



Main Library – Accomac

Northampton Free Library
Chincoteague Island Library
Cape Charles Memorial Library

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**EASTERN SHORE PUBLIC LIBRARY
BOARD OF TRUSTEES**

September 8, 2020, 1:00 pm
(Meeting held electronically)

Present: Gerry Ryan (Chair), Patricia Bloxom, Jay Davenport, Joyce Holland, Althea Pittman, David Poyer, Tim Valentine (Vice Chair), James Lilliston (Treasurer). **Absent:** Dennis Custis, Carl Rose-Jensen.
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. **Approval of Minutes.** Pittman motioned to approve the August 18, 2020 minutes as distributed. Bloxom seconded. Motion approved.
4. **Financial Reports.** Davenport motioned to accept the August 2020 financial reports. Holland seconded. Motion approved.
5. **Branch and Friends Reports**
 - a. Cape Charles Memorial Library - Report included in director's report. No questions or comments on the report.
 - b. Chincoteague Island Library – Report included in director's report. No questions or comments on the report.
 - c. Northampton Free Library –Report included in director's report. No questions or comments on the report.
 - d. ESPL Friends Reports – None submitted. Some of the Friends have begun volunteering in the Accomac library again, helping with sorting and sending discarded books to Better World Books and also with shelving returned materials. There will be no ESPL Friends Fall book sale this year. Holland motioned to accept all branch reports. Pittman seconded. Motion approved.
6. **Library Director's Report** - Report distributed by email. Burton added that the Virginia Freedom of Information Act booklets have been updated and she has a copy for each trustee. Burton had a productive day on Tangier Island on Friday, September 4th and delivered a SmartBus wifi device to the island, which can help the census enumerators as they collect household data. The library has another SmartBus wifi device that can be placed in the library van and Burton hopes to conduct a couple of census outreach events using the device. Davenport inquired whether the court order that is to extend the end date of the 2020 census would affect any plans that the library had made. Burton responded that the library will simply continue our efforts until data collection ceases. Burton also shared an image of the Parksley facility that shows the location of where the cornerstone will be placed. It will be on the Heritage Center side of the building and will include the date "2021".
7. **ESPL Foundation** (Davenport)
 - a. Capital Campaign Update -There was no Capital Campaign meeting in August.
8. **Capital Project Update** – Steering Committee (Valentine) – Burton reported that Elaine Luria visited the Parksley facility construction site on Thursday, September 3rd. Metal stud exterior walls have been sheathed in several barrier layers. Burton is unsure whether a decision has been made on the roof in regards to a value-engineered roofing system as Accomack County has expressed concern as to the quality of the materials. The engineers are examining the options and may perhaps need to use some contingency funds for this potential change order. Davenport pointed out that if a membrane roof system is chosen, it will need to be visually inspected each year. The construction committee will now be meeting monthly. Davenport

requested that Burton share with the trustees any questions or concerns that she presents to the construction committee. Burton also mentioned that the target date for construction completion is currently set at mid-December 2020, but that this may need to be adjusted to a later date.

9. Old Business

- a. Circulation Policy and library fines – Davenport motioned to approve the second reading of the modified Circulation Policy (included in board packet). Valentine seconded. Motion approved.
- b. Holidays and Closings Policy – Valentine motioned to approve the second 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). Pittman seconded. Motion approved.
- c. ESPL Donor Recognition Policy – Bloxom 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.
Davenport noted that the process of needing BOS approval for naming opportunities will make fundraising more difficult for the ESPL Foundation. Holland seconded. Davenport abstained. Motion approved.
- d. 2020-2021 Budget Modifications – Burton explained that there were some changes made to the proposed budget based on bookkeeper recommendations. For example, there were changes to the State Aid Balance, and Burton reduced the Moving Expenses to bring the budget into agreement. Burton requested that the trustees approve the budget with the included modifications. Davenport motioned to approve the budget modifications as published. Pittman seconded. Motion approved.

10. New Business

- a. Bloxom motioned to approve the donation of a cornerstone from Williams Funeral Home for the new library which will have “2021” on it. Valentine seconded. Davenport asked why the cornerstone would need to be approved since it is a simple donation without a naming opportunity involved. Ryan explained that any donation will need to be approved if it modifies the building in any way. Burton noted that it would be a good practice for the trustees to approve a change to the conceptual plans. Motion approved.
- b. Davenport motioned to approve the naming of three rooms in the Eastern Shore Public Library:
 - i. Frances Bibbins Latimer Children’s Study Room
 - ii. Arthur W. Perdue Children’s Room
 - iii. Brooks Miles Barnes Archive RoomHolland seconded. Bloxom inquired if there was money involved, or if the naming was honorary. Ryan replied that the Perdue presented the Foundation with \$100,000. While the Barnes Archive Room name is honorary, the Bibbins Children’s Room was also named in connection to a monetary contribution. Burton noted that the Foundation may need to specify this information in the applications submitted to the county. Burton mentioned that moving forward, the Dennis Custis lecture hall name would also be honorary. Motion approved.

11. **Additional Comments** – Poyer inquired about repairs that were to be bid out for the Northampton Free Library. Burton explained that the contractor normally used by the library has been delayed, but because the Northampton County budget process will be beginning soon, she would like to go out to bid and have some solid numbers to submit during the budget process. Burton is concerned that there may be considerable damage at the NFL resulting from a leak where the porch roof meets the main roof. The project would also

require some replacing of siding, and the trim for the building in general will need to be repainted. Pittman asked if Burton has heard any more about the installation of an ADA compliant ramp at the Chincoteague Island Library. Ryan noted that there is a ramp, but that the CIL is determining whether to paint the existing ramp, or to replace the wood with a decking material. This issue will be decided at the CIL board meeting this Friday, September 11th. Ryan expressed his gratitude for the trustees being willing to continue to meet via Zoom, and for the effort made in setting up and attending the meetings.

12. **Next Meeting:** Tuesday, October 13, 2020 (to be held electronically) at 1:00 PM

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

Meeting adjourned at 1:46 pm by the Chair.

Respectfully submitted,

A handwritten signature in cursive script that reads "Cara Jan Burton". The signature is written in black ink on a white background.

Cara Burton, Secretary