



Main Library - Accomac

Northampton Free Library  
Chincoteague Island Library  
Cape Charles Memorial Library

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**EASTERN SHORE PUBLIC LIBRARY  
BOARD OF TRUSTEES**  
May 11, 2021 at 1:00 pm  
(Meeting held in-person and electronically)

**Present:** Gerry Ryan (Chair), Patricia Bloxom, Jay Davenport, Joyce Holland, Carl Rose-Jensen. **Absent:** Dennis Custis, Althea Pittman, David Poyer, Tim Valentine (Vice Chair), James Lilliston (Treasurer).  
**In attendance:** Cara Burton, Director. **Staff:** Tiffany Flores, Charle Ricci, Barbii Rogers, Karen Sharp. **Capital Project:** Al McMath. **ESPL Foundation:** Colette Nelson.

1. Meeting was called to order by Chairperson Ryan at 1:19 pm.
  2. **Public Comments.** McMath noted that the Foundation, the architect and the County met on April 28th to discuss the roof on the original building. The Steering Committee recommended that the original roof be removed in its entirety rather than save a portion of it as had been planned. This recommendation was also approved by the County staff. The new steel plate roof will need to be designed, and as of today, the system design has not been completed by the architects. The roof design and plan will be presented to the Accomack Board of Supervisors by the County staff to be paid for out of the contingency fund. The architects will provide the updated system design to the contractor, who will need to get quotations. McMath doubts that all of this will come together before the next Board of Supervisors meeting on May 19th. If not, it may have to wait until the following Board of Supervisors meeting. McMath also explained that the contractor had considered partitioning off the Heritage Center in order to begin the interior work while waiting for the roofing to be completed on the original structure, but the subcontractors strongly resisted that idea for fear of water damage.
  3. **Approval of Minutes.** Rose-Jensen motioned to accept the minutes from the April 13, 2021 meeting. Davenport seconded. Motion approved.
  4. **Financial Report.** Burton had included notes regarding state aid budget modifications in the board packet. Burton is hoping for positive news from the Northampton County Supervisors when they vote on the proposed budget in early June. Davenport motioned for the Financial Reports as provided by Burton to be accepted. Holland seconded. Motion approved.
  5. **Branch and Friend's Reports**
    - a. Cape Charles Memorial Library - Included in system report. Burton added that the CCML will be open 10-2 M-F and 10-6 on Thursday. Along with the NFL being open on Tuesday evenings, there will now be two evenings each week where residents of Northampton County can access library service.
    - b. Chincoteague Island Library - Included in system report. Sharp detailed current CIL schedule.
    - c. Northampton Free Library - Included in system report. No additional updates.
    - d. ESPL Friend's Reports – No report submitted. Burton reported on the many Friends volunteers who have been helping at the library. There are some items currently housed at the Mariner House that will be given to the ESPL Friends to sell.
- Rose-Jensen moved to accept the Branch and Friends reports. Holland seconded. Motion approved.
6. **Library Director's Report** – Burton provided an update on the work she is doing with the Nabb Center to apply for a grant from the NEH using ARPA funding. If the grant is obtained, the ESPL and the Nabb Center will proceed with formulating an MOU. Partnerships such as this can be very beneficial to the library and

opens up opportunities for internships and other joint projects. Burton attended the Town of Parksley's meeting on May 10<sup>th</sup> because a presentation was given about the rejuvenation of the downtown area by the ANPDC. Burton also requested support from the town for the printing of more copies of the Historic Parksley Walking Tour. The downtown project is moving along, despite some adjustments needed to accommodate increased costs due to the pandemic. The planned band shell will not be installed, but the related seating and parking will be. The alleyway renovations will be completed because the town recognizes their importance to the library. Scheduled completion of the rejuvenation project is to be in October 2021. Parksley town's proposed "Love Alley" is to have patterned pavers spelling out "LOVE", a patio, and native garden plantings. The town reported that the sewer is being improved. Davenport motioned to accept the Director's Report. Rose-Jensen seconded. Motion approved. Burton is working on reimbursements through Accomack County CARES funding. Burton also requested feedback from the trustees for the use of future IMLS ARPA funding for the potential purchase of vending unit lockers that allow patrons to pick up holds and utilize Wi-Fi service at locker installations. The lockers cost about \$25,000 which would be approximately the amount the ESPL could receive through ARPA funding. The Mormon report recommended that library service was needed in the Temperanceville area, which coincides with areas that Burton is considering as underserved. There is a convenience center in Temperanceville, which is open 6 days a week until 6 pm, and is secure after hours within a fence. The unit could be placed in a bus shelter to protect it from weather. Alternatively, ARPA funds could be used to purchase circulating Wi-Fi hotspots, but Burton had determined that the hotspot program would require staffing beyond our current capacity. Burton also had considered obtaining additional SmartBus devices with ARPA money, but determined that the two units already owned by the library are sufficient.

7. **ESPL Foundation (Davenport)**

- a. Capital Campaign Update – Davenport had nothing new to report. Nelson concurred.

8. **Capital Project Update – Steering Committee (Valentine)** – No report submitted.

9. **Old Business**

- a. Strategic Planning – Davenport reported that the planning retreat will occur on May 13<sup>th</sup> from 9 am to 1 pm. He hopes that all trustees will attend because this planning process will greatly aid the Foundation's efforts to obtain funding from such entities as the NEH. Casey Greer will also be providing input at the retreat as to why the strategic plan is so important. Bloxom inquired as to whether Heritage Center founding members will attend the retreat and also how much of the capital project costs are connected to the Heritage Center. Burton explained that approximately half of the project costs are related to the construction of the Heritage Center. The retreat is only the initial stage in planning. After the board retreat, community input, including the individuals who were instrumental in forming the Heritage Center, will be valued. Burton has forwarded some grant possibilities to the Foundation that may help in acquiring support for the planning process for the Heritage Center.
- b. Grand Opening Planning – Nelson has been working on forming a committee to work on the planning for the grand opening. Two volunteer event planners, Hilary Hartnett-Wilson from the ES Historical Society and Megan Ames have offered to assist. Nelson would like representatives from both the Foundation and the ESPL Trustees on the committee. Bloxom and Holland have agreed to join the committee. Nelson has also approached Brenda Holden from the Foundation's Fundraising Committee, as well as another Fundraising Committee member. Nelson understands that this committee will be under the authority of the trustees and a chair will be needed to guide the committee's work.

10. **New Business**

- a. Nominating Committee – Ryan asked that Davenport and Bloxom form a nominating committee to present recommendations for the Board Chair and Vice Chair for a vote at the June meeting.

11. **Additional Comments** – None.

12. **Next Meeting:** Tuesday, June 8, 2021 at ESPL in Accomac at 1:00 pm

13. **Adjournment** – Rose-Jensen motioned to adjourn the meeting. Davenport seconded. Motion approved.  
Meeting adjourned at 2:05 by the Chair.

Respectfully submitted,

Cara Burton, Secretary

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