

**Main Library - Accomac**

Northampton Free Library
Chincoteague Island Library
Cape Charles Memorial Library

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EASTERN SHORE PUBLIC LIBRARY**BOARD OF TRUSTEES**

January 14, 2020, 1:00 pm

Eastern Shore Public Library, Accomac, Virginia

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

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

1. Meeting called to order by Chair Ryan at 1:02 pm.
2. **Public comments.** None.
3. **Minutes.** Custis motioned to approve the December 10, 2019 minutes as amended to remove Patricia Bloxom from list of trustees present at the meeting. Holland seconded. Motion approved.
4. **Financial Reports.** Burton noted that the balance sheet shows a balance of \$16,268.03 in the Merrill Lynch Auxiliary account. This is out of date, as the monies in this account have been transferred to the General Endowments (Merrill Lynch) account as shown on the Profit and Loss statement. The bookkeeper cannot adjust the balance sheet until the account statement is received. Davenport motioned to approve December 2019 financial reports. Custis seconded. Motion approved.
5. **Branch and Friends Reports**
 - a. Cape Charles Memorial Library - Report distributed by email. Rutledge also submitted a bar chart showing higher program attendance over the past year.
 - b. Chincoteague Island Library – Ryan distributed a printed report and noted that the Chincoteague Island board and volunteers are busy planning for the upcoming year.
 - c. Northampton Free Library - Report distributed by email. Burton stated that a few shingles have been lost recently, but a roofer is scheduled to replace them soon. Felker is planning a signature children's event at the Nassawadox Library for 2020. Burton plans to have the wooded area on the library property cleaned up to create usable outdoor space for such events. Burton is also making inquiries into determining who is farming the recently donated land adjacent to the library. Burton and Maureen Lawrence, NFL Friends Treasurer, recently met with Clark Doors representative to acquire a quote for automatic door opening equipment for the front doors of the NFL.
 - d. ESPL Friends Reports – None submitted. Burton reported that the ESPL Friends members are constantly working to sort book donations and distribute withdrawn library books both to the Friends' ongoing book sale and to Better World Books.
6. **Library Director's Report** - Report distributed by email. The ESPL Foundation has received a \$500,000 Challenge Grant from the National Endowment for the Humanities. It is designated for the Heritage Center, and will help with furnishings and fixtures in the new building, but will not directly impact the amount due on the loan. Burton offered examples of items to be provided by the grant such as electric window shades and maker space equipment. No additional funds are needed to meet the challenge portion of the grant as monies already raised will qualify for the match. Burton plans to determine firmer line item costs and quotations for items included in the grant over the next week. The grant will be released over several years. Burton is also applying for a separate grant with the NEH to help with the moving of the archives. Burton recently met with a representative from Bates Moving to obtain a quote to move the shelving, books, and furnishings from the

Accomac library to the Parksley facility. Bates estimated that the collections could be moved in about a week. Burton submitted a grant to the NEH for a second Preservation Assistance Grant (PAG). This grant would hire a consultant to create an organizational system that reflects standard archival procedures and to help organize and prepare the local history collection for the move. This grant builds upon the first PAG obtained in 2019. Rutledge reported that the CCML Friends Fundraising Dinner will be held on February 8th at the Oyster Farm in Cape Charles, and the speaker will focus on the expansion of the Chesapeake Bay Bridge-Tunnel. When Burton submitted the budget request to Northampton County, it did not include costs incurred by Accomack for the new facility. After communicating with Mike Mason, Burton wanted to be sure that Accomack County had in fact requested an increase in support from Northampton County. Mason would like Burton to submit one figure to Northampton that would cover 25% of the Accomack's maintenance costs for Parksley for six months. Custis motioned that this request be submitted to Northampton County. Holland seconded. Motion approved. The rollover and training from the existing library software, Evergreen, to the new system, Atrium, will require that the library be closed for two consecutive days. The library is in the process of switching to a new telephone system and VOIP service.

7. ESPL Foundation (Davenport)

- a. Capital Campaign Update - Davenport expressed thanks to Art Fournier and Barbara Schwenk for their work toward obtaining the \$500,000 NEH grant. Other grants are in the works, and the Foundation continues to look for other sources of funding from individuals through naming opportunities and fundraising events. Burton noted that the annual Raising the Green event will be held on Saturday March 14th at the Island House in Wachapreague. Burton announced that a donor would like to provide a bench for the exterior of the library. The Foundation requested guidance from the Board of Trustees as to the approval process for such donated items. Ryan and Custis stated that designs for named items be brought to the library trustees for approval. Burton also notified trustees that someone has approached the Foundation about donating landscaping services. Burton noted that crape myrtles have already been donated and will need to be incorporated into the design. The donor will create a landscaping plan to be submitted to the library trustees for approval as well as approval from the Department of Public Works, as they will be maintaining the library grounds.

8. Capital Project Update - Steering Committee (Valentine) Valentine reports that the construction is on schedule and the relationship with the contractor is very positive. Davenport inquired as to the likelihood that the construction will be completed without having to tap into the contingency fund. Valentine thinks that it may be possible.

9. Old Business

- a. Registration Policy modifications approval, second reading - Valentine motioned to approve the Registration Policy to include information about the Educator and Guest cards. Pittman seconded. Motion approved.

10. New Business

- a. ESPL Closing for ILS Training, two days in February to be determined. Holland motioned to approve a two day closing of the ESPL for training. Davenport seconded. Motion approved. Burton applied for ADA compliant water fountains through a United Way Grant. Burton expressed her thanks for Pittman's assistance with letters of support for the United Way grant and for help with the NFL's automatic door project.

11. Additional Comments - None.

12. Next Meeting: Tuesday, February 11, 2020 at Main Library in Accomac at 1:00 pm.

13. **Adjournment** - Valentine motioned to adjourn. Custis seconded. Motion approved. Meeting adjourned at 2:00 by the Chair.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Cara Burton".

Cara Burton, Secretary