



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 10, 2020 at 1:00 pm
(Meeting held electronically)

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

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

1. Meeting was called to order by Chairperson Ryan at 1:04 pm.
2. **Public Comments.** None
3. **Approval of Minutes.** Pitman motioned to accept the minutes from the October 13 2020 meeting, Poyer seconded. Motion approved.
4. **Financial Report.** Holland motioned for the Financial Report to be accepted as provided by Burton. Rose-Jensen seconded. Motion approved. Poyer complimented Burton on her work with the State Board reports.
5. **Branch and Friend's Reports**
 - a. Cape Charles Memorial Library - Included in system report. No new updates presented.
 - b. Chincoteague Island Library - Included in system report. No new updates presented.
 - a. Northampton Free Library - Included in system report. Burton asked that the Capital Plan for the NFL be discussed under New Business.
 - c. ESPL Friend's Reports - Dahlmanns reported that the Friends have decided to have Santa on the first Saturday in December, as a drive-thru event. Pre-filled forms for participant ages will enable the Friends to give age appropriate books. Also they will be accepting letters and pictures from the children for Santa.
6. **Library Director's Report**

Burton pointed out that the USDA resolution is again on the agenda, having been revised to cover both Accomac and Northampton libraries. Burton stated that Anthem had given a rebate to ESPL related to COVID-19 which would be deposited in the library account. Burton contacted Mike Mason to see if ESPL would be receiving funds from the CARES act and if any response from the request for capital support for Northampton Library had been received. Mason has not yet responded. Burton reported from the Parksley Town Meeting with an update on the grant project. Work on the grant may be starting this month, focusing on the alleys to improve access to the Parksley library site, façade improvements with matching grants. Davenport inquired as to the need for legal review of the Parksley grant. Burton answered to say that it is a standard rural development grant and did not think it necessary to seek legal counsel.
7. **ESPL Foundation (Davenport)**
 - a. Capital Campaign Update - Davenport reported that Foundation is working on continuing Basket Sales and Bracelet Sales. An assessment was recently made of the Mariner House to try to estimate a selling price, and the Foundation will be receiving quotes on a price for painting to improve property appearance.
8. **Capital Project Update – Steering Committee (Valentine)**
 - a. Valentine added to construction report submitted by Rakowski to note that the spray foam insulation has been completed. Davenport asked if the issues with the roofing materials were going to delay construction. Valentine did not have details about the issue, but indicated that because of the

changes in the roof design, the project is being delayed to get the necessary approvals. Davenport asked about the sprinkler system in the archives area. Burton explained that there are two different sprinkler systems in the new library. One is a pre-action system, and the other is a clean agent system. The pre-actions system requires a series of triggers (such as heat and smoke) that set the sprinklers off, which adds a layer of protection in order to prevent false alarms from activating the sprinklers. Burton has been following recommendations from the American Association of Archivists standards and the Library of Virginia. The entire library will have the pre-action system except for the archives room and processing room, where there will be a clean agent system which does not involve water, but rather uses gas to suppress fire. Poyer asked if an audible alarm, and possibly a visual alarm, will sound before the gas is released in the clean agent system. Burton will look into it and provide clarification, but understands that the new clean agent system is not as lethal to humans as older systems.

9. Old Business – None.

10. New Business

- a. Approval of FY2019-2020 Audit - Valentine motion to accept the audit, Holland seconded. Motion approved.
- b. NFL 5 year Capital Plan - Burton shared images of needed improvements and repairs to the NFL property and structure. Burton noted there is a tree leaning over the residence next door to library, which would cost approximately \$1,000 to remove. Poyer recommended that the stump not be removed, only the tree itself and that a bonded tree removal service would alleviate any liability issues resulting from potential damage to the residence during removal. Burton also highlighted some rotting that is occurring beneath the shingles near the front entrance. Northampton County's Public Works manager has examined images of the damage and has provided contact information for potential contractors. Burton is concerned that the rotting may be connected to a roof issue, which may still be under warranty. Repairs of this scope would be beyond the operating budget. Burton also addressed the overgrown nature of the area behind the library and mentioned that if this area was cleared out (at a cost of \$3,000 - \$5,000), the space could become usable for outdoor events. The NFL is the only library in the ESPL system that has a nice outdoor area. The .8 acre parcel that was donated to the library has been farmed this year, which is helping to keep that parcel from becoming overgrown, but Burton has been unable to determine exactly who is farming the land. To summarize, Burton noted that the ESPL will need to be included in Northampton County's capital improvement plan for the next five years. Burton requested direction from the trustees regarding what improvements to put in the fiscal year 2021-22 budget, and to determine where the money will come from and what to do to advocate for the funding. Holland motioned to initiate the removal of the leaning tree. Davenport seconded. Motion approved. Poyer motioned to proceed with gathering estimates for the repairs to the roofing and exterior wall shingles as well as property cleanup. The estimates can then be passed on to Northampton County to be included in the 5 year capital improvement plan. In the meantime, a separate estimate will be acquired to address the shingle failure on the roof, and if the operating budget would support it, this repair could proceed while the funding requests for the remaining improvements move through the county budgetary process. Davenport seconds. Motion carried.
- c. Approval of resolution to apply to USDA Rural Development for funds:

**RESOLUTION OF GOVERNING BODY OF
the Eastern Shore Public Library**

The Board of Trustees of the Eastern Shore Public Library, consisting of nine members, in a duly called meeting held on the tenth day of November 2020, at which a quorum was present **RESOLVED** as follows:

BE IT HEREBY RESOLVED that in order to facilitate obtaining financial assistance from the United States of America, United States Department of Agriculture, Rural Development (the Government) in the purchase of library equipment, the Governing Body does hereby adopt and abide by all covenants contained in the agreements, documents, and forms required by the Government to be executed.

BE IT FURTHER RESOLVED that the Library System Director of the Eastern Shore Public Library be authorized to execute on behalf of Board of Trustees, referenced agreements, documents, and forms and to execute such other documents including, but not limited to, debt instruments, security instruments, and/or grant agreements as may be required in obtaining the said financial assistance.

This Resolution is hereby entered into the permanent minutes of the meetings of this Board of Trustees.

Davenport moved to accept the resolution. Bloxom seconded. Motion approved.

- d. 2021-22 Draft Budget – Burton will need to submit the 2021/22 draft budget to Accomack County next week. Burton makes projections for next year based on the current year's expenses and income. The difference between the two is then divided by the 75/25 ratio between Accomack and Northampton Counties. State Aid amounts are never certain, and Burton expects a reduction in contributions from both Friends groups because of their inability to hold book sales. There will be no fine income in FY 2021-22. Burton noted that the current fiscal year's budget included expenses for the Parksley facility for seven months, with an overlap that would have included costs for both Parksley and Accomac facilities. Due to construction delays, the FY 2021-22 budget will reflect only costs for the Parksley library, with no overlap expenses. VRSA indicated an estimated 3% increase for insurance costs. Dr. Barnes does not plan to do as much consulting in the future. Burton did include a 3% pay increase for staff as no raises were issued in the current budget year. The materials budget remained same, and there was a slight increase for bookkeeping service. Burton did include the \$10,000 savings reserve and \$8,000 employee leave liability reserve. All of this resulted in an 8.7% increase for Accomack and a 7.5% increase for Northampton. Ryan expressed an understanding of how many factors are unknown at this point. Davenport motioned to approve the draft budget. Holland seconded. Motion approved. Davenport inquired if there was a possibility of the cost of digital media coming down. Burton was unable to answer that question, but had distributed a detailed spreadsheet of the online services line item that the library purchases directly, excluding eBooks. Burton will need to submit a budget request to Northampton County in the new calendar year. Burton asked for guidance from the trustees as to how much to request from Northampton County for capital expenses for the Parksley library in order to align with Accomack County's request to Northampton County for capital project funding support.

11. **Additional Comments** - None.
12. **Next Meeting:** Tuesday, December 8, 2020 at ESPL in Accomac at 1:00 pm
13. **Adjournment** - Holland motioned to adjourn, seconded by Pittman. Motion approved.
Meeting adjourned at 1:44 by Chair.

Respectfully submitted,

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

Cara Burton, Secretary