



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

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EASTERN SHORE PUBLIC LIBRARY
BOARD OF TRUSTEES
February 12, 2019, 3:00 pm
Main Library, Accomac, VA

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

In attendance: Colette Nelson (Foundation President), Pam Holley (Co-chair, Construction Committee), Cara Burton, Director

Staff: Janice Felker, Charle Ricci

1. Meeting called to order at 3:04 pm. Althea Pittman was introduced as a new Trustee.
2. **Public comments.** None.
3. **Minutes.** Ryan moved to approve Minutes approved with “commended” changed to “commented” in Old Business. Hall seconded. Motion approved.
4. **Financial Reports** – Ryan noted that the new financial reports are easier to understand. Burton gave the budget presentation to Accomack County on February 5, 2019. The ESPL’s Northampton County budget presentation was carried out by Davis, Custis, and Coady earlier this month. Northampton County’s budget will not be finalized until April, but Mike Mason has entered a recommended amount in the Accomack County Budget Plan. Burton is utilizing this figure to fine-tune the FY2019-2020 budget and will return to ESPL trustees with a draft budget and a FY2018-2019 budget modification for approval. Bloxom inquired as to account 63000 in Budget vs. Actual report. Burton noted that both adult and youth programs are lumped together in the budget and broken down in the actuals. Budgeted income will be updated in the modification as gifts are received from groups such as the Friends throughout the year. Bloxom also asked about the Professional Services account, which Burton explained includes bookkeeping, the consultant work of Miles Barnes, auditors, etc. Bloxom asked about 61000, the Capital account and Burton noted that this was the money received from the State for the capital project, which has been transferred to the County.
5. **Branch and Friends’ Reports**
 - a. **Cape Charles Memorial Library** (Rutledge) – Report submitted by e-mail. Rutledge announced an upcoming program by Bobby Harmon on February 23 that focuses on Frances Bibbins Latimer. Also, Etta K. Pruitt will be talking in March about the history of the Cape Charles Memorial Library during the time that it was run solely by volunteers. The Magnificent



Ambersons film is showing this evening in Cape Charles, and there will be an 100th anniversary tea in March. Rutledge noted some building repair is being done, including the installation of a sump pump and repair to the plumbing vents which should address the odor issue. There is a leak along the back wall of the library and bids have gone out to repair it. The kitchen/office area is also being rearranged to provide more meeting space and room for a tutoring area.

- b. **Chincoteague Island Library** (Ryan) – Report submitted by e-mail. Ryan noted that a volunteer application was distributed at the board meeting. The door repair has gone out to bid and the project is moving through the permitting stage. Excitement is building for the upcoming cruise fundraiser.
 - c. **Northampton Free Library** (Burton) – Report distributed by e-mail. The Beauty of Arabic Calligraphy program will be held tomorrow at the NFL by staff member Jazmine Collins, who will hold a similar event at the Accomac library in the near future. Barbii Rogers is organizing some new program offerings at the library. Burton mentioned the ESPL’s upcoming multicultural festival on May 5th and called for the trustees to reach out to any multicultural individuals who may be interested in attending or being a vendor. John Custis is reviewing the property transfer to the NFL.
 - d. **Friends of ESPL** (Burton) – Recent activity is included in Director’s report. At the last Friends meeting, it was decided to contribute to the library’s large print collection. The Friends also plan to donate \$5,000.00 to the Library Foundation. Burton would like to send the administrative staff to the ALA conference in Washington DC this June, and has developed a budget for travel, lodging, and conference fees. Burton requested financial support from both the Accomac and NFL Friends for the conference. To date, NFL Friends have contributed \$500.00. The Friends of the ESPL also voted to help with the Summer Reading Program. Accomac friends had a very successful book club on the first Saturday of February, and are planning to continue offering book clubs with the next session to be held in April.
6. **Director’s Report.** Distributed by e-mail. Burton added that a report has been created by Stacia Childers of physical donations to the Eastern Shore Room collections, which will raise awareness of the library’s holdings as well as encourage donations from others. The ESPL website also lists the Eastern Shore yearbooks that have now been digitized by the Library of Virginia. Burton shared a quote from an e-mail written to MK Miles regarding the value of the Miles Files, noting that the “contribution to the history and genealogy of the Shore is immeasurable”. The State Aid requirements have been met for the year. Burton submitted a grant application to the United Way for a microfilm scanner.
7. **ESPL Foundation/Capital Campaign Council** –



- a. **Capital Campaign Update** – The Foundation is seeking a part-time administrative assistant. The Heritage Center Capital Campaign has received another \$5,000.00 since last month’s trustee meeting. Hall also reported that sponsors are signing up for the Raising of the Green and ticket sales are going well. ESPL staff member Wendy Johnson has donated a watercolor painting of a blue heron for the auction.

8. Capital Project Update (Board Committees)

- a. **Construction Committee** (Custis and Holley) – Pam Holley explained that in January of 2018 a security gate from the Heritage Center addition to the main portion of the library (the existing Fresh Pride building) was thought to be included in the plans for the new library in Parksley. In January 2019, the construction committee discovered that the 90% plans did not include a security gate. Burton noted that to place the security gate at that location would not meet fire code due to the length of the hallway. Nicole Davili from WTS Architects offered three suggestions: alarmed doors in place of the planned gate, three security grills near the circulation desk (which could cause delay), or to request a waiver to the fire code. A letter from Richard Lewis was addressed to Custis, Holley, Stewart Hall, and the other two members of the steering committee, Tim Valentine and Paul Muhly, stating that there is to be no security gate, and that instead the steering committee’s opinion is to install three grills in the large openings of the foyer. Burton suggested the benefits to the doors in the hallway are threefold: heating and cooling savings; noise reduction to the library from the lecture hall or maker space; and security during an after-hours event (lower risk of people getting into the main portion of the library when it is closed). Davili responded to Lewis’ letter and noted that both the doors and the three grills would meet code, but that the addition of the grills would add to the project cost as well as delay the completion of the final plans and bid process. Burton has requested that the trustees recommend the alarmed doors at the location of the original gate. Custis suggested instead that a fee be added to the use of the library after-hours to cover security and clean-up costs, in the interests of keeping the project on budget and on time. Custis motioned that no doors be on the plan and leave the plans as is to be in compliance with state code. Ryan seconded. Motion passed. Ryan motioned that the meeting room use policy to be reviewed to reflect the use of the new building; Hall seconded. Motion passed. Burton will contact Davili to notify her of the trustees’ decision.
 - b. **Steering Committee Update (Tim)** – No report.
9. **Budget Committee** – No report.
10. **Old Business** – A letter of recognition on behalf of the Board of Trustees was sent to Paul Berge along with a copy of the book Working the Water by Jay Fleming. Davis expressed appreciation to Colette



Nelson for her assistance in compiling a list of Berge's contributions to the library and the Foundation.

11. **New Business** – On February 4, 2019, the administrative team of the library held a policy retreat. Much was accomplished, and recommendations have been compiled and distributed to the trustees. Davis suggested that the recommendations be handed out today, with the first reading to be held at the March trustee meeting, and the final reading to occur at the April trustee meeting. Burton asked the trustees to submit questions in the next two weeks to allow for time to respond prior to the next trustees meeting. Burton will distribute questions that have already been submitted by Coady, Davis, and Ryan to the remaining trustees.

Burton noted that the ALA Library Bill of Rights has been recently updated, allowing for further protection of patron privacy, which will impact the warrant procedures that the library staff are currently developing.

The Chincoteague Island Library agreement with the ESPL system has been drafted with updates and improvements and sent to Linda Ryan, CIL board chair. Ryan, Davis, and Burton met with Linda Ryan, and the agreement has been approved by both the CIL attorney and the CIL Board. Changes include increasing the number of ESPL paid staff with the goal of fully staffing CIL and allowing fines/fees paid at the CIL to remain there and not be submitted to the ESPL. In exchange, CIL would be responsible for providing library supplies such as copy paper. Trustees will review and have a first reading of the agreement in March. Ryan motioned that the agreement be approved for first reading, Custis seconded. Motion approved.

12. **Additional Comments** – None.

13. Next meeting March 12, 2019 at Accomac library at 3:00 pm

Adjournment – Ryan motioned to adjourn and Hall seconded. Motion accepted and meeting adjourned at 4:19 pm by Chairman Davis.

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



Virginia

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