



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

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EASTERN SHORE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
April 9, 2019, 3:30 pm  
Cape Charles Memorial Library, Cape Charles, Virginia

Present: Jackie Davis (Chair), Kitty Hall, Barbara Coady, Dennis Custis, Althea Pittman, Ann Rutledge, Gerry Ryan, Tim Valentine. Absent: Pat Bloxom, Dana Bundick.

In attendance: Cara Burton, Director ; Staff: Charle Ricci

1. Meeting called to order at 3:31 pm.
2. **Public comments.** None.
3. **Minutes.** Coady moved to approve Minutes as amended with grammatical correction to second resolution. Ryan seconded. Motion approved.
4. **Financial Reports** – No changes.
5. **Branch and Friends' Reports**
  - a. **Cape Charles Memorial Library** (Rutledge) – Poetry reading and local author presentation to occur this week as part of the 100<sup>th</sup> anniversary of the CCML. The library will be partnering with the Town of Cape Charles Main Street Program this summer with a theme of “Summer of Love”. Coady suggested that Board of Trustees acknowledge the CCML Friends and CCML Library Board’s achievements in celebrating the 100<sup>th</sup> anniversary, and the series of programs and events that have been carried out. Burton will submit a congratulatory advertisement to the local newspaper and a copy to the Cape Charles Town Manager.
  - b. **Chincoteague Island Library** (Ryan) – Report submitted by e-mail. Library staff and volunteers participating in Locals Week during April’s National Library Week. CIL will be hosting Business after hours on April 10, 2019.
  - c. **Northampton Free Library** (Burton) – Report distributed by e-mail. Profiles of Honor exhibit in Nassawadox this Friday with scanning of local WWI and WWII-era documents and photographs to occur within the library.



- d. **Friends of ESPL** (Burton) – Recent activity is included in Director’s report. Book discussion group held on Saturday, April 6<sup>th</sup>. Next discussion focusing on the works of Georgette Heyer to be held on Saturday, May 4<sup>th</sup>.
6. **Director’s Report.** Distributed by e-mail.
7. **ESPL Foundation/Capital Campaign Council**
  - a. **Capital Campaign Update** – (Hall) Barbara Schwenk is new Foundation Assistant.
  - b. **Donor Reception Committee** - (Hall) Planning is underway for a reception to be held on Sunday, May 5<sup>th</sup> from 5:00 to 7:00 PM for ESPL Foundation donors having donated at a certain level. Approximately 150 invitations are being mailed. The reception will be at the artmobile exhibit, which will be present at the Parksley site on that date.
8. **Capital Project Update (Board Committee)**
  - a. **Steering Committee Update** (Valentine) – No steering committee meeting held since the last joint meeting with Construction Committee to approve final plans. Steering Committee is planning an upcoming meeting with County representatives in the hopes of increasing communication between Steering Committee and Accomack County administration as library project moves forward.
9. **Budget Committee** – No report.
10. **Nominating Committee** – No report. Meeting is pending.
11. **Ground Breaking Committee** – (Burton) The draft of the agenda for the Ground Breaking was distributed for feedback from trustees. State librarian or a trustee of the Library of Virginia hopes to attend. Music, honored guests, and children’s activities are planned. 15,000 postcards will be mailed to community members by the Foundation. Tentative date for event is late June.
12. **Old Business** – Second reading of Public Access Computer and Internet Use Policy, and of personnel policy changes. Coady moved that the changes to the personnel manual regarding sick leave, separation from employment and bereavement policies be approved. Hall seconded. Motion approved. Coady moved that the Public Access Computer and Internet Use Policy be accepted. Ryan seconded. Motion approved.



13. **New Business**

- a. The lease agreement between the library and Accomack County is under review and negotiation with the assistance of the library's attorney. Burton will redistribute the original draft lease agreement to trustees via email.
  
- b. First reading of the unattended child policy and volunteer policy. Hall moved that the library close at 3:00 on the day of the Ground breaking to allow staff to both attend and assist at the event. Pittman seconded. Motion approved. First reading of proposed amendments to bylaws regarding first and second readings of policy changes.

14. **Additional Comments** – None.

15. **Adjournment** – Hall moved to adjourn and Ryan seconded. Motion accepted and meeting adjourned at 4:33 pm by Chairman Davis.

Next meeting May 14, 2019 at Northampton Free Library in Nassawadox at 3:30 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