



Main Library - Accomac

Northampton Free Library
Chincoteague Island Library
Cape Charles Memorial Library

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EASTERN SHORE PUBLIC LIBRARY
BOARD OF TRUSTEES
June 11, 2018, 1:00 pm
Main Library, Accomac, VA

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

In attendance: Cara Burton, Director. Staff: Summer Dahlmans, Janice Felcher, Charle Ricci, Barbrielle Rogers

1. Meeting called to order at 1:03 pm.
2. **Public comments.** None.
3. **Minutes.** Minutes will be approved at the July 2018 meeting.
4. **Financial reports.** Ryan moved, Valentine seconded to accept the financial reports. Cara reviewed budget plan plus new state aid approved amounts and the increase in VRS. Burton stated that the contribution to Virginia Retirement increased from 3.21 to 5.9 percent. Davis stated that this happens every two years and is non-negotiable. Burton stated an increase in state aid will be received from \$165,002 to \$176,079, which is an increase in \$11,077. She requests that the Board approve the proposed budget as distributed.
5. **Branch and Friends' Reports**
 - a. Cape Charles Memorial Library - report distributed
 - b. Chincoteague Island Library - report distributed
 - c. Northampton Free Library - a quote has been obtained to replace the outdoor sign. Ryan requested that an outdoor a/c drain pipe be fixed.
 - d. Friends of the ESPL - no report
6. **Library Director's Report** - report distributed. Hall asked about the KidsCount Forum. Burton renewed the MOU with ESCC GED program that includes both county school systems, the Literacy Council, and Smart Beginnings. Hall inquired about the Ghotes conference. Burton said that Stacia, Stephanie, Theresa, Jazmine and herself would be attending the conference.



7. ESPL Foundation/Capital Campaign Council

- a. Foundation Liaison Report (Berge absent) – Nelson announced that the Foundation is hiring a new administrative assistant. The Mariner estate settlement is almost complete. The Foundation will need to start covering maintenance expenses of the Mariner house, bequeathed to the Foundation.
- b. Capital Finance Committee Report (Berge absent) - Burton updated the financing options, including NCALL. NEH applications being reviewed. ANEC has committed \$5,000. The architects have been asked for the estimator's report to be expedited. Valentine questioned the amount needed for Mason to develop the bond application.

8. Capital Project Update

- a. Construction Committee – Holley distributed a written report. Custis reviewed items of cement flooring, windows, roof access, and mezzanine. Burton recommended that Steering Committee report be added to next month's agenda as a regular item.

9. Budget Committee - FY19 – Valentine reviewed the meeting. Ryan moved to approve the distributed budget plan with the understanding it will be modified with the approved state aid and VRS retirement changes. Custis seconded. Motion approved.

10. Nominating Committee (Davis) – A form was distributed. The following were presented for election Jackie Davis for Chair, Gerry Ryan for Vice Chair, and Paul Berge for Liaison to the Foundation. Custis moved and Bloxom seconded to accept the nominations. Motion approved. 3:30 pm during daylight savings (summer) and at 3:00 pm during EST (winter) on Tuesdays.

11. Old Business

- a. Vendor Merchant Account – Motion was referred to new business as combined motion.
- b. Discussion of Technical Services costs - Board tabling topic until July after Cape Charles board meeting.

12. New Business

- a. Ryan motion to authorize the Treasurer to transfer the library operating fund checking account to SunTrust bank and to open a vendor merchant



account at SunTrust bank for library business. Custis seconded. Motion passed.

- b. Ryan motioned to transfer the remainder of the funds in the capital account to Accomack County to be placed in a fund restricted to capital expenditures for the new regional library. The transfer of the funds will take place on a date at the discretion of the Treasurer to meet the needs of the county and progress of the capital project financing. This transfer of capital funds meets the needs of the Memorandum of Understanding between Accomack County, the Eastern Shore Public Library Board of Trustees and the Eastern Shore Public Library Foundation that addresses the financing for the capital project. Valentine seconded. Discussion about fiscal agent reports. Motion passed.
- c. Chincoteague agreement - Burton to provide a report at the next meeting.
- d. Lease - Hall motioned to accept the Mariner property lease agreement with the ESPL Foundation. Custis seconded. Motion approved.
- e. Director's evaluation.

Closed Meeting

Motion was made by Hall, 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 Coady 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.

Hall motioned to make a motion to increase the library director's salary in FY19 budget o a total of 5% increase. Seconded by Ryan. Motion passed.

This is Pat Bloxom's last meeting in her term.
Next meeting is July 10 at 3:30 pm in Accomac.

Custis motioned to adjourn and Ryan seconded. Motion passed. Meeting adjourned at 3:14 pm by the Chair.

Respectfully submitted,

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

Cara Burton, Secretary