

**EASTERN SHORE PUBLIC LIBRARY**

**BOARD OF TRUSTEES**

**June 11, 2019, 3:30 PM**

**Eastern Shore Public Library, Accomac, Virginia**

**Agenda**

1. Call to Order
2. Public Comments
3. Approval of Minutes
4. Financial Report
5. Branch and Friend's Reports
  - a. Cape Charles Memorial Library
  - b. Chincoteague Island Library
  - c. Northampton Free Library
  - d. ESPL Friend's Reports
6. Library Director's Report
7. ESPL Foundation (Hall)
  - a. Capital Campaign Update
8. Capital Project Update – Steering Committee (Valentine)
9. Budget Committee (Coady)
10. Nominating Committee (Custis)
11. Groundbreaking Committee (Burton)
12. Old Business
13. New Business
  - a. Bylaws revision: Update to reflect changes in electronic voting law
14. Additional Comments
15. Next Meeting: July 9, 2019 at ESPL, 23610 Front Street, Accomac at \_\_\_\_ PM
16. Adjournment



Main Library – Accomac

Northampton Free Library  
Chincoteague Island Library  
Cape Charles Memorial Library

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Accomac, VA 22301  
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**EASTERN SHORE PUBLIC LIBRARY  
BOARD OF TRUSTEES**  
May 14, 2019, 3:30 pm  
Northampton Free Library, Nassawadox, VA

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

**In attendance:** Cara Burton, Director. **Staff:** Janice Felker, Charle Ricci, Barbrielle Rogers. **Other:** Colette Nelson, ESPL Foundation President

1. Meeting called to order at 3:35 pm.
2. **Public comments.** Colette Nelson reported a successful ESPL Foundation donor celebration on May 5<sup>th</sup>. Burton and Nelson attended Parksley's town meeting on May 13<sup>th</sup>, where Nelson presented a request to the town council and Parksley businesses to sponsor the groundbreaking for the new library. Parksley residents in attendance at the town meeting suggested a non-motorized parade and a small motorized train for children to ride.
3. **Minutes.** Ryan motioned to approve minutes as distributed. Custis seconded. Motion approved.
4. **Financial Reports.** No changes.
5. **Branch and Friends Reports**
  - a. **Cape Charles Memorial Library** (Rutledge) 100<sup>th</sup> year celebration of CCML still ongoing. Thelma Peterson and Eric Hack have both recently given presentations. April's poetry night and reader's advisory programs were both popular. Upcoming is a program about fair trade goods, and an old-fashioned picnic in the park. A WWI-era plaque in the library honoring fallen soldiers from Cape Charles has come under scrutiny due to segregation of soldier's names by race. CCML Library board to vote on whether the plaque will remain or be moved to another location.



- b. **Chincoteague Island Library** (Ryan) Report distributed by email. Ryan gave update on and distributed flyers about the upcoming summer reading programs.
  - c. **Northampton Free Library** (Rogers) Report distributed by email. Building maintenance will be completed this spring, including power washing and landscape maintenance. Burton met with NFL friends regarding budget, technical services support, and planning for future events in the Nassawadox area. Burton noted that NFL computer usage has been close to maximum capacity on the broadband network at times recently, and may require an increase in broadband service. Burton also recognized Rogers for her excellent work as branch manager.
  - d. **ESPL Friends' Reports** - None submitted.
6. **Library Director's Report** - Report distributed by email. Lyrasis (NEH grant supported) consultant workshop on April 25<sup>th</sup> was successful, and draft report with recommendations for ES Heritage collections has been received. Second application for an NEH grant will be submitted on May 15<sup>th</sup>. Report of statistics from Celebrate Us (May 5<sup>th</sup>) distributed. Burton commended Felker for planning and carrying out the festival, which brought together many nonprofit organizations that focus on helping children. This summer, the library will participate in the Juneteenth celebration and National Night Out, both in Exmore. \$1,000 grant from United Way has been received towards the \$9,000 needed for digital scanning equipment. Burton will discuss potential sources of funding with ESPL Foundation Heritage Center committee, and will also examine the library budget.
7. **ESPL Foundation**
- a. Capital Campaign Update (Nelson) Bids have been received and lowest bid was \$4.3 million. Talks are ongoing with Accomack County administrator and the Steering Committee focusing on the slight overage between lowest bid and estimator's documents. Foundation plans to transfer \$850,000 to construction account, and the loan for the



remaining needed funds will also be finalized and deposited into the construction account.

8. **Capital Project Update** - Steering Committee (Valentine) Lewis is to meet with Mike Mason and Chairman of Board of Supervisors to resolve problem of nearly \$200,000 overage of library project cost. Nelson requested any progress be reported to Foundation so that a groundbreaking date can be set, and the next fundraising campaign begun.
9. **Budget Committee** (Coady) - No report. Burton submitted some modifications to budget committee for remainder of FY2018/19, and is waiting for final budget commitment from Northampton County before presenting final budget to Board of Trustees.
10. **Nominating Committee** (Custis) Ryan has been nominated to be Board Chair, and Valentine to be Vice-Chair. Vote to be held at June meeting.
11. **Groundbreaking Committee** (Burton) Groundbreaking is on hold for now until date can be set in conjunction with Accomack County.
12. **Old Business**
  - a. Unattended Child Policy – second reading. Ryan moved to approve the unattended child policy. Valentine seconded. Motion approved.
  - b. Volunteer Policy – second reading. Valentine moved to approve the volunteer policy. Ryan seconded. Motion approved.
  - c. Bylaws revision: formalize first and second reading of policy and bylaws changes – second reading:

Add to section 3-2 : Policy additions and revisions shall follow the procedures outlined under Amendments (below).



And edit:

#### Amendments

Amendments to the Bylaws may be proposed by any trustee at any regular meeting. A copy of the proposed amendment shall be delivered to each trustee prior to the meeting *at which the amendment will have its first reading*, and the proposed amendment shall be voted on at the next regular meeting *when it will have a second reading*. If the proposed amendment is approved by six of the trustees, it shall become part of these Bylaws.

Valentine moved to approve the revised bylaws. Custis seconded. Motion approved.

- d. Lease agreement for 23610 Front Street, Accomac library facility - Attorney John Custis has held multiple discussions with Mike Mason and recommended that library board approve the agreement. Custis moved that lease agreement be accepted. Ryan seconded. Motion approved.

13. **New Business-** None.

14. **Additional Comments** - None.

15. Next Meeting: June 11, 2019 at Main Library in Accomac at 3:30 PM

16. Adjournment - Custis moved to adjourn and Valentine seconded. Motion approved and meeting adjourned at 4:41 by the Chair.

Respectfully submitted,

Cara Burton, Secretary

2:40 PM  
06/05/19  
Accrual Basis

Eastern Shore Public Library  
**Balance Sheet**  
As of May 31, 2019

	<u>May 31, 19</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
Petty Cash	363.66
Sun Trust - Operating	
Liability Reserve	6,670.00
Reserve	8,330.00
Sun Trust - Operating - Other	123,512.52
<b>Total Sun Trust - Operating</b>	<b>138,512.52</b>
Suntrust - Restricted Fund	10,190.00
<b>Total Checking/Savings</b>	<b>149,066.18</b>
<b>Total Current Assets</b>	<b>149,066.18</b>
<b>Other Assets</b>	
Merrill Lynch Auxiliary Account	16,071.94
<b>Total Other Assets</b>	<b>16,071.94</b>
<b>TOTAL ASSETS</b>	<b><u>165,138.12</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
2000 - Accounts Payable	958.98
<b>Total Accounts Payable</b>	<b>958.98</b>
<b>Credit Cards</b>	
Cardmember Services Visa	540.08
<b>Total Credit Cards</b>	<b>540.08</b>
<b>Other Current Liabilities</b>	
2100 - Payroll Liabilities	9,478.64
2290 - Anthem, Medical	-5,022.73

2:40 PM  
06/05/19  
Accrual Basis

Eastern Shore Public Library  
**Balance Sheet**  
As of May 31, 2019

	May 31, 19
2300 · Anthem, Dental	-287.18
2360 · AFLAC	165.30
<b>Total Other Current Liabilities</b>	<b>4,334.03</b>
<b>Total Current Liabilities</b>	<b>5,833.09</b>
<b>Total Liabilities</b>	<b>5,833.09</b>
<b>Equity</b>	
1110 · Retained Earnings	250,525.67
3000 · Opening Bal Equity	95,784.16
Net Income	-187,004.80
<b>Total Equity</b>	<b>159,305.03</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>165,138.12</b>



	May 19
Ordinary Income/Expense	
Income	
40000 · INCOME	
41000 · Government Income	
41020 · Northampton County	34,500.00
Total 41000 · Government Income	34,500.00
42000 · Contributions	
42040 · Contributions Restricted	69.20
Total 42000 · Contributions	69.20
43000 · Reimbursements	
43030 · Cape Charles	1,267.34
Total 43000 · Reimbursements	1,267.34
44000 · Fines & Fees	
44010 · Fines	713.69
44020 · Photocopying	481.20
44030 · Fax	468.45
44040 · Other	49.39
Total 44000 · Fines & Fees	1,712.73
49000 · Miscellaneous Income	
49020 · Driver Education Test Proctorin	100.00
49000 · Miscellaneous Income - Other	51.50
Total 49000 · Miscellaneous Income	151.50
Total 40000 · INCOME	37,700.77
4060 · Carry Over	5,000.00
Total Income	42,700.77
Expense	
60000 · EXPENSES	
61000 · Operations	
61100 · Building	
61101 · Building Maintenance	549.51
61102 · Building Maintenance, NFL	26.75
Total 61100 · Building	576.26
61200 · Utilities	
61201 · Fuel Oil	54.21
61202 · Electricity	857.97
61203 · Telephone	908.92
Total 61200 · Utilities	1,821.10
61300 · Vehicle Operation	195.54



2:42 PM  
06/05/19  
Accrual Basis

Eastern Shore Public Library  
**Profit & Loss**  
May 2019

	May 19
61500 · Computer	
61513 · Online Services	651.45
61514 · Internet Services, State	1,793.52
61516 · Computer Software, State	341.50
61517 · Computer Maintenance	445.00
Total 61500 · Computer	3,231.47
Total 61000 · Operations	5,824.37
62000 · Equipment	
62300 · Equipment Maintenance	
62310 · Contractual Services	546.81
Total 62300 · Equipment Maintenance	546.81
Total 62000 · Equipment	546.81
63000 · Programs	
63100 · Adult	396.91
63200 · Youth	2,547.56
Total 63000 · Programs	2,944.47
64000 · Personnel	
64010 · Salaries - Director	5,355.00
64020 · Salaries - Other	13,802.14
64030 · Hourly Employees	13,922.19
64050 · Payroll Expenses	2,874.57
64070 · Retirement (VRS)	1,132.20
64080 · Insurance	
64085 · Insurance, Medical (Anthem)	2,894.50
64086 · Insurance, Dental (Anthem)	79.50
Total 64080 · Insurance	2,974.00
Total 64000 · Personnel	40,060.10
65000 · Supplies	
65100 · Custodial	76.84
65200 · Office	24.75
65300 · Library	1,747.09
Total 65000 · Supplies	1,848.68
66000 · Materials	
66310 · System Materials	
66311 · Books, State Aid	5,997.09
66313 · Continuations, State Aid	8.97
66317 · AV, State Aid	143.11
66320 · Cape Charles Contract #15	256.41
66321 · Books - Non-State Aid	5,000.00
Total 66310 · System Materials	11,405.58

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Accrual Basis

Eastern Shore Public Library  
**Profit & Loss**  
May 2019

	May 19
66350 · Affiliates	
66351 · Books, Affiliates	1,230.35
Total 66350 · Affiliates	1,230.35
66900 · Restricted	334.20
Total 66000 · Materials	12,970.13
67000 · Other	
67100 · Postage	17.99
67200 · Travel	1,084.18
67300 · Dues	150.00
Total 67000 · Other	1,252.17
68000 · Miscellaneous	
68100 · Bank Fees	68.41
68600 · Continuing Education	-37.00
68000 · Miscellaneous - Other	384.93
Total 68000 · Miscellaneous	416.34
69000 · Professional Services	
69001 · Professional Services, Financial	960.00
69002 · Professional, Library Services	402.62
Total 69000 · Professional Services	1,362.62
Total 60000 · EXPENSES	67,225.69
Total Expense	67,225.69
Net Ordinary Income	-24,524.92
Net Income	-24,524.92

11:39 AM

06/05/19

Accrual Basis

# Eastern Shore Public Library Profit & Loss Budget vs. Actual July 2018 through June 2019

Ordinary Income/Expense	Jul '18 - Jun 19	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
40000 · INCOME				
41000 · Government Income				
41010 · Accomack County	403,707.00	403,707.00	0.00	100.0%
41020 · Northampton County	138,000.00	138,000.00	0.00	100.0%
41030 · State Aid	176,460.55	176,444.00	16.55	100.0%
<b>Total 41000 · Government Income</b>	<b>718,167.55</b>	<b>718,151.00</b>	<b>16.55</b>	<b>100.0%</b>
42000 · Contributions				
42010 · ESPL Friends	7,609.93	5,000.00	2,609.93	162.2%
42020 · NFL Friends	9,506.60	10,500.00	-993.40	90.5%
42030 · Contributions Unrestricted	2,640.14	1,000.00	1,640.14	264.0%
42040 · Contributions Restricted	10,723.44	10,000.00	723.44	107.2%
42050 · Legacies & Bequests	25.00	100.00	-75.00	25.0%
<b>Total 42000 · Contributions</b>	<b>30,505.11</b>	<b>26,600.00</b>	<b>3,905.11</b>	<b>114.7%</b>
43000 · Reimbursements				
43010 · ESPL	354.00	400.00	-46.00	88.5%
43020 · Island	1,090.09	2,500.00	-1,409.91	43.6%
43030 · Cape Charles	9,154.68	16,000.00	-6,845.32	57.2%
43040 · Book Replacement	101.94	100.00	1.94	101.9%
43050 · NFL	0.00	0.00	0.00	0.0%
43000 · Reimbursements - Other	1,774.01	0.00	1,774.01	100.0%
<b>Total 43000 · Reimbursements</b>	<b>12,474.72</b>	<b>19,000.00</b>	<b>-6,525.28</b>	<b>65.7%</b>
44000 · Fines & Fees				
44010 · Fines	9,412.42	9,000.00	412.42	104.6%
44020 · Photocopying	7,150.80	5,000.00	2,150.80	143.0%
44030 · Fax	4,570.01	3,500.00	1,070.01	130.6%
44040 · Other	1,133.96	1,000.00	133.96	113.4%
44000 · Fines & Fees - Other	327.18	0.00	327.18	100.0%
<b>Total 44000 · Fines &amp; Fees</b>	<b>22,594.37</b>	<b>18,500.00</b>	<b>4,094.37</b>	<b>122.1%</b>
45000 · Endowments				
45010 · Edmonds (UBS)	2,650.00	0.00	2,650.00	100.0%
45020 · General (Merrill Lynch)	254.80	400.00	-145.20	63.7%
45090 · Miscellaneous Endowments	67.95	2,000.00	-1,932.05	3.4%
<b>Total 45000 · Endowments</b>	<b>2,972.75</b>	<b>2,400.00</b>	<b>572.75</b>	<b>123.9%</b>
46000 · Private Grants	2,100.00	1,600.00	500.00	131.3%

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06/05/19

Accrual Basis

# Eastern Shore Public Library Profit & Loss Budget vs. Actual July 2018 through June 2019

	Jul '18 - Jun 19	Budget	\$ Over Budget	% of Budget
49000 · Miscellaneous Income				
49010 · NOW Interest	0.06	0.00	0.06	100.0%
49020 · Driver Education Test Proctor in	337.00	250.00	87.00	134.8%
49000 · Miscellaneous Income - Other	70.25	200.00	-129.75	35.1%
Total 49000 · Miscellaneous Income	407.31	450.00	-42.69	90.5%
Total 40000 · INCOME	789,221.81	786,701.00	2,520.81	100.3%
4060 · Carry Over	5,000.00	5,000.00	0.00	100.0%
4250 · Grants, Other	0.00	0.00	0.00	0.0%
4400 · Gifts	0.00	0.00	0.00	0.0%
4450 · Book Gifts	0.00	0.00	0.00	0.0%
4650 · Dividends	0.00	0.00	0.00	0.0%
Total Income	794,221.81	791,701.00	2,520.81	100.3%
Expense				
60000 · EXPENSES				
61000 · Operations				
61100 · Building				
61101 · Building Maintenance	8,766.96	10,000.00	-1,233.04	87.7%
61102 · Building Maintenance, NFL	3,732.16	2,000.00	1,732.16	186.6%
61100 · Building - Other	0.00	0.00	0.00	0.0%
Total 61100 · Building	12,499.12	12,000.00	499.12	104.2%
61200 · Utilities				
61201 · Fuel Oil	4,654.42	4,000.00	654.42	116.4%
61202 · Electricity	12,269.18	12,000.00	269.18	102.2%
61203 · Telephone	10,087.52	10,839.00	-751.48	93.1%
61200 · Utilities - Other	0.00	0.00	0.00	0.0%
Total 61200 · Utilities	27,011.12	26,839.00	172.12	100.6%
61300 · Vehicle Operation				
61400 · Insurance (VML)	1,951.18	2,750.00	-798.82	71.0%
61401 · Insurance, Building	7,830.75	0.00	7,830.75	100.0%
61402 · Insurance, Vehicles	300.00	0.00	300.00	100.0%
61407 · Insurance, Pro. Liability	740.25	0.00	740.25	100.0%
61400 · Insurance (VML) - Other	412.00	12,975.00	-12,563.00	3.2%
Total 61400 · Insurance (VML)	9,283.00	12,975.00	-3,692.00	71.5%

11:39 AM

06/05/19

Accrual Basis

# Eastern Shore Public Library Profit & Loss Budget vs. Actual July 2018 through June 2019

	Jul '18 - Jun 19	Budget	\$ Over Budget	% of Budget
<b>61500 · Computer</b>				
61510 · Computer Hardware	0.00	0.00	0.00	0.0%
61511 · Computer Hardware, State	1,334.33	1,400.00	-65.67	95.3%
61513 · Online Services	16,039.51	14,500.00	1,539.51	110.6%
61514 · Internet Services, State	19,671.52	20,500.00	-828.48	96.0%
61515 · Computer Software	577.50	580.00	-2.50	99.6%
61516 · Computer Software, State	341.50	0.00	341.50	100.0%
61517 · Computer Maintenance	5,340.00	5,500.00	-160.00	97.1%
<b>Total 61500 · Computer</b>	<b>43,304.36</b>	<b>42,480.00</b>	<b>824.36</b>	<b>101.9%</b>
<b>61000 · Operations - Other</b>	<b>26.00</b>			
<b>Total 61000 · Operations</b>	<b>94,074.78</b>	<b>97,044.00</b>	<b>-2,969.22</b>	<b>96.9%</b>
<b>62000 · Equipment</b>				
62100 · Equipment, General	0.00	0.00	0.00	0.0%
62200 · Equipment, State	956.31	0.00	956.31	100.0%
62300 · Equipment Maintenance				
62310 · Contractual Services	7,029.67	5,420.00	1,609.67	129.7%
62300 · Equipment Maintenance - Other	26.50	1,000.00	-973.50	2.7%
<b>Total 62300 · Equipment Maintenance</b>	<b>7,056.17</b>	<b>6,420.00</b>	<b>636.17</b>	<b>109.9%</b>
<b>62000 · Equipment - Other</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Total 62000 · Equipment</b>	<b>8,012.48</b>	<b>6,420.00</b>	<b>1,592.48</b>	<b>124.8%</b>
<b>63000 · Programs</b>				
63100 · Adult	2,253.55	0.00	2,253.55	100.0%
63200 · Youth	6,592.37	0.00	6,592.37	100.0%
63000 · Programs - Other	360.61	4,800.00	-4,439.39	7.5%
<b>Total 63000 · Programs</b>	<b>9,206.53</b>	<b>4,800.00</b>	<b>4,406.53</b>	<b>191.8%</b>
<b>64000 · Personnel</b>				
64010 · Salaries - Director	58,458.75	64,260.00	-5,801.25	91.0%
64020 · Salaries - Other	150,673.36	167,500.00	-16,826.64	90.0%
64030 · Hourly Employees	145,418.42	150,151.00	-14,732.58	90.8%
64050 · Payroll Expenses	33,298.09	40,000.00	-6,701.91	83.2%
64070 · Retirement (VRS)	12,454.13	13,720.00	-1,265.87	90.8%
64080 · Insurance				
64082 · Insurance, Worker's Comp.	416.25	0.00	416.25	100.0%
64083 · Insurance, Life (VRS)	0.03	0.00	0.03	100.0%
64084 · Insurance, Gen. Liability (VRS)	-0.01	0.00	-0.01	100.0%
64085 · Insurance, Medical (Anthem)	36,687.10	47,700.00	-11,012.90	76.9%
64086 · Insurance, Dental (Anthem)	874.50	1,200.00	-325.50	72.9%
<b>Total 64080 · Insurance</b>	<b>37,977.87</b>	<b>48,900.00</b>	<b>-10,922.13</b>	<b>77.7%</b>

# Eastern Shore Public Library Profit & Loss Budget vs. Actual July 2018 through June 2019

	Jul '18 - Jun 19	Budget	\$ Over Budget	% of Budget
64090 • Liability Reserve	0.00	8,000.00	-8,000.00	0.0%
64000 • Personnel - Other	118.00	0.00	118.00	100.0%
<b>Total 64000 • Personnel</b>	<b>438,398.62</b>	<b>502,531.00</b>	<b>-64,132.38</b>	<b>87.2%</b>
65000 • Supplies				
65100 • Custodial	698.31	943.00	-244.69	74.1%
65200 • Office	24.75	0.00	24.75	100.0%
65300 • Library	13,531.49	13,167.00	374.49	102.8%
65400 • Youth Program Supplies	493.10	500.00	-6.90	98.6%
65000 • Supplies - Other	1.62	0.00	1.62	100.0%
<b>Total 65000 • Supplies</b>	<b>14,749.27</b>	<b>14,600.00</b>	<b>149.27</b>	<b>101.0%</b>
66000 • Materials				
66310 • System Materials				
66311 • Books, State Aid	37,262.05	47,376.00	-10,113.95	78.7%
66312 • Periodicals, State Aid	4,363.24	5,600.00	-1,236.76	77.9%
66313 • Continuations, State Aid	79.96	500.00	-420.04	16.0%
66314 • Microforms, State Aid	630.00	630.00	0.00	100.0%
66315 • Electronic Resources, State Aid	851.36	2,000.00	-1,148.64	42.6%
66316 • Binding, State Aid	0.00	0.00	0.00	0.0%
66317 • AV, State Aid	4,635.19	6,500.00	-1,864.81	71.3%
66318 • Other Non-Book, State Aid	0.00	1,500.00	-1,500.00	0.0%
66320 • Cape Charles Contract #15	1,548.21	2,000.00	-451.79	77.4%
66321 • Books - Non-State Aid	5,000.00			
66310 • System Materials - Other	0.00	0.00	0.00	0.0%
<b>Total 66310 • System Materials</b>	<b>54,370.01</b>	<b>66,106.00</b>	<b>-11,735.99</b>	<b>82.2%</b>
66350 • Affiliates				
66351 • Books, Affiliates	14,700.27	24,000.00	-9,299.73	61.3%
66352 • AV, Affiliates	0.00	0.00	0.00	0.0%
<b>Total 66350 • Affiliates</b>	<b>14,700.27</b>	<b>24,000.00</b>	<b>-9,299.73</b>	<b>61.3%</b>
66900 • Restricted	4,229.89	5,000.00	-770.11	84.6%
<b>Total 66000 • Materials</b>	<b>73,300.17</b>	<b>95,106.00</b>	<b>-21,805.83</b>	<b>77.1%</b>
67000 • Other				
67100 • Postage	1,254.69	1,300.00	-45.31	96.5%
67200 • Travel	5,336.71	5,000.00	336.71	106.7%
67300 • Dues	2,625.00	2,000.00	625.00	131.3%
67000 • Other - Other	100.00	100.00	0.00	100.0%
<b>Total 67000 • Other</b>	<b>9,316.40</b>	<b>8,400.00</b>	<b>916.40</b>	<b>110.9%</b>

11:39 AM

06/05/19

Accrual Basis

# Eastern Shore Public Library Profit & Loss Budget vs. Actual July 2018 through June 2019

	Jul '18 - Jun 19	Budget	\$ Over Budget	% of Budget
<b>68000 - Miscellaneous</b>				
68100 - Bank Fees	1,033.69	900.00	133.69	114.9%
68200 - Returned Checks	0.00	0.00	0.00	0.0%
68300 - Refunds	60.99	30.00	30.99	203.3%
68400 - MLS Fellowship - State Aid	1,000.00	1,000.00	0.00	100.0%
68600 - Continuing Education	3,922.00	4,000.00	-78.00	98.1%
68000 - Miscellaneous - Other	1,820.89	4,600.00	-2,779.11	39.6%
<b>Total 68000 - Miscellaneous</b>	<b>7,837.57</b>	<b>10,530.00</b>	<b>-2,692.43</b>	<b>74.4%</b>
<b>69000 - Professional Services</b>				
69001 - Professional Services, Financial	13,522.50	14,400.00	-877.50	93.9%
69002 - Professional, Library Services	5,685.05	7,000.00	-1,314.95	81.2%
69003 - Erate Consultant	4,241.98	4,500.00	-258.02	94.3%
69004 - Auditor	6,000.00	5,500.00	500.00	109.1%
69000 - Professional Services - Other	2,140.00	5,000.00	-2,860.00	42.8%
<b>Total 69000 - Professional Services</b>	<b>31,589.53</b>	<b>36,400.00</b>	<b>-4,810.47</b>	<b>86.8%</b>
<b>Total 60000 - EXPENSES</b>	<b>686,485.35</b>	<b>775,831.00</b>	<b>-89,345.65</b>	<b>88.5%</b>
<b>Total Expense</b>	<b>686,485.35</b>	<b>775,831.00</b>	<b>-89,345.65</b>	<b>88.5%</b>
<b>Net Ordinary Income</b>	<b>107,736.46</b>	<b>15,870.00</b>	<b>91,866.46</b>	<b>678.9%</b>
<b>Other Income/Expense</b>				
Other Income				
7010 - Interest Income	30.62	0.00	30.62	100.0%
7030 - Other Income	500,159.18	0.00	500,159.18	100.0%
<b>Total Other Income</b>	<b>500,189.80</b>	<b>0.00</b>	<b>500,189.80</b>	<b>100.0%</b>
<b>Other Expense</b>				
61103 - Capital	770,188.23	0.00	770,188.23	100.0%
8010 - Reserve	10,692.83	10,000.00	692.83	106.9%
8020 - Miscellaneous	14,000.00	0.00	14,000.00	100.0%
8030 - Automobiles	0.00	0.00	0.00	0.0%
<b>Total Other Expense</b>	<b>794,881.06</b>	<b>10,000.00</b>	<b>784,881.06</b>	<b>7,948.8%</b>
<b>Net Other Income</b>	<b>-294,691.26</b>	<b>-10,000.00</b>	<b>-284,691.26</b>	<b>2,946.9%</b>
<b>Net Income</b>	<b>-186,954.80</b>	<b>5,870.00</b>	<b>-192,824.80</b>	<b>-3,184.9%</b>



## Cape Charles Memorial Library Monthly Report, May 2019

### **Youth Programs**

Toddler Storytime (5 programs)	52
Preschool Storytime (5 programs)	47
Chess Club (4 programs)	38
Yoga for Littles	17

### **Adult Programs**

Garden Knitters (1 program)	4
Memoir Class w/ Mary Barrow	24

### **100<sup>th</sup> Anniversary Programs**

Celebration Friday w/Thelma Peterson (1)	40
--	----

**Total 222**

### **Library Services**

- Book order 45 books were ordered this month.
- Two driving tests were taken at the Library this month.
- Our meeting room was used 13 times this month.
  
- **Meetings**
  - Attended ESPL Trustee Meeting, Tuesday, May 14 at 3:30.
  - Attended Library Board Meeting on Wednesday, May 8 at 5:00.
  
- **Marketing & Communication**
  - Flyers were made for upcoming programs.
  - Display of books for Mental Health Month (May)
  
- **Facility**
  - The smell continued to be bad this month. Dave Fauber's staff is in the process of fixing the problem of the blocked vents.
  - Our biannual window cleaning and carpet cleaning and floor waxing took place this month.
  - We received 4 new wooden shelves this month.
  
- **Technology**
  - We received 2 new computers this month to replace older ones that were not working properly.
  
- **Continuing Education**
  - Staff member Sharon Silvey attended the class, Adverse Childhood Experiences on May 21.

▪ **Page 2**

- Staff members Sharon Silvey and Bobby Harmon attended the Kids Count Forum on Wednesday, May 22 at Eastern Shore Community College. Bobby Harmon was the keynote speaker.
- **Adult Programs**
  - *Weaving History into Memoir and Creative Non-Fiction with Mary Barrow* began on Thursday, May 16 from 2:00 to 4:00 for 6 weeks.
- **Youth Services**
  - Toddler Storytime and Preschool Storytime were held at 10:30am on Thursday.
  - *Chess Club was held on Thursdays at 5:00.*
- **Friends of Cape Charles Memorial Library & Cape Charles Memorial Library Board**
  - Celebration Friday was held on May 10 at 7:00 and featured local singer and artist Thelma Peterson.
  - Cape Charles Century Trivia and Tales: Past, Present, and Future was held on Saturday, May 11, at the Palace Theatre.
  - Commemorative tote bags celebrating the 100th anniversary of the Library and raffle tickets for the 100<sup>th</sup> anniversary quilt continued to be sold this month.
  - Patrons can now purchase a book for the Library for \$20.00 and it will have a Centennial book plate.
  - Computer Tutor help provided by the Friends. This help is free and they will accommodate your schedule.
- **Volunteers**
  - We had 151 volunteer hours.

### **Upcoming Events**

- Friends Meeting, June 2, 5:00.
- Eastern Shore Public Library Trustee Meeting, June 11, 3:00.
- Library Board Meeting, May 12 at 5:00.
- Chess Club, Thursday 5:00
- Knitting Club, Friday, 10:30.
- 100<sup>th</sup> Anniversary Celebration Friday with global traveler Narelle Kelvin, June 14, 7:00
- 2019 Summer Reading program begins with sign up on Monday, June 24.
- Fantastic Beasts and Where to Find Them with Virginia Living Museum , Wednesday, June 26 at 10:30.
- Tween night on June 26. 6:00 to 8:30.
- Storytime Crafts after Storytime beginning June 27.

## CAPE CHARLES MEMORIAL LIBRARY 2019

	January	February	March	April	May	June	July	August	September	October	November	December	YTD
<b>INCOME:</b>													
Copier/Prt	\$63.40	\$43.45	\$50.10	\$55.00	\$60.15								\$272.10
Faxes	\$17.50	\$22.50	\$36.00	\$28.50	\$24.10								\$128.60
TOTAL	\$80.90	\$65.95	\$86.10	\$83.50	\$84.25								\$400.70
Total 2018	\$54.80	\$102.05	\$97.35	\$130.00	\$102.60	\$117.05	\$78.70	\$96.60	\$75.65	\$78.50	\$70.05	\$62.25	\$1,065.60
<b>BOOK CIRC-ADLT</b>													
Fiction	549		461	466	513								
Non-fiction	268		171	139	91								
DVDs	333		265	211	178								
<b>TOTAL 2019</b>	1150		897	816	782								
Books Circ. 2018	873	983	980	1013	857	1125	1140	1214	959	1111	430	872	11557
<b>BOOKS CIRC-JUV</b>													
Fiction	397		422	352	305								
Non-Fiction	23		102	64	79								
DVDs	74		93	89	45								2045
<b>TOTAL 2019</b>	494		617	505	429								6271
Books Circ 2018	420	475	637	623	597	1088	1070	768	593	694	840	552	
<b>TOTAL 2019</b>	1644	1438	1514	1321	1211								7128
Total Circ. 2018	1293	1458	1617	1636	1454	2213	2210	1982	1552	1805	1270	1424	19914
<b>ATTENDANCE 2019</b>	1089	981	1181	1166	997								5414
Attendance 2018	709	816	1027	977	1154	1568	2133	1798	993	1298	1214	1107	14794
<b>PROGRAMS 2019</b>	12	18	11	10	19								70
Programs 2018	4	10	10	11	14	10	18	9	11	14	9	8	128
<b>PROG. ATTEND 2019</b>	136	286	286	219	200								1127
Prog. Attend 2018	27	132	102	177	203	220	433	196	160	395	257	236	2538
<b>AWE Usage</b>													
Computer Assistance	1	6	3	5	6								
Driver Improvement	1	1	2	3	2								
Program Room	7	8	4	6	13								
<b>INTERNET USE 2019</b>	235	234	272	263	279								1283
Internet use 2018	158	186	183	152	162	178	246	341	209	242	264	178	2499
<b>LIBRARY CARDS 2019</b>	18			10	11								
Library cards 2018	10	18	17	8	20	23	17	25	24	15	13	5	195
<b>Volunteer Hours 2019</b>	44.50			111.00	151.00								
Volunteer hours 2018	148.5	143.5	166.5	92.5	124.5	163	150.5	168.5	22	259	153.25	147.50	1739.25

## Chincoteague Island Library – Monthly Update for ESPL Board of Trustee's Meeting:

We have changed our meeting date to the second Friday of each month at 9 a.m. to have the most current information regarding the previous month's treasurer's reports and library statistics.

### **Special Events:**

Summer Sunset Cruise scheduled for June 20 at 6 p.m. aboard the Martha Lou. Tickets are now on sale at the Library and Sun Dial Books. This is usually a sell-out event.

Labor Day Yard Sale: Saturday and Monday of Labor Day weekend.

25<sup>th</sup> Anniversary Celebration plans are underway. We will turn 25 on July 4, 2020. A committee has been formed.

### **Children's Programs:**

Summer Reading Challenge, "Lubbock's Learners," is underway. We had 30 students register at our kick-off party on May 30<sup>th</sup>. Registration will continue through the end of the month. Each child was given a folder with information & rules and reading logs. Reading logs must be handed in by August 15 to receive a bag of back-to-school supplies. On August 22, we will have our wrap-up party, a random drawing for prizes, and distribution of the back-to-school supply bags. This program is being partially funded by the owners of Lubbock, a dog who passed away last summer.

Tales 4 Tots and Young Explorers programs are just about finalized and will continue until August 15. Special programs have been set. We are working together with the Chincoteague Island Arts Organization (CIAO) to hold 2 Monday evening children's programs this summer. We hope to coordinate better next year with the other Eastern Shore Public Libraries regarding paid performers as there were quite a few that we would have liked to tag onto.

We are beginning to plan our fall programs.

### **Adult Programs:**

Tech Hour – we have received \$500 from the United Way to use towards a program. This program will be held for adults and begin in the fall.

Book Clubs – continue to grow and flourish.

**Fundraising:**

Annual Solicitation: We are beginning to gather ideas and information for our annual mailing which provides most of the funding for our library. This mailing goes out in the fall.

Prepared by Linda Ryan

June 6, 2019

**May 2019**

## **Northampton Free Library (NFL)**

### **Computer Usage**

There were 546 adult computer users this month.

Our children's AWE computer had 12 sessions with 297 minutes used, and there were 49 children's iPad users this month as well.

### **Staffing**

No new staff changes this month

### **Building Maintenance**

Herbert Senn resolved exterior light issues.

Minor brush and undergrowth was removed, mainly in rear of building.

### **Meeting Room Usage**

The meeting room was used 17 times this month, which includes small groups and individual use.

### **Programs**

Our Youth Garden Club continues to meet on Fridays. No new programs to report this month.

### **NFL Friends News**

Nothing new to report from our NFL Friends this month, next meeting scheduled for July 1<sup>st</sup>.

**Barbrielle Rogers, NFL Branch Manager**





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

PO Box 360  
Accomac, VA 23301  
Phone: 757-787-3400  
Fax: 757-787-2241  
www.espl.org

*From the Director's Desk*

*Cara Burton, Director*

## Director's Report Tuesday, June 11, 2019

Circulation for May 2019: ESPL - 4,826; NFL - 1,788; CIL - 1,044; CCML - 1,277

### Recommendation:

- Consider bylaw changes to accommodate electronic voting.
- Consider "Reading-Friendly" Town proposal
- Meeting Room Use Policy updates

### Library Services & Patron Relations

- **Passive Programs:** Puzzle at Accomac. Basket drawing at Accomac and Nassawadox libraries; surveyed library program interests.
- **Exhibits:**
  - No new exhibits. Art League continues to exhibit, with occasional sales; commission going to ESPL.
  - Suffrage LVA traveling exhibit has been requested for April 2020 to coincide with Historic Onancock School program.
  - "Teatotalers and Moonshiners" has been request for January for Historic Onancock School to coincide with a fundraiser.
- **Adult Programs:**
  - Friends of ESPL book club, 6/1 with 3 attending.
  - Stephanie Smith created a survey of book clubs on the ESVA to create a contact database for promoting special events, author talks, etc. Collaborating with Peach Street Books (CC), Book Bin (Onley), and Sun Dial (Chincoteague) bookstores in distributing and collecting the forms.
  - May basket survey included questions on program preferences. Book discussions, board game nights, movies, and Legos were the top responses with computer training getting half of each of those. The Movie License agreement was discontinued due to the cost and lack of scheduled movie showings at ESPL and NFL.
- **"Funding Information Network Partner,"** a.k.a. FIN. Discussions taking place as to how to encourage nonprofits to use the FDO database. ESVA Community Foundation expressed interest in continuing support.
- **Youth Services (Janice Felker):**
  - Throughout the month, promoted Teen Intern positions. Received and reviewed applications.
  - Throughout the month, continued to work on plans and promotions for Summer Reading and Summer Food programs including preparation and delivery of flyers to be distributed to all public-school students.
  - Worked on Stork Storytime project in collaboration with Nurse-Family Partnership.
  - Supervised third annual Family/Children event - previously known as El Día de los Niños y El Día de los Libros (Day for Children and Books). The newly named "Celebrate Us" multicultural festival was well supported and attended (approx. 15 exhibitors and 270 attendees) and included the Virginia Museum of Fine Arts On the Road artmobile. (May 5)
  - Arranged for adult clients of Community Services Board (total of 51 attendees) to visit the Virginia Museum of Fine Arts On the Road artmobile. (May 6)
  - Visited and made a presentation to another "Library Science Explorations" class of seventh graders at Northampton Middle School. Spoke about aspects of our public library and conducted a mini STEM session. (May 1)
  - Prepared and presented weekly story time programs at Accomac (Tuesdays at 10:30 AM). (May 7, 14, 21, 28)
  - Conducted Youth Garden Club meetings and workdays at Northampton Free Library. (May 3, 10, 17, 24, and 31)
  - Attended meetings of the Steering Committee for the 2019 Kids Count Forum. (May 6 & 13)



- Attended Eastern Shore Healthy Communities quarterly meeting and reported for Food Access and Equity Work Group. (May 9)
- Awarded certificates and prizes for The Frances Bibbins Latimer 2019 Oral History Contest at Kiptopeke Elementary School, Chincoteague High School, and at the library in Accomac. (May 10 and 16)
- Attended ESPL Board of Trustees meeting in Nassawadox. (May 14)
- Visited Tales for Tots at Chincoteague Island Library and helped with craft time. (May 16)
- Attended ES Healthy Communities Food Access and Equity Work Group meeting. (May 20)
- Shared Oral History Contest recordings with WESR for airing on Saturdays in May and June. (May 20)
- Attended and participated in third annual Kids Count on the Eastern Shore sponsored by Smart Beginnings Eastern Shore. Participation included serving as a Round Table Discussion co-moderator, preparing and presenting at the Poster Exhibit Session, and serving as Break-Out Host and Poster Docent. (May 22)
- Prepared information for addition of Summer Reading and Summer Food programs to the library website. (May 30)
- Wrote article about the ESPL Summer Reading Program for Eastern Shore Post. (Published in "Off the Shelf" section on May 31)
- **Technical Services (Charle Ricci):**
  - Continued weeding in nonfiction collection at Accomac : Economics, Politics, Personal Finance, Medical
  - Selected replacements and updated materials for nonfiction sections that have been weeded
  - Continued weeding large print collection with assistance from Harriet Lonergan
  - Continued to weed fiction collection with assistance from Pam Holley
  - Continued to weed nonfiction collection at the Northampton Free Library
  - Attended Board of Trustees Meeting, May 14th at the Northampton Free Library
  - Attended Administrative Team Meeting, May 7, 2019
  - Facebook post: Women's Prize for Fiction 2019 Longlist titles in ESPL collections (with link to reading guides)
  - Attended webinar: Realizing the benefits of using OCLC Cataloging, WorldShare ILL and FirstSearch/WorldCat Discovery Services, May 21st, 2019
  - Compiled ESPL systemwide patron name and address list for ESPL Foundation special mailing using volunteer edited database for each ESPL location
- **Eastern Shore Room**
  - ESPL now hosts FamilySearch. Interest in this new resource was demonstrated on "click" response on recent e-newsletter announcement.
  - United Way awarded \$2,000 grant for a new microfilm reader/scanner. The Edmonds Endowment donors agreed to allow the 2019-2020 dividends to be used for this equipment, around \$2,000. The remaining \$6,000 will be drawn from remaining 2018-2019 funds and, if necessary, from 2019-2020 equipment budget. Estimated cost \$10,000 with new computer.
  - ESPL Foundation received ACH of NEH PAG grant funds of \$6,000 and will pay the invoice. The final report should arrive in this month.
  - NEH Challenge Grant submitted by ESPLF on May 15 for \$500,000 to fund equipment and final build-out for the Heritage Center. It is a matching grant.
  - The VLA LH forum is planning an on-site meeting at UVA which includes tour of their archives facilities. Burton plans to attend as only mileage will be incurred.
  - Burton met with Kellee Blake to review draft Civil War Trails signage text. Parksley and Onley are completing the easement paperwork. Both signs are on Town property.
  - Information about Kitty Smith, the LVA librarian that set up the Accomac library in 1957 in the first location, for the purpose of drafting an article.
  - See Youth Services report regarding Oral History Contest.
  - The laptops for the Latimer digitization project are being updated with virus protection software. The external hard-drive (back-up for laptop) failed; Robert Johnson was able to retrieve 99% of the data. A new device was purchased and the second back-up will be updated.
- **Meetings:**
  - 5/8 Chamber Afterhours, Historic Onancock School
  - 5/9 Healthy Communities
  - 5/13 NEH grant meeting
  - 5/13 Parksley Town Meeting
  - 5/15 Curtis Smith, A-NPDC re: IRF. Follow up phone call with USDA representative.
  - 5/20 Corporate/Grant Committee
  - 5/20 Steering Committee with architect @Parksley

- 5/21 Staci Martin, Va. Tourism. Reviewed grant opportunities and historic tourism.
- 5/21 Foundation President meeting
- 5/29 Capital Campaign meeting
- 5/30 Christie
- 5/30 K. Blake, historic tourism
- 6/3 ESPLF Fundraising Committee (new)
- 6/3 Steering Committee
- 6/6 ESPLF Special Meeting
- **Outreach:**
  - 5/11 Parksley Museum open house
  - 5/13 Women educators group dinner meeting presentation
  - 5/15 Summer Dahlmanns and Amy Walch tables at Accomack Parks & Rec senior day on Chincoteague
  - 5/20 Birders at Island House
  - 5/22 KidsCount – Burton, Felker, Rogers
  - 5/27 Memorial Day ceremony (Parksley)
- **Facility:**
  - 4/30 Construction bid opening
  - Reviewed NFL exterior needs with staff
  - Minor lighting issues at Accomack; electrician resolved
- **Marketing & Communications:**
  - Eastern Shore Post Articles
    - 5/24 Donation Helps Bring New Large Print Books to Library
    - 5/31 Off the Shelf: Summer Reading Program
  - Eastern Shore News
    - 5/15 Library brings the community together with Parksley festival
    - 6/1 Oral history contest winners named
    - 6/1 Report highlights need for library heritage center
  - WESR
    - Saturday mornings airing Oral History Contest winners recordings
  - E-Newsletter: 5/31: FamilySearch announcement, summer reading program, new bestsellers
- **Technology -**
  - Phones and Internet were down Monday, June 3 after a storm. Troubleshooting determined it was the APC battery backup not working; damaged by power surge(?). ESVA CC installed a smaller, temporary unit and will replace the device.
  - It was determined Burton's slow Internet is caused by the Belkin wifi device providing a separate, secure connection; the additional layer is slowing connectivity. This was a carry-over from when we had additional, duplicating ESBA access. ESVA CC has provided Johnson access to settings; will remove Belkin and set up a secure wifi account for staff only.
  - Adult Services staffperson laptop will be used for local history and technical services staff.
  - T. Van Dessel's desktop failing.
- **Continuing Education** - no report.
- **Personnel** - Mirissa Sorensen has been hired as a substitute and as a once a month Saturday staffperson at NFL.
- **Library Associations & Library of Virginia**
  - LVA distributed a spreadsheet of what our state aid would be if they were fully funded: Eastern Shore Fully funded: \$304,965 and the 2019-2020 Estimate: \$183,670.
- **Other**
  - Burton invited to an educator's digital equity summit on July 8 in Richmond.

Upcoming:

- 6/15, 16 - Juneteenth event in Exmore
- 6/19 - Board of Supervisors - Accomack
- 6/20-25 - ALA. Burton, Felker, Ricci, and Dahlmanns attending
- 7/24 - Libraries closed for Staff Development Day
- 8/6 - National Night Out, Exmore

E-Resource statistics October 2018 to April 2019									
Date	Ancestry	EBSCO	espl.org	Freeding	Gale	RB digital	Rbdigital Magazines	Universal Class	WorldBook
Oct 2018 to April 2019	3518	20	106,000	151	14	81	676	1562	4720

**BYLAWS RECOMMENDED CHANGE**  
**TO ALLOW FOR ELECTRONIC VOTING, PER**  
**CODE OF VIRGINIA, §2.2-3708.2**

*To reflect changes made to the code in 2018.*

Current wording (May 16, 2019):

Section 3.2 Quorum, Voting. Five trustees shall constitute a quorum for the transaction of business. The affirmative vote of a majority of trustees present at a meeting at which a quorum is present shall constitute action of the Board. Trustees may not vote by proxy. Policy additions and revisions shall follow the procedures outlined under Amendments (below).

Proposed wording (June 11, 2019):

Section 3.2 Quorum, Voting. Five trustees shall constitute a quorum for the transaction of business. The affirmative vote of a majority of trustees present at a meeting at which a quorum is present shall constitute action of the Board. Trustees may not vote by proxy. **Trustees are allowed, by Virginia Code §2.2-3708.2 (2018), participation by electronic communication means subject to limitations imposed by this Code. Approval to participate and vote electronically must be approved by the Chairman.** Policy additions and revisions shall follow the procedures outlined under Amendments (below).

Code of Virginia  
Title 2.2. Administration of Government  
Chapter 37. Virginia Freedom of Information Act

## § 2.2-3708.2. Meetings held through electronic communication means.

A. The following provisions apply to all public bodies:

1. Subject to the requirements of subsection C, all public bodies may conduct any meeting wherein the public business is discussed or transacted through electronic communication means if, on or before the day of a meeting, a member of the public body holding the meeting notifies the chair of the public body that:

a. Such member is unable to attend the meeting due to a temporary or permanent disability or other medical condition that prevents the member's physical attendance; or

b. Such member is unable to attend the meeting due to a personal matter and identifies with specificity the nature of the personal matter. Participation by a member pursuant to this subdivision is limited each calendar year to two meetings.

2. If participation by a member through electronic communication means is approved pursuant to subdivision 1, the public body holding the meeting shall record in its minutes the remote location from which the member participated; however, the remote location need not be open to the public. If participation is approved pursuant to subdivision 1 a, the public body shall also include in its minutes the fact that the member participated through electronic communication means due to a temporary or permanent disability or other medical condition that prevented the member's physical attendance. If participation is approved pursuant to subdivision 1 b, the public body shall also include in its minutes the specific nature of the personal matter cited by the member.

If a member's participation from a remote location pursuant to subdivision 1 b is disapproved because such participation would violate the policy adopted pursuant to subsection C, such disapproval shall be recorded in the minutes with specificity.

3. Any public body may meet by electronic communication means without a quorum of the public body physically assembled at one location when the Governor has declared a state of emergency in accordance with § 44-146.17, provided that (i) the catastrophic nature of the declared emergency makes it impracticable or unsafe to assemble a quorum in a single location and (ii) the purpose of the meeting is to address the emergency. The public body convening a meeting in accordance with this subdivision shall:

a. Give public notice using the best available method given the nature of the emergency, which notice shall be given contemporaneously with the notice provided to members of the public body conducting the meeting;

b. Make arrangements for public access to such meeting; and



c. Otherwise comply with the provisions of this section.

The nature of the emergency, the fact that the meeting was held by electronic communication means, and the type of electronic communication means by which the meeting was held shall be stated in the minutes.

B. The following provisions apply to regional public bodies:

1. Subject to the requirements in subsection C, regional public bodies may also conduct any meeting wherein the public business is discussed or transacted through electronic communication means if, on the day of a meeting, a member of a regional public body notifies the chair of the public body that such member's principal residence is more than 60 miles from the meeting location identified in the required notice for such meeting.

2. If participation by a member through electronic communication means is approved pursuant to this subsection, the public body holding the meeting shall record in its minutes the remote location from which the member participated; however, the remote location need not be open to the public.

If a member's participation from a remote location is disapproved because such participation would violate the policy adopted pursuant to subsection C, such disapproval shall be recorded in the minutes with specificity.

C. Participation by a member of a public body in a meeting through electronic communication means pursuant to subsections A and B shall be authorized only if the following conditions are met:

1. The public body has adopted a written policy allowing for and governing participation of its members by electronic communication means, including an approval process for such participation, subject to the express limitations imposed by this section. Once adopted, the policy shall be applied strictly and uniformly, without exception, to the entire membership and without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting;

2. A quorum of the public body is physically assembled at one primary or central meeting location; and

3. The public body makes arrangements for the voice of the remote participant to be heard by all persons at the primary or central meeting location.

D. The following provisions apply to state public bodies:

1. Except as provided in subsection D of § 2.2-3707.01, state public bodies may also conduct any meeting wherein the public business is discussed or transacted through electronic communication means, provided that (i) a quorum of the public body is physically assembled at one primary or central meeting location, (ii) notice of the meeting has been given in accordance with subdivision 2, and (iii) members of the public are provided a substantially equivalent electronic communication means through which to witness the meeting. For the purposes of this subsection, "witness" means observe or listen.

If a state public body holds a meeting through electronic communication means pursuant to this subsection, it shall also hold at least one meeting annually where members in attendance at the meeting are physically assembled at one location and where no members participate by electronic communication means.

2. Notice of any regular meeting held pursuant to this subsection shall be provided at least three working days in advance of the date scheduled for the meeting. Notice, reasonable under the circumstance, of special, emergency, or continued meetings held pursuant to this section shall be given contemporaneously with the notice provided to members of the public body conducting the meeting. For the purposes of this subsection, "continued meeting" means a meeting that is continued to address an emergency or to conclude the agenda of a meeting for which proper notice was given.

The notice shall include the date, time, place, and purpose for the meeting; shall identify the primary or central meeting location and any remote locations that are open to the public pursuant to subdivision 4; shall include notice as to the electronic communication means by which members of the public may witness the meeting; and shall include a telephone number that may be used to notify the primary or central meeting location of any interruption in the telephonic or video broadcast of the meeting. Any interruption in the telephonic or video broadcast of the meeting shall result in the suspension of action at the meeting until repairs are made and public access is restored.

3. A copy of the proposed agenda and agenda packets and, unless exempt, all materials that will be distributed to members of a public body for a meeting shall be made available for public inspection at the same time such documents are furnished to the members of the public body conducting the meeting.

4. Public access to the remote locations from which additional members of the public body participate through electronic communication means shall be encouraged but not required. However, if three or more members are gathered at the same remote location, then such remote location shall be open to the public.

5. If access to remote locations is afforded, (i) all persons attending the meeting at any of the remote locations shall be afforded the same opportunity to address the public body as persons attending at the primary or central location and (ii) a copy of the proposed agenda and agenda packets and, unless exempt, all materials that will be distributed to members of the public body for the meeting shall be made available for inspection by members of the public attending the meeting at any of the remote locations at the time of the meeting.

6. The public body shall make available to the public at any meeting conducted in accordance with this subsection a public comment form prepared by the Virginia Freedom of Information Advisory Council in accordance with § 30-179.

7. Minutes of all meetings held by electronic communication means shall be recorded as required by § 2.2-3707. Votes taken during any meeting conducted through electronic communication means shall be recorded by name in roll-call fashion and included in the minutes. For emergency meetings held by electronic communication means, the nature of the emergency shall be stated in the minutes.



8. Any authorized state public body that meets by electronic communication means pursuant to this subsection shall make a written report of the following to the Virginia Freedom of Information Advisory Council by December 15 of each year:

- a. The total number of meetings held that year in which there was participation through electronic communication means;
- b. The dates and purposes of each such meeting;
- c. A copy of the agenda for each such meeting;
- d. The primary or central meeting location of each such meeting;
- e. The types of electronic communication means by which each meeting was held;
- f. If possible, the number of members of the public who witnessed each meeting through electronic communication means;
- g. The identity of the members of the public body recorded as present at each meeting, and whether each member was present at the primary or central meeting location or participated through electronic communication means;
- h. The identity of any members of the public body who were recorded as absent at each meeting and any members who were recorded as absent at a meeting but who monitored the meeting through electronic communication means;
- i. If members of the public were granted access to a remote location from which a member participated in a meeting through electronic communication means, the number of members of the public at each such remote location;
- j. A summary of any public comment received about the process of conducting a meeting through electronic communication means; and
- k. A written summary of the public body's experience conducting meetings through electronic communication means, including its logistical and technical experience.

E. Nothing in this section shall be construed to prohibit the use of interactive audio or video means to expand public participation.

2018, cc. 55, 56.