



Main Library
Northampton Free Library
Chincoteague Island Library
Cape Charles Memorial Library

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Board of Trustees

Gerry Ryan, Chairperson

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Patricia Bloxom, Dennis Custis, Jay Davenport, Joyce Holland, Althea Pittman,

Carl Rose-Jensen, Ann Rutledge

EASTERN SHORE PUBLIC LIBRARY BOARD OF TRUSTEES

Eastern Shore Public Library, Accomac, Virginia

February 11, 2020, 1:00 PM

Present: Patricia Bloxom, Jay Davenport, Joyce Holland, Ann Rutledge, Gerry Ryan (Chair), Althea Pittman and Carl Rose-Jensen. **Absent:** Dennis Custis, Tim Valentine (Vice-Chair) and James Lilliston (Treasurer).

In attendance: Cara Burton, Director. Staff: Summer Dahlmans, Janice Felker and Barbrielle Rogers. Public: none.

1. Meeting called to order by Ryan at 1:11 pm.
2. **Public Comments.** None.
3. **Approval of Minutes:** Pittman motioned to approve the January 14, 2020 minutes. Holland seconded. Motion approved.
4. **Financial Report.** Davenport motioned to approved the financial report. Bloxom seconded. Motion approved.
5. **Branch and Friends Reports**
 - a. **Cape Charles Memorial Library** - Rutledge reported their fundraiser was canceled due to low ticket sales. CCML has three AWE computers and the iPad table is very popular. A new town manager has been hired.
 - b. **Chincoteague Island Library** - Linda Ryan presented for her annual review to the Chincoteague Town Council.
 - c. **Northampton Free Library** - Report submitted with Director's report.
 - d. **ESPL Friends** - Ricci demonstrated Freading at their meeting. Freading is an downloadable e-book reading service sponsored by the Friends. NFL Friends will be giving additional funds for additional titles.
6. **Library Director's Report** - Burton received a \$3,000 donation from the Delaware Community Foundation from a donor designated fund. The donation is to support children's materials at the Northampton Free Library. This will be used the next fiscal year to pay for children's books. Burton said that the capital project and library outreach has been beneficial in attracting donor interest in supporting the libraries. She will confirm details about the crape myrtle donation from Browder-Hite in August. Burton is trying to identify the farmer who farms the land behind the Northampton Free Library since some of the property was donated to ESPL. Received a pledge from the Northampton DAR to purchase a book called Thirty-four families of Old Somerset County Maryland. Burton presented to the board the new ShoreCat logo. The board was reminded about the closings for ShoreCat

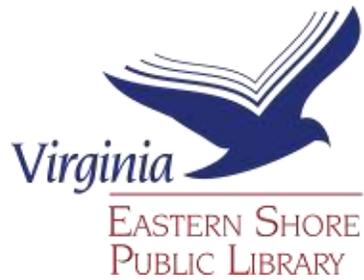


training and informed them about activities planned for the launching of the new. Burton showed the Board of Trustees the ESVA Tourism guide, which contains historical tourism information, a map of Museum Network locations, and an article by Curtis Badger. Burton helped with the guide to promote historic tourism. The Eastern Shore Room is included on the map.

7. **ESPL Foundation** (Davenport) – See Trustee Liaison Report. The ESPLF Fundraising Committee is continuing to work on Raising the Green. Davenport encourages everyone to purchase tickets for the event. The First Lady and Governor will be attending the Raising the Green. ESPLF will be notified of another NEH grant application result in the summer.
8. **Capital Project Update** – Burton reported for Valentine. Burton said that the project is still on schedule. The front of the building and the front part of the side walls are off. Approximately fifteen feet of brickwork was removed from the front sides in order to tie in the new front better. Burton was asked to decide on the window framing color. The exterior window frame will be the dark color and the interior will be aluminum/silver.
9. **Old Business** - None.
10. **New Business**
 - a. **Naming the new library** – Davenport motioned that it is the considered opinion of the board of trustees that the naming of the new library should be authorized and approved by the library trustees. Holland seconded. Motion approved.
 - b. **Approval of Internet service contract** – Burton informed the board that three RFP's were submitted this year: (1) Internet service for ESPL, (2) cabling for the new library, and (3) Internet and cabling for Tangier. Burton said that last year the Board of Trustees approved a contract only for one year. Burton does not want to do more than one year contract, because the Internet services on ESVA are changing. Broadband Authority and Spectrum bids were for longer than one year. Burton recommends that ESPL stay with Eastern Shore Communications. Davenport asked for clarification with the bidding process. Burton reviewed the e-rate Federal discount bidding process. Cabling and Internet to Tangier's library was also bid out, but no one bid. The e-rate consultant informed Burton that a bill from their existing provider can be submitted, but has yet to receive one from the library volunteers. Burton said that the cabling for the new library was out for bid also. Burton needs to follow-up with that proposal. Burton reviewed that the cabling was not in the construction contract; that contract includes the conduit. Motion by Bloxom that ESPL continue to use Eastern Shore Communications for Internet service for one year. Rose-Jensen seconded. Motion approved.



- c. **Acceptance of National Endowment for the Humanities \$500,000 Challenge Grant** - Burton requested that the Board of Trustees accept the grant project, which is going to the ESPL Foundation. This will fund the Heritage Center equipment and technology that is not included in the construction contract. The Board of Trustees agreed to wait until next month to make this decision. Burton mentioned the Davis Bacon Laws are being questioned for the matching funds. Davenport motioned to table the discussion until more information is received about the grant criteria. Bloxom seconded. Motion approved.
 - d. **Accept 2019 Audit** - Davenport motioned to accept the 2019 audit. Pittman seconded. Motion approved. ESPL did submit a copy of the audit to the Library of Virginia, which is one of their requirements, and receipt of it was confirmed.
 - e. **Approve Friends of NFL plan for alterations to the Northampton Free Library** - Holland motioned to approve the Friends of NFL plans for alterations to the Northampton Free Library. Rutledge seconded. Discussion followed. Burton reviewed the 2003 architectural plans report for NFL that included conceptual future additions to the library. Burton explained the ESVA Community Foundation grant cycle and the consideration by the Friends of NFL to apply for the doors and the planning for the NFL addition. Holland confirmed that the ESVACF does not like to fund planning. Burton clarified that NFL cannot make modifications to the facility without the ESPL board approval. NFL questioned how soon ESPL plans to do the addition, so it can determine how best to fund the doors. Burton informed them that ESPL cannot define that now. Burton recommended that the Friends of NFL and ESPL Trustees meet to discuss the plans for the library addition. Ryan stated that it is ESPL's responsibility to develop the plans, but that the new regional library needs to get completed before this planning takes place. \$5,784 is the quotation from Clark and Sons for the automatic doors and installation, plus the electrical work by a separate contractor. Holland moved to withdraw her motion. Rutledge seconded. Motion approved. Ryan moved to approve the modification of the existing doors at the Northampton Free Library to be automatic so far as the Friends of NFL have the funds to support it. Holland seconded it. Motion approved.
11. **Additional comments** - The draft Accomack County budget includes maintenance of the Accomack building and the Parksley building plus \$3,000 for a Tangier library pilot project. The Accomack County draft budget includes a 2% employee raise instead of 3%. Burton said that ESPL will always be flat-funded due to the existing 75% Accomack County/25% Northampton County formula. Burton met with Mike Mason yesterday to review the budget. Accomack County will debit \$11,750 the cost of custodial services



and the cost that Northampton should cover, so the ESPL check from Accomack will be less as it will account for the debited amount. Burton will be giving a budget presentation tonight with Northampton County.

12. **Next Meeting:** Tuesday, March 10, 2020 at ESPL in Accomack at 1:00 pm
13. **Adjournment** -Motion to adjourn by Ryan. Davenport seconded. Motion approved. Meeting adjourned at 2:42 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