

EASTERN SHORE PUBLIC LIBRARY

BOARD OF TRUSTEES

July 9, 2019, 1:00 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 (Nelson)
 - a. Capital Campaign Update
8. Capital Project Update – Steering Committee (Valentine)
9. Budget Committee
10. Groundbreaking Committee (Burton)
11. Old Business
 - a. Bylaws revision: Update to reflect changes in electronic voting law
12. New Business
 - a. Budget approval
 - b. Meeting dates and agenda
13. Additional Comments
14. Next Meeting: August 13, 2019 at ESPL, 23610 Front Street, Accomac at 1:00 PM
15. Adjournment



Main Library – Accomac

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

EASTERN SHORE PUBLIC LIBRARY BOARD OF TRUSTEES

June 11, 2019, 3:30 pm
Eastern Shore Public Library, Accomac, VA

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

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

1. Meeting called to order at 3:31 pm by Vice Chairman Ryan. Coady motioned to amend the agenda to enter closed session during Old Business for personnel purposes. Seconded by Hall. Motion approved.
2. **Public comments.** Nelson asked trustees for a suggestion of an individual from Northampton County to be appointed to the ESPL Board of Trustees to replace Coady, who has completed two terms.
3. **Minutes.** Coady motioned to approve minutes as distributed. Bloxom seconded. Motion approved.
4. **Financial Reports.** Coady inquired as to whether bookkeeping service will adjust budget line items to reflect reallocation on June's Profit & Loss Budget vs. Actual. Burton explained that the budget line items will not be adjusted, as the budget listed on the reports reflect the last approved version of the budget, but that next year's budget will reflect the reallocation to more accurately anticipate income and expenses. Coady also asked about a carryover line item. Burton explained that the reporting of the carryover of restricted funds was discussed with the bookkeeper and a change will be made in allocation reporting. Bloxom inquired as to budget overage for youth programs. Burton explained that with the hiring of an adult services staff member, as well as donations specifically marked for programs, and increase in overall programs offered, the budget will need to be adjusted in the future to better reflect the current model of library service. Bloxom motioned to approve the financial reports as distributed. Hall seconded. Motion approved.
5. **Branch and Friends Reports**
 - a. **Cape Charles Memorial Library** – Report distributed by email. The final celebration of the 100th year anniversary of the CCML will be a picnic in the Cape Charles Park on June 22, 2019. A meeting of the library board will be held on June 12th, and will include discussion about the location of the war memorial plaque.
 - b. **Chincoteague Island Library** – Report distributed by email. The board meeting dates will now be the second Friday of the month to better coordinate with ESPL trustee meeting dates. The Summer Reading Challenge has already registered 50 participants.
 - c. **Northampton Free Library** – Report distributed by email. Rogers added that the external lights have been repaired, but that it is cost prohibitive to replace an inoperable internal fixture ballast with an identical item. Rogers will request quote for an alternative, more efficient and more universal fixture. Burton has been working with NFL Friends about the recognition of the donor of adjoining land. Library attorney is checking on progress of paperwork filing related to land donation. Burton has also discussed the recruitment of new NFL Friends members, and suggested reaching out to the Exmore area, perhaps with a general mailing, as well as possibly reducing annual membership rates.
 - d. **ESPL Friends Reports** – None submitted.



6. Library Director's Report

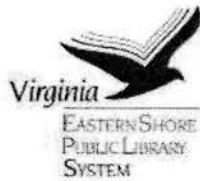
Burton would like to begin an initiative: Developing a "Culture of Reading" on the Eastern Shore. Part of this initiative would include reaching out to individual towns to conduct a survey regarding whether a town is "reader friendly." After conducting an internet search, Burton was unable to find anything similar to this concept. Burton distributed a draft survey to trustees and asked for feedback or additions. Burton also discussed a new patron behavior policy statement: READ (Respect, Explore, Aspire, Discover), a theme that was created at the 2018 Staff Development Day. Burton would like to have small coin purses printed with this acronym and pre-stuffed with information from other local nonprofits, to be given out with a new library card registration. Burton has asked a bank to consider funding the purchase of 500 coin purses. Burton has spoken with the ESCC about having a collaborative writing center possibly located at the new Parksley library facility. A book discussion survey has been created by Stephanie Smith and distributed to local book stores and book clubs that the ESPL has worked with in the past.

Burton ordered a microfilm scanner utilizing a United Way grant and FY 2019-20 Edmonds endowment distribution to supplement remainder to be paid from the general library budget. Additionally, two new computers will need to be purchased, one for the microfilm scanner and one for Tech. Services. Use of electronic resources has risen, demonstrated by statistics compiled for past six months. The final audit has been received. Room capacity limitations was reviewed with County staff. Childers has provided a recent acquisition list for Eastern Shore Room collection:

- Elizabeth E. Chase -- Snow Hill Record & Gazette, Oct 11, 1890 (original), 2 copies Virginia Medical Semi-Monthly 1897 and 1898 from the papers of Dr. George W. LeCato
- Sandra Beerends -- Northampton High School yearbooks 1958 - 1962
- Sue Boggs (given to her by Fitz Godwin who purchased them at auction) -- Teacher's Register, Assawoman School No. 6, Accomac[k] County, Atlantic District, 1906-1907 and Teacher's Register, Colored Public School No. F, Accomac[k] County, Atlantic District, 1905-1906

NOTE: I was hoping to work with a volunteer to transcribe these (or at least provide an index of names). She was very interested, but then I never heard back. Trying again.

- Thomas Rooks -- "A Study of the Rooks & Rayfield Families, including the Carpenter, Costin, Robins, Widgeon & Wise families," original source documents and photos.
 - Claudia Underwood -- Bloxom High School photo, c 1934 & "Last will & testament" of the class of 1940
- 2020 is the national anniversary of prohibition and suffrage. The LVA exhibit "Teetotalers and Moonshiners" will be housed at the Historic Onancock School, and the ESPL will host the LVA exhibit on Suffrage in April 2020. Burton is hoping to develop book discussions in conjunction with the exhibits. The ESPL is partnering with local organizations to promote census awareness and the importance of a complete and accurate count. Burton recently visited Tyson with Alan Silverman of the ESPL Foundation. A grant has been submitted to Tyson for a full-time position to be split between adult services at the ESPL and Workforce Development/GED services at the ES Community College. Burton distributed via email some figures demonstrating the impact on state aid funding for Virginia libraries if the Library of Virginia were to be fully funded. Burton inquired as to whether the trustees would be willing to advocate for full funding from state representatives. Hall expressed concern about rural families having unequal access to digital resources and the internet, and several trustees agreed to contact their representatives. The Summer Reading Program is about to begin, with a kickoff on Friday, June 14th featuring Clifford and Dogman. At today's ESPL staff meeting, staff completed practice incident reports in order to reduce bias when writing a report. Staff also



discussed building layouts and security vulnerabilities. At July's Staff Development Day, there will be presentations by a VML representative about emotional intelligence and reasonable suspicion.

7. ESPL Foundation (Hall)

- a. Capital Campaign Update -Report distributed by email. Accomack Board of Supervisors meeting on June 19th to finalize collaboration between ESPL Foundation and Board of Supervisors on BB&T Loan.

8. Capital Project Update - Steering Committee (Valentine) - No report submitted. Nelson stated that at the June 19th meeting, the Supervisors will review the Steering Committee report regarding the alignment of the building cost with the financing available. The Supervisors will vote on the recommendations of the Steering Committee. Ryan asked if the Supervisors would then approve on the awarding of the contract, but the answer was unknown.

9. Budget Committee (Coady) - Budget committee has reviewed the budget for FY 2019-20 with Burton. Trustees will vote on final budget at next month's meeting after contributions from Northampton County have been determined, and Coady offered committee's approval of the FY 2019-20 budget.

10. Nominating Committee

Burton read the Nominating Committee's report. Gerry Ryan has been nominated for Chair. Tim Valentine has been nominated for Vice Chair. At this time, no nominations were made for Liaison to the Foundation. No other nominations were made for these offices and nominations were declared closed by secretary. Nominations accepted.

11. Groundbreaking Committee (Burton) No report. Committee is waiting for a date to be set for the Groundbreaking.

12. Old Business

Motion was made by Coady, seconded by Rutledge, that the Board enter closed session to discuss personnel performance AS PERMITTED BY SECTION 2.2-3711(A)(1) OF THE FREEDOM OF INFORMATION ACT TO DISCUSS EMPLOYMENT, ASSIGNMENT, APPOINTMENT, PROMOTION, PERFORMANCE, DEMOTION, SALARIES, DISCIPLINING, OR RESIGNATION OF EMPLOYEES OF A PUBLIC BODY.

All members were present with the exception(s) of Custis, Davis, Pittman, and Valentine and voted "yes." The motion was unanimously passed.

Motion was made by Coady, seconded by Rutledge, that the Board enter closed session to discuss the awarding of the contract for the Parksley Project AS PERMITTED BY SECTION 2.2-3711(a)(29) OF THE FREEDOM OF INFORMATION ACT TO DISCUSS THE AWARD OF A PUBLIC CONTRACT INVOLVING THE EXPENDITURE OF PUBLIC FUNDS, INCLUDING INTERVIEWS OF BIDDERS OR OFFERORS, AND DISCUSSION OF THE TERMS OR SCOPE OF SUCH CONTRACT, WHERE DISCUSSION IN AN OPEN SESSION WOULD ADVERSELY AFFECT THE BARGAINING POSITION OR NEGOTIATING STRATEGY OF THE PUBLIC BODY.



All members were present with the exception(s) of Custis, Davis, Pittman, and Valentine and voted "yes." The motion was unanimously passed.

Certification of Closed Meeting:

Board Chairman: "Do you certify that the matters discussed in the closed session just held were covered in the motion by which the Library Board entered closed session, and were excluded from the open meeting requirements of the Freedom of Information Act?"

Upon being polled individually by a roll call vote in open meeting, each Board member confirmed that these were the only matters of discussion during the closed session.

13. New Business

Bylaws revision: Update to reflect changes in electronic voting law. Coady expressed concern as to whether this change would allow trustees to vote while attending through electronic means. Burton explained that Kim Armentrout at the Library of Virginia had notified her of this change in the Code of Virginia. Burton recommends that more clarification be obtained from Armentrout as to whether the change would allow voting if a trustee attended electronically. Coady will reach out to legal advisory group as well. Rutledge motioned to table this discussion until such time as further clarification is received. Bloxom seconded. Motion approved. Ryan inquired as to general feeling among trustees regarding time of meetings, and set time of July meeting at 1:00 pm. The board will vote at a future date if the monthly meeting time will be permanently changed.

14. Additional Comments – Meeting room use policy will be discussed at July meeting. Ryan recognized Coady and Hall for serving their terms and presented both with an appreciation of thanks.

15. Next Meeting: July 9, 2019 at Main Library in Accomac at 1:00 PM.

16. Adjournment

Meeting adjourned by the Chair at 5:42 pm.

Respectfully submitted,

Cara Burton, Secretary

June 2019

Northampton Free Library (NFL)

Computer Usage

There were 655 adult computer users this month.

Children's AWE computer had 19 sessions with 350 minutes used, and there were 112 children's iPad users this month as well.

Staffing

No new staff changes this month

Building Maintenance

No new maintenance to report this month

Meeting Room Usage

The meeting room was used 11 times this month, which includes small groups and individual use.

Programs

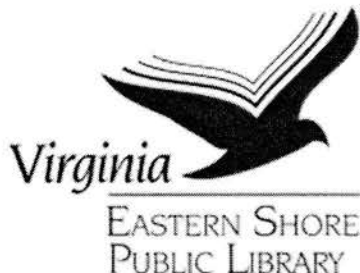
No new programs to report this month.

The Youth Garden Club will meet on Wednesdays instead of Fridays till further notice.

NFL Friends News

Nothing new to report from our NFL Friends this month, next meeting was rescheduled for July 8th.

Barbrielle Rogers, NFL Branch Manager



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

PO Box 360
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From the Director's Desk

Cara Burton, Director

Director's Report
Tuesday, July 9, 2019

Circulation for June 2019: due to ALA conference, we have been unable to tally it at this time.

Recommendation:

FY2019-2020 Budget

First reading of electronic voting changes to bylaws

Library Services & Patron Relations

- **Staff Development Day** will be Wednesday, July 24 and all libraries will be closed.
- **Passive Programs:** Baskets are on hold until the Foundation basket drawing fundraiser in October.
- **Exhibits:**
 - CSB and Healthy Communities were contacted for a list of health-themed months for ESPL staff to use in designing exhibits.
- **Adult Programs:**
 - Stephanie Smith created a survey of book clubs on the ESVA to create a contact database for promoting special events, author talks, etc. 5 surveys have been returned.
- **"Funding Information Network Partner,"** a.k.a. FIN. Foundation Center is now Candid. Burton visited their booth at ALA Conference and plans to take the update webinar.
- **Youth Services (Janice Felker):**
 - With committee help, interviewed and chose Teen Interns for Accomac and Nassawadox positions - one for each location.
 - Throughout the month, continued to work on plans, book displays, decorations, and promotions for Summer Reading and Summer Food programs.
 - Began taking members for small offshoot group of Teen Advisory Board at Nassawadox library in Northampton.
 - Prepared and presented weekly story time programs at Accomac (Tuesdays at 10:30 AM). (June 4, 11, 25)
 - Conducted Youth Garden Club meetings and workdays at Northampton Free Library. (June 7, 19, and 26)
 - Collaborated with Ye Accawmacke Garden Club to include their members in presentations to Story Time at Accomac (June 4) and the Youth Garden Club at Northampton Free Library (June 7 delayed to July 1 due to storm) in celebration of National Garden Week.
 - Visited and made a presentation to "Library Science Explorations" class of seventh graders at Northampton Middle School. Spoke about aspects of our public library and conducted a STEM session. (June 5)
 - Conducted Teen Advisory Board meeting. (June 6)
 - Worked on Stork Storytime project in collaboration with Nurse-Family Partnership. (June 10)
 - Attended ESPL Board of Trustees meeting in Nassawadox. (June 11)
 - Completed materials orders with Charle Ricci for the balance of Youth Services materials budget for current fiscal year. Decided to run a trial of the VOX books ("audio books that live in print books"). (June 11)
 - Organized, promoted, and held Summer Reading Kickoff event, Read-a-Palooza which the library won from Scholastic. Event included real life appearances by famous book characters Clifford and Dog Man. (June 14)
 - Prepared items for outreach event at the Juneteenth celebration in Exmore. (June 15)
 - Attended ES Healthy Communities Food Access and Equity Work Group meeting. (June 17)
 - Attended Summer Food Program training session with Summer Dahlmanns and Barbii Rogers at the Foodbank of Southeastern Virginia and the Eastern Shore in Norfolk. (June 18)
 - Prepared information for updating Summer Reading and Summer Food programs on the library website. (June 20)
 - Attended the 2019 ALA Annual Conference in Washington, DC. (June 21-23)

- Served Lunch at the Library at Nassawadox (Mondays and Wednesdays from 12 Noon to 1 PM beginning June 24) and at Accomac (Tuesdays and Thursdays from 12 Noon to 1 PM beginning June 25).
- Held Summer Programs at Nassawadox (Mondays and Wednesdays at 1 PM beginning June 24) and at Accomac (Tuesdays and Thursdays at 1 PM beginning June 25).
- **Technical Services (Charle Ricci):**
 - Continued weeding in nonfiction collection at Accomac: Health, Fitness and Medical - both Traditional and Alternative Practices
 - Selected replacements and updated materials for nonfiction sections that have been weeded
 - Selected and activated large print standing order using remainder of ESPL Friends donation
 - Continued to weed fiction collection with assistance from Pam Holley
 - Attended Board of Trustees Meeting, June 11th at the Accomac Library
 - Formed connection with Accomack County Jail to share donated and discarded softcover books regularly through a depository library located at the jail
 - Held conference call with LVA Evergreen and Equinox representatives to discuss the updating and revision of the printed Overdue Notice template
 - Created Upcoming Bestsellers List for July through October 2019 and distributed through print copies, ESPL website, and Facebook
 - Facebook post: Upcoming Bestsellers List July through October 2019
 - Consulted with Kitty Hall (ESPL Foundation) and distributed most current ESPL Patron Database for upcoming fundraising/groundbreaking mailing
 - Worked closely with Karen Crockett, Inc to coordinate end of fiscal year material purchases
 - Compiled report of ESPL patrons with Exmore address to help identify potential ESPL Trustee candidates
 - Collaborated with both Evergreen provider and Novelist representative to link ESPL catalog to the Novelist app, allowing ESPL patrons to identify which items recommended by Novelist are owned by ESPL
 - Ran end of fiscal year reports in Evergreen to capture point in time data regarding circulation, collections, and patrons for ESPL system. Will use this data to complete Bibliostat reporting.
 - Attended ALA Annual Conference, Washington DC, June 21 - 24th
- **Eastern Shore Room**
 - Stacia Childers earned her Certificate in Genealogical Research from Boston University. She is not a certified genealogist, but this certificate demonstrates a high level of excellence in her abilities to perform her work. It does not reflect coursework in archive management.
 - Patrons have been thrilled that we now are an Affiliate Library of FamilySearch. Stacia Childers secured the status, has been promoting it, and will provide training at the staff development day.
 - The Museum Network reprinted their brochure with updated hours and contact information. ESPL assists in distributed them at tourist sites.
 - Medi microfilm scanner/reader and corresponding Dell computer along with 27" monitor has been ordered. Childers is coordinating orientation and installation with several staff members to be trained on its use. The unit is funded in part with: United Way grant (\$1,000 via ESPLF), dividends from Katharine H.S. Edmonds endowment with permission of the donors, FY18-19 equipment funds, and FY19-20 state aid.
 - NEH PAG report has been received.
 - Newman Taylor Baker of New York, his daughter and brother, and a project planner met with Barnes, Childers, and Burton to gather information for a music-history project.
 - ESPL is taking the lead with Museum Network to apply to Va. Humanities to reprint the ESVA Civil War booklet.
 - Parksley and Onancock are reviewing easement requests for Civil War Trails sign. Kellee Blake and Burton are working on draft wording for the signs.
- **Meetings:**
 - 6/10 Tyson HR
 - 6/10 ESPLF Corporate/Grant Committee
 - 6/11 Staff
 - 6/12 Nelson, BB&T
 - 6/12 OCBA house tour planning meeting
 - 6/13 Tysons
 - 6/17 Museum Network
 - 6/19 ESPLF executives and BB&T
 - 6/19 Board of Supervisors, Accomack - Construction project approvals

- **Outreach:**
 - 6/8 ESVA Historical Society Gala (self-paid)
 - 6/15 Juneteenth (Exmore town park), with Jazmine & volunteer Hatch. Tabled & pop-up library.
- **Facility:**
 - a/c at Accomac is down in air handler providing cooling to rear of building. At issue is the wrong hp motor installed by the previous service company. A new motor is on order.
 - The bushes around the building in Accomac were heavily pruned, some removed, and leaves cleaned up. A tree was cut down that routinely shed large limbs during storms.
- **Marketing & Communications:**
 - Eastern Shore Post Articles
 - 6/7 Readapalooza event mentioned in community calendar
 - 6/14 Eastern Shore Public Library joins National Genealogical Network
 - 6/21 Final Pieces in Place for New Parksley Library to Begin Construction, by Linda Ciccoira
 - Eastern Shore News
 - 6/12 Shore library becomes FamilySearch Affiliate
 - 6/12 Library to kick off summer reading
 - 6/26 "Yes, there will be a library," by Carol Vaughn
 - Eastern Shore First
 - July 2019 1959 Jaguar donated to library is sold to Pa. man, by Ted Shockley
 - July 2019 Reading Palooza photos by Ted Shockley
 - WESR
 - Saturday mornings airing Oral History Contest winners recordings
 - E-Newsletter: Pledge announcement
- **Technology:**
 - Two new Dell desktops purchased: (1) replace TS staff's T. Dahlmann's failing unit and (2) with new microfilm scanner.
 - Two 27" monitors purchased, both for local history room.
 - One laptop has cracked screen; evaluating.
- **Continuing Education -**
 - American Library Association Conference, April 21-24. Attended by Burton, Dahlmanns, Felker, and Ricci with support from Friends of NFL and ESPL. See attached lists of sessions attended. Rutledge attended under CCML and Sorensen attended under ESCC.
 - Stacia Childers completed her genealogy class.
- **Personnel -** Wendy Johnson is now fulltime.
- **Library Associations & Library of Virginia**
 - VLA is compiling talking points to advocate for fully funding LVA.
- **Other**
 - Burton invited to an educator's digital equity summit on July 8 in Richmond.

Upcoming:

See attached schedule for Summer Reading Program events.

7/24 - Libraries closed for Staff Development Day

8/6 - National Night Out, Exmore

2019

Eastern Shore Public Library - 23610 Front Street, Accomac, VA

Tuesday, July 16 at 1:00 PM	Yoga for Kids (Claudette Lajoie)
Thursday, July 18 at 1:00 PM	A Sky Full of Stories (Library Kids Program)
Friday, July 19 at 1:00 PM	Apollo 11 Mission's 50th Anniversary Celebration (NASA TV live streaming and fun activities)
Tuesday, July 23 at 1:00 PM	Hoopoe Silent Magician Show (Chris Yerlig)
Thursday, July 25 at 1:00 PM	Who Speaks for the Trees? (The Nature Conservancy's Virginia Coast Reserve)
Tuesday, July 30 at 1:00 PM	Creature Feature (Chincoteague Bay Field Station)
Thursday, August 1 at 1:00 PM	Meteors with The Nocturnals (Library Kids Program)
Tuesday, August 6 at 1:00 PM	Shooting to the Moon with Good Health (VCE 4H)
Thursday, August 8 at 1:00 PM	A Universe of Sound and Music (Ally Tarwater)
Tuesday, August 13 at 1:00 PM	Take Me to Your Reader (Library Kids Program)
Thursday, August 15 at 1:00 PM	Juggling with Cascading Carlos (Carlos Mir)

Northampton Free Library - 7745 Seaside Road, Nassawadox, VA

Monday, July 15 at 1:00 PM	A Sky Full of Stories (Delmarva Shorebirds)
Wednesday, July 17 at 1:00 PM	"Perseus and His Myth Adventures" (Lynn Ruehlmann)
Friday, July 19 at 1:00 PM	Apollo 11 Mission's 50th Anniversary Celebration (NASA TV live streaming and fun activities)
Monday, July 22 at 2:00 PM	Hoopoe Silent Magician Show (Chris Yerlig)
Wednesday, July 24	No Program or Lunch - Library Closed for Staff Training
Monday, July 29 at 1:00 PM	Meteors with The Nocturnals (Library Kids Program)
Wednesday, July 31 at 1:00 PM	Creature Feature (Chincoteague Bay Field Station)
Monday, August 5 at 1:00 PM	A Universe of Sound and Music (Ally Tarwater)
Wednesday, August 7 at 1:00 PM	The Solar System & Us - Healthy & Moving! (VCE 4H)
Monday, August 12 at 1:00 PM	Shooting to the Moon with Good Health (VCE 4H)
Wednesday, August 14 at 1:00 PM	Remarkable Reptiles (Virginia Living Museum)

Cara Burton

From: Barbara Coady <bcoady@coady.org>
Sent: Tuesday, July 2, 2019 8:43 PM
To: Gerry Ryan; Tim Valentine
Cc: Cara Burton
Subject: Fwd: Re: question about local electronic meetings
Attachments: ELECTRONIC MEETINGS policy rev..docx; § 2.2-3708.2. Meetings held through electronic communication means.pdf; Bylaw change suggested by Cara.pdf

Below is the response from the FOIA Council regarding voting from a remote location via electronic communication.

For the record, I was not opposed to trustees voting from off-site locations. I was concerned about keeping our policy in line with the Code of Virginia.

In accordance with the code, we passed a policy in January 2016 to allow for participation via phone / Internet. I suggest that we amend that policy to conform to the changes in the VA Code rather than change the bylaws. (Cara's recommended changes to the bylaws are attached.)

If you decide to change the bylaw by aware that our Electronic Meetings policy allows for automatic approval (language we used from the FOIA Council's sample), whereas Cara's language calls for the approval by the Chair.

I have gone through Section 2.2-3708.2 and include a draft of suggested changes to the Electronic Meetings policy based the changes in the code (code attached).

One important thing to keep in mind: if someone is attending electronically, votes taken must be recorded by name in roll-call fashion, which will add a little time to your meetings.

May the force be with you!

Barbara

----- Forwarded Message -----

Subject: Re: question about local electronic meetings
Date: Mon, 24 Jun 2019 13:59:47 -0400
From: FOIA Council <foiacouncil@dls.virginia.gov>
To: Barbara Coady <bcoady@coady.org>

Dear Ms. Coady:

There are five different procedures for conducting a meeting using electronic communications set out in § 2.2-3708.2; those procedures vary depending on the reason (personal matter, medical condition or disability, state of emergency declared by the Governor) and/or the type of public body holding the meeting (local, regional, or state).

The quorum requirement is that there must be a quorum physically assembled in one location before other members may participate by electronic communications. The quorum requirement applies to all of the

procedures in § 2.2-3708.2 except when there is a state of emergency declared by the Governor and the body is meeting to respond to the emergency (no quorum is required for such emergency meetings).

Under the other four procedures, once a physical quorum is established, members who are participating by electronic means are counted as present and may fully participate, including voting, as long as they meet the other procedural requirements set forth in § 2.2-3708.2 (and those requirements vary depending on which procedure is being followed). If they cannot meet the procedural requirements (whether it is the quorum requirement or something else), then the members calling in are not counted as present and can only monitor (i.e., listen and/or watch) the meeting. Having five procedures in one section can be confusing; please do not hesitate to call me with any specific questions you may have.

- Alan

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Thank you for contacting this office. I hope I have been of assistance.

Alan Gernhardt, Esq., Executive Director
Ashley Binns, Esq., Attorney
Virginia Freedom of Information Advisory Council
900 East Main St., 10th Floor
Richmond, Virginia 23219
(804) 698-1810
1-866-448-4100 (toll free)
Website - <http://foiacouncil.dls.virginia.gov/>

The staff of the Freedom of Information Advisory Council is authorized to issue advisory opinions. Please be advised that any staff advisory opinion delivered by e-mail is based solely upon the facts and information presented in your attached e-mail inquiry.

Coady

ELECTRONIC MEETINGS

It is the policy of the Eastern Shore Public Library (ESPL) that individual trustees may participate in board meetings of the ESPL by electronic means as permitted by Virginia Code § 2.2-3708.24. This policy shall apply to the entire board and without regard to the identity of the trustee requesting remote participation or the matters that will be considered or voted on at the meeting.

Whenever an individual trustee wishes to participate from a remote location, the law requires a quorum of the ESPL Board of Trustees to be physically assembled at the primary meeting location, and there must be arrangements for the voice of the remote participant to be heard by all persons at the primary meeting location.

On or before the day of a meeting, a trustee shall notify the chair that:

a. He/she is unable to attend the meeting due to a temporary or permanent disability or other medical condition; or

b. He/she is unable to attend the meeting due to a personal matter. Such participation is limited each calendar year to two meetings; or

c. He/she is unable to attend the meeting because the trustee's principal residence is more than 60 miles from the meeting location.

When such individual participation is due to an emergency or personal matter, such participation is limited by law to two meetings or 25 percent of the meetings of the public body per member each calendar year, whichever is fewer.

The minutes shall reflect the remote location from which the trustee participated.

Votes taken during any meeting conducted through electronic communication means shall be recorded by name in roll call fashion and included in the minutes.

Automatic Approval

Individual participation from a remote location shall be approved unless such participation would violate this policy or the provisions of the Virginia Freedom of Information Act. If a member's participation from a remote location is disapproved because such participation would violate this policy, such disapproval shall be recorded in the minutes with specificity.

Buiter

**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).

				May-19	FY 2019-2020 3% COL
Column Reference Number				1	2
Ordinary Income/Expense					
Income					
40000 · INCOME					
41000 · Government Income					
	41010 · Accomack County			403,707	417,079
	41020 · Northampton County			138,000	148,711
	41030 · State Aid			176,444	184,168
	Total 41000 · Government Income			718,151	749,958
42000 · Contributions					
	42010 · ESPL Friends			8,000	7,000
	42020 · NFL Friends			10,000	10,000
	42030 · Contributions Unrestricted			2,500	1,000
	42040 · Contributions Restricted			10,500	5,000
	42050 · Legacies & Bequests			100	500
	Total 42000 · Contributions			31,100	23,500
43000 · Reimbursements					
	43010 · ESPL			400	500
	43020 · Island			2,500	1,000
	43030 · Cape Charles			16,000	16,500
	43040 · Book Replacement			100	100
	Total 43000 · Reimbursements			19,000	18,100
44000 · Fines & Fees					
	44010 · Fines				10,000
	44020 · Photocopying				5,000
	44030 · Fax				4,000
	44040 · Other				1,000
	Total 44000 · Fines & Fees			22,000	20,000
45000 · Endowments					
	45020 · General (Merrill Lynch)				400
	45090 · Miscellaneous Endowments				2,000
	Total 45000 · Endowments			3,000	2,400
	46000 · Private Grants			2,600	2,000
49000 · Miscellaneous Income					
	49010 · NOW Interest				0
	49020 · Driver Education Test Proctorin			250	300
	49000 · Miscellaneous Income - Other			200	200
	Total 49000 · Miscellaneous Income			450	500
	Total 40000 · INCOME			796,301	814,458
4250 · Grants, Other					-
Total Income				796,301	814,458
Expense					
60000 · EXPENSES					

		May-19	FY 2019-2020 3% COL
	Column Reference Number	1	2
	61000 · Operations		
	61100 · Building		
	61101 · Building Maintenance		12,000
	61102 · Building Maintenance, NFL		7,500
	Total 61100 · Building	10,000	19,500
	61200 · Utilities	2,000	
	61201 · Fuel Oil	12,000	5,000
	61202 · Electricity		13,000
	61203 · Telephone	5,000	11,000
	Total 61200 · Utilities	12,000	29,000
		10,800	
	61300 · Vehicle Operation	27,800	3,000
	61400 · Insurance	2,200	13,006
	61500 · Computer	9,500	
	61510 · Computer Hardware - State Aid		2,200
	Computer Hardware	1,400	
	61513 · Online Services,		15,000
	61514 · Internet Services, State	15,000	11,100
	61515 · Computer Software	20,500	500
	61516 · Computer Software, State Aid		
	61517 · Computer Maintenance	900	5500
	61500 · Computer - Other	5,500	
	Total 61500 · Computer		34,300
	Total 61000 · Operations	43,300	98,806
	62000 · Equipment	94,800	
	62300 · Equipment Maintenance		
	62310 · Contractual Services		
	Contractual Services - State Aid		7,500
	62300 · Equipment Maintenance - Other	5420	-
	Total 62300 · Equipment Maintenance	1000	7,500
	Total 62000 · Equipment	6,420	7,500
	63000 · Programs		
	63100 · Adult		1000
	63200 · Youth	1500	5000
	63000 · Programs - Other	5500	
	Total 63000 · Programs		6,000
	64000 · Personnel	7000	
	64010 · Salaries - Director		21,471
	Salaries - Director - State Aid 25%	20,149	46,042
	64020 · Salaries - Other	44,111	204,235
	64030 · Hourly Employees	167,500	134,000
	Hourly payroll adj & move prep	163,000	10,046
	64050 · Payroll Expenses	40,000	45,000

June 19, 2019

				May-19	FY 2019-2020 3% COL
Column Reference Number				1	2
				13,720	16,500
		64070 · Retirement			
		64080 · Insurance			
		64083 · Insurance, Life			
		64084 · Insurance, Gen, Liability			
		64085 · Insurance, Medical		47,700	42,000
		64086 · Insurance, Dental		1,200	1,000
		Total 64080 · Insurance		48,900	43,000
		64090 · Liability Reserve		8,000	8,000
		Total 64000 · Personnel		505,380	528,294
		65000 · Supplies			
		65100 · Custodial		943	1,000
		65200 · Office		-	-
		65300 · Library - State Aid		13,157	15,350
		Library - non-state aid			
		65400 · Youth Program Supplies		500	500
		65000 · Supplies - Other			
		Total 65000 · Supplies		14,600	16,850
		66000 · Materials			
		66310 · System Materials			
		66311 · Books, State Aid		47,376	47,376
		66312 · Periodicals, State Aid		5,600	5,600
		66313 · Continuations, State Aid		500	500
		66315 · Electronic Resources, State Aid		2,000	2,000
		66317 · AV, State Aid		6,500	6,500
		66318 · Other non-Book, State Aid (e-book)		1,500	1,500
		66320 · Cape Charles Contract #15		2,000	2,000
		Total 66310 · System Materials		65,476	65,476
		66350 · Affiliates			
		66351 · Books, Affiliates		18,500	24,000
		Total 66350 · Affiliates		18,500	24,000
		66900 · Restricted			
		Other		7,500	5,000
		Total 66000 · Materials		91,476	94,476
		67000 · Other			
		67100 · Postage		1,300	1,500
		67200 · Travel		6,000	3,500
		Travel - state aid			2,000
		67300 · Dues		2,500	2,500
		67000 · Other - Other		100	102
		Total 67000 · Other		9,900	9,602
		68000 · Miscellaneous			
		68100 · Bank Fees		900	1,000
		68300 · Refunds		30	30

June 19, 2019

				May-19	FY 2019-2020 3% COL
Column Reference Number				1	2
			68600 · Continuing Education	4,000	4000
			MLS Fellowship - State Aid	1,000	1000
			68000 · Miscellaneous - Other	4,600	3,000
			Total 68000 · Miscellaneous	10,530	9,030
			69000 · Professional Services		
			69001 · Professional Services, Financial	14,400	14400
			69002 · Professional, Library Services	7,000	7,000
			69003 - Erate Consultant	4,500	4500
			69004 - Auditor	5,500	5500
			69000 · Professional Services - Other	5,000	2,500
			Total 69000 · Professional Services	36,400	33,900
			Total Expense	770,086	804,458
			Net Ordinary Income	26,215	10,000
			Other Expense		
			8010 · Reserve	10,000	10,000
			8020 · Miscellaneous		
			Total Other Expense	10,000	10,000
			Net Other Income	16,215	-
			State aid	178,564	184,168

ESPL Board of Trustees 2019-2020 Meeting Dates

Meetings are held at the Main Library in Accomac unless otherwise noted below.

Tuesday, August 13, 2019 1:00 pm	Tuesday, February 11, 2020 1:00 pm
Tuesday, September 10, 2019 1:00 pm	Tuesday, March 10, 2020 1:00 pm
Tuesday, October 8, 2019 at Chincoteague Island Library at 1:00 pm	Tuesday, April 14, 2020 1:00 pm Cape Charles
Tuesday, November 12, 2019 1:00 pm	Tuesday, May 12, 2020 1:00 pm Northampton Free Library
Tuesday, December 10, 2019 1:00 pm	Tuesday, June 9, 2020 1:00 pm
Tuesday, January 14, 2020 1:00 pm	Tuesday, July 14, 2020 1:00 pm