



Main Library - Accomac

Northampton Free Library
Chincoteague Island Library
Cape Charles Memorial Library

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EASTERN SHORE PUBLIC LIBRARY BOARD OF TRUSTEES

November 12, 2019, 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, Carl Rose-Jensen, Ann Rutledge, 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 1:02 pm.
2. **Public comments.** None.
3. **Minutes.** Pittman motioned to approve October 8, 2019 minutes as distributed. Holland seconded. Motion approved.
4. **Financial Report.** Burton noted that she is currently enrolled in a course, Financial Management for Non-profits with Indiana University upon recommendation of and in conjunction with a grant from Tyson. Burton pointed out that ESPL financial reports and planning will be even more important in the future with the new library facility, and that this course will help with the expected increase in complexity of finance management. Bundick introduced Lilliston, who will become Accomack County Treasurer in January 2020. Burton and Lilliston plan to meet to review current financial practices between ESPL and the County Treasurer's Office. Burton stated that there has been a delay in the completion of the library's annual audit. The audit was conducted earlier this year as, last year, a delay jeopardized the release of State Aid to ESPL. Bundick pointed out that the County, who uses the same auditing firm, has not had an issue with delayed completion of the County audit. The trustees directed Burton to notify the auditors of the potential impact to ESPL's State Aid. Burton has requested that a Board of Trustees Finance Committee be formed to assist in upcoming financial planning. Davenport motioned to approve October 2019 financial reports. Valentine seconded. Motion approved.

5. Branch and Friends Reports

- a. **Cape Charles Memorial Library** – Report distributed by email. The refurbishment of the library building has been completed. The CCML Friends donated \$18,000 to be used for STEM materials, furnishings, computer tables and stools, which have been ordered. A family game night was held on Friday, November 8th. CCML will be participating in Festive Fridays during December, and CCML staff has many new programming ideas in the works.
- b. **Chincoteague Island Library** – CIL Board met Friday, November 7th. Ryan distributed board meeting summary and Island Library 25th Anniversary Bookmarks. The Island Library annual report and solicitation has been mailed, and contributions are beginning to arrive.
- c. **Northampton Free Library** – Report distributed by email. Burton noted that the NFL Friends determined that too many structural modifications would be required to add an automatic entrance door, based on a report from a representative of an automatic door company. For now, no changes to the entrance will be made, but automatic doors may be included in a future expansion and renovation of the existing library. Pittman pointed out that a lack of automatic doors will mean that the NFL library is not accessible to all community members. Burton will request a more detailed

report from the NFL Friends as to the findings of the door company representative. Ms. Pittman's agency, Center for Independent Living, may be a possible source for consulting in reviewing accessibility at NFL.

- d. ESPL Friends Reports – Santa will be visiting on December 7th.
- 6. **Library Director's Report** – Distributed by email. The overall consensus from the trustees is favorable regarding the new layout of the Director's Report. Burton reported that she and Childers, along with two representatives from Profiles of Honor (POH), recently visited Tangier. Positive connections were made with the community members of Tangier and much was accomplished. One Tangier resident brought items to be scanned and all museum items were scanned by the POH team. All Tangier Combined School students visited, viewed the traveling POH exhibit, and received a presentation from the team members. Additionally, free books and candy were distributed to trick or treaters. Burton also spoke with Museum president who indicated that the Muddy Toes Public Library will be moving from its current location in an outbuilding to a vacated home the Museum owns and is behind the Museum. Burton distributed information about and an application for Educator Cards, which would differ from regular library cards to allow for extended circulation periods and fewer fines. Rutledge offered support for this type of library card, noting a specific example of a day care provider from the Cape Charles area who would benefit from an Educator Card. Rutledge also noted that as CCML is striving to work more closely with local schools, Educator Cards would complement this outreach effort. Ryan stated that this would be the first reading of the Educator Card policy, with a second to follow at the December meeting. Burton has been invited to join the Accomack-Northampton Census Complete Count Committee. A complete and accurate count is important for many reasons. State Aid funding is based on actual Eastern Shore population. Burton has applied for a grant to assist with supporting the census committee's work. Burton has also been working on paperwork for the receipt of ten computers through the DigitalLead Grant. This grant would also provide supporting resources for a "Train the Trainer" type program. Burton will provide more details as they are available. Burton has been a member of the Paskley Planning Grant Committee which successfully obtained the planning grant. Many of the committee members were rolled over onto a Grant Implementation Committee, but Burton is declining to participate in this new committee due to her current workload.
- 7. **ESPL Foundation** (Davenport)
 - a. Capital Campaign Update - Davenport stated that the Foundation projects that have been discussed in the past are ongoing, and that there is nothing new to report.

- 8. **Capital Project Update** – Steering Committee (Valentine). No meetings of the Steering Committee have been held, and Valentine indicated that no additional meetings are planned in addition to the scheduled Construction meetings. Valentine inquired of Bundick as to how the Capital Project Contractor will be paid. Bundick answered that the contractor will be paid twice monthly according to procedure, but that if there was an instance of an additional payment being required, a check could be cut.

9. **Old Business**

- a. Library of Virginia Standards for Virginia Public Libraries 2019 – Burton has nothing new to report.

10. **New Business**

- a. ESPL Endowment CD maturation – In early November, a CD owned by the library came due and action needed to be taken immediately. Burton explained that the trustees had previously approved a plan to liquidate all remaining CDs (donated before the ESPL Foundation was in existence) and to give the resulting monies to the ESPL Foundation in order to create a materials fund through investments with the Eastern Shore Community Foundation (\$25,000 minimum). The remaining

\$6,000 would be donated to the ESPL Foundation to be used towards the capital project with a plaque to be installed in the new library that recognizes the original donors. Valentine motioned that the library cash out its Merrill Lynch CD account and mutual fund with the funds being redirected to the ESPL Foundation for use in completing the funds needed for a book endowment, and with the remainder being used for the capital fund with a corresponding plaque in the new facility recognizing the original endowment donors. Davenport seconded. Motion approved. Burton noted that there will still be a shell account at Merrill Lynch in case someone donates stock to the ESPL in the future.

11. Additional Comments - Bloxom inquired as to how much money the ESPL Foundation has in pledges. Davenport reported that there is \$430,000 in pledges to be paid over the next four years, but that the Foundation will still need an additional \$320,000 needed for the construction loan. Additionally, because the construction loan is already accruing interest, the monies needed to repay the construction loan could be anywhere between \$400,000 and \$500,000. Burton reminded trustees that the \$320,000+ figure does not include funding that will be needed for technology, furnishings, etc. The Foundation is working on composing a Chairman's Letter and project update to be mailed in the hopes of gaining additional donations. Bloxom suggested that a thermometer showing the funding that is still needed be placed at the building site in order to help with fundraising efforts. Burton distributed an annual report for the Library of Virginia and a newly updated Library Trustee Manual. Burton also noted that the library has been involved with establishing a Civil War Trail, which will cost \$6,000. Proceeds from the Christmas Tour of Homes in Onancock will be utilized for this project. Burton asked for assistance with selling tickets and volunteering for the Tour. The Foundation basket drawing will be held on November 21st. Ryan expressed appreciation on behalf of the trustees to Burton and the library staff for their hard work and dedication in planning and carrying out the groundbreaking event.
12. Next Meeting: Tuesday, December 10, 2019 at Main Library in Accomac at 1:00 pm
13. Adjournment - Meeting adjourned at 2:18 pm by the Chair.

Respectfully submitted,



Cara Burton, Secretary