



Main Library - Accomac

PO Box 360

Accomac, VA 23301

Northampton Free Library

Phone: 757-787-3400

Chincoteague Island Library

Fax: 757-787-2241

Cape Charles Memorial Library

www.espl.org

**EASTERN SHORE PUBLIC LIBRARY  
BOARD OF TRUSTEES**

August 20, 2019, 1:00 pm

Eastern Shore Public Library, Accomac, Virginia

**Present:** Gerry Ryan (Chair), Patricia Bloxom, Dennis Custis, Jay Davenport, Jackie Davis (via Skype), Joyce Holland, Althea Pittman, Ann Rutledge. **Absent:** Tim Valentine (Vice Chair), 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 by Chair Ryan at 1:04 pm. Newly appointed trustees Davenport and Holland welcomed.
2. **Public comments.** None.
3. **Minutes.** Custis motioned to approve June 11, 2019 and July 9, 2019 minutes as distributed. Davenport seconded. Motion approved.
4. **Financial Reports.** Bloxom motioned to approve June and July 2019 financial reports as distributed. Custis seconded. Motion approved.
5. **Branch and Friends Reports**
  - a. Cape Charles Memorial Library - Distributed by email. Rutledge reported on a summer busy with both summer reading participants and tourists. Owl Prowl and Kiptopeke State Park programs were extremely popular. The Library restroom has been made available to the public outside operating hours with monitoring provided by a paid college student during these times. The bathroom smell continues, but the town will begin working on a solution next week. The World War I plaque will be moved to vault area within the library, where the local history collection is stored, with an accompanying historic explanation.
  - b. Chincoteague Island Library - Distributed by email. Upcoming Labor Day yard sale. The CIL will be celebrating its 25<sup>th</sup> anniversary during July 2020. CIL Board of Directors will be creating a basket for the upcoming Foundation Fundraiser.
  - c. Northampton Free Library - Distributed by email.
  - d. ESPL Friends - Next event will be a visit from Santa Claus in December.
6. **Library Director's Report.** Distributed by email. Burton requests that Felker be issued a library credit card to allow for more streamlined purchasing for youth programs. After a recent visit to Tangier, Burton has been attempting to set up cooperative library services with the Tangier community library, which would include materials, electronic resources, and programming. Davenport suggested library personnel could join county maintenance staff that fly to Tangier regularly.
7. **ESPL Foundation** (Custis)
  - a. Capital Campaign Update - Nelson described an upcoming Foundation fundraising effort centering on a basket drawing. The Fundraising Committee hopes to collect 25 -30 baskets with a minimum value of \$100, which will be created by community businesses and organizations, and displayed at various locations across the Eastern Shore. Participants will purchase tickets for the baskets of their choice, with the final drawing to be held in November. Davenport added that the Foundation held a successful pledge campaign in June. Nelson stated that the Foundation has signed for the loan for the capital project, and the loan money has been deposited with Accomack County. Burton confirmed that Accomack County and the building contractor will be signing the construction contract at the

end of this week. After this is completed, the county will issue a notice to proceed with construction, and the groundbreaking date can be set. Ryan reminded trustees of the attendance limit at Foundation meetings which is capped at two trustees.

8. **Capital Project Update** – Steering Committee (Valentine) - Burton stated that the Accomack Public Works Department has moved the shelving and furniture, previously stored in the Fresh Pride building, into a storage container at the Fresh Pride site at no cost to the library. Stewart Hall noted that the Steering Committee would be attending Construction Meetings to provide monthly reports through the end of the project. Burton will clarify this with Mike Mason as these meetings would then be classified as public meetings.
9. **Budget Committee** – Burton distributed a list of highlights prior to the meeting. The proposed budget was distributed in the board packet and is based on the previous fiscal year's actuals. The final state aid allotment had not yet been approved by the State of Virginia until after July 1 and this budget includes that approved amount. The shaded items on the budget are eligible for payment through state aid funding. The income from Northampton County does not include the amount requested to repaint the trim at NFL. As the NFL building ages, maintenance will become more frequent. Burton is also paying close attention to the possible expansion of Exmore town sewer system, in the hopes that the library will be a candidate to connect to the sewer. NFL Friends Book Endowment and monies raised through book sales and memberships are now two separate line items. As existing ESPL cash endowments mature, the monies are to be transferred to the ESPL Foundation with \$10,000 to be used to create a book endowment, and the remaining balance to be applied to the capital project. A plaque will be installed at the new library facility listing the names of the original endowment donors. Telephone expense has been rising due to the decrease of government e-Rate subsidy. Burton is investigating VOIP as a more cost-effective alternative. Burton is anticipating more staff time needed to prepare for the move, and will be setting aside some monies for special related tasks. Also, staff are to receive a 3% raise in line with Accomack County employees. There will also be an \$8,000 reserve set aside for accumulated staff vacation and sick leave, and a \$10,000 reserve for physical plant repairs. Pam Holley has generously donated \$2,000.00 for replacement of mysteries as the collection is readied for the move.
10. **Groundbreaking Committee** (Burton) - Burton noted that the committee is still awaiting a date to begin planning for the event. Davenport inquired as to whether groundbreaking will be symbolic or the actual beginning of construction. Burton explained that it will be symbolic, due to safety issues of hosting a public event during construction.

#### 11. **Old Business**

- a. **Bylaws revision:** Update to reflect changes in electronic voting law. Burton explained that there were changes in 2018 to the Code of Virginia regarding meeting attendance through electronic means. Attendance and voting through electronic means are possible only if a quorum is present prior to including electronic attendees. Due to these changes, the ESPL bylaws and electronic meeting policy will both need to be updated. All related documentation was distributed prior to today's meeting. Burton passed along recommendations from Virginia Freedom of Information Advisory Council that the minutes shall reflect the trustee's remote location, the electronic medium used, and the nature of the personal matter with specificity to explain why attendance in person is not possible. Ryan objected to requiring information regarding the nature of the personal reason with specificity, because the details would then be part of minutes and the public record. Davenport pointed out that absenteeism due to a personal matter (Electronic Meeting Policy item B) would be limited to twice during a calendar year. Burton questioned whether being at work would qualify as a personal matter. General consensus is that work is not a personal matter, and thus Policy items A, B, and C would not apply to such a case. Ryan also suggested that C be stricken, since no location on the Eastern Shore

would be greater than 60 miles away from the location of the meeting. Bloxom suggested that there may be other individuals in the future who are also limited in attendance due to their work. Davenport suggested replacing "residence" with "out of the area". Burton clarified that the 60 miles was originally a part of the law. Custis asked Burton to reach out to FOIA Council to see if details of distance between residence and meeting location could be changed to better fit the Shore's geography. This was the first reading of the policy and the second reading of the bylaws. No action was taken.

## 12. New Business

- a. Budget approval – Custis motioned to approve the budget as proposed. Pittman seconded. Motion approved.
- b. Meeting dates and agenda – Burton distributed a list of future meeting dates and times. With board approval, the list will be publicly posted. Davenport motioned to approve the list. Holland seconded. Motion approved.
- c. Library 2020 plan – Burton presented "Library 2020", a look forward based on the 2016 Strategic Plan, the intervening years, and the future vision for the library with a theme of "Live locally, think globally". Based on the current mission, vision, and core values of the library, Burton has aligned the scope of the ESPL vision with the United Nations Sustainable Development Goals through four library initiatives: Non-profit Network and Capacity Building; Heritage Hub; Developing a Culture of Reading; and Library System Capacity.
- d. ESCC partnership – Burton distributed a handout regarding an MOU with ESCC. Burton has discussed ways that ESPL can collaborate with the community college and their library with ESCC staff and board members, and offered Tidewater Community College Joint Use Library as an example of shared effort. Burton has witnessed requests from Eastern Shore residents from Exmore to Parksley for more convenient access to library services. Melfa would be an ideal location for a satellite library location: holds could be dropped off, checked out, and checked in at the ESCC library. The current library assistant at ESCC also works part-time for the ESPL, and Evergreen is a web-based system, which is easily accessible online. Ryan and Custis inquired as to the cost of adding this service. Burton indicated that, at this basic level, no cost would be incurred. The only change to the draft MOU made by ESCC was regarding insurance and liability. Burton would like to have the library attorney review this section of the MOU before the agreement is finalized. Custis stated that he supports this partnership as long as there are no additional costs, increased liability, or additional insurance required. This was the first reading of the MOU.

13. **Additional Comments** – Burton read a draft text for a plaque for NFL, as well as proposed edits to wording. Custis motioned to accept the edited draft: "In deepest appreciation to Mary Ann Ballou for her generous donation of land for The Northampton Free Library. Her generosity will benefit generations of children and readers on our beloved Eastern Shore." Holland seconded. Motion approved. Nelson inquired as to the appointed position of liaison between ESPL Trustees and ESPL Foundation. Custis motioned that Davenport be appointed to this position. Bloxom seconded. Motion approved. Ryan expressed thanks to trustees for conducting the personnel review of library director, which has now been completed and posted into the record. Davenport inquired as to collecting names of people interested in participating in oral history recordings. Burton responded that she would not like to set that expectation at this time, as current levels of library staffing would not support such a project. Davenport also asked if any consideration had been given to how the meeting room in the new library will be used when the library is closed, as he would like to see the library become a community meeting place. While Burton agreed, she explained that because the library design does not include a gate between meeting room and the rest of the library, additional staff will be

required for any meeting room use outside of normal operating hours for safety and security reasons. This additional staff time would not be possible with the current budget. Ryan noted the meeting room policy was last revised three years ago, and that the Meeting Room Use Policy is currently being reviewed for updates to accommodate the changes in design.

14. Next Meeting; September 17, 2019 at Main Library in Accomac at 1:00 PM

15. Adjournment Custis motioned to adjourn, Pittman seconded. Meeting adjourned at 3:04 by the Chair.

Respectfully submitted,

A handwritten signature in cursive script that reads "Cara Jan Burton".

Cara Burton, Secretary