

# **EASTERN SHORE PUBLIC LIBRARY**

## **BOARD OF TRUSTEES**

**November 16, 2021, 1:00 PM**

Meeting Location: Accomack County Airport, 29194 Parkway, Melfa, VA

### **Agenda**

1. Call to Order
2. Public Comments
3. Approval of Minutes of October 12, 2021
4. Finance Committee (Bloxom)
5. Financial Report
6. Branch and Friend's Reports
  - a. Cape Charles Memorial Library
  - b. Chincoteague Island Library
  - c. Northampton Free Library
  - d. ESPL Friend's Reports
7. Library Director's System Report
8. Facility Committee
9. Personnel Committee (Pittman)
10. Grand Opening Committee (Bloxom and Holland)
11. ESPL Foundation (Davenport)
  - a. Capital Campaign Update
12. Capital Project Update – Steering Committee (Valentine)
13. Old Business
  - a. Strategic Planning (Davenport)
14. New Business
  - a. Audit and Annual Report
15. Additional Comments
16. Next Meeting: Tuesday, December 14, 2021 at 1:00 pm, Accomack County Airport
17. Adjournment



**EASTERN SHORE PUBLIC LIBRARY  
BOARD OF TRUSTEES**

October 19, 2021 at 1:00 pm

(Meeting held in-person at the Accomack County Airport, Melfa, and electronically)

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

**In attendance:** Cara Burton, Director. James Lilliston (Treasurer). **Staff:** Tiffany Flores, Charle Ricci. **ESPL Foundation:** Frank Hall, Al McMath, Colette Nelson.

1. Meeting was called to order by Chairperson Holland at 1:00 pm.
2. **Public Comments.** None.
3. **Approval of Minutes.** – Amendments to complete motions of September 14, 2021 meeting. Item 10B: Approve the Memorandum of Agreement with the Library of Virginia for the IMLS American Rescue Plan Act (ARPA) funding totaling \$28,709. Bloxom motioned to approve the MOU, with Valentine seconding. Motion approved. Item 10C: Bloxom motioned that the entirety of the Joyce Brown Milliner bequest be transferred to the ESPL Foundation for the immediate investment of the funds into a new Joyce Brown Milliner endowment at the ESVA Community Foundation for the benefit of the general library operating support. Davenport seconded. Motion approved. Adjournment: Davenport motioned to adjourn the September 14, 2021 meeting. Pittman seconded. Motion approved. Bloxom motioned to approve the minutes from the September 14, 2021 meeting. Rose-Jensen seconded. Motion approved.
4. **Finance Committee (Bloxom)** - Bloxom reported that the committee has met twice since September's trustee meeting and reviewed financial policies and a proposed organizational chart and budget. The highest current priority for staffing is a circulation manager. At the second committee meeting, Burton provided flowsheets to Davenport and Frank Hall that illustrate how donations are handled, the accounts payable process, and the payroll process. Burton provided an update regarding the recent incident of a fraudulent request for payment and the ongoing investigation. The library's insurance company has sent a representative to install security software on public and staff computers to allow activity to be monitored. Existing security and firewall will remain, but this will be an additional layer of safety. To her knowledge, no patron information was compromised, and the new security software will not impact patron privacy on library computers or Wi-Fi. Bloxom expressed appreciation to Burton for charts that allow the trustees to see how money is handled and flows through the organization. Davenport sees the need to address and reconfirm how large donations are handled. Burton noted that the auditor has determined that the best practice for handling large donations would be for the ESPL to deposit the donation and then a separate check would be written from the library to the ESPL Foundation for the same amount. This would create a paper trail and would allow the deposit to be tracked on the library's financial statements. Burton also noted that endowments are included in state aid calculations, and donations such as the Milliner would need to be included in the total. Davenport voiced concerns about delays that could result due to County restrictions on investing while waiting for the ESPL's check to clear and does not see an advantage to adding complexity to the process. Lilliston added that anything coming in to the library will need to be run through the library's checking account. Even though the library is separate from Accomack County, the County acts as the fiscal agent. The deposit will need to be

cleared before writing a check to the Foundation. Burton suggested that the auditor write a letter or call into the next trustee meeting to explain further. Davenport would appreciate additional clarification. Holland requested that this matter be referred back to the finance committee, which would consult with the auditor and with the ESPL Foundation and return with a recommendation at the November BOT meeting. McMath explained that he had understood that the motion made at the September 2021 BOT meeting meant that the Milliner money would go to the Foundation, not realizing that there was a circuitous route for the money to get to the Foundation. McMath would also like clarification on how much money constitutes a large amount. Burton explained that in the flowcharts she created, she used \$1,000 as the minimum amount considered a large donation, but this has not been officially approved. Davenport added that if the check is made out to the ESPL Foundation, the deposit would be directly to the ESPL Foundation. Hall noted that there are inconsistencies in what we are trying to do. He said that if the donation is to the library, the deposit should go to the library, which is good accounting practice, and that the issue is one of expediency. Having small donations deposited by the library and then issued through a second check to the Foundation can delay the thank you process, and Hall acknowledged that large donations are different. Burton spoke with the auditor regarding the previous motion regarding checks written to the ESPL for smaller amounts going directly to the Foundation. The auditor determined that this practice is fine, and it is only in cases of large bequests that the paper trail is required. Details from the auditor are needed as to cut-off amount that determines whether a donation is small or large and would be sent directly to the Foundation or deposited with ESPL before then being issued as a second check to the Foundation.

5. **Financial Report.** Davenport motioned to approve the financial reports as submitted. Valentine seconded. Motion approved.
6. **Branch and Friend's Reports**
  - a. Cape Charles Memorial Library - Included in system report. CCML Friends are holding some interesting programs over the next couple of months, including a lecture on the hops industry.
  - b. Chincoteague Island Library - Included in system report.
  - c. Northampton Free Library - Included in system report.
  - d. ESPL Friend's Reports – No report submitted. Friends' members have been quite active and are to meet with Burton in November about volunteer coordination. The Friends recently held a very nice going away luncheon for member Barbara Laden.
7. **Library Director's System Report** – No updates presented. Flores and Burton plan to attend the Parksley Trunk or Treat event to hand out books on October 30th. Bright red children's shelving, purchased with the USDA Ag Rural Development grant in addition to the ES Community Foundation matching grant, has been delivered and assembled at the Accomac library in preparation for the move to Parksley. This new shelving is being stored in between other shelving units that have been emptied and consolidated to allow for additional storage room. Storing furniture and fixtures in the current facility has been challenging.
8. **Facility Committee** – Poyer submitted a report noting that he met with the representative of Johnson Controls for an exhaustive review of placement and installation of security and alarm equipment. Johnson Controls holds the security contract for the NFL. Davenport inquired about the alternative bid from a different contractor with a much lower price point. Davenport looked into the reputation of Johnson Controls and found that it is extremely poor and that former and current customers are extremely dissatisfied with Johnson's service. Davenport does not think it wise to select a contractor with such a poor record whose bid is three times higher than the alternative. The liability clause that caused the library to reject the alternative bid was not considered significant in a previous, similar situation with the County. Burton had also requested a third quote, which the committee has not yet reviewed, but Burton noted that it was unprofessional. McMath

noted that the security and video infrastructure will need to be installed after the roof was removed and the roof decking was welded, but while the roofers were still working on the exterior of the roof. The cable trays and raceways would ideally need to be installed before the walls were closed in and the window of installation is now. The coordination of installation is important to avoid unnecessary expense. Valentine explained that the roof decking is completed, but the roofing subcontractor is not showing up to install the roof because they have yet to be paid for their work on the Heritage Center in April. County officials are attempting to meet with the contractor to remedy this issue. Holland asked that the facilities committee could call a meeting if progress suddenly begins on the roof. In the meantime, the library could return to the attorney to see what could be done about the liability clause in the alternative bid. Burton noted that the library attorney and the insurance company both shared the concern about the liability clause. Davenport suggested that the facilities committee ask Mike Mason about his experience with similar clauses in contracts that the County has been involved with. Burton will also look into the revised Johnson Control quotation, and will look back in the records as to the original bids to identify another source for a quotation. Davenport noted that Accomack County and Wallops are both using Johns Brothers. McMath asked if the bids included a future monthly monitoring cost, and noted that in his experience, there can be a 3-5% increase yearly, and this will need to be included in operating expenses. Burton has yet to have anyone explain what the issue had been with Johnson. Holland asked that Davenport work with Poyer in Ryan's absence. If needed, the committee will ask Burton to contact Mason about his experience with Johnson and with liability clauses for the County.

9. **Personnel Committee (Pittman)** – The committee has met once, and Rose-Jensen reported that retention was discussed. The experts advise higher pay and benefits. A staff dinner was proposed, but with the pandemic, a spring picnic might be preferable. The committee also considered whether continuing education and trainings would be beneficial. A questionnaire or survey could be given to staff, keeping it short and simple, but the committee is unsure as to whether this would help get to valuable information. An issue to staff hiring and retention is selling the Shore, especially to young people. Holland spoke with Pittman and Burton regarding appointment of a staff member to the committee; this would allow better insight into employees' feelings and concerns.
10. **Grand Opening Committee (Bloxom and Holland)** Bloxom reported that a donor event will be held the last of March by the Foundation. Invitations will be sent, and hor d'oeuvres and wine will be served. The grand opening event is planned for the first of May, and will be very similar to the groundbreaking ceremony. There has been talk of involving the town and local businesses. There may also be an event for children in the summer. The committee will meet again on Monday with two representatives from the Foundation and two event planners.
11. **ESPL Foundation (Davenport)**
  - a. Capital Campaign Update – Nelson mentioned that the Foundation has a new director, Kasey Grier, who has been assisting the Foundation recently with grant writing. There is still some research going on to acquire funds to hire an archivist. Fundraising through the basket drawing is continuing, with the drawing to be held on December 3. Davenport asked each trustee to sell 10 tickets to the basket drawing. Letters to donors are being sent, including a recent Chairman's letter.
12. **Capital Project Update – Steering Committee (Valentine)** – Everything is pretty much at a standstill.
13. **Old Business**
  - a. Strategic Planning (Davenport) – The next meeting will be held on October 21<sup>st</sup>.

- b. Milliner Estate – Addressed in minutes above. Hall noted that the Milliner endowment fund has been established with Hampton Roads Community Foundation. Burton suggested that some PR be done to recognize Milliner’s generosity.
  - c. Eastern Shore Community College MOU – Due to the amount of time that has passed since the MOU was originally proposed, Burton requested that the trustees reaffirm their approval of the MOU and Burton will proceed with signing and submitting it to Dr. Shaeffer, President of ESCC. It will benefit ESCC students and will involve cross-training between library and college library staff. The tutoring and meeting spaces at the new library will allow for in-person and virtual meetings for college students. Valentine motioned to reaffirm the MOU. Davenport seconded. Motion approved.
14. **New Business** – Burton noted that United Way donation forms are on the table. The library tries to support the United Way in appreciation for their generosity to the library in the past. The Davis Center is a new community center in Whitesville, abutting the town of Parksley. The family inherited a store, which they have converted into a beautiful space that includes a meeting room and computer center, and they just held a week of grand opening events. Burton has shared the ESPL’s after-school online tutoring resources with the Davis Center. Burton distributed a postcard to the trustees from the Davis Center that includes their mission and vision statements. Holland asked the personnel committee to include Cara in their next meeting. Holland expressed appreciation to the trustees for their work during these challenging times, and to the Foundation for their support; she welcomed ESPL Foundation members’ attendance at trustee meetings in the future.
15. **Additional Comments** – Davenport noted that things are going well with sale of Mariner House, with closing scheduled for November.
16. **Next Meeting:** Tuesday, November 9, 2021 at 1:00 pm, Accomack County Airport.
17. **Adjournment** – Meeting adjourned at 2:23 by the Chair. Valentine motioned to adjourn with Pittman seconding. Motion approved.

Respectfully submitted,

Cara Burton, Secretary



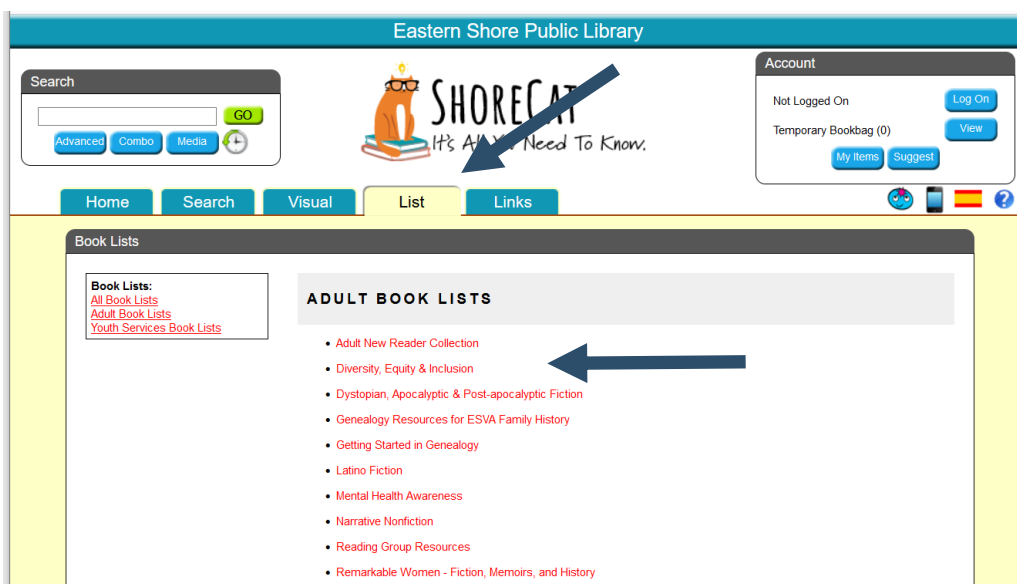
forefront of inclusiveness, there are still many systemic biases. For example, the Dewey Decimal system has been under fire for its organization of books. Christian books are given more attention and detail than non-Christian with some religions being relegated to “mysticism and magic.” Our Technical Services Manager, Charle Ricci, confirmed that she has seen professional literature on the topic and is monitoring the topic.

Another inclusivity topic discussed was “decolonizing library spaces.” A simple example is to look at the library walls. Are the posters and paintings reflective of the community by representing/including all citizens? Library staff have had discussions about this for Northampton Free Library in that the paintings on the wall, while nice artwork, are not inclusive. This is why I have been hesitant to have any permanent art or history displays in the new Regional Library. A responsible evaluation process needs to be in place.

Bullard also posed the question about inclusiveness in gatherings and meetings. Are there some people who are in attendance, but are not participating? From my personal experience, if I feel like I am not heard, not given a chance to talk, or

people talk over me, I will stop participating. Consider that this may be a reason why it is hard to recruit diverse board members and volunteers. Have you noticed that a meeting participant never or rarely comments, as if they are sitting in the shadows? How can we make our work and meeting environment more inclusive and comfortable for people to participate?

The presentation highlighted how libraries need to look at whether we are welcoming on many levels: in hiring, programs, board development, space use, policies, and more. As we develop our strategic plan, we need to consider how a Diversity Statement fits into the plan and whether our goals do minimize systemic biases and promote inclusiveness for our community.



If you would like to learn more, Charle Ricci has created a great Diversity, Equity, and Inclusion book list on ShoreCat.



# Technical Services

Charle Ricci, TS Manager

*New Materials, Continued from page 1*

materials for those with vision impairment. This has been accomplished through a selection of high contrast, black and white board books, as well as a new collection of children's books featuring a large print font, both of which are excellent supplements to the library's standard print materials.

Additionally, the new picture books that were purchased with this donation highlight children who are blind, as well as seeing-eye and service dogs, and provide a window into the lives of those with low to no vision.

The purchase of DVD video recordings of popular children's stories that include read-along subtitles will provide a wonderful multi-sensory experience for children learning to read, or for those are working to improve their reading abilities. The new audiobooks purchased with this donation will allow listeners of all visual abilities to enjoy a story. This gift has also made it possible to purchase 22 Vox Books, which are hardcover books with an attached sound player.

Because of the substantial nature of this donation, our librarians were able to expand upon the core focus of vision impairment and select additional materials that explore a wide range of disabilities. Here are a few subjects

covered with the newly purchased materials:

- Intellectual and developmental disabilities such as Down Syndrome and Cerebral Palsy
- Neurotypical children and children with autism
- Non-verbal children
- The Deaf and Hard of Hearing
- Learning disabilities and Dyslexia
- Sensory Processing Disorder
- Wheelchair users and children with physical disabilities

Many of the new materials in this collection will benefit children who may be striving to overcome obstacles in their journey to literacy, due to physical, intellectual, or developmental disabilities. The high contrast, large font, and auditory nature of many of these new items will increase reading comprehension and visual perception. This donation will also allow children of all abilities to see themselves in these stories, and know that they are not alone in their struggle.

Additionally, these fictional and non-fictional accounts of individuals experiencing disabilities will increase the awareness of Shore children about the differing capabilities of others. By providing an entry into the lives of those in the disability community, these library materials can help to spark empathy and kindness. The positive impact of this generous gift will resonate through the lives of Shore children for years to come, and the ESPL couldn't be more grateful.



# Heritage Hub

## Local History Services

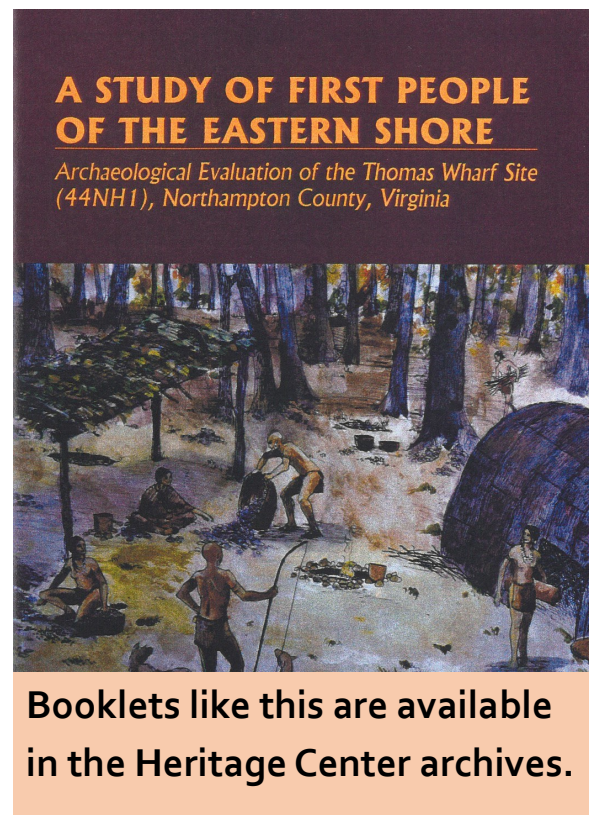
Stacia Childers, LH Specialist

Accomac, Onancock, Wachapreague – everyday we encounter place names that remind us of the people who were the Eastern Shore of Virginia’s only human residents prior to European contact. The Heritage Center at Eastern Shore Public Library has several resources available for researching the history and cultures of Native Americans in Accomack and Northampton counties. Below is a very brief survey of some of those resources.

There are several gazetteers in the Eastern Shore Room for researching place names like those above, including the very thorough and well annotated Powhatan Indian Place Names in Tidewater Virginia by Martha W. McCartney and Helen C. Rountree. Rountree is the recognized authority on the tribes of Eastern Virginia and her book *Eastern Shore Indians of Virginia and Maryland* is the best place to start for information on those who lived on the Shore as well as the Powhatan Confederacy that they were linked to. Rountree is professor emerita of Anthropology at Old Dominion University and has written several books on this subject which can be found at ESPL.

The Heritage Center also has several papers by C. A. Weslager, a writer and historian of Delaware whose research covered the cultures of the entire Delmarva Peninsula. Of particular interest is the paper he presented to the Eastern Shore of Virginia Historical Society at Central High School in 1959 entitled *The Accomac and Accohannock Indians From Early Relations* which was printed by Francis Latimer’s Hickory House Press in 2001.

*Race and class in colonial Virginia : Indians, Englishmen, and Africans on the Eastern Shore During the Seventeenth Century* by J. Douglas Deal is a classic for understanding how the different cultures coexisted on Virginia’s Eastern Shore. And *Pocahontas and the English Boys: Caught Between Cultures in Early Virginia* tells of four key youths and the influence of their cross-cultural relationships, including Eastern Shore settler Thomas Savage, who as a boy was given



*Continued on page 5*

to Powhatan by Captain Christopher Newport.

November is also Virginia Archaeology Month and ESPL has items that view the Shore's original inhabitants through the lens of their material culture. A Study of First People of the Eastern Shore: Archaeological Evaluation of the Thomas Wharf Site (44NH1), Northampton County, Virginia and The Emerging Story of Long-Term Human Adaptation on Virginia's Eastern Shore: Results of an 'Artifacts Road Show' hosted by the Nature Conservancy, both by Dennis Blanton, are a good start.

After European settlement of the Eastern Shore, the documentary evidence helps us understand how the multiple cultures coexisted. The late historian Frances Latimer writes about the Gingaskins in reference to her own family tree in *The Journal of a Multiracial Family : Six Generations of the Eastern Shore Francis Family*, and Kirk Mariner gives a history of the Gingaskin reservation in *Slave and Free on Virginia's Eastern Shore: From the Revolution to the Civil War*.

Mariner also created a timeline of events, a "Who's Who" of Native Americans appearing in various sources, and a timeline of conflicts between colonists and the Shore's Native American population. This valuable resource is the first text item from the Heritage Center's Kirk C. Mariner Collection that has been digitized and it is now available on our website here: <https://espl.org/genealogy/secondary-sources/>



## New Shelving Arrives!

Forty units of brand-new children's shelving has arrived at the Accomac library. The brightly colored shelving is on casters, so that library staff can move the units to open up space in the Children's Room for flexibility in programming. Several of the units have cute die-cut end-panels for added visual interest.

The shelving was funded with a USDA Rural Development Community Facilities Grant matched with funds from the ESVA Community Foundation.



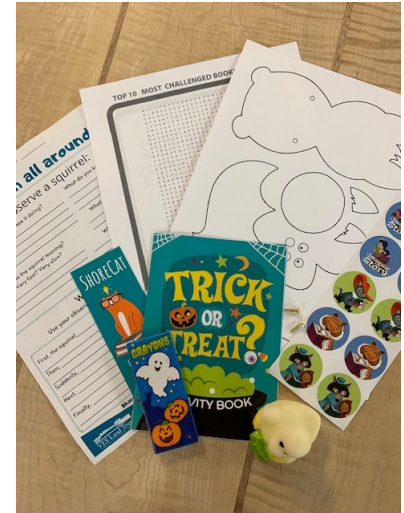
# Youth Services

Tiffany Flores, Youth Services Librarian

Throughout the month of October, Tiffany Flores did a 'Hallow-Read Reading Challenge' featuring art and reading tasks that participants could do to earn prizes. By the end of the month, there were 73 participants including an entire classroom from Northampton High School. While using Beanstack has seen some slow use, it seems like the community is finally starting to get into the routine of using it. Tiffany Flores hopes that there will be continual growth with those who sign-up and a lot more participation. Beanstack is used for the online Summer Reading Challenge, so growing engagement is important.

On October 9th, Cara Burton and Tiffany Flores visited Tangier's Muddy Toes Public Library to do an origami program for the youth. Flores planned and purchased materials to do origami and distribute both treats and crafts to the children of Tangier. Despite the gloomy weather, this program saw a lot of success serving about 40 people throughout the afternoon. The kids there enjoyed the craft, spending their time learning how to do origami, asking questions, and decorating their creations with stickers and markers. It was truly a successful day full of fun and crafts.

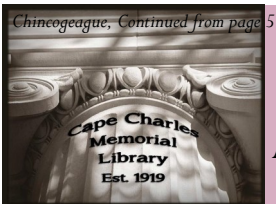
Eastern Shore Public Library visited Parksley Town Park on October 30th to participate in their Trunk and Treat event. Cara Burton and Tiffany Flores attended with Hannah Swimley and volunteers to pass out books, treats, and crafts into the evening. They were visited by many children in costumes ranging from princesses to pirates and everything between. The library table was visited by about 200 children and 100 adults. This outreach event remind children that reading is sweet!



The October  
Take-away kit.







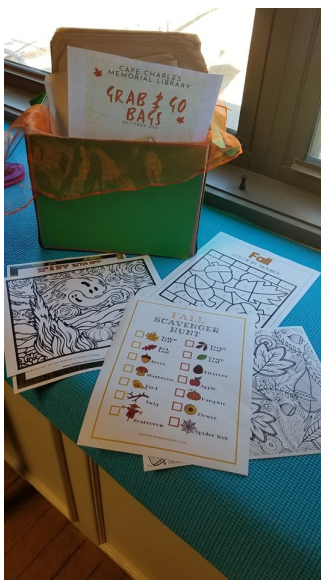
# Cape Charles Memorial Library

Ann Rutledge Library Manager

Halloween this year was again a bit different. We didn't have our usual Trunk or Treat; but we did make Halloween themed Take and Make Bags for the children. These bags continue to be very popular, and we usually give out about 50 bags. Sharon Silvey works hard to research and gather a variety of fun and educational activities.

Our Little Libraries, purchased by the Friends of Cape Charles Memorial Library, were very busy all summer and they continue to be busy in October. The influence of little libraries is spreading and there are several little libraries in people's yard. Little libraries allow people the opportunity to always be able to get a book to read.

This month we had some visitors from the crew of the tall ship Mystic Whaler. One of the perks of being a harbor town is we often have visits from crew members while their boats are docked.



## ESPL Staff handing out snacks and books in the Parksley Town Park.



Library staff handing out books at community events is a great way to reach families who do not regularly visit the library.





# Chincoteague Island Library

**Karen Sharp, Library Manager**



Chincoteague Island Library is experiencing a “new” normalcy as time progresses. There have been changes and adaptations made in order to meet our patrons’ and the community’s needs. The “fruit” of which continues to blossom. CIL has an increase in our patron/visitor counts that average about 32 per day. However, CIL’s patron computer usage has been low. Circulation has increased.



“Lubbock’s Learners”, CIL’s Summer Reading Challenge Program, held a kick-off party on May 27th from 3 to 6PM. There were 27 in attendance, with about 20 young readers who signed up. Before the party, we had 20 signed up on-line. The following day, we added 5 more.



In addition to our Summer Reading Program, CIL will be featuring other interactive programs for children. For Pre-Schoolers, the library will be open for parents to read to their children. CIL will be offering coloring pages and crafts to enjoy. Young Explorers, in grades 3 through 5, will be meeting in the Theatre Annex located across from the library. These programs will begin July 1st through August 12th from 10 to 11AM. CIL has some special programs scheduled over the Summer: ZOO 2YOU on June 21st, Magician Rob Westcott will be performing July 12th at 7PM at the Island Theatre (joining the library with this venture is CIAO), and the Blue Sky Puppets may perform on a Monday evening during the Summer with details in discussion with CIAO.



CIL has scheduled a Sunset Cruise for Thursday, June 17th at 6PM. Tickets are \$50 per person which includes refreshments and music performed by Troy and Clare Outten. Reservations are being made directly by calling Daisey’s Island Cruises at 757-336-5556.

CIL’s Board will meet on Friday, June 11th. Board President, Linda Ryan, has sent a board report to share.



# Northampton Free Library

Hannah Swimley, Branch Manager



During the month of October, many exciting things happened. Northampton Free Library (NFL) started opening up on Saturdays again from 9:00 am – 1:00 p.m. Staff are working hard to ensure that there are two people present every Saturday at both locations. Multiple displays were put up and taken down during the month as well, including a display for Banned Books week and for Hispanic Heritage month. There were multiple Halloween displays put up as well, two in the children's section and one in the central part of the library.

An American Girl Doll display was also set up. This is a display specifically to encourage children to read the book series and learn about the history that is shown throughout them. The American Girl Doll Series aims to teach History through the eyes of the young girls who are in the historical time periods covered. The books cover history from about 1764 up until 1987- for the strictly historical series. These books cover a wide range of topics including, but not limited to, poverty, slavery, animal abuse and child labor; all in an appropriate way for young children to understand. This display was set up with the assistance of a patron, who created all of the clothes and loaned display items. We are very grateful for the chance to have such an exciting display up in NFL.



Tiffany Flores, the Youth Librarian, and Hannah Swimley, the Branch manager at NFL, attended the Virginia Library Associations Conference for 2021. The conference this year was offered virtually as well as in person, and both librarians decided to attend it virtually as a result of COVID numbers. The conference was very educational, and both librarians attended different webinars throughout the 3-day event.