryan asked if the Director should be distributing the reports and the Chairperson just does the agenda. Coady stated that in the past the board did not have so many reports, so the distribution of the board packet was not burdensome. Discussion followed about possible board portal software and report distribution procedures.

14. Next meeting June 12, 2018 at Central Library in Accomac at 1:00 p.m.

15. **Adjournment.** Rutledge motioned to adjourn. Ryan seconded. Motion passed.

Meeting adjourned at 3:33 pm by the Chair.

Respectfully submitted,

Cara Burton, Secretary