



Main Library – Accomac
Northampton Free Library
Chincoteague Island Library
Cape Charles Memorial Library

PO Box 360
Accomac, VA 23301
Phone: 757-787-3400
Fax: 757-787-2241
www.espl.org

EASTERN SHORE PUBLIC LIBRARY
BOARD OF TRUSTEES
August 14, 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 Dahlmans, Janice Felcher, Barbrielle Rogers. Public: Pam Holley (Construction Committee), Frank Hall (Foundation Treasurer), Colette Nelson (Foundation President)

1. Meeting called to order at 3:30 pm.

2. **Public comments.** None.

3. **Minutes.** Coady motioned and Berge seconded that the July minutes be approved with the corrections Barbara Coady submitted including her absence at the closed session. Motion passed.

4. **Financial Reports.** Berge motioned to approve the financials reports, Ryan seconded. Motion passed.

5. **Branch and Friends Reports.**

- a. Cape Charles Memorial Library – Report submitted.
- b. Chincoteague Island Library – Report submitted.
- c. Northampton Free Library – Report submitted.
- d. ESPL Friends – Burton working with Malarkey to develop a flyer to educate the public about book donation options.

6. **Director's Reports.** Burton mentioned that the library received \$1,000 safety grant from VML to purchase canvas book bags for deliveries, a book cart and a hand truck. George Lattimore donated to continue work on the Lattimore collection, which will be used to pay Roberta Dean and Jazmine Collins. Burton said that Roberta Dean will be considered a temporary consultant. She is checking on how to handle the pay with Collins being a regular employee. Burton said that E-rate with Verizon was approved; this will be the last year for telephone and she believes that we will still receive the discount on Internet. Burton stated that we considered trying VOIP phone similar to the service that Cape. Cape Charles has problems with their current VOIP phone service, which is a different provider. Burton sent around the 60th anniversary packet draft, which will be sent to the printer soon. She also said that we have a generic business card for staff or Board members to hand out. Burton said that she interviewed someone today for the Adult Services position; she is hopeful that it will be filled next month. The position will only be 12 hours a week.



Janice Felker reviewed the success of the Summer Reading Program. Served 380 meals. 560 participants in events and 94 in the reading clubs. Hoopoe (mime/magician) and the zoo were some of the popular events.

7. ESPL Foundation/Capital Campaign Council

a. Capital Campaign Update (Berge) – Report submitted. Davis reviewed meeting with the Batten Foundation. Nelson stated a committee has been formed to plan a new capital campaign and is meeting this evening. Valentine asked Frank Hall about status of NCALL support for the project. Hall reported that we are still in contact with them, but we do not have prospects for closing the funding gap.

8. Capital Project Update (Board Committees)

a. **Construction Committee** (Holley and Custis) – Holley reviewed the report. The estimator's report was worrisome. We will have better idea of estimate when we get the 75% plans' estimate in early September. A discussion of the MOU was discussed at the CC meeting.

b. **Steering Committee Update** (Valentine) – Holley asked Valentine about. Need to satisfy the County's needs to do the bonding. Valentine agreed the CC needs to get the plans done and the SC focus on ensuring the finances are secured to start the project. Valentine expressed frustration by the SC that there are gaps between meetings and SC members want to talk with architects about the possibilities of what can be done to satisfy the counties' needs to meet bond issuing requirements. Davis reminded board that these SC meetings are public meetings and must be posted. Coady stated they cannot do a "reply all" to emails to stay in public meeting laws if they want to have a private conversation. Valentine referred Burton to R. Lewis, SC Chair, to confirm date of SC meeting with the architects scheduled August 27, before the new estimate will be available. Valentine distributed a report from County Administration of capital fund activity.

c. **Finance Committee** (Berge) – Report as submitted.

9. Budget Committee (Coady) – No report.

10. Old Business. None.

11. New Business. None.

12. Additional Comments. None.

13. Closed Meeting



Motion was made by Kitty Hall, seconded by Gerry Ryan, 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.”

To discuss the performance evaluation of an employee.

And 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 PUBLIC BODY.

Frank Hall and Colette Nelson were invited into the business discussion.

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.

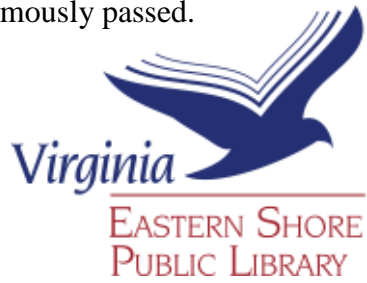
Berge moved that the Board of Trustees requests that Accomack County delay its bond issuance schedule so that we may continue the process to seek additional funding for the five million dollar project. Ryan seconded. Motion passed.

Davis The Board voted to reconvene Closed Session to discuss personnel performance as permitted by Virginia Code Section 2.2-371(A)(1). Ryan seconded.

Closed Meeting

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.

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



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.

Ryan and Berge moved to adjourn. Meeting adjourned at 5:25 pm by the Chair.

Respectfully submitted,

A handwritten signature in black ink that reads "Cara Burton". The signature is written in a cursive, flowing style.

Cara Burton, Secretary