



Main Library – Accomac

Northampton Free Library
Chincoteague Island Library
Cape Charles Memorial Library

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**EASTERN SHORE PUBLIC LIBRARY
BOARD OF TRUSTEES**

August 18, 2020, 1:00 pm
(Meeting held electronically)

Present: Gerry Ryan (Chair), Patricia Bloxom, Jay Davenport, David Poyer, Carl Rose-Jensen, Tim Valentine (Vice Chair). **Absent:** Dennis Custis, Joyce Holland, Althea Pittman, James Lilliston (Treasurer)
In attendance: Cara Burton, Director. **Staff:** Janice Felker, Charle Ricci, Karen Sharp

1. Meeting called to order by Chair Ryan at 1:05 pm.
2. **Public comments.** None.
3. **Approval of Minutes.** Bloxom motioned to approve the July 14, 2020 minutes as distributed. Davenport seconded. Motion approved.
4. **Financial Reports.** Burton explained that the trustees had voted on the budget at the July meeting. When the Bookkeeper entered the approved budget in QuickBooks, she noticed a few errors. Burton will distribute corrections by email, which total approximately \$2,900.00. After trustee review, the budget including the changes will be approved at the September BOT meeting. Davenport motioned to approve. Poyer seconded. Motion approved. Poyer suggested financial spreadsheet software that would warn if budget was not in balance. Burton noted that QuickBooks had flagged the discrepancies.
5. **Branch and Friends Reports**
 - a. Cape Charles Memorial Library - Report distributed by email. No questions or comments on the report.
 - b. Chincoteague Island Library – Report distributed by email. No questions or comments on the report.
 - c. Northampton Free Library –Report included in director’s report. Burton traveled to the NFL on August 17, 2020 to look at the site chosen for the bus shelter. A shrub and a large limb would need to be removed if the original site was utilized. Burton and Mayor of Nassawadox identified an alternative site that would not require the need of limb removal. The new position will not be blocked in the future by existing holly trees.
 - d. ESPL Friends Reports – None submitted. Some ESPL Friends have begun to volunteer in Accomac again to help with withdrawn books. The Friends have also donated \$500.00 towards the Freeding eBook service.
6. **Library Director’s Report** - Report distributed by email. Ryan noted that the Director’s Report is, as usual, very comprehensive. No questions or comments on this report.
7. **ESPL Foundation** (Davenport)
 - a. Capital Campaign Update -Capital Campaign committee members are continuing to work on various fund raising activities. Shortly, the Foundation will be equipped to accept the donations of cars and boats. The agency handling the donated items will be responsible for moving and selling them. Proceeds after their expenses will be sent to ESPLF. Another basket fundraiser is in the works, and a bracelet fundraiser through Marsh Jewelers is being planned. Looking ahead to next year, a Raising of the Green may be possible. The Foundation is working on a project to contact former large donors, but has delayed the implementation until the Trustees approve the donor policy revision.
8. **Capital Project Update** – Steering Committee (Valentine) – The last two meetings with the architect did not include Valentine. There has been a two week delay because delivered metal studs did not meet the project specifications. It appears that metal studs have been installed and they are now working on the front façade.
9. **Old Business**

- a. NFL bus shelter and bike station
 - i. Poyer motioned to approve the installation of a STAR Transit bus shelter at NFL, funded by the Town of Nassawadox (installation) and STAR (shelter), except for the tree removal. Valentine seconded. Burton explained that the removal of the middle holly tree shrub will be approximately \$250.00, which also includes some minor pruning of the adjacent shrubs. Waiting on another quote as well. Burton has determined that no additional easement will be required by VDOT, and the Town of Nassawadox will be responsible for maintaining the shelter. This will be specified in a written agreement between the ESPL and the Town of Nassawadox as confirmed by Burton. Motion approved.
 - ii. Valentine motioned to approve the installation of a bike station at NFL, funded by Northampton County Tourism Grant. Bloxom seconded. Burton explained that the station would include an air pump (no electricity required) and bike repair tools on a small concrete pad. No paperwork will be required by Northampton County. Motion approved.
- b. Circulation Policy and library fines – Poyer motioned to approve the first reading of the modified Circulation Policy (included in board packet). Valentine seconded. Davenport inquired about replacement costs in cases where books are destroyed or lost. Ricci explained that the charge for a lost or damaged book does include re-ordering, processing and cataloging the replacement item. Motion approved.
- c. Holidays and Closings Policy – Rose-Jensen motioned to approve the first reading of the modified Holidays and Closings Policy in which Lee-Jackson Day will be deleted as a holiday closing and Election Day and Juneteenth will be added as holiday closings (included in board packet). Bloxom seconded. Bloxom asked if the General Assembly will be approving the statewide holiday changes, in addition to the Governor’s decree. Burton noted that Accomack County’s recognition of Juneteenth as a holiday. Historically, the library has followed Accomack County’s holiday schedule. Davenport and Valentine abstained. All others voted to approve.

10. New Business

- a. Draft lease for 24313 Bennett Street, Parksley (included in board packet) - Ryan noted that this lease has been submitted to the library’s attorney and comments were received from the attorney. Custis suggests that in paragraph 1A, the term “occupants” be changed to “tenant”. Under paragraph 2, the term “should the term of the lease be defined as the earlier of 20 years, or the time that the bonds financed by the county be paid off. If paid off early, the lease should terminate and title transferred to ESPL”... In paragraph 4B, the term “regional ...” be included, and in paragraph 5B, he questioned whether the intent is to rebuild or not. Davenport noticed this as well, because in section 5, it is stated that there is no obligation to repair or restore in case of certain types of damages, but in section 7, it states that there will be full insurance against those same types of damages. Davenport noted that when you insure a property against a loss, there is a presumption that those funds will be used to repair the loss. Ryan will ask Custis to reword 5B in order to reflect the insurance coverage in section 7. Paragraph 6B, should be modified to reflect the naming process as discussed below in the donor recognition policy. For Paragraph 7B, Ryan is to ask Custis, is it possible that 80% replacement coverage is the maximum allowed? Is increased coverage possible, and what would be the related cost increase? Davenport noted that the coverage will include replacement of structure and contents. Burton explained that the county is currently responsible for the structure and the library is responsible for contents. The County holds the policy and Burton suggests that the BOT review the County’s policy. Paragraph 9, there is general consensus that the paragraph should be removed, as it seems to apply to the Accomac facility, not the Parksley facility. Ryan recommends that the BOT request that Custis make these changes and then return the amended lease to the County Supervisors for approval and establish a final joint agreement. Davenport motioned to proceed with John Custis’ review and incorporation of BOT suggested amendments in the lease, after which time the lease will be submitted to Accomack County for negotiation. Valentine seconded. Davenport also

requested that the entire BOT be included in the process with Custis so that any questions could be addressed before the next meeting. Motion approved.

- b. ESPL Donor Recognition Policy – Valentine motioned to approve the first reading of the following addition to the Donor Recognition Policy after the paragraph “Responsibility”: *Naming and commemorative options at the library in Parksley must also comply with the Accomack County Naming Policy as long as the County owns the property. Applicable options must be approved by the ESPL Board of Trustees before being submitted to the County for approval.* Bloxom seconded. Ryan noted that this basically formalizes a line of communication between the County and the trustees. Davenport noted that in attempting to reach former large donors, an offer had been made to combine former donations with new donations to attain the level suggested for a naming opportunity. Ryan understands that the only time the BOS needs to be informed if there is a new naming opportunity on the building’s interior. Davenport asked if previously named items would be grandfathered in the new facility. Burton explained that if something was already named in the Accomack facility, it will need approval if it is transferred to the new building. For things that have already been adopted by the Foundation, the names will need to be approved by the BOS. Nelson has authorized the Foundation office to draft the forms to approve the existing named items/spaces, once the BOT approves the Donor Recognition policy. Established donations for the new library are not being grandfathered in. Davenport pointed out that this new procedure could insult donors who had thought their naming donation had already been approved. Ryan called for vote on policy change. Davenport and Poyer abstained. All others approved.

11. Additional Comments – None.

12. Next Meeting: Tuesday, September 8, 2020 in Accomack at 1:00 PM

13. Adjournment - Davenport motioned to adjourn. Valentine seconded. Motion approved.

Meeting adjourned at 1:56 pm by the Chair.

Respectfully submitted,

A handwritten signature in cursive script that reads "Cara Burton".

Cara Burton, Secretary