



Main Library - Accomac

Northampton Free Library  
Chincoteague Island Library  
Cape Charles Memorial Library

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**EASTERN SHORE PUBLIC LIBRARY  
BOARD OF TRUSTEES**

December 10, 2019, 1:00 pm

Eastern Shore Public Library, Accomac, Virginia

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

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

1. Meeting called to order by Chair Ryan at 1:03 pm.
2. **Public comments.** None.
3. **Minutes.** Custis motioned to approve November 12, 2019 minutes as distributed. Holland seconded. Motion approved.
4. **Financial Reports.** Rose-Jensen motioned to approve November 2019 financial reports. Holland seconded. Motion approved.
5. **Branch and Friends Reports**
  - a. Cape Charles Memorial Library - Report distributed by email. CCML has been participating in the town-wide Cape Charles Festive Friday celebrations and has enjoyed a large turnout for craft programs and snacks at the library. New furniture, purchased with donations from the CCML Friends group, continues to arrive.
  - b. Chincoteague Island Library - Ryan distributed printed reports. The Chincoteague Island Library will be holding a 25<sup>th</sup> Anniversary Celebration on July 4, 2020. A volunteer has begun a monthly teen book club with six with eight participants.
  - c. Northampton Free Library - Report distributed by email. Burton noted that discussion continues about the automatic door. Pittman forwarded information about a consultant who specializes in universal access, and who would be interested in providing a remote consultation. Maureen Laurence from the NFL Friends is also in the process of obtaining a quotation from a door company in Maryland. An alternative entry point would be at the front of the building at the meeting room door. Gravel was delivered to create paths around the community garden area. When the paths are complete, a sign will be placed to recognize the memorial fund for Betsy Tankard that helped to create the gardens. Burton has encouraged the NFL Friends to apply to the Community Foundation for the funds required to create architectural drawings of a future addition to the existing NFL building, because such drawings would be required for fundraising.
  - d. ESPL Friends Reports - Felker reported a successful visit with Santa on Saturday, December 7<sup>th</sup>, with 100 children and approximately 100 adults in attendance.
6. **Library Director's Report** - Report distributed by email. Burton is now chairperson of the regional Complete Count Census Committee. At the December 8, 2019 committee meeting, a US Census representative attended and provided backpacks and literature to be distributed to the community. This committee dovetails nicely with the library's mission and outreach events. Burton plans on distributing information at tabling events in 2020. Burton noted that the Eastern Shore was severely undercounted during the 2010 census, with an impact of \$2,000 in federal and state support lost for every person not counted. Lynn Badger inquired about library staff selling tickets to fundraisers, such as Raising of the Green which will be held in Spring 2020. Rutledge

expressed support for the idea. Overall consensus of the board was favorable. A bid for internet services for the library was due on Monday, December 8<sup>th</sup>. The eRate consultant will now send a bid tally sheet. Burton is still looking for volunteers for the Onancock Christmas Home Tour for this upcoming weekend. A check for \$16,268.00 was received from Merrill Lynch for the CD account, and the library's bookkeeper is writing a check for this exact amount to the ESPL Foundation in order to carry out the resolution from the November 2019 Board of Trustees meeting. A \$5.13 check for dividends was also received from Merrill Lynch. Burton inquired about the status of the account, and was assured by a Merrill Lynch representative that the account now has a zero balance. The library has relaunched the longstanding book adoption program, "Be First", which is now rebranded as "Adopt a Book" to aid in materials collection development. Burton distributed a flyer for the new program and Ricci explained the details regarding the process and benefits of adoption. Burton noted that Dana Bundick will be retiring at the end of 2019. Custis motioned that a book be given to recognize her years of service to the county, with Holland seconding. Motion approved. At the December 9, 2019 meeting of the Parksley Town Council, a town councilmember expressed interest in reducing the Parksley Town Police force. Burton would like to submit a letter to the Town of Parksley on behalf of the trustees stating that the police force is one of the reasons why the library is moving to Parksley, and that security is very important to library staff and patrons. Valentine advised that the trustees wait to send a letter, pointing out that Parksley would still have two police officers, and that most emergencies are responded to by the County Sheriff's department in addition to the Parksley officers. Holland noted that she has heard some concerns from members of the community about making sure that the downtown Parksley area is safe. Burton said that public perception is very important, and that crimes that happened in the Parksley area in the past continue to affect the town's reputation today, especially with Dollar General being robbed more than once in the past several years. General consensus of the trustees is to continue to monitor this issue as the Town of Parksley progresses with its evaluation before sending a letter.

7. **ESPL Foundation** (Davenport)

- a. Capital Campaign Update - Colette Nelson submitted a report with an updated donor recognition sheet with an accompanying map showing the rooms and areas of the new library that have been named. The Children's Program Room, the Makerspace, the Adult Collection areas, and many of the Program Rooms are still available for naming opportunities. The basket drawing was successful, with 29 baskets being distributed to 28 winners. The Foundation plans on conducting a similar fundraiser next year. The Raising of the Green will be March 14, 2020 at the Island House in Wachapreague. The Foundation is actively seeking new directors. The Chairman's Letter has been recently mailed and includes a donation envelope and a full-color Community Update newsletter. The first 2,500 letters have been mailed, with the remainder to be sent on December 18<sup>th</sup>. Buchanan Subaru is currently running a "Share the Love" campaign. With any new Subaru purchase, Buchanan will donate \$250.00 to one of five charities, the list of which now includes the ESPL.

8. **Capital Project Update** - Steering Committee (Valentine) The Steering Committee is not holding any meetings in addition to the biweekly Construction Meetings. The contractor is running on schedule. The camera that will record daily progress on the construction site is currently being installed. The next Construction Meeting will be held on December 18<sup>th</sup> at 2:00 pm.

9. **Old Business**

- a. Educator Card (2<sup>nd</sup> Reading) Burton realized that the trustees needed to approve updates to the registration policy that reference the Educator Card, rather than approve the informational handout and application for the Educator Card itself, which was distributed to the trustees at the November meeting. Burton also realized that the Guest Card had never been officially added to the Registration Policy, despite the Board's discussion in 2017. Burton has included both updates to the Registration

Policy for the Board's review. Burton explained that this would be the first reading of the updated Registration Policy. Valentine motioned to approve the second reading of the Educator Card and to approve the first reading of the Guest Card portion of the Registration Policy. Valentine noted that the approval of the Educator Card today would modify that section of the Registration Policy, and with the approval of the second reading of the Guest Card at the January meeting, the Registration Policy would then be fully updated. Custis seconded. Motion approved.

- b. Library of Virginia Standards for Virginia Public Libraries 2019. Burton has nothing new to report at this time.

#### **10. New Business**

- a. ESPL budget modifications - The budget finance committee met with Burton on Friday, December 6<sup>th</sup>, 2019. The proposed budget modifications were presented. Custis motioned to adopt the budget modifications as listed. Valentine seconded. Burton also pointed out that the library attorney, John Custis, has reviewed the contracts with Atrium, and based on his recommendations Book Systems, Inc (Atrium's parent company) has adjusted the contracts. Burton and library staff are eager to get started on the ILS migration. Motion approved.
- b. ESPL budget FY2020-2021 -Burton and Tom Rakowski met with Stuart Hall of Accomack County on December 5, 2019, where it was confirmed that the County will be responsible for maintenance of the Parksley facility. The FY 2020-2021 budget will cover half of the year in Accomack and half of the year in Parksley. Accomack County is planning to submit a special budget request to Northampton County for a portion of the Parksley library's maintenance expense. Custis motioned to accept the proposed budget for 2020-2021. Valentine seconded.. Motion approved.
- c. 2020 Closings - List submitted by email. Custis motioned that the 2020 closings and holidays be approved as listed. Holland seconded. Motion approved.

#### **11. Additional Comments - None.**

12. **Next Meeting:** Tuesday, January 14, 2020 at Main Library in Accomack at 1:00 PM

13. **Adjournment.** Custis motioned to adjourn. Holland seconded. Motion approved. Meeting adjourned at 2:22 pm by the Chair.

Respectfully submitted,



Cara Burton, Secretary