



Main Library - Accomac

Northampton Free Library  
Chincoteague Island Library  
Cape Charles Memorial Library

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**EASTERN SHORE PUBLIC LIBRARY  
BOARD OF TRUSTEES**

November 13, 2018, 3:00 pm  
Main Library, Accomac, VA

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

**In attendance:** Cara Burton, Director. **Staff:** Summer Dahlmanns, Janice Felker, Charle Ricci, Barbrielle Rogers. **Other:** Colette Nelson, ESPL Foundation President; Tom Rakowski and Frank Hall, ESPL Foundation. Paul Muhly, Steering Committee.

1. Meeting called to order at 3:00 pm by Chairperson Davis.
2. **Public comments.** None.
3. **Minutes.** Coady motioned and Bloxom seconded to approve the minutes. Minutes approved as distributed.
4. **Financial Report** – Reviewed CCML book purchasing and bill submittals.
5. **Branch and Friends Reports**
  - a. Cape Charles Memorial Library – Participated in Trunk or Treat. Festive Fridays schedule was distributed. 100<sup>th</sup> anniversary plans are on schedule. Custis mentioned hearing the ad for the Lego program. Receiving more requests for the meeting room. A knitters club meets at the library. Soliciting feedback for children’s book interests.
  - b. Chincoteague Island Library – no report.
  - c. Northampton Free Library – distributed. Burton provided detail about the request for donated property adjacent to the NFL. Surveyor has pointed out that library lot is within Nassawadox town limits, while potential donated parcel lies outside the town. NFL Friends and ESPL Foundation have expressed an interest in fundraising once land has been secured.
  - d. ESPL Friends Reports – Recent activity included in Director’s report. 60<sup>th</sup> Library Anniversary Friends Book Sale and Birthday Celebration was successful.
6. **Library Director’s Report** - Distributed by e-mail. Burton passed around a summary of Parksley Planning Grant and Revitalization efforts from



November 12, 2018 Parksley Town Meeting. Invoice from Eastern Shore Printers for foam board renderings was mistakenly paid by Library instead of Capital account, but because cost was only \$200, no rebilling/reimbursement will be pursued. New library card registration handout now includes a listing of health-related resources available through Find it Virginia on the library's webpage. Burton also pointed out that the Doris Kearns Goodwin book club will be occurring on November 27th. Food for Fines will begin December 1st.

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

- a. Capital Campaign Update (Kitty Hall) - Over 240 packets have been mailed with the Heritage Center Case for Support to donors who have supported with \$200 or more in the past; 340 went to small businesses in ESVA counties. Additional packets have been sent to targeted prospective donors. 200 letters will go to churches requesting support. The Volunteer Committee has created a volunteer registration packet. The campaign committee meets weekly. Davis expressed her appreciation to the Foundation for its commitment.

**8. Capital Project Update ( Board Committees)**

- a. Construction Committee - (Custis & Holley) Report distributed.
- b. Steering Committee Update - (Valentine) Valentine expressed his disappointment that the architects and engineers did not include any options in the beginning phases of the project for the parking lot design.
- c. Finance Committee - Burton reviewed Mason's simplified capital project report. Mike Mason has redesigned the conceptual designs budget report to clarify and streamline the layout and financial information. The budget will not actually be in effect until after the project goes out to bid.

**9. Budget Committee** - No report.

**10. Old Business** - None.

**New Business-** Davis reviewed the parking lot proposal in Holley's report. Valentine stated the "we'd" always wanted two entrances to Bennett Street. The proposed parking lot design is the May 2016 design with the lower side alley entrance deleted. Coady moved and Rutledge seconded to approve the site plan change order at an additional cost to the architect's contract of \$8,118. This fee



will cover the additional civil engineering design work to make parking lot changes recommended by Supervisor Muhly to the Construction Committee.” Davis opened the floor for discussion. Bloxom stated that it is excessive; Valentine and K. Hall concurred. The option is that the board not vote on it. Custis said that Valentine’s business is there and the board should consider his observations of the traffic there. Custis stated the committee agreed the proposed plan is better, but the cost is the concern. Custis feels that if Davilli had been present on the project, we would not be in this situation. Rakowski commented that Salm Engineering has 20 drawings he has to change to accommodate the changes. Custis asked whether Rakowski felt this \$8k is a fair amount and Rakowski concurred. Rakowski added that Salm was 90% complete, not 75% complete in his drawings. Burton commented that changes can be a domino effect and everyone needs to realize it costs money. Muhly pointed out that we will gain eight parking spots. Motion passed unanimously.

Custis moved and K. Hall seconded to approve the 90% architect’s floor plan and front elevation as submitted to the ESPL Construction Committee and the Steering Committee on November 5, 2018. Minor changes may be made to the plan prior to the 100% completion. Change orders after the 100% completion will be approved by the Steering Committee. Valentine wanted clarification on where the janitorial closet will be. Motion carried.

Coady motioned and Custis seconded to approve submitting a proposal to a property owner for the donation of .6 acres behind the Northampton Free Library.

**11. Additional Comments.** None.

**12. Next Meeting:** December 11, 2018 at Main Library in Accomac at 3:00 PM.

**13. Adjournment.** K. Hall motioned to adjourn and Custis seconded. Meeting adjourned at by the Chair at 3:53 pm.

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