



Main Library - Accomac

Northampton Free Library  
Chincoteague Island Library  
Cape Charles Memorial Library

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**EASTERN SHORE PUBLIC LIBRARY  
BOARD OF TRUSTEES**

July 13, 2021 at 1:00 pm

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

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

**In attendance:** Cara Burton, Director. **Staff:** Tiffany Flores, Charle Ricci. **Capital Project:** Al McMath.

1. Meeting was called to order by Chairperson Holland at 1:04 pm.
2. **Public Comments.** None.
3. **Approval of Minutes.** **Davenport** motioned to accept the minutes from the June 8, 2021 meeting. Pittman seconded. Motion approved.
4. **Financial Report.** Burton distributed a printed budget review that explains the differences between the budget and actual fiscal year activity. COVID impacted the library's physical capacities and the fiscal year had begun with many uncertainties leading to Burton operating conservatively throughout the year. State Aid was more than expected last year, but less than expected for the current fiscal year. Burton just received approval for the modifications to the Library of Virginia CARES funding, which was additional unplanned income. There were additional unplanned sources of income such as Restricted Contributions, reimbursements from VRSA for boiler replacement, reimbursements for cancelled periodicals, and miscellaneous endowments and private grants. Burton noted that still to be resolved is the matter of whether to have a separate bank account for the carryover. An agreement between the County, the bookkeeper, and the auditor will need to be reached, hopefully in the current fiscal year by the BOT finance committee. Burton noted that the budget was also impacted on the expense side because the move to the Parksley facility was postponed. Burton suggested that the excess be retained as a contingency, in expectation of additional expenses in the new building. Fuel oil was over budget because none budgeted for new building. Wi-Fi hotspots for remotely working staff drove up telephone budget, but it may be reimbursed from CARES or ARPA. Billing errors for Booksystems will result in a lower payment in the current fiscal year. Equipment bought with grant money makes it look like the budget is over. The Personnel budget came in on target, which was a challenge especially during the pandemic. Supplies portion will be reimbursed by FEMA. Burton plans to sit down with the current approved budget and adjust it to take into account these differences. Burton proposed a request for a one-time bonus for the staff. The County HR confirmed that all County employees received a \$600.00 bonus in the last fiscal year. Burton proposed a \$500.00 bonus for full-time employees and a \$250.00 bonus for part-time employees, and noted that there is money remaining that could be used for this purpose. The estimated amount would be \$5250.00 and would go a long way to boost morale. Davenport motioned to approve the reports as submitted. Bloxom seconded. Motion approved. Pittman Motioned to approve the proposed bonus. Davenport seconded. Motion approved.
5. **Branch and Friend's Reports**
  - a. Cape Charles Memorial Library - included in system report; no new updates presented
  - b. Chincoteague Island Library - included in system report; no new updates presented.
  - c. Northampton Free Library - included in system report. The branch manager has left the library's employ and Burton has had to reduce operating hours. A fully qualified librarian has been hired and

will be moving to the Shore from Corning, New York. She will receive training at the Accomac location, a tour of the libraries at Chincoteague and Cape Charles, with a potential start date of Tuesday, July 19<sup>th</sup>. Burton noted that there were many complaints about the reduction in operating hours, which demonstrates how valued the library is in the community. Burton feels that having a fulltime librarian at the NFL will be extremely beneficial, particularly in regards to programming, outreach, and technology. Holland pointed out that the community has also requested open hours on Saturdays, which can be difficult to staff, but that as things settle, it may be possible to adjust hours to include Saturdays. Burton suggested an open house event to introduce the new librarian, as well as the youth services librarian, Flores. Burton has been attempting to be very transparent about the situation and communicated with Northampton County Administrator. Holland suggested that the trustees also communicate with Supervisors in the future, and Davenport concurred. Holland proposed that Burton send the System Report each month to Accomack and Northampton Supervisors. Bloxom suggested that each trustee present a copy of the System Report to their district supervisor. Davenport suggested that the report be distributed to the County Administrators and Supervisors by Burton, with an opening page that includes a bulleted contents list. The trustees could then follow up with their district representatives. Burton noted that no staff have had their hours reduced due to the budget, which had been stated by a member of the public who called about reduction of hours. Burton also received a phone call this past Saturday about a homeless person sleeping in her car in the NFL parking lot. Burton placed a call to ESCADV and the Sheriff's Office and is concerned about the safety and liability aspects of the situation. Participating with community partners is something that the library places a high priority on, and Burton reached out to the CSB as well.

- d. ESPL Friend's Reports – No report submitted. Burton reported that the ESPL Friends had a successful book giveaway on July 3<sup>rd</sup>, with donations of \$800.00.

**6. Library Director's Report – No updates presented.**

**7. ESPL Foundation (Davenport)**

- a. Capital Campaign Update – McMath noted that the Foundation will be approaching the Shore's incorporated towns to request some of the COVID money they have received. A \$25,000 naming opportunity donation has been received since last month's meeting. There are still \$160,000 outstanding in pledges, but the debt currently stands at about \$250,000. The ribbon cutting and library opening will present another fundraising opportunity for the Foundation. Davenport noted that over the past year, about \$600,000 has been collected and utilized to reduce the outstanding debt and that it is important to recognize this success. McMath noted that the Steering Committee asked for \$230,000 of Accomack County's Covid money be allocated to the library because of delayed construction due to shortages of supplies and labor. This allotment would help to replenish the contingency fund, which has been completely expended. At a subsequent work session, the Supervisors discussed a long list of needs, and the Steering Committee's request is still pending. Burton attended the July 12<sup>th</sup> Town of Parksley budget and regular town meeting. Parksley's priorities for ARPA money are water-related. Burton expressed her concerns about the library hooking up to the existing water/sewer system and requested that the water/sewer lines be upgraded in that portion of town and from the water tower. Burton also pointed out that the Foundation's requests to other Shore towns would have much better success if Parksley would contribute. Davenport asked about the possibility of Parksley joining the distribution lines that might be available in the future from the Onancock water processing plant, which was recently sold to the

Hampton Roads Sewage District. Valentine explained that the current system in Parksley is running well, but will need to continue running properly for 6 months before new customers can be added. Valentine also noted that several new fire hydrants were recently replaced, including one near the library.

8. **Capital Project Update – Steering Committee (Valentine)** – Valentine reported that the metal for the roof will be arriving in the first part of August, with construction crews returning to the jobsite at that time. McMath explained that the contractors will be back onsite on August 2, with the new completion date of January 28, 2022. The Foundation would like to sell the Mariner House, but the materials housed there cannot be moved until the library is ready. The Contractor told the County that it will cost \$186,000 to replace the roof. The contingency fund in its entirety, plus \$7,000 from the County, will be used to fund this. McMath noted that in most cases, contingency funds are used to pay for interior issues. The video and alarm systems were not included in the original contract, and the Foundation has committed to spending \$11,000 to install these systems at the appropriate phase of construction. Burton utilized a USDA grant for shelving for the children’s room. Burton presented samples of the shelving sample and the woodgrain sample for the kitchen cabinets. The architects had spec’d a recycled grain and Burton has asked who is making these decisions for material finishes. Burton is concerned that so much time has passed since the original selections were made that the choices that were selected may not be available anymore, with resulting decisions being made by the architect or the County with no input from the Library Director or Board. Burton will relay a request that she and the Board be informed of decisions that will need to be made regarding finishes or change orders. Burton noted that the Accomac library is filling up with furniture and equipment for the new library, with more currently on order. The next six months will be difficult for patrons and staff.
9. **Old Business**
  - a. Strategic Planning (Davenport) – The committee is meeting about every two weeks. When enough has been accomplished to warrant it, Davenport will bring information or requests to the trustees. In today’s board packet, Davenport has included a vision and values statement for the Heritage Center. Valentine motioned to accept the statements read by Davenport. Pittman seconded. Motion approved.
  - b. Grand Opening Planning (Holland and Bloxom) – Holland reported that the committee will be scheduling a meeting and will hopefully have an update at the next trustee meeting.
  - c. ESPL Equipment and Technology Budget and Covid -related operating costs (Burton)- nothing new to report.
10. **New Business**
  - a. Trustee Committees (Holland) – Holland distributed a suggested list of trustee committees, with the Strategic Planning Committee serving as an example of partnerships between trustees and volunteers with expertise in that given area. Steering (Tim Valentine), Strategic Planning (Jay Davenport, Joyce Holland, Kasey Grier, Cara Burton), and Grand Opening (Pat Bloxom, Joyce Holland, Colette Nelson, Brenda Holden, Megan Ames, Hilary Harnett-Wilson) committees are in place. Holland proposed the following additional committees/trustee members: Personnel (Carl Rose-Jensen, Althea Pittman), Facilities (Gerry Ryan, David Poyer), and Finance (Pat Bloxom, Jay Davenport). Holland noted that trustees have confirmed their willingness to serve on these committees.
  - b. TGD Contract for ESVA Heritage Center (Burton) – TGD bid on the Heritage Center website, displaying a competence for understanding the project needs. The bid is within budget at \$13,920, with the first phase paid for with CARES money and the second with ARPA funds. Burton requested the trustees approve the choice of TGD for the project. She pointed out that TGD has worked with the

library in the past and is currently working with the Foundation and that continuing this relationship would be beneficial. This portion of the project will be one-time, and there will be an approximate \$5,000 annual maintenance fee. Davenport inquired as to the project timeline and Burton estimated that it could be accomplished by the end of the year. Davenport motioned to accept the bid, with Rose-Jensen seconding. Motion approved.

- c. Artwork donation: Guy Shover sculpture (Burton) – Tabled because of amount of time between the present and the date at which the artwork could be installed.
  - d. Deposits of ESPL monetary donations – Burton, Holland, and Bloxom had discussed this issue. When monetary donations are made to the library, the process is that they are deposited but acknowledgments are not able to be made in a timely fashion because of staff workloads. Burton asked about whether the donations should be made directly to the Foundation. If a donation is specifically for library materials, the library would still deposit the check and utilize the entire amount within the fiscal year, but for other monetary donations, the library will pass the money to the Foundation and then request portions as needed; the Foundation will write formal letters of acknowledgment. This will eliminate the need to carryover restricted funds across fiscal years. Lilliston noted that it is problematic to open a separate account for restricted funds which would add another account to reconcile. Lilliston does not see a problem with the ESPL passing monetary donations along to the Foundation.
11. **Additional Comments** – Burton inquired about having the next trustees meeting at the NFL, and trustees concurred.
  12. **Next Meeting:** Tuesday, August 10, 2021 at ESPL at 1:00 pm, location to be determined.
  13. **Adjournment** – Meeting adjourned at 2:28 by the Chair.

Respectfully submitted,



Cara Burton, Secretary