



Main Library - Accomac

Northampton Free Library  
Chincoteague Island Library  
Cape Charles Memorial Library

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**EASTERN SHORE PUBLIC LIBRARY  
BOARD OF TRUSTEES**

March 8, 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, David Poyer, Carl Rose-Jensen.

**Absent:** Dennis Custis, Althea Pittman, Gerry Ryan, Tim Valentine.

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

**Staff:** Charle Ricci (virtual), Hannah Swimley (virtual). **ESPL Foundation:** Al McMath, Colette Nelson.

**Friends of the ESPL:** Judy Malarkey.

1. Meeting was called to order by Chairperson Holland at 1:01 pm.
2. **Public Comments.** Malarkey thanked ESPL for recent newspaper article that focused on the work of the ESPL Friends.
3. **Approval of Minutes.** Davenport motioned to approve the minutes from the February 15, 2022 meeting. Rose-Jensen seconded. Motion approved.
4. **Finance Committee (Bloxom)** – No updates presented. Bloxom inquired about the budget, specifically accounts 42030, Contributions Unrestricted and 42040 Contributions Restricted. Burton noted that very little change occurred during February 2022, but that she will look into what contributions have been included in these account during the fiscal year. Burton also clarified that Account 62510 Computer Hardware consists of items that have been purchased fiscal year to date. Also, 63400 Foundation Restricted Funds consists of the expenditure of the donations recorded in Accounts 42030 and 42040. Burton noted that budget modifications are not done throughout the year. Bloxom also inquired about Account 8025 Pandemic Pay, which Burton explained was the Christmas bonus, approved by trustees and used funds from last year that carried over. Burton also noted that FEMA reimbursements and CARES money were entirely expended in FY 2020/21. The ARPA money, mainly from the Library of Virginia, for FY 2021/22 has been spent and Burton will be invoicing the State Library for reimbursement.
5. **Financial Report.** Bloxom motioned to approve the financial reports. Davenport seconded. Motion approved.
6. **Branch and Friend's Reports**
  - a. Cape Charles Memorial Library - Included in system report. Burton noted that the Town of Cape Charles is advertising for a library manager and will not require that individual to have a Masters of Library Science degree. Ann Rutledge is retiring and Burton is planning a dinner with other staff in attendance. Holland plans to write a letter on behalf of trustees thanking Rutledge for her service.
  - b. Chincoteague Island Library –Not included in system report. No further updates presented.
  - 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 has been focusing on completing the Strategic Plan. Youth Services Librarian, Tiffany Flores had her baby. A certified archivist for the Heritage Center, Chris Pote, has been hired and will be relocating to the Shore within the next month or two. Burton confirmed that the proceeds from the Mariner endowment will be needed in the next fiscal year. McMath expects approximately \$15,000 in income from the endowment. From the Supervisor's meeting last week, the County

Administrator's budget still had the same amount that he had originally proposed, not the larger amount requested by the ESPL. Burton is still waiting to hear what Northampton County has proposed. The amount proposed in the Accomack budget was reduced for the third year in a row due to building maintenance costs being deducted from the total. Burton had requested that this reduction be eliminated because it throws off the ratio of support between Accomack and Northampton Counties.

8. **Facility Committee (Valentine)** – No updates presented.
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 explained that another endowment for \$25,000 has been created and named the Citizens Endowment. The Milliner endowment of \$120,000 is not yet complete, but will be soon after the tax documents are finalized. The near-term goals of the Foundation are to get the library completed and provide support towards whatever support and equipment is needed, and then begin funding the endowments.
12. **Capital Project Update – Steering Committee (Valentine)** – McMath stated that the contractor has presented a new schedule with June 30, 2022 as the substantial completion date and July 29, 2022 as the final completion date. The Supervisors will be meeting Wednesday, March 16<sup>th</sup>, to talk about the proposed construction schedule and liquidated damages. Davenport inquired about the possibility of the Supervisor's monitoring of the contractor's progress throughout the new time table, rather than waiting until the projected completion date. McMath noted that the bonding company is now involved and will keep pressure on the contractor. Burton asked about the results of the thermographic roof study, and McMath noted that several areas of concern were found where water had intruded and could be trapped between the roof and the insulation, which could cause deterioration with time. Interior work can continue and the roofing contractor will return to the site to conduct core samples at the areas of concern. Burton asked whether another test will be conducted after remediation has occurred. McMath noted that a re-test is not likely, and that some areas of the roof may need to be replaced. Bloxom pointed out that large quantities of drywall have arrived and that heaters and dryers are running inside the building.
13. **Old Business**
  - a. Strategic Planning (Davenport) – Burton explained that the plan is nearly finished and displayed a printed copy of the plan, which will be presented for a first reading at next month's trustee meeting. Burton has sent a draft to the trustees for review. The plan will be posted on the library's website and distributed to public, Supervisors, Friends, and ESPL Foundation to solicit comments. A print copy will be available at the library and will also be available through the library's Facebook page.
  - b. Donation Procedures – Burton has created proposed donation procedures to be utilized when donations for the Foundation are brought into the library. The procedures have been reviewed by the Finance Committee and Treasurer Lilliston, and the suggested changes have been incorporated. Davenport retains the opinion that this is more complicated than necessary, but concludes that as long as the funds intended for the Foundation reach the Foundation, this is fine. Bloxom motioned to approve the donation procedures. Poyer seconded. Motion approved.
14. **New Business**
  - a. Burton recommended that the trustees consider adjusting the term lengths for library trustees. During some years, only one trustee rolls off, while in other years, as many as four trustees roll off at once. Burton has also noticed that there have been quite a few partial terms, which is confusing, and can lead to a situation where an individual who finishes a partial term and then serves two more

terms could be a trustee for as many as twelve years. Burton is also concerned that the length of the terms is too long at four years, and could not only deter potential trustees, but also reduce the opportunity for turnover. Burton proposes to reduce the term length from four years to three, and to stagger the terms so that three trustees would roll off each year. The term limit would remain at two terms. Davenport noted that it takes some time to acclimate to the trusteeship and that there is a steep learning curve for at least the first year, which continues even after that. Burton reminded the trustees that each trustee is appointed. Davenport understands that the Supervisors will reappoint anyone who wishes to remain on a board. Bloxom asked whether each Supervisor has one trustee appointment. Burton explained that each Accomack Supervisor takes a turn to select trustees when an opening occurs. Northampton trustees are appointed at large, and currently, there is no representation on the library board from lower Northampton County. Nelson noted that sometimes two Supervisors will work together to appoint a trustee, depending on which district the appointee lives in. Citizens that are interested in being appointed to the board do not need to apply. Burton noted that to change the term lengths, a change of the ESPL Board bylaws would be required, but that she would involve both County Administrators in the process. Holland asked Burton to draft a recommended policy and asked trustees to submit any comments or suggestions to Burton. The first reading of the policy will occur at the April 2022 meeting. Davenport suggested that the term limit could increase to three, three-year terms. Bloxom suggested a term limit of two, three-year terms. Bloxom also expressed interest in seeing any written documentation on how the Supervisors select and appoint library trustees.

- b. Evaluation of Library Director. Holland asks that the trustees review the document she distributed and submit them to Holland and Bloxom who will carry out the evaluation.

15. **Additional Comments** – Nelson inquired about when the rebranding of the library will be selected and when it is permissible for the Foundation to use the new branding. Burton explained that the selections have been made but asked that the Foundation wait to use the branding until closer to the Grand Opening. Burton will wait until after the Supervisor’s meeting on March 16<sup>th</sup> and then will consult with John Edmonds and the designer about a timeline for release of the new brand.
16. **Next Meeting:** Tuesday, April 12, 2022 at 1:00 pm, Accomack County Airport.
17. **Adjournment** – A motion to adjourn was made by Rose-Jensen and seconded by Bloxom. Motion approved. Meeting adjourned at 1:53 pm by the Chair.

Respectfully submitted,



Cara Burton, Secretary