



Main Library - Accomac

Northampton Free Library
Chincoteague Island Library
Cape Charles Memorial Library

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**EASTERN SHORE PUBLIC LIBRARY
BOARD OF TRUSTEES**

January 11, 2021 at 1:00 pm

(Meeting held electronically due to spike in local Covid-19 case numbers.
The Governor declared a state-of-emergency on January 10.)

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

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. Auditor: Michael Aukamp. ESPL Foundation: 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.** Minutes held for approval until next in-person meeting. Bloxom asked about an unclear sentence in item 13 regarding responsibility for overseeing onsite installation for the Capital Project. Burton recommended the sentence be removed from the minutes and Holland agreed.
4. **Finance Committee (Bloxom)** – No updates presented.
5. **Financial Report.** Burton spoke with Bloxom earlier in the week about budget modifications resulting from the delays in moving to the new library. Burton will present modifications at February's trustee meeting. Ryan inquired about pandemic pay that was granted to ESPL staff in December 2021. Holland clarified this was approved at a prior meeting.
6. **Branch and Friend's Reports**
 - a. Cape Charles Memorial Library - Included in system report. Burton noted that CCML is not providing any pandemic-related change in services because the CCML follows the direction of the Town of Cape Charles. All other ESPL libraries are participating in either full curbside service or a hybrid combination of curbside and open hours. Ryan inquired about the risk of the hybrid combination model. Burton explained that the hybrid model was implemented successfully earlier in the pandemic, that the model still allows community access to public computers, and does reduce risk to and stress on library staff. Poyer appreciated Ryan's concerns and supported Burton's decision based on experience and perceived risk. Holland recognized that Burton will continue to monitor the situation as it develops and encouraged Burton to reach out to the Board if changes are needed.
 - b. Chincoteague Island Library –Included in system report.
 - c. Northampton Free Library - Included in system report. Burton has identified a contractor to carry out needed repairs on the siding. Burton is awaiting a bid on landscaping, and Poyer expressed a preference for native plantings. Previously submitted comments regarding accessibility will be taken into account when landscaping quotation and plan is received.
 - d. ESPL Friends Reports – Included in system report.
7. **Library Director's System Report** – Burton had emailed trustees earlier about concerns regarding the storage of the Heritage Center collections in storage. The metal shelving in storage will also need to be moved. Burton is looking into alternative storage sites. A cybersecurity audit has been provided to third-party vendors, such

as the library's bookkeeper, internet provider, IT consultant, and copier vendor. This audit was included in the list of steps recommended to improve cybersecurity. Burton sees this as an opportunity to reevaluate existing technology, systems, and networks. Poyer requested to be included in any future cybersecurity decisions. Burton will share the audit with all of the trustees.

8. **Facility Committee (Valentine)** – Valentine noted that the County has contacted the bonding company agents to look into steps that can be taken to find another contractor or some other form of resolution. The contractor will not meet the completion deadline of January 28, 2022 Bloxom asked whether the County Supervisors will be pursuing this before the end of the January. Valentine understands that nothing can proceed until January 28, 2022, but the County has asked for direction from the bonding company which can then be acted upon on January 28. McMath explained that January 28 is when liquidated damages of \$1,500 per day begin to be applied, and will probably be the point at which the contractor is released or walks away. The County has been requesting a final schedule from the contractor of everything that needs to be completed, even if it runs past the 28th, but that has not yet been provided. Bloxom noted that the architects have also been unable to get a response from the contractor. McMath added that the contractor did not attend a mandatory meeting last week between the County and architects. McMath and Bloxom attended a site meeting this morning to review the progress on the roof. McMath thinks it is realistic to expect that the roof will be completed by the end of January. All interior work remains to be completed. McMath noted Burton's discovery of a potential issue regarding whether the contractor had increased the bonding amount to include the change orders. Davis Bacon wages were required of the contractor through a change order. The Foundation has asked the County to determine whether or not the contractor has been keeping appropriate records of payments of wages, and whether the Davis Bacon wage increase change order was included in the bond.
9. **Personnel Committee (Pittman)** – Pittman explained that the committee met in December and is planning another meeting.
10. **Grand Opening Committee (Bloxom and Holland)** – No updates presented.
11. **ESPL Foundation (Davenport)**
 - a. **Capital Campaign Update** – McMath reported that the Giving Tuesday campaign raised over \$10,000, and that the donor wall campaign at the end of 2021 raised approximately \$20,000. The Foundation continues to work on grants.
12. **Capital Project Update – Steering Committee (Valentine)** – Valentine read a statement from the letter that Accomack County wrote to the bonding agents that asked, "What options are or will be available" after January 28, 2022. Valentine interprets this to mean that the County is waiting for a response from the bonding company before the Supervisors can take action.
13. **Old Business**
 - a. Auditor – Regarding the handling of contributions sent directly to the library, Allcamp recommended that if the contribution was sent to the ESPL, it should be deposited by the library, where it would show up in financial reports. The ESPL could then issue a payment to the ESPL Foundation for the same amount. From an audit standpoint, the ESPL's handing the contribution directly over to the Foundation is not preferable. Holland asks that this be referred to the finance committee to draft a clear procedure that takes into account good auditing practice. Allcamp noted that the audit went smoothly this year with no issues noted, and that Burton and staff were very helpful. The organizational controls in place are very strong, and the County provides an additional layer of control. Holland thanked Burton and staff for taking care of things in an appropriate manner.

- b. Strategic Planning (Davenport) – Holland reports that the committee is making progress toward completing the strategic plan and will be meeting in the next week. Burton is working on financial projections to assist in the planning process. Burton noted that the Virginia Humanities SHARP grant was approved, which will pay for a financial consultant to develop a sustainability plan for the Heritage Center. A meeting with the consultant has been bumped out towards the end of February. Hopefully by that point, a new Heritage Center manager will be on board and in attendance. There will be several small focus groups assembled to meet with the consultant as well.

14. New Business

- a. Approval of 2022 Closings and Paid Holidays – Burton noted that the list follows the dates in the personnel manual. Burton plans to hire a mover to move things internally within the Accomac library to make things safer for the public and staff. It will be a two day project and will most likely require closing the library for one-half or a whole day to complete the move.
- b. ESPL Re-branding – Burton presented a selection of re-branding images from TGD Creative Strategies & Solutions, who has provided their services at no cost. The rebranding will allow the library to be more consistent in its messaging and design. Burton showed how the logo will be used throughout the building and for different purposes such as library cards and letterhead. Burton feels that the rebranding will generate interest from the community and will hopefully benefit fundraising efforts as well. The trustees were favorably impressed with the design and found it to be upbeat, exciting, and well-thought-out.

15. **Additional Comments** – None.

16. **Next Meeting:** Tuesday, February 15, 2022 at 1:00 pm, Accomack County Airport.

17. **Adjournment** – Meeting adjourned at 2:17 pm by the Chair.

Respectfully submitted,



Cara Burton, Secretary