



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

October 8, 2019, 1:00 pm

Chincoteague Island Library, Chincoteague Island, Virginia

Present: Gerry Ryan (Chair), Tim Valentine (Vice Chair), Patricia Bloxom, Dennis Custis, Jay Davenport, Joyce Holland, Ann Rutledge. **Absent:** Dana Bundick (Treasurer), Althea Pittman

In attendance: Cara Burton, Director. **Staff:** Summer Dahlmanns, Janice Felker, Charle Ricci

1. Meeting called to order by Chair Ryan at 1:00 pm.
2. **Public comments.** None.
3. **Minutes.** Custis motioned to approve September 17, 2019 minutes as distributed. Rutledge seconded. Motion approved.
4. **Financial Report.** Holland motioned to approve September 2019 financial reports. Custis seconded. Bloxom inquired about YTD program expenditures being about half of the annual total, and Burton explained that most of the costs incurred to date were for summer reading, and were paid for the most part with donations from the ESPL and NFL Friends groups. Bloxom also asked about expenditures for Account 66900, Professional Services, Other. Burton will investigate and report back. Motion approved.
5. **Branch and Friends Reports**
 - a. Cape Charles Memorial Library – On October 7th, Rutledge presented a proposal to the CCML Friends for computers and furnishings at a cost of \$18,000. The proposal was approved, and Rutledge will begin ordering right away. All furnishings will be smaller in scale and moveable. As summer winds down and library traffic decreases, library staff are working on shifting the collection to allow for more space.
 - b. Chincoteague Island Library – Ryan distributed a CIL Board of Trustees October report as well as a copy of the CIL annual fundraising mailing, The Chincoteague Island Review, which results in a large percentage of operating funds. Ryan recognized the active group of volunteers who provide staffing during the hours that CIL is open in addition to the hours of staff time that are paid for by ESPL.
 - c. Northampton Free Library – Distributed with packet. Burton added that the community garden at the rear of the library is worth a visit, and that Felker is providing valuable programming based on the garden. NFL Friends would like to install automatic doors that would be handicapped accessible at the front of the library. The Friends would select the doors and acquire funding. Burton noted that the ESPL trustees will need to approve in New Business.
 - d. ESPL Friends Reports – Burton noted there will be no ESPL Friends Fall book sale this year. Santa is to visit in early December. At the September Friends meeting, Burton, Felker and Ricci presented posters and a brief summary of their experiences at the ALA 2019 Annual Conference, sponsored in part by the ESPL Friends.
6. **Library Director's Report** – Distributed by email. Burton handed out United Way Donation Cards to the trustees, and passed around thank you notes from Edward Jones (for school supplies) and PRAY USA (for parade staging space at Parksley facility parking lot). The plaque has been received for the donation of land at the NFL. Due to donor's inability to attend a ceremony recognizing the donation, Burton will send a card and

flowers to the donor. An ad featuring ESPL online resources for life skills was placed in the program book for the October 5th Disability Awareness Fair. Burton, with approval from Ryan, has dropped facilities and boiler insurance for the Accomack facility, now provided by Accomack County, but has retained liability and contents insurance. Library participated in National Voter Registration Day with a passive display. Burton also noted that Karen Hatch and George Latimer have worked to turn the royalties from the sale of Francis Latimer's books published by Heritage Books over to the ESPL. Central Accomack Little League Girls Senior Softball team members are in the process of signing "Practice Perfect Softball", a book commemorating their 2019 State Championship, and which will be held in the Heritage Center Collection. Ryan inquired as to item in Director's Report about migrating to new ILS. Burton explained that our current ILS, Evergreen, is steadily rising in cost, and for a similar price, other, more sophisticated systems are available. Burton noted the limitations with Evergreen's catalog search functionality for patrons, as well as inefficiencies in the cataloging and the reports modules. Ryan wondered about the training of volunteers, and Burton explained that the new system will be easier to use and learn. Burton would like to rebrand when we move to the new building, possibly including new library cards. Custis moved to accept the Director's report. Davenport seconded. Motion approved.

7. **ESPL Foundation** (Davenport)

- a. Capital Campaign Update - Davenport reported that there have been recent additions to a list of Foundations that might be appropriate for applications from the Foundation. The ESPL Foundation is exploring these new options. There are now 29 baskets included in the basket fundraiser, which are located throughout the Eastern Shore. Response has been favorable and ticket sales are ongoing until the drawing November 21. Davenport asked that the trustees help support the Foundation and sell tickets.

8. **Capital Project Update** - Steering Committee (Valentine) - A pre-construction meeting was held on October 7th, and construction is to start within the next two weeks. Fencing should be in place around the construction site by the time that the groundbreaking is held. At a meeting held on October 7th, the Steering Committee decided to remove windows on the east facing wall to save \$15,000 to \$20,000 in project costs. Ryan pointed out that no public notice was issued regarding this meeting of a public body, and also that this change was enacted on plans that had been approved by the ESPL Board of Trustees and the Accomack Board of Supervisors. Ryan inquired as to whether Mike Mason was aware of this change, and also as to which Steering Committee member was responsible for communications between the Steering Committee and the ESPL Board of Trustees, as no information about this meeting had been provided. Valentine noted that he is the liaison between the Steering Committee and the ESPL trustees. Davenport expressed concern about this decision by the Steering Committee, due to the fact that fundraising efforts have been based on approved plans, and changes to the plans at this stage could have a negative impact on fundraising. Davenport was troubled also by the fact that changes could potentially be made at this point to plans that were finalized and approved without any consultation or collaboration with the Library Board of Trustees and the Foundation. Valentine stated that he would express the trustee's disapproval to the Steering Committee. Ryan pointed out that the windows were not merely aesthetic, but would provide light to the interior of the building and reduce operating costs. Custis noted that the windows in question were specifically requested by the library staff. Burton pointed out the benefits of reading with natural light, and that these windows would provide natural light not only in the staff area, but also the adult reading and collection areas. Bloxom inquired as to the role of the Steering Committee now that construction is to begin. Burton pointed out that Tom Rakowski has been appointed by the Steering Committee as a construction manager to monitor the construction process closely. Davenport emphasized that Rakowski's task is to ensure that the project is completed according to the bid documents. Custis motioned to express the disapproval of the trustees regarding the Steering

Committee's decision to remove the windows in the east wall, and to state that the library trustees do not accept the decision. Davenport seconded. Motion approved. Burton pointed out that there is one county contact for the project, Jeremy Shifflet and that all communications with the contractor and architects must go through him. Davenport urged Valentine to ask the Steering Committee to consider any future changes carefully especially since the plans have been approved and accepted by two public bodies. Valentine requested clarification regarding communication of any problems or changes that may arise during construction. Ryan suggested that he be contacted to determine whether the problem or change is significant enough to require ESPL trustee or Board of Supervisor approval, and that parameters be put in place so that Rakowski would know how to proceed with unexpected changes. Burton suggested that any issues that arise could be discussed and addressed in a public manner at biweekly construction meetings.

9. **Groundbreaking Committee** (Burton) - 11,000 Groundbreaking announcement postcards have been mailed by the ESPL Foundation to every library card holder and Foundation donor. Posters announcing the event are posted in Parksley, and a paid ad will be placed on Facebook. Burton noted that the Governor will be at the event, with Custis acting as the Master of Ceremonies, and a Coast Guard color guard conducting a flag ceremony. Colette Nelson, Richard Lewis, and Gerry Ryan will participate, as will a Library of Virginia representative, County Supervisors, and State Representatives. The contractor is to provide a truck load of sand, and the Foundation will provide snacks. Richard Lewis is providing a stage, Accomack County schools will supply 100 chairs, and WESR is loaning a PA system. John Edmonds requested an aerial shot of the spray painted outline of the Heritage Center addition, which has been completed. Also, a drone will be used to capture photographs of the groundbreaking ceremony. Equipment will be mounted on the Club Car Café to capture periodic images of the construction project in order to provide a time-lapse video of the progress over time.

10. Old Business

- a. Library of Virginia Standards for Virginia Public Library 2019 – Tabled until next meeting.
- b. Director's Library Plan 20/20 – Burton presented the plan during the August 2019 Board of Trustees meeting, and provided a copy of the PowerPoint presentation to all trustees in September. Custis motioned to accept the Director's 20/20 Plan. Holland seconded. Motion approved.

11. New Business

- a. NFL automatic doors – NFL Friends will obtain funding to pay for the doors. Ryan inquired as to whether an architect will be required and if zoning approval and building permits will be needed. Burton will pass along these questions to the Friends. Custis motioned to approve the NFL Friends proceeding with acquiring the necessary funds and the required regulatory approval to complete the door replacement project. Davenport seconded. Motion approved with Holland abstaining.

12. Additional Comments – None.

13. Next Meeting; Tuesday, November 12, 2019 at ESPL in Accomac at 1:00 PM

14. Adjournment: Custis motioned to adjourn, seconded by Holland. Motion approved. Meeting adjourned at 2:24 pm by the Chair.

Respectfully submitted,



Cara Burton, Secretary