



Main Library - Accomac

Northampton Free Library
Chincoteague Island Library
Cape Charles Memorial Library

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**EASTERN SHORE PUBLIC LIBRARY
BOARD OF TRUSTEES**

April 19, 2022 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, Althea Pittman, David Poyer, Carl Rose-Jensen, Tim Valentine. **Absent:** Dennis Custis, Gerry Ryan.

In attendance: Cara Burton, Director; James Lilliston, Accomack County Treasurer (virtual).

ESPL Foundation: Al McMath, Colette Nelson. **Friends of the ESPL:** Janet Rochester.

1. Meeting was called to order by Chairperson Holland at 1:01 pm.
2. **Public Comments.** None.
3. **Approval of Minutes.** Davenport motioned to approve the minutes from the March 8, 2022 meeting. Rose-Jensen seconded. Motion approved.
4. **Finance Committee (Bloxom)** – Bloxom noted that Accomack County Board of Supervisors had declined to provide additional support requested by the trustees in order to cover a budget shortfall. The finance committee then met with Burton to determine how to best address this shortfall. Additional committee activity included Burton suggesting transferring \$10,180.57 from the restricted fund reserve account to the operating fund, which had initially been created for Accomac roof improvements. Burton also proposed changing the name of the account from “Restricted” to “Reserve”, which requires no action from the Accomack County Treasurer. \$40,000 will be transferred from the operating budget into the reserve account, which accounts for \$10,000 that has been set aside each year for the past four years for the reserve, aka “rainy day fund.” Burton proposed that the Equipment and Technology in the capital budget be revised. The Foundation President added that grants and monies that had been obtained could be utilized by the ESPL for operations. Bloxom expressed appreciation to the Foundation for their diligent work in acquiring grant funding.
5. **Financial Report.** Burton included a chart in the board packet to itemize some of the major expenses related to the library move. The budget is in balance and the library is in good financial standing. With the move and building project completion occurring close to the end of the fiscal year, some funds may need to be encumbered. Bloxom inquired about a possible change in state funding and Burton explained that if there is a change, it would impact next year’s budget because of a lag in the state aid calculation process. Accomack County provided an additional \$12,000 than was budgeted in this FY22 fiscal year. Burton has inquired about this and is awaiting a reply. Davenport motioned to approve the financial reports. Valentine seconded. Motion approved.
6. **Branch and Friend’s Reports**
 - a. Cape Charles Memorial Library - Included in system report. Burton noted that Sharon Silvey is now the Branch Manager for CCML. Silvey has worked for the library for many years. Her previous full-time position has been filled by Betsy Doherty, who had been working for the CCML part-time. The now vacant part-time position has been advertised.
 - b. Chincoteague Island Library – Included in system report. Burton has asked the CIL Board that the CIL volunteers complete the free customer service training recently provided to all ESPL staff.

- c. Northampton Free Library - Included in system report. No further updates presented.
 - d. ESPL Friends Reports – Included in board packet. No further updates presented.
7. **Library Director’s System Report** – Burton explained that as part of the Virginia Risk Management insurance renewal process, a questionnaire was completed that flagged a couple of areas that may need attention. One area would be a vehicle use policy and formal accident reporting procedures. Another area is harrasment and abuse training. ESPL staff participate in Adverse Childhood Experiences and Mental Health First Aid. It would be beneficial to offer Sexual Harassment Training again because of the numerous new staff. While the ESPL does have a harassment policy, Burton recommends that it be reviewed by the personnel committee to examine reporting procedures. The questionnaire also mentioned the need to have two signers on checks, which will be addressed under new business. Lilliston noted that the ACH control through the Treasurer’s Office is now active through the bank, but that some of the payees still need to be integrated, due to the ESPL not being fully covered under the umbrella of the County. The double signatures on Warrant Registers will add to existing security procedures until the ACH control is fully active, and will continue after that point. In addition to the customer service staff training in which all ESPL staff participated, Jazmine Collins and Wendy Johnson are attending a library security training in Williamsburg. Staff completed surveys which will be returned to the personnel committee for review. When reviewing minutes, Burton noted that over \$7,000 was donated to the Northampton Free Library in memory of Margaret Hand, prior to the construction of the current library in Nassawadox, in approximately 1978. Burton feels that it would be proper to acknowledge this contribution and recognize Ms. Hand in some way. Poyer will research the NFL minutes for that time period and will consult with NFL Friends as to their recommendation. Poyer also shared a request from the NFL Friends that training be held for library staff on presentations and children’s events.
8. **Facility Committee (Valentine)** – Valentine noted that the construction project is progressing and the contractors are a couple of weeks ahead of schedule. An issue regarding the flagpole has arisen. Supervisor Muhly suggested that both flags could be flown on a single pole with the American flag on top. Muhly also believes that the flagpole should be fiberglass so that it is non-conductive. The consensus of the board is that this matter falls under the authority of the Steering Committee. Burton noted that the contractor needs to know whether to create one or two holes in the concrete, which is why this issue is being addressed now.
9. **Personnel Committee (Pittman)** – No updates presented.
10. **Grand Opening Committee (Bloxom and Holland)** – No updates presented.
11. **ESPL Foundation (Davenport)**
- a. **Capital Campaign Update** –McMath shared that a reminder letter is being sent to donors for a last chance to contribute before the donor wall is completed. Future fundraising efforts will focus on other library needs. McMath noted that the fundraiser drawing for a zero-turn lawnmower, “Mowing the Green,” is off to a good start, with half of the cost of the mower being covered by the manufacturer and the other half by a sponsor. The drawing will run until July 15, 2022 with a fundraising goal of \$20,000.
12. **Capital Project Update – Steering Committee (Valentine)** – No further updates presented.
13. **Old Business**
- a. Strategic Planning (Davenport) – Approve the 2022-2027 Strategic Plan’s first reading and advertise for public comment. <https://espl.org/about-us/board-of-trustees/espl-strategic-plan-2022-to-2027/> Burton plans to publicize the strategic plan with legal notice in newspapers, on Facebook, with a press release, an email blast and an enewsletter blast to patrons. Burton suggests that comments be submitted in writing, although email comments are acceptable. Bloxom motioned to accept the first

reading of the strategic plan and proposed methods for advertising. Poyer seconded. Motion approved.

- b. Local Government FY23 Budgets. – Bloxom provided updates under the Financial Reports portion of the meeting. Burton noted that there are no current plans to revisit Northampton County to request additional funding.

14. New Business

- a. Valentine motioned to authorize approval of Finance Committee recommendations regarding the name of the savings account, the ESRL equipment budget, and the FY23 budget draft. Davenport seconded. Motion approved.
- b. Valentine motioned to authorize the transfer of the incoming Millner estate check to the ESPL Foundation and that it be designated to be deposited in the Millner Endowment. Davenport seconded. Motion approved.
- c. Valentine motioned to authorize the transfer of donations in memory of Melvin Nuchols to the ESPL Foundation. Pittman seconded. Motion approved. Burton noted that to date the donations total approximately \$450.
- d. Rose-Jensen motioned to approve Accomack County Treasurer procedures for Eastern Shore Public Library that were included in board packet. Pittman seconded. Motion approved.
- e. Pittman motioned to authorize Jazmine Collins and Chris Pote to be additional signers of invoices and warrant registers in order to have two signatures on the warrant registers. The Library System Director will be a signer unless absent. Valentine seconded. Burton explained that the warrant registers include all checks written by the bookkeeper during that bill paying session. Both signers will review the items on the warrant register prior to its submittal to the Treasurer's Office and Lilliston. Motion approved.
- f. Bloxom motioned to authorize temporary gasoline price escalation relief for staff traveling long distances to work. Staff incurring an additional gas cost over \$20 per month for their commute will be provided a one month gas relief bonus which amounts to a total of \$123.79 and affects four employees. Pittman seconded. Motion approved.
- g. Davenport motioned to authorize the cancelling of ESPL's Vendor Merchant account which allows patrons to pay by credit card, due to fees incurred being greater than charges being made. Poyer seconded. Motion approved.
- h. Nominating Committee – Holland asked Bloxom to join her in nominating the chair and vice-chair for next year.

15. **Additional Comments** – Holland addressed the options for the Parksley library's front sign and Burton pulled up images on laptop for the trustees to review.

16. **Next Meeting:** Tuesday, May 10, 2022 at 1:00 pm, Accomack County Airport.

17. **Adjournment** – A motion to adjourn was made by Valentine and seconded by Pittman. Motion approved. Meeting adjourned at 2:13 pm by the Chair.

Respectfully submitted,



Cara Burton, Secretary