



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

September 17, 2019, 1:00 pm

Eastern Shore Public Library, Accomac, Virginia

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

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

1. Meeting called to order by Chair Ryan at 1:07 pm.
2. **Public comments.** None.
3. **Minutes.** Custis motioned to approve August 20, 2019 minutes as distributed. Davenport seconded. Motion approved.
4. **Financial Report.** Valentine motioned to approve August 20, 2019 financial reports. Custis seconded. Motion approved.
5. **Branch and Friends Reports**
 - a. Cape Charles Memorial Library – Distributed by email. The bathroom smell problem has finally been resolved. A blocked vent was repaired by the Cape Charles Facilities Crew. The Facilities crew is also repairing cracks in the building's brick and plaster work. The CCML Friends has offered to support the purchase of upgraded furnishings and fixtures. Rutledge is selecting flexible and reconfigurable furnishings that could be moved to a new or renovated library facility in the future.
 - b. Chincoteague Island Library – The Labor Day Yard Sale was a successful fundraiser for the library. The Tales for Tots fall season is to begin later this week.
 - c. Northampton Free Library – Distributed by email. Burton reported that circulation statistics demonstrate how busy the library is, even though the NFL is often staffed by only one individual. Burton and Ryan agreed that staffing levels are not ideal and present a safety issue. Immediately prior to this meeting, Ryan signed the deed for the donated property adjacent to the library.
 - d. ESPL Friends Reports – Burton reported that the Friends have donated a basket to the Foundation's upcoming fundraiser. The NFL Friends and the Island Library Board of Trustees have also donated baskets. The Friends fall book sale will not be held this year due to a lack of volunteers. The next event will be Santa's visit in December.
6. **Library Director's Report** – Distributed by email. In addition to submitted report, Burton stated that Felker is receiving state recognition for her "magical youth programming" in association with the No Kid Hungry summer food program. Burton, in conjunction with Northampton Board of Trustees members, is working on providing input for, and ensuring Northampton libraries are included in, the Northampton County Comprehensive Plan. Burton attended recent meetings at the Town of Exmore with the goal of including the NFL on the potentially expanded sewer system. Town managers are envisioning Exmore becoming a hub for young professionals, and Burton suggested that library trustees consider the possibility of offering library service within the Exmore town limits. Burton attended the Parksley town hearing regarding the VDOT grant on September 16, 2019, and determined that the grant would not impact the Parksley library facility until at least 2021. The grant may include connecting the sidewalk on Bennett Street to Metompkin School, allowing for easy and safer walking. Speed bumps in the alley and improved crosswalks for people experiencing

disabilities are part of the grant. Burton spoke with Star Transit representative and inquired about adding the Accomac library as a stop on the regular route. Currently the library in Accomac is a "Call In" stop location, requiring a customer's request for drop off and pick up. Star Transit is planning to add the Parksley library facility to the future schedule, but noted that Star Transit is unable to stop at the Chincoteague Island Library, and that customers would need to use the nearest regular stop and walk the rest of the way to reach the library. Burton also acquired about 10 Star Transit passes for patrons who may get stranded at the Accomac or NFL locations. Recently, Burton ordered Identity Theft Prevention packets for patrons and Dahlmanns has created a display near the public internet computers. Coin purses including local nonprofit and community information cards have arrived and will be given to patrons who renew or update their library cards. Burton displayed a tabletop coaster made by David Crane, an artist she has contacted about creating a ceramic ESVA map art installation for the donor wall. Burton has inquired of Stuart Hall of Accomack County regarding insurance coverage for the Accomac facility, and the need for the library to continue purchasing coverage if the county carries a policy as well. Discussion of this matter to be continued under Additional Comments.

7. **ESPL Foundation** (Davenport)

- a. Capital Campaign Update - Davenport noted that a significant grant application has been finalized and submitted. The new library construction is based on the acquisition of \$750,000 loan, and the Foundation has received pledges for \$400,000 over the next three years, but the remaining balance will need to be raised in order to repay the loan. The Foundation continues to reach out to individuals and organizations. A new Foundation fundraiser featuring gift baskets is quickly approaching. Twenty-eight baskets have been created to date with a value of over \$100 apiece. Tickets will be sold in packs of five for \$10.00, beginning October 1st through the end of November. Davenport asked for support from the trustees with selling tickets to friends and neighbors. Burton also pointed out that the basket with the most tickets purchased will earn a prize for the organization that created it.

8. **Capital Project Update** - Steering Committee (Valentine) - Valentine reported the Steering Committee has not gotten any information that the library trustees have not already seen. The contract between the county and the contractor has been signed, the contractor has been bonded, and the county has acquired its own bond. A Pre-construction meeting needs to be scheduled by the county, and the groundbreaking will need to occur before mid-October.

9. **Groundbreaking Committee** (Burton) - Burton had a meeting on September 16, 2019 about the groundbreaking agenda because of the short timeframe available before construction begins. Initially, the plan was geared more toward a family festival, but the committee has decided against including children's activities. Coordinating the governor's schedule and already scheduled community events will determine the date of the groundbreaking. The Foundation is hoping to send a postcard about the event to approximately 15,000 community members who hold library cards, so enough time to allow for mailing will be required. Burton will also create and distribute press releases, Facebook posts, radio spots, and e-newsletter blasts.

10. **Old Business**

- a. Bylaws revision: Update to reflect changes in electronic voting law and adoption of revision of electronic meeting policy. Burton noted that bylaws have been edited to require a **majority** of seated trustees are present physically to hold a meeting, rather than the previous requirement of five trustees. Also, a revision has been made to reflect changes to the Code of Virginia regarding participation and voting through electronic means. Davenport motioned that the phrase in the bylaws be changed from "majority of seated trustees" to "majority of appointed trustees". Bloxom seconded. Motion approved. Bloxom motioned to adopt the bylaws as revised. Davenport seconded. Motion approved.

- b. Electronic Meeting Policy Revision: 2nd reading. Ryan pointed out that it is up to the trustees if the board would like to have electronic voting, that it is not required. If the board so desires, the Code of Virginia cannot be adapted to fit the ESPL's situation and must be accepted as it is stated. The law specifically says that the absent trustee must give a reason of the absence, and that the reason needs to be included in the minutes. Burton noted that a trustee would have the choice between not attending, and having an excused absence, or attending electronically, with two electronic attendances allowed each year per trustee. Burton also provided examples of acceptable reasons for needing to attend electronically provided by the Virginia FOIA Advisory Council. Bloxom motioned to accept the electronic meeting policy. Pittman seconded. Motion approved.
- c. Eastern Shore Community College Partnership: MOU, 2nd reading. Burton consulted with the library attorney about the liability statement included in the MOU by ESCC, who saw no problem with the agreement as written. Valentine motioned to accept the memorandum of understanding between ESPL and ESCC. Pittman seconded. Motion approved.
- d. Services to Tangier – Burton visited Tangier in early August and discovered The Muddy Toes Library behind the museum on Tangier Island. After reaching out to the Tangier mayor and library volunteers, Burton has made contact with the key individuals involved with the library, and has offered to provide library services, computers, and shelving to Tangier. At an upcoming meeting with Tangier representatives, Burton will also discuss the possibility of the Profiles of Honor group visiting the island, as well as emergency preparedness for the museum. Davenport expressed concern about flooding, and asked about the height of the museum and library's foundations. Burton will examine at her next visit. Full consensus of the Board is to move forward with library services for Tangier.

11. New Business

- a. Library of Virginia Standards for Virginia Public Libraries 2019 – Burton recently compared the new 2019 standards to the existing 2016 standards, and began the process of identifying items that the ESPL met or exceeded, as well as items that are not being met. Burton has compiled a spreadsheet of items that need to be addressed, as well as questions to be clarified by the State Library, and will distribute a list of items to be evaluated by trustees before the October meeting, particularly those items that directly involve or impact the trustees.
- b. Macmillan eBook embargo – Burton drafted a resolution in opposition of MacMillan Publishers recently enacted eBook embargo:

Whereas, the American Library Association (ALA) President Wanda Brown asserted, "Macmillan Publishers' new model for library eBook lending will make it difficult for libraries to fulfill our central mission: ensuring access to information for all. Macmillan's new policy is unacceptable." and Eastern Shore Public Library affirms the principles that:

 - All published works must be available for libraries to purchase and lend to library users.
 - Access to and use of eBooks must equitably balance the rights and privileges of readers, authors and publishers.
 - Digital content must be accessible to all people, regardless of physical or reading disability.
 - Library patrons must be able to access digital content on the device of their choosing.
 - Reading records must remain private in the digital age.

We, the Eastern Shore Public Library Board of Trustees, headquartered in Accomac, Virginia, therefore encourage Macmillan Publishers to reverse course and create a more equitable eBook policy before libraries and the people they serve are harmed.

Davenport motioned to approve the resolution. Rutledge seconded. Motion approved.

- c. Director's 20/20 Library Plan - Burton presented the 20/20 Library plan at the September trustees meeting. Bloxom motioned to accept the plan, and Pittman seconded. Bloxom asked to have a copy of the presentation emailed to each trustee. The Motion was tabled until all trustees can review the presentation, particularly those not present for the original presentation.
 - d. Approve credit card for Youth Services Coordinator - Davenport motioned to approve the issuance of a credit card to the Youth Services Coordinator. Custis seconded. Pittman inquired about a credit limit, and Burton confirmed the limit is \$2,500.00. Motion approved.
 - e. **Additional Comments** - Jackie Davis has submitted her resignation from the Board of Trustees, but expressed her appreciation for the opportunity to serve. Davenport inquired if it was necessary for the board to meet during the day. He noted that if meeting times were changed, a wider pool of candidates would be available. In regards to the insurance coverage of the Accomack library facility, the lease agreement between the ESPL and Accomack County indicates that the library is responsible for repairs, but not for insurance. VRSA representative indicated that whoever holds the insurance on the building needs to have boiler insurance as well. Davenport inquired as to limits and definitions of repairs vs. insurable events. Ryan suggested that Mike Mason be consulted before further action is taken regarding the Accomack facility's insurance coverage.
12. Next Meeting: Tuesday, October 8, 2019 at Chincoteague Island Library at 1:00 PM
 13. Adjournment - Valentine motioned to adjourn, seconded by Custis. Motion approved. Meeting adjourned at 3:12 by the Chair.

Respectfully submitted,



Cara Burton, Secretary