



Main Library – Accomac

Northampton Free Library
Chincoteague Island Library
Cape Charles Memorial Library

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EASTERN SHORE PUBLIC LIBRARY
BOARD OF TRUSTEES
July 10, 2018, 3:30 pm
Main Library, Accomac, VA

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

In attendance: Cara Burton, Director. Staff: Summer Dahlmanns, Janice Felker, Charle Ricci, Barbrielle Rogers. Public: Pam Holley (Construction Committee Chair)

Meeting called to order at 3:29 pm.

2. Public comments. None.

3. Minutes. Coady moved to accept the minutes of the May 10, Valentine seconded. Minutes approved as distributed. Hall moved to accept the minutes of the June 11, 2018 meeting. Ryan seconded. Minutes approved as distributed.

4. Financial Reports. Hall questioned endowments. \$54K endowment as an expense was questioned by Hall; Burton responded the funds were transferred to the ESPL Foundation for improved investment. Bloxom questioned the health insurance expense to the budget; Burton responded the change was a result of staff changes. Ryan moved to accept the financials. Berge seconded. Motion passed.

5. Branch and Friend's Reports

- a. Cape Charles Memorial Library – Rutledge reported they are very busy with both tourists and residents. July 5th was very busy. Commented that Northampton County patrons use both NFL and CCML.
- b. Chincoteague Island Library – Report distributed. Zoo program will be held at the Methodist church hall to accommodate the large crowd.
- c. Northampton Free Library – Report distributed. A/c had issues last week and were addressed. Felker reported on the Betsy Tankard Memorial Garden plans.
- d. Friends of ESPL – Book sale was very successful.

A presentation of appreciation was given by Jackie Davis, the new Chair, to Kitty Hall for her service as Chair for the past one and half years.

6. Library Director's Report. The Director reported one patron complaint over the cancellation of a magazine and the corresponding response. Hall asked for clarification on the travel reimbursement policy change wording. Rutledge commented her book budget has been cut \$2,000.

Berge requested an update on the use of Board Docs software. Discussion of the distribution of board documents took place.



7. ESPL Foundation/Capital Campaign Council

- a. Capital Campaign Update (Paul) – The Foundation is organizing a new capital campaign. A new administrative assistant has been hired, Laurie Chamberlain. She will be working Tuesday, Wednesday, and Friday, 9:00 am to 3:00 pm.

8. Capital Project Update (Board Committees)

- a. **Construction Committee** (Custis and Holley) – A printed report was distributed. The Committee will be meeting with the architects later in the month to review the estimator’s budget and address committee members’ questions. The increased size of the Heritage Center and the issues with the concrete slab will create cost increases.
- b. **Steering Committee** (Valentine) - Concern about the bond issue. The SC has asked the architects to verify the building can be built (hard costs) with the available funds. Muhly has expressed concern about the transfer of the title. Discussion to eliminate a group study room to make more room for storage and stair. Reviewed Valentine and Muhly’s visit to Crisfield library. Valentine mentioned installing a lift to the mezzanine; Ryan stated the maintenance is costly for this equipment; Coady concurred. The ramp between the library and Dollar General was questioned by Bloxom. Valentine stated that at the most recent SC meeting it was suggested that the ramp design be changed for safety needs and meet ADA compliance. No SC meeting scheduled.
- c. **Finance Committee** (Berge) – no report.

9. Budget Committee (Coady) – no report.

10. Old Business

- Processing Fee – Discussion about the donated books and the time needed to review and process them for inclusion in the collection. Volunteers help. Ricci described the priority system for new acquisitions and requests; older donated titles are at the bottom of the queue. Burton reported that CCML Board agreed to pay it. Bloxom moved and Rutledge seconded: Cape Charles Memorial Library and Chincoteague Island Library may be charged a technical services processing fee per item processed above an annual recommended quantity of items. The fee will be established at the beginning of each fiscal year and based on estimated staff time to process items and technical staff wages relevant to these duties. The recommended quantity of items will be determined by (1) **staff capacity**, which is determined by the annual budget, the availability of trained staff, and the current “backlog” of materials needing processing and (2) previous year **circulation rates** at each location as a percentage of total system circulation rates. The fee will be used to increase hourly staff specifically to process materials. Locations will be invoiced quarterly with increased staff hours distributed throughout the year, based on the estimated threshold of items and either the current or past year’s materials budget of that location. Each location will notify the Library Director by June 1 of each year of the budget plan amount for materials purchases as well as processing estimates.

New Business

- Mileage Policy. Hall motioned and Ryan seconded: Staff will be reimbursed mileage to ESPL locations if the travel is not part of the staffperson’s regular schedule. This includes meetings and substituting.



Ryan raised concern about the ESPL staff volunteering at CI who is also on the board. The question is that CI is not a public entity and carries its own insurance. The change from 28 to 24 hours of service is a separate consideration from the staff volunteering issue.

Closed Meeting

Motion was made by Berge, seconded by Custis, 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 Dana 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.

Proposed schedule for future for board meetings for FY2018-2018 was reviewed. The new hours and locations will be posted.

Ryan moved to adjourn. Berge seconded. Motion passed. Meeting adjourned at 5:31 pm by Chairperson Davis.

Respectfully submitted,

Cara Burton, Secretary