



Main Library - Accomac

Northampton Free Library
Chincoteague Island Library
Cape Charles Memorial Library

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**EASTERN SHORE PUBLIC LIBRARY
BOARD OF TRUSTEES**

March 10, 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, Carl Rose-Jensen. **Absent:** Ann Rutledge, Althea Pittman, James Lilliston (Treasurer)

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

1. Meeting called to order by Chair Ryan at 1:04 pm.
2. **Public comments.** None.
3. **Minutes.** Davenport motioned to approve the February 11, 2020 minutes as distributed. Valentine seconded. Motion approved.
4. **Financial Reports.** Burton reported that she has been working on modifications to the budget, and that at this point in time, the fiscal year to date expenditures and income and the library are close to being on budget. There will be a future modification for the endowment that was received as the Merrell Lynch CDs were liquidated, with related accounts being Income 45020 Endowments and 68000 Miscellaneous Expense. A question arose whether the meetings should be recorded to aid in minute taking. Burton supported the recording of meetings to ensure that minutes are accurately recorded. After a brief discussion, Ryan asked for a show of hands with a majority of trustees in favor of minute recording. Davenport motioned that once the minutes are approved by the board, the recording be erased. Valentine seconded. Motion approved. Valentine motioned to approve February 2020 financial reports. Rose-Jensen seconded. Motion approved.
5. **Branch and Friends Reports**
 - a. Cape Charles Memorial Library - Report distributed by email.
 - b. Chincoteague Island Library - Written report distributed.
 - c. Northampton Free Library - Written report included in director's report. The automatic door vendor is in receipt of down payment and has ordered the automatic opening mechanism for the front doors. Installation has been scheduled. Felker will be meeting with landscaping contractor later this week to schedule the clearing of scrubby woodlands that are present on the back portion of the property. The Summer Reading Kick-off Event will be held at the NFL on June 7th.
 - d. ESPL Friends Reports - At last Friends meeting, Burton demonstrated ShoreCat, the library's new catalog. Burton also reviewed the naming process for the Friend's Room at the Parksley facility.
6. **Library Director's Report** - Report distributed by email. Burton displayed printed Census postcard that was recently mailed to some Shore residents. Burton asked trustees to raise awareness about the upcoming census with their friends and neighbors. Burton handed out copies of the Healthy Communities annual report, a group in which the library is very active. Burton noted that there are many emails circulating among library directors about the approval of library legislation that includes funding, and she is hopeful that the library's state aid could perhaps increase in the next fiscal year. Burton has created a Continuations of Operations Plan (COOP) for Pandemics for the ESPL and would like to include the plan for an approval of the first reading under new business. This is a standard municipal document, and Accomack County is currently preparing a similar document. The ESPL is taking this very seriously because many of our customers and volunteers are members of vulnerable populations. Burton will also distribute an additional email of the COOP Appendix

that covers Pandemic Preparedness in the Workplace in regards to the American Disabilities Act. Burton asked for board direction in addressing pay. Currently, for an emergency closing, like a snow day, all staff are paid. However, in a situation where someone is sick, or is in quarantine, full time staff could utilize sick time, but hourly staff would not be paid according to our current policy. Burton stated that an adapted policy would help alleviate fears among staff. Davenport noted that some accommodation to the current policy would be reasonable in cases where a part-time staff member were sent home or told to not come to work, as it would be through no fault of their own. Davenport also raised the question as to which circumstances would be required for a person to be sent home or directed not to come in, and that an abundance of caution is wise, as this is not only a financial issue, but also a public health issue. Davenport asked which individual or agency would set the threat level, which would determine the level of library services provided. Burton would refer to the Eastern Shore District Health Department as the main decision-making agency. Burton noted that compensation for part time employees, even self-quarantined staff with flu-like symptoms but no official test results, could be tied to certain threat levels, such as the Emergency threat level. Burton recommended that the trustees adopt a first reading of the COOP with the addition of the Eastern Shore District Health Department being the guiding agency for threat levels, and that compensation to part time employees as well as full time employees with no available sick leave will be considered at the Emergency Threat Level. Burton announced a census launch event at the Community College on March 24th following the first Bridges out of Poverty seminar at the college.

7. **ESPL Foundation** (Davenport)

- a. Capital Campaign Update - Raising the Green is almost sold out and will be held on Saturday, March 14th. The committee who organized this event has worked very hard and the results of that hard work are becoming evident. The event planned for May to feature the First Lady of Virginia will be postponed until fall 2020. The NEH grant is a matching grant and the funds are available to cover that requirement. The Foundation has asked Davenport to make the trustees aware that with respect to any questions in regards to the naming opportunities, the Foundation is happy to assist in getting this issue resolved.

8. **Capital Project Update** - Steering Committee (Valentine)

- a. Valentine reports that construction is moving along smoothly. The side of the building where the new addition will be constructed now has holes to install new blocks where the doors will be placed.

9. **Old Business**

- a. Custis motioned to approve to purchase a maximum amount of \$13,354.00 for Network cabling during the next E-rate funding year (07/01/2020 to 09/30/2021) for the new regional library and ESVA Heritage Center from Eastern Shore Communications with the understanding that ESPL will receive the Federal e-rate discount. Holland seconded. Ryan inquired as to whether this would be within budget and Burton confirmed. Motion approved.
- b. Naming opportunities in the new library - Ryan explained that Accomack County is currently developing a policy regarding the naming of public buildings. The library's attorney has been contacted as to the legality of naming the library building as well as naming individual rooms within the building and the Heritage Center. Davenport expressed concern that the ESPL Foundation has had donor opportunities available for some time, and accepting money for the naming of a room, etc., represents a contract between the donor and the Foundation. If the Foundation is unable to fulfill this contract, it would not only insult the donor, but also harm future fundraising efforts. Ryan pointed out that many rooms were named before ownership of the building was transferred to the County. In regards to the naming of the building, the Foundation has worked very hard to identify and work

with large donors who may wish to donate at such a level that the building name could be theirs. This work has had to be tabled for now. The ramifications of this pending county policy are huge, and could have a tremendously negative impact on ESPLF fundraising. A meeting is to be held between the library's attorney, Ryan, and Burton.

10. New Business

- a. Custis motioned to approve issuing an RFP for auditing services. Davenport seconded. Motion approved.
- b. ShoreCat demonstration postponed until a future meeting.
- c. Davenport motioned that the trustees accept for first reading the ESPL Continuation of Operations Plan (COOP) for Pandemics as received with the addition of the Eastern Shore Health District being the guiding agency for setting threat levels and that compensation to part time employees, as well as full time employees with no available sick leave, will be considered at the Emergency Threat Level. Holland seconded. Motion approved. This COOP will be a working document for now.
- d. Burton has received guidelines for the National Endowment for the Humanities grant of \$500,000 that requires an acceptance of the grant from the library board. Custis motioned that The ESPL Trustees agree with accepting up to \$500,000 for the National Endowment for the Humanities Challenge Grant awarded to the Eastern Shore Public Library Foundation (ESPLF) for the purpose of the interior build-out of the ESVA Heritage Center with the provisions that ESPLF is responsible for raising the matching funds, that the federal grant requirements are met, and that the requirements of the grant do not affect the existing contractual agreement for the construction of the new regional library and ESVA Heritage Center. Holland seconded. Burton explained that "accepting up to \$500,000" is worded in that way because both the grant funds and the matching funds would fall under Davis-Bacon, which the Foundation would like to avoid because that would change the contract. The Foundation is hoping to receive additional donations that could be used instead. If so, the NEH grant draw could be reduced to \$250,000. Motion approved.
- e. ESPLF letter regarding planning – Ryan received a letter from the ESPLF, which was included in the board packet. ESPLF would like to continue fundraising to benefit the library system as a whole after the completion of the Parksley facility, and would like input from each library as to their wants and needs. Burton noted that an update to the ESPL's five year plan was conducted in 2016 to include the library's mission, vision and goals, and that it is time to begin this planning cycle again. Davenport pointed out that this potential support from the Foundation would open opportunities for each library that they had not been able to consider previously. The ESPLF would like a prioritized list of wants and needs from each library, potentially updated annually. Ryan will notify the Foundation that ESPL will be in the process of developing a five year plan that will incorporate the needs of each library. Burton asked how the trustees would like to proceed in developing a system plan. Valentine suggested that Ryan send each library a letter that will include a copy of the letter from the Foundation. Valentine also suggested an administrative team session be held to begin the planning process and to organize and compile feedback received from each library, after which the trustees will attend a retreat to further develop the plan.

11. Additional Comments – Davenport noted that the pandemic issue is huge, but may not impact the Shore population health-wise as much as large urban centers because of our remote rural location, but will affect the Shore economically. Davenport expressed his appreciation for Burton proactively creating the COOP. Holland and Bloxom concurred.

12. Next Meeting: Tuesday, April 14, 2020 at Cape Charles Memorial Library at 1:00 PM

13. **Adjournment** - Custis moved to adjourn. Holland seconded. Motion approved.
Meeting adjourned at 2:32 pm by the Chair.

Respectfully submitted,

A handwritten signature in cursive script that reads "Cara Jan Burton". The signature is written in black ink and is positioned below the text "Respectfully submitted,".

Cara Burton, Secretary