



Main Library – Accomac

Northampton Free Library  
Chincoteague Island Library  
Cape Charles Memorial Library

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**EASTERN SHORE PUBLIC LIBRARY  
BOARD OF TRUSTEES**

October 13, 2020 at 1:00 pm  
(Meeting held electronically)

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

1. Meeting called to order by Chair Ryan at 1:02
2. **Public comments.** None
3. **Approval of Minutes.** Poyer motioned to accept the minutes from the Sept 8, 2020 meeting, seconded by Holland. Motion approved.
4. **Financial Reports.** Holland motioned to accept Financial Report for September 2020 submitted by Burton, seconded by Pittman. Motion approved.
5. **Branch and Friends Reports**
  - a. Cape Charles Memorial Library - Report included in director's report. Burton clarified that the library is open to the public as of October 1, 2020.
  - b. Chincoteague Island Library – Report included in director's report. No new updates presented.
  - c. Northampton Free Library – Report included in director's report. Burton reported the proposed bike station has been installed beside the bus stop shelter. This includes air pump and some tools for servicing bikes. Burton stated this will be advantageous for Tour of The Shore biking to stop at the Library and also use the free public wi-fi. Davenport inquired if one of these bike stations would be installed at the Parksley branch. Burton explained the bike station at Nassawadox branch was funded by Northampton County as part of their Tourism Grant. Burton suggested that Accomack County or other organization might be interested in funding the bike station at Parksley branch.
  - d. ESPL Friends Reports – None submitted. Burton stated Friends are still meeting. They have been assisting in the removal of books from the Accomac inventory. In Sept 2020 they shipped 21 boxes of books to Better World Books to sell.
6. **Library Director's Report** – Burton did not have any new items to add to the emailed report. Poyer complimented Burton on the work she is doing for grant applications.
7. **ESPL Foundation** (Davenport)
  - a. Capital Campaign Update- Foundation's Corporate Solicitation Committee has submitted a second application to the Perdue Foundation for a \$50,000 Makerspace Naming Opportunity. Also exploring applying again to the Nora Roberts Foundation. They are also working on the 2021 application to the Eastern Shore Community Foundation for \$50,000. Committee Head Dr. Fournier and other Committee members brainstormed ways to reinvigorate Corporate Solicitation and following up on major Naming Opportunities. Burton added that the Foundation Fund Raising Committee is having two active fund-raising projects right now. One is the Beyond Books Bracelet, which is available from CD Marsh. The second event is a repeat of the "Count Me In" Basket Drawing.
8. **Capital Project Update** – Steering Committee (Valentine) – Chair Ryan asked Cara for an update on the completion date of the project. Burton reported that Accomack County still has not received a written request from the builders. It may take a couple of weeks for that to be completed, due to the builders having to contact all the sub-contractors. Chair Ryan asked if anything had been done about the roof, and Burton stated she had not received any update. Davenport stated because of the roof situation he believes there will

be a substantial delay in completion, possibly end of February or March 2021. Chair Ryan stated he thought it might be delayed until March or April 2021 due to the roof issue since no inside work could be done until the roof issue is resolved. Burton agreed. Davenport asked if the reason for the change order for the roof due to choosing a roof system that would be less expensive. Chair Ryan stated he believed it would be more expensive. Davenport expressed concern about installing and maintaining a flat roof.

## 9. Old Business

### a. ESPL Donor Recognition Policy

Approve the second 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.*

Poyer motioned to accept the second reading of the ESPL Donor Recognition Policy, Bloxom seconded. Motion approved.

## 10. New Business

- a. Approval of FY2019-2020 Audit – Chair Ryan suggested delaying voting on the Audit in order to give Trustees more time to review. Poyer agreed. Burton stated that ESPL is using a new Auditor this year and the Trustees are asked to review it very carefully. She pointed to page 4, under Position of Net Position and stated she asked the Auditor about Prepaid Expenses under Assets, which included insurance that was paid for in June 2019 but did not take effect until July 2019. It also included pre-paying for some of the reading programs before the end of the budget year. Burton pointed out an increase in the Unassigned and Fund Balances. Burton stated that the transfer of the Library properties to the County last year created a loss for that year. There was also an increase in funding from Northampton and Accomack counties. Burton pointed out that at the end of the fiscal year some expenses were reduced due to the pandemic. On page 12, Compensated Absences was increased due to the pandemic and full-time staff not taking vacations due to the lock-down. On page 15, Burton questioned the Auditor about Capitol Assets and if they include Nassawadox attaining new property. Auditor is researching this. Burton pointed to Note 6 on page 16 pertaining to Pension Plan and the new format giving more detailed information than before. Burton is to summarize these items in an email to the Trustees. Davenport questions the Pension Note based on Library's contribution based on 6.5% investment return. Burton is to ask Auditor for clarification. Davenport is concerned that the percentage is inflated. Davenport asked about the scope of the audit, particularly for internal processes. Burton stated that the auditors did come on site and spot-checked records and interviewed employees and reviewed processes.
- b. 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 13th day of October, 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 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.

Bloxom moved to accept the resolution to apply to USDA Rural Development for funds, Poyer seconded. Davenport asked what the sum of the request was. Burton explained the application is going through Northampton because the 55 percentage is higher than if applied through Accomack. This is still in discussion with USDA. Burton explained it is a matching grant, so USDA would offer \$25,000 and the Library would match with \$20,000 for a total of \$45,000. Burton stated these funds are for a new security system for Nassawadox and the new system for Parksley. Motion approved.

**11. New Agenda Item – Additional Library Closing Dates**

- a. Burton requested the Library close for some additional dates, November 27th, December 4th and December 18th in order to provide staff with three one-time paid personal days. This would provide staff with a needed respite from pandemic operations and help maintain the physical and mental health of all staff. Burton feels this would be a good way to demonstrate appreciation for the staff for working with decreased employees, especially the front desk staff. Davenport motioned to accept this proposal, Holland seconded. Chair Ryan expressed concern that accepting these three Friday closing dates would also entail Saturday closing as well. Davenport inquired about the Saturday closings. Burton explained pre-pandemic the Library was open on Saturdays and some evenings. During the pandemic this is not possible. There are some telecommuting staff that come in on Saturday and some who telecommute. Motion approved.

**12. Additional Comments** - None.

**13. Next Meeting:** Tuesday, November 10, 2020 at ESPL in Accomack at 1:00 pm

**14. Adjournment** Davenport motioned to adjourn, seconded by Bloxom. Motion approved.

Meeting adjourned at 1:51 by the Chair.

Respectfully submitted,



Cara Burton, Secretary