



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

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EASTERN SHORE PUBLIC LIBRARY
BOARD OF TRUSTEES
March 12, 2019, 3:30 pm
Main Library, Accomac, VA

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

In attendance: Colette Nelson (Foundation President), Cara Burton, Director
Staff: Summer Dahlmanns, Janice Felker, Charle Ricci, Barbrielle Rogers

1. Meeting called to order at 3:31 pm by Jackie Davis.
2. **Public comments.** None.
3. **Minutes.** Coady moved to approve Minutes. Ryan seconded. Motion approved. Ryan moved that the New Business (item #11) of the March 12, 2019 agenda be amended to change the reading of CIL agreement from a first to a second reading. Coady seconded. Motion approved.
4. **Financial Reports** – No changes or comments.
5. **Branch and Friends' Reports**
 - a. **Cape Charles Memorial Library** (Rutledge) – Report submitted. CCML held a program for Black History Month that was presented by library employee Bobby Harmon and focused on Frances Bibbins Latimer. Also, Etta Kay Pruitt recently offered a presentation about the CCML in the past when it was operated by volunteers. Upcoming programs will include local author, Wendy Higgins, speaking about her books, and a Reader's Sharing Event. Also, Yoga for Littles and a presentation about writing memoirs are going to be offered in the near future. A new sump pump has been installed, and plumbers will soon be onsite to try to identify the source of the smell. Repairing the back wall of the library is to be included in the Town of Cape Charles' capital improvement plan in the next fiscal year. Burton mentioned that a scheduling conflict has arisen between the ALA annual conference (which key ESPL staff will be attending), and the culminating 100th Anniversary event. CCML Friends had asked Burton to provide a pop-up library. Hall suggested that it also be communicated to the CCML Friends that several ESPL trustees are interested in attending the event in lieu of the pop-up library.
 - b. **Chincoteague Island Library** (Ryan) – Report submitted. Additionally, there will be a Chamber of Commerce Business After Hours event on April 10th at the CIL.



9. **Budget Committee** – Coady explained that Burton has asked the Trustees to approve a mid-year modification to the budget that was approved in June 2018. Coady identified an error in the distributed document under Income where a \$1,600.00 grant was not included in the total. Burton has increased the amounts under Miscellaneous Income (Income account) and Miscellaneous Other (Account 68000) by \$1,600.00. The correct total for income is \$785,201.00. Coady moved that the budget modifications for Fiscal Year 2019 be accepted. Custis seconded. Motion approved. Burton will include the corrections in a revised budget plan to be provided to the Trustees.
10. **Nominating Committee** – Davis requested a volunteer to participate on the nominating committee. Custis volunteered. Davis will remain on the committee.
11. **Old Business** – On February 4, 2019, the administrative team of the library held a policy retreat. A first reading of the requested revisions to the Internet Policy and revisions to the Personnel Policy section 6.1, Sick Leave, and section 5.4, Bereavement, was given.

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. This was the second Board reading of the agreement. Ryan motioned that the agreement be approved. Coady seconded. Motion approved. Bloxom asked about the previous decision to charge the independent but cooperating libraries for quantities catalogued over an agreed upon threshold. Burton explained that while these charges have not been necessary for the affiliate libraries to date, large donations for materials at Accomac, such as the ESPL Friends donation for large print items, have had processing and cataloging costs factored into the total amount available for purchasing in order to cover the associated technical services costs and to expedite the cataloging process.

12. **New Business** – Approval of 100% plans. Custis stated that no changes of substance were made to the 90% plans, other than procedural items that were known in advance of the meeting, such as moving the water heater to a location closer to the restrooms and kitchen. Both the construction committee and the steering committee voted unanimously to approve the 100% plans. Custis moved that the Trustees approve the 100% plans. Ryan seconded. Motion approved.

Davis presented the following:

RESOLUTION OF APPRECIATION TO THE ESPL FOUNDATION



Whereas, the Eastern Shore Public Library Board of Trustees has identified public service and community leadership as a critical component in defining excellence and in improving the vision of the Eastern Shore Public Library regional library system; and

Whereas, the Eastern Shore Public Library Foundation; John W. Edmonds IV, Colette Nelson, Jay Davenport, Carol Callander, Frank Hall, Cara Burton, Kitty Hall, Dr. Arthur Fournier, Keith M. Miles, Brenda E Holden Ph.D., Thomas Rakowski, Mozella Francis, Ronald F. Matthews, Deborah Christie; and

Whereas, the Board of Trustee does recognize the 10th year anniversary of the Eastern Shore Public Library Foundation and its enormous contributions, dedicated service, and devotion to improving the regional library system which enhances the quality of community life and serves the citizens and visitors of Accomack and Northampton Counties; and

NOW, THEREFORE, BE IT RESOLVED, this 12th day of March, 2019 that we do commend and convey our heartfelt appreciation to the Eastern Shore Public Library Foundation for ensuring the long-term financial stability of the Eastern Shore Public Library by raising funds for a new Regional Library and securing private financial support and grants for capital needs and endowments.

BE IT FURTHER RESOLVED, that the ESPL Foundation be recognized with appreciation for a Job Well Done so that the future generations will recognize the outstanding abilities, leadership, love and devotion they gave to the Eastern Shore Public Library regional library system which they proudly served.

Adopted this 12th of March, 2019

Ryan moved that the resolution of appreciation to the ESPL Foundation be accepted. Custis seconded. Motion approved.

RESOLUTION OF APPRECIATION TO THE BUILDING AND CONSTRUCTION COMMITTEES

Whereas, the Eastern Shore Public Library Board of Trustees has identified public service and community leadership as a critical component in defining excellence and in improving the vision of the Eastern Shore Public Library regional library system; and

Whereas, the Building Committee; Dr. Brooks Miles Barnes, Paul Berge, Liz Bochicchio, Carol Callander, John Callander, Barbara Coady, Kitty Hall, Rachele Luttig, Mike Mason, Janet Rochester; and



Whereas, the Eastern Shore Public Library Construction Committee; Pam Holley, Dennis Custis, Tim Valentine, Thomas Rakowski, Charle Ricci, Cara Burton, Stewart Hall, John Callander, Gerry Ryan, Paul Berge, Kitty Hall, Jeb Wilson, Jim Eichelberger; and

Whereas, the Board of Trustee do recognize the enormous contributions, dedicated service, and devotion to duty made by the ESPL Building Committee and the ESPL Construction Committee in improving the regional library system which enhances the quality of community life and serves the citizens and visitors of Accomack and Northampton Counties.

NOW, THEREFORE, BE IT RESOLVED, this 12th day of March, 2019 that we do commend and convey our heartfelt appreciation to the Eastern Shore Public Library Building Committee and Construction Committee for their contributions towards the planning of the Eastern Shore Public Regional Library to be located in Parksley, Virginia.

BE IT FURTHER RESOLVED, that the ESPL Building Committee and the ESPL Construction Committee be recognized with appreciation for a Job Well Done so that the future generations will recognize the outstanding abilities, leadership, love and devotion they gave to the Eastern Shore Public Library regional library system which they proudly served.

Adopted this 12th of March, 2019

Coady moved that the motion recognizing the Building and Construction Committees be approved. Custis seconded. Motion approved. Coady recommended that a copy of the resolution be mailed as a letter to each of the participating committee members. Burton suggested that a press release regarding the recognition of the Foundation members also be sent to the newspapers.

13. **Additional Comments** – Custis inquired of Nelson about the status of the Raising of the Green event. Nelson expressed optimism, noting that sponsorships are exceeding last year's number, over 100 tickets have been sold, and that everything is running smoothly and is well organized. Nelson also stated her appreciation for the recognition of the Foundation by the Trustees.
14. Next meeting April 9, 2019 at Cape Charles Memorial Library at 3:30 pm

Adjournment – Ryan moved to adjourn and Custis seconded. Motion accepted and meeting adjourned at 5:04 pm by Chairman Davis.

Respectfully submitted,



Cara Jan Burton

Cara Burton, Secretary