



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**

July 9, 2019, 1:00 pm  
Main Library, Accomac, VA

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

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

1. Meeting called to order at 1:14 pm by Chair Ryan. Ryan recognized that the board did not have a quorum, with the two vacancies affecting the ability to conduct business.
2. **Public comments.** None.
3. **Minutes.** Approval of minutes tabled until quorum present at future meeting.
4. **Financial Reports.** Burton reported that all accounts payable were paid within the previous fiscal year, including the new microfilm scanner purchased for the Eastern Shore Room. \$5,000.00 reserve was carried over from FY 2018-19 to be used for materials purchased to update and refresh nonfiction collection in preparation for the move to the Parksley facility. Reimbursements from the Town of Cape Charles for materials purchased for CCML in FY 2018-19 were not received until FY 2019-20, which affects the budget and cash balance. Burton notified Rutledge that all orders for FY 2019-20 will need to be submitted by May 15, 2020, to ensure that all invoices incurred in a fiscal year are reimbursed during that same fiscal year. Despite physical plant repairs, Burton noted that the library stayed within budget for the 2018-19 fiscal year.
5. **Branch and Friends Reports**
  - a. **Cape Charles Memorial Library** - Distributed by email.
  - b. **Chincoteague Island Library** - Distributed by email. Board of CIL has changed monthly meeting dates to the third Friday of each month. Summer reading challenge has over 80 participants, with each participant eligible to receive a selection of school supplies, as well as a chance to win prizes. The sunset cruise fundraiser was held an hour earlier due to impending weather, and was a success. The Labor Day yard sale to be held on over Labor Day weekend.
  - c. **Northampton Free Library** - Distributed by email. NFL Friends are pledging \$1,000 to ESPL Foundation for the Capital Project. In regards to programming, Friends requested invoices and receipts for items purchased for programs supported by their donations. To promote membership, NFL Friends would like to add screensavers to NFL library computers as well as a slide on the digital monitor behind the circulation desk. Rogers will attend the Virginia Library Association conference in fall 2019 with support from Friends.
  - d. **ESPL Friends Reports** - There was a good turnout for the 4<sup>th</sup> of July book sale.

6. **Library Director's Report** – Distributed by email. Burton attended Virginia Department of Education's Digital Equity Summit on July 8, 2019, which focused on how every child can gain access to the Internet. Children may not be able to access the Internet when they need it to complete schoolwork. Burton reported that Bath County offers Wi-Fi on its school buses at a cost of \$70 per bus per month. Burton has left messages with the Northampton County School Superintendent to discuss, but has not heard a reply. Burton also noted that she was only the attendee from the Eastern Shore. Burton, Dahlmanns, Felker, Ricci, and Rutledge attended ALA in late June, and Burton hopes to use some of the things learned at the conference to develop a new updated strategic plan. Staff Development Day will be on July 24<sup>th</sup>. On the agenda are VRSA sessions on Reasonable Suspicion and Emotional Development, and representatives from both Novelist and Family Search will provide training. Additional possible sessions will focus on rebranding or a pop-up library setup activity.
7. **ESPL Foundation** (Nelson) Capital Campaign Update - July 9, 2019 is the deadline to submit details of the capital campaign pledges of \$440,000 gained over the past two and a half weeks to support the loan application. The information will be reviewed by the bank, and the Foundation will be notified of a decision by July 19<sup>th</sup>. First Lady of Virginia, Pam Northam, will be assisting the ESPL Foundation to identify funding agents and grant possibilities for future fundraising. Northam has also volunteered to attend and participate in future fundraising events. Burton inquired of Accomack County about the recent Economic Development Authority meeting where the bond was to be voted upon, but County Administrator Mason had asked that the vote be deferred until July 22<sup>nd</sup> at a special meeting of the EDA. Valentine offered to use his Shop and Share advertising credits to help with future radio spots. Burton pointed out that the next Board of Supervisors meeting is July 17<sup>th</sup>, prior to both the bank's loan decision and the EDA meeting. Nelson also described upcoming fundraising ideas, including a basket drawing. Themed baskets will be created by and distributed to businesses/organizations around the Eastern Shore. There will be a contest between the baskets to determine which basket gets selected the most (determined by ticket sales), which will generate motivation for each group creating a basket to increase ticket sales. Burton recognized the persistence and dedication of Foundation members, particularly Nelson, Frank Hall and Kitty Hall.
8. **Capital Project Update** - Steering Committee (Valentine) - Ryan pointed out that the MOU does not contain any requirement that Accomack County's portion of the project cost would be the "last money in". Valentine has asked Paul Muhly to request meetings with each county supervisor to promote the idea of allowing the Foundation to be "last money in" and to go ahead with approving County funding. Valentine wants to be sure that it is pointed out to Supervisors how much interest this idea of the County being "last money in" will cost the Foundation each month. Also, because the County now owns the current and future library facilities, the library and Foundation are now left with little to use for collateral for a construction loan.
9. **Budget Committee** - The proposed budget cannot be voted upon until the board has a quorum. Burton will operate under the proposed budget until a vote can be taken at a future meeting. Ryan questioned line item of Island materials reimbursement being less than in FY 2018/19. Burton offered to adjust. Ryan also asked about fuel oil expense and Salary expense differing from the previous year's budget and Burton agreed that that is an error that needs to be adjusted, that somehow the column shifted by one line. Bloxom inquired about the health insurance cost decreasing, and Burton explained that the County plan did decrease in cost.
10. **Groundbreaking Committee** (Burton) – Burton asked if the trustees will need to approve the date of the groundbreaking. The committee will determine a date once Stewart Hall gives the go-ahead. Custis

requested notification of the groundbreaking date about a month in advance, but that no additional authorization would be necessary.

**11. Old Business -**

- a. Bylaws revision: For consideration is an update to reflect changes in electronic voting law. Burton clarified that Coady suggested changes to the ESPL policy while Burton had recommended a change to the bylaws. The policy may no longer be needed due to the change in the state code, or there may need to be a change to both policy and bylaws, and Burton asked Trustees to review related guidance email closely. Vote tabled until quorum present.

**12. New Business-**

- a. Budget Approval - Tabled until quorum present.
- b. Meeting dates and agenda - Tabled until quorum present.

**13. Additional Comments - None.**

14. Next Meeting; August 13, 2019 at Main Library, 23610 Front Street, Accomac at 1:00 PM

15. Adjournment - Meeting adjourned at 2:18 by the Chair.

Respectfully submitted,

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

Cara Burton, Secretary