



Main Library - Accomac

Northampton Free Library
Chincoteague Island Library
Cape Charles Memorial Library

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**EASTERN SHORE PUBLIC LIBRARY
BOARD OF TRUSTEES**

January 8, 2019, 3:00 pm
Main Library, Accomac, VA

Present: Jackie Davis (Chair), Gerry Ryan (Vice Chair), 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. **Other:** Pam Holley

1. Meeting called to order at 3:01 pm.
2. **Public comments.** None.
3. **Minutes.** Ryan moved to approve the minutes as distributed; Coady seconded. Minutes approved as distributed.
4. **Financial Report.** Burton responded to Davis questions prior to the meeting. Bloxom questioned the \$500,000 to confirm is capital funds.
5. **Branch and Friends Reports**
 - a. Cape Charles Memorial Library – Rutledge reported on Christmas activities. 250 people attended candlelight reading with Mrs. Santa Claus. That was the first of the 100th anniversary events. Odor still there, but the new Town Manager is working on it.
 - b. Chincoteague Island Library – Maintenance issues, e.g. exterior door and it is an odd sized door.
 - c. Northampton Free Library – report distributed.
 - d. ESPL Friends Reports – Guernsey Book Group
6. **Library Director's Report.** Distributed by e-mail. Burton asked that the Trustees review the survey of the donated property adjacent to the NFL Library to allow for a future addition, and then provide authorization for Burton to sign it so that a deed may be drawn up. Burton instructed the surveyor to retain a lane (right of way) shown on the tax map to allow continuing access to adjoining lot. Burton noted that many libraries are stocking NARCAN to prevent deaths from opioid overdoses, but due to our proximity to other county services such as the 911 center and Sheriff's office, she recommends that the ESPL not provide this service. Coady concurred and stated that a library in Boston had been penalized by the insurance company because they offered NARCAN. Davis inquired as to the possibility of acquiring AED devices. Burton noted that CPR training is required to use AED devices, and had contacted several agencies such as VML and the Health Department and found that the library would need to pay for staff training. No grant or subsidized training has been found to support this. Burton has inquired of other library directors regarding their expectations of continuing education hours for staff to keep up to date on technology and the continually evolving nature of library work. Burton also noted the library will be participating in the



Virginia Museum of Fine Arts' ArtMobile program at a yet to be determined future date, and most likely in Parksley and Nassawadox. The Soroptomists has donated \$1,000 to the new library facility in Parksley to be used for landscaping with crape myrtles, and Burton is working on a press release and interpretive sign for the history of the crape myrtle program, which began in the 1920's. The Lifestyle Challenge is up and running, and Burton has received a lot of positive feedback.

7. ESPL Foundation/ Capital Campaign Council

- a. Capital Campaign Update (Hall) - Report submitted. Over 100 donations to Heritage Campaign with about \$70,000 donations from individuals. New Directors have joined the ESPL Foundation.

8. Capital Project Update (Board Committees)

- a. **Construction Committee** - (Custis & Holley) Meeting on January 16 to review estimator's report. Updated project schedule distributed. May/June 2020 is projected occupancy. Burton questioned need for BoT approval of the documents and not wanting to delay going out to bid. She will call architect to confirm the timing.
- b. **Steering Committee Update** - (Valentine) The Steering Committee feels the project is ready to continue moving forward.

9. Budget Committee - No report.

10. Old Business - None. Bloxom questioned how the discussion about recognition ended up. She motioned that a letter be sent from the BoT to thank Paul Berge for his service. Ryan seconded. Ryan commented that a procedure be developed for recognizing people not completing their term. Bloxom said some people cannot complete their term, but their service can still be recognized. Coady stated that nothing consistent had been done in the past. Davis stated she would like to maintain some consistency by doing this in June. Ryan stated that some discussion has been taking place about concern for upcoming vacancies and need to maintain a quorum. Coady stated that the BoS has a working arrangement as to how they recruited equally within the County. Custis recommended that a book be purchased in appreciation and each board member sign the book. Hall seconded Custis' amendment. Amendment approved. Amended motion was approved unanimously. Burton is to select a book and bring it to the next meeting for signatures.

11. New Business - Review of draft lease agreement between Library Board and County regarding the new Parksley facility by Davis, Ryan, and Burton revealed that any maintenance that added value to the facility (up to \$10,000 per event) would be the responsibility of the tenant. Burton recommends that the trustees wait to respond until library attorney, John Custis, has a chance to review the lease. Burton also noted that Custis will be drawing up the deed to transfer ownership of the Accomac library building to the county. Coady expressed concern over turning Accomac building over to the county before documents are signed to finalize county approval of capital project, including the bridge loan from BB&T. Davis noted that there is some pressure from the county to move forward with



the turnover. Turning over the building was required in the MOU, but no specific timeline was defined. Ryan suggested that we take a step back and express our concerns to our lawyer who will then communicate with the county. Burton will email Mike Mason to communicate that cost estimates are forthcoming and the library board is not yet prepared to vote on the final draft of the lease agreement. The lease agreement discussion has been tabled until further review from the library attorney.

12. Additional Comments. None.

13. Next Meeting; February 12 at Main Library in Accomac at 3:00 PM

14. Adjournment. Hall motioned to adjourn and Ryan seconded. Motion passed.

Meeting adjourned at 4:20 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