



Main Library – Accomac

Northampton Free Library
Chincoteague Island Library
Cape Charles Memorial Library

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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 Dahlmans, 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,

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

Cara Burton, Secretary