



Main Library - Accomac

Northampton Free Library  
Chincoteague Island Library  
Cape Charles Memorial Library

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**EASTERN SHORE PUBLIC LIBRARY  
BOARD OF TRUSTEES**

December 14, 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, Carl Rose-Jensen. **Absent:** Dennis Custis, David Poyer, Gerry Ryan.

**In attendance:** Cara Burton, Director. James Lilliston, Accomack County Treasurer. **Staff:** Jazmine Collins, Tiffany Flores, Charle Ricci, Hannah Swimley. **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.** Valentine motioned to approve the minutes from the November 16, 2021 meeting. Bloxom seconded. Motion approved.
4. **Finance Committee (Bloxom)** – Lilliston provided an update regarding ACH controls. The County cannot move forward with these changes until after February 2022 when the BB&T and Sun Trust Banks complete their merger. Bloxom inquired about the best way to explain the FY 2022/23 proposed budget request to the Supervisors. Burton and the finance committee will need to discuss what to include in the budget request presentation over the next couple of months. Bloxom emphasized the importance of each trustee speaking with their supervisor and explaining the financial commitment necessary based on the regional agreement.
5. **Financial Report.** Burton is working with the bookkeeper to determine which reimbursements from approved grants have been received, which, in most cases, arrive by ACH. The expenditure for the children's shelving appears on November's financials, as does the Community Foundation grant that covers that expenditure. 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. Cape Charles is conducting a town-wide read. ESPL has participated in a regional Tidewater event similar to this in the past, and is currently offering digital community reads throughout the year using Overdrive's Libby.
  - b. Chincoteague Island Library – Both October and November activity included in system report.
  - c. Northampton Free Library - Included in system report.
  - d. ESPL Friends Reports – Included in system report. Rochester reported that Santa's visit was a success with participating children receiving a book and a candy cane.
7. **Library Director's System Report** – The library is distributing a significant number of free COVID test kits and Collins has excelled with rolling out and administering this program. Holland echoed the importance of the library as a "Third Place" and the role of trustees as mirrors of the community served by the library as mentioned in Burton's article. Holland congratulated Collins on her promotion to Circulation Manager, Tiede on her circulation position, and expressed thanks and best wishes to Kelly and Childers in their future ventures.
8. **Facility Committee**

- a. Archive Room Door – Burton inquired if a wood door would be appropriate for the archive room that is kept at a steady temperature and humidity, while the connecting room will have variations in climate. McMath recommended a fiberglass door. Valentine is not sure that the differences in temperature between the archive room and the local history room will be significant enough to warrant this change. The consensus of the trustees is to proceed with the wood door that was specified in the original plans.
  - b. Request to Steering Committee to approve additional \$1,000 for higher grade solid surface window sills – Burton displayed two material samples, one of which was specified by the architects for circulation desk counter, cabinetry counter surfaces, etc. No grade was specified for the window sills in the bids. A request to the Steering Committee for a change order to use the higher grade material for the window sills as well would need to be approved by the trustees. A plain solid surface was included in the submitted and approved bid. There is no difference in the durability or quality of the two samples, only a difference in appearance. To upgrade to the higher grade would cost an additional \$1,000. The consensus of the trustees is to proceed with the material included in the original bid by the builder, with no need to upgrade to a higher grade sill material.
  - c. Circulation Desk – Burton updated the trustees about the finish on the circulation desk. The builder provided samples of the wood used in the desk, a rift cut oak with clear finish, which matches the newly purchased children’s shelving. The circulation desk looks very nice and Burton is requesting an additional quote for hutches to be installed on the circulation desk to increase functionality. Sneeze guards will also be needed. The circulation desk has a variety of counter heights to accommodate different ages, heights, and abilities of patrons. Staff can either sit or stand. However, the circulation desk design details were not available to the construction committee until the project had already gone out to bid, and some modifications will now need to be made to the circulation desk design to make it possibly for staff to sit comfortably at the desk. Fortunately, the desk will be on casters and is constructed in segments that can be reconfigured as needed.
9. **Personnel Committee (Pittman)** – The personnel committee is planning to meet on December 20 with Burton and Collins to discuss the projects to be accomplished over the next six months.
  10. **Grand Opening Committee (Bloxom and Holland)** – No updates presented.
  11. **ESPL Foundation (Davenport)**
    - a. **Capital Campaign Update** – Davenport reviewed a memo to the trustees from Colette Nelson. The plan to approach incorporated towns is on hold until a commitment is gotten from the Town of Parksley. The winners of the basket drawing are being contacted. A planned giving newsletter will be sent out before the end of the year. The letter campaign urging donors to increase their gift to the next contribution levels has been successful, with an additional \$22,500 raised, as was the response to the Chairman’s letter with over \$16,000 raised. Giving Tuesday also resulted in an additional \$10,000 raised, with \$5,000 from the public and a matching amount provided by the Foundation Board.
  12. **Capital Project Update – Steering Committee (Valentine)** – The roof is coming along but is not complete at this point. Burton noted that the alarm installation is scheduled to begin tomorrow, December 15<sup>th</sup>. At Holland’s request, Bloxom will be representing the library in Ryan’s place at the weekly construction meeting each Tuesday. Bloxom will determine who is responsible for overseeing the onsite installation. Bloxom and Valentine noted that progress is being made on the exterior parking and sidewalk portions of the project.
  13. **Old Business**
    - a. Strategic Planning (Davenport) – The process is proceeding and the committee plans to meet December 15<sup>th</sup>.

#### 14. New Business

- a. Audit and Annual Report – With the auditor unable to attend, this item will be discussed at the January trustee meeting.
- b. Naming Opportunities – Burton is compiling a list of additional naming opportunities beyond those already in the building contract, for the purpose of additional fundraising by the Foundation. Davenport noted that one item on the current naming opportunity list is for the Employee Lunch area. Davenport asked the trustees to approve his acquisition of the employee lunch area. Bloxom approved. Valentine seconded. Motion approved.
- c. USDA Rural Development Grant – Compact Shelving – Compact shelving is needed in the archives room. Several NEH grants have been applied for unsuccessfully. It was decided to use \$100,000 from this year’s Northampton County allotment, and apply for matching funds from USDA, and the remainder to be paid for by the Foundation. If the shelving is applied for and ordered now, it should arrive approximately in April. A resolution authorizing Burton to apply for the USDA grant is necessary to proceed with the application.

#### **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 14th day of December 2021, 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.

The grant would be used to purchase compact shelving for the Eastern Shore of Virginia Heritage Center in Parksley library. The library would expend \$119,000, of which \$100,000 is an allocation from Northampton County, and then receive \$21,000 in matching funds. Davenport motioned to approve the resolution. Rose-Jensen seconded. Motion approved.

#### **Closed Meeting**

Motion was made by Pat Bloxom, seconded by Tim Valentine, that the Board enter closed session to discuss personnel performance as permitted by Virginia Code Section 2.2-371(A)(1): “Public bodies may hold closed meetings only for the following purposes:

1. Discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body; and evaluation of performance of departments or schools of public institutions of higher education where such evaluation will necessarily involve discussion of the performance of specific individuals.”

All members were present with the exception(s) of Dennis Custis, David Poyer, and Gerry Ryan and voted “yes.” The motion was unanimously passed.

Certification of Closed Meeting:

Board Chairman: “Do you certify that the matters discussed in the closed session just held were covered in the motion by which the Library Board entered closed session, and were excluded from the open meeting requirements of the Freedom of Information Act?”

Upon being polled individually by a roll call vote in open meeting, each Board member confirmed that these were the only matters of discussion during the closed session.

15. **Additional Comments** – none

16. **Next Meeting:** Tuesday, January 11, 2022 at 1:00 pm, Accomack County Airport.

17. **Adjournment** – Meeting adjourned at 3:00 pm by the Chair. Jay Davenport motioned to adjourn with Carl Rose-Jensen seconding. Motion approved.

Respectfully submitted,

A handwritten signature in black ink that reads "Cara Jan Burton". The signature is written in a cursive, flowing style.

Cara Burton, Secretary