



Main Library - Accomac

Northampton Free Library  
Chincoteague Island Library  
Cape Charles Memorial Library

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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,

A handwritten signature in black ink that reads "Cara Burton". The signature is written in a cursive, flowing style.

Cara Burton, Secretary