



Main Library - Accomac

Northampton Free Library
Chincoteague Island Library
Cape Charles Memorial Library

PO Box 25
Parksley, VA 23421
Phone: 757-787-3400
Fax: 757-787-2241
www.espl.org

**EASTERN SHORE PUBLIC LIBRARY
BOARD OF TRUSTEES**

May 10, 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, Gerry Ryan (virtual), Tim Valentine. **Absent:** Dennis Custis.

In attendance: Cara Burton, Director, James Lilliston, Accomack County Treasurer (virtual). Jazmine Collins (virtual), Tiffany Flores (virtual), Chris Pote, Charle Ricci (virtual), Hannah Swimley (virtual)

ESPL Foundation: Al McMath, Colette Nelson. **Friends of the ESPL:** Carol Callander.

1. Meeting was called to order by Chair Holland at 12:59 pm.
2. **Public Comments.** None.
3. **Approval of Minutes.** Bloxom motioned to approve the minutes from the April 19, 2022 meeting. Valentine seconded. Motion approved.
4. **Finance Committee (Bloxom)** – No updates presented.
5. **Financial Report.** Burton recently discussed with Bloxom and the bookkeeper about capital expenses and how the equipment that has been purchased is throwing off the budget on the financial reports. After consulting with the auditor, it has been recommended that a Capital Fund line item be created where these types of purchases over \$1,000 could be recorded. On the Balance Sheet, under Assets, there is a now an account named Truist Reserve (which used to be named Restricted). This new line item will help with depreciation, record keeping, and grant reporting. Burton would like to create this account before the end of the fiscal year. There is still an account named Restricted under the Profit and Loss statements, which is different. Unfortunately, the matching income used for the capital expenses will remain a part of income accounts and will not be separate, but this is still an improvement nonetheless. Rose-Jensen 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. No further updates presented.
 - b. Chincoteague Island Library – 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 expressed appreciation for the opportunity to attend the DAR Genealogy Institute where she learned a great deal that can be applied to the Heritage Center. Burton, John Edmonds, Rochelle with TGD, and ESPL staff met last week to review the library's rebranding designs and related printed materials. An ADCO representative also attended the meeting to collaborate on interior wayfinding signage. Burton plans to acquire polo or collared shirts featuring the new branding design to be worn by staff at events. Trustees will be provided with a name tag at events. Burton also noted that the donated cornerstone for the library had been engraved with the year 2021. The consensus of the trustees is that the cornerstone be engraved with the year 2022 on the reverse side of the stone, as it has not yet been installed.

8. **Facility Committee (Valentine)** – Valentine reported that interior doors are being installed, and that the exterior side door of the lecture hall is now installed. Progress is also being made with the electrical work and the inspection will be occurring in the near future. McMath noted that the location of the air handler has not been changed but that a change order has been submitted.
9. **Personnel Committee (Pittman)** – Burton noted that the second portion of the staff survey will be distributed to staff later this week.
10. **Grand Opening Committee (Bloxom and Holland)** – Bloxom confirmed the donor reception will be Wednesday, August 3, 2022 at 5 pm. Nelson and Brenda Holden are working on invitation and the menu has been chosen. The grand opening ribbon cutting is planned for Friday, August 5, 2022 at 9 am, and will feature dignitaries, a few remarks, and a library tour. The ESPL Friends and staff will be on hand to assist with guiding attendees through the building. The first 300 people attending will receive a gift.
11. **ESPL Foundation (Davenport)**
 - a. **Capital Campaign Update** – McMath explained that Nelson has shown dedication in approaching incorporated towns such as Nassawadox, Cheriton, and Eastville to ask for support from each town’s ARPA funds. McMath has approached Onley, Painter, and Bloxom. Both are reporting success. The Sustainability report for the Heritage Center has been received by the Foundation and will be discussed at next week’s Foundation meeting. Nelson reminded trustees of the Foundation’s current fundraiser, “Mowing the Green”, a drawing for a zero-turn lawnmower. Tickets are available for purchase at Shore libraries and online.
12. **Capital Project Update – Steering Committee (Valentine)** – No further updates presented. Valentine noted that the Committee is awaiting direction from the Supervisors as Muhly has resigned from the steering committee.
13. **Old Business**
 - a. **Strategic Planning (Davenport)** – Ryan motioned to approve the second reading of the 2022-2027 Strategic Plan. <https://espl.org/about-us/board-of-trustees/espl-strategic-plan-2022-to-2027/> Burton explained that the plan is still out for public comment until the end of May. Pote will also be reviewing the strategic plan to identify any needed additions for the archives. Davenport seconded. Motion approved.
 - b. **Nominating Committee** – No updates presented.
14. **New Business**
 - a. Valentine motioned to approve acceptance of a federal \$149,008 Emergency Connectivity Fund Grant through the Universal Service Administrative Company (USAC) for the purpose of providing Internet technology and access to Eastern Shore of Virginia nonprofits. Invoices by vendors will be billed directly to USAC. Burton explained that under ARPA, the FCC was distributing funds through USAC under the eRate program. The grant funding would support successful public library applicants with provision of internet, technology equipment, and access to their communities. The eRate program already provides an 80% discount on ESPL’s internet service because of high poverty on the Shore, but this grant pays for 100%. Qualifications for this grant included that the devices could not be used within the library buildings. Also, it had to be demonstrated that the recipients of the program have a high need for internet access. Burton decided to take the approach of working with local nonprofit organizations. Nine local organizations have agreed to participate. The library would do a bulk equipment loan to the organizations, and the organizations would then lend the devices to their clients. The other qualification was that the equipment would be limited to a value of \$400 or less, which would be an iPad or a Chromebook. The ESPL is likely the only applicant who has taken this approach. Not

only will this grant cover the purchase of iPads and Chromebooks, but also wifi hotspots and SmartBus wifi devices. Burton is consulting with eRate Central as to specifics, and will compose a letter of commitment that each organization will sign to agree to loan these items to individuals who have high need. Burton noted that the project is structured in such a way to allow for success with ESPL's current level of staffing. The equipment will need to be inventoried and barcoded, which will be possible using library support staff and volunteers. Davenport inquired if there would be a way to distribute some devices to the general population, rather than only to participants in local nonprofit programs. Burton explained that would add a layer of complexity and could involve confidentiality concerns. Pittman explained there is a tremendous need on the Shore for this equipment and access. Burton noted that those most in need are most likely already participants in the services offered by the local nonprofits. Davenport wondered if the Biden administration's plan to supply low-cost internet to all American household would impact this program. Burton explained this grant will meet the immediate need. Poyer seconded. Motion approved. Burton also reminded the trustees that CARES funding was used to purchase two SmartBus devices, which provide wifi over a wider area. The two devices were installed on Tangier Island and at the Saxis museum, because neither of those towns offered free public wifi. The CARES money funded the devices for one year and Burton then renewed for another year. Next year, Burton can apply for the renewal to be covered at 80% under eRate, but this year's renewal will come up before that point in time. When it is time for renewal, Burton can either pay out of the library's operating budget, ask Saxis and Tangier to pay out of their ARPA funding, or ask Accomack County to pay for the service, as they do for other incorporated towns such as Parksley. It costs about \$1,000 for each town each year. The consensus of the board is that Burton request that the County pay for the service until it the time when eRate coverage can be applied for.

15. **Additional Comments** – Holland welcomed Pote on behalf of the trustees.

16. **Next Meeting:** Tuesday, June 14, 2022 at 1:00 pm, Accomack County Airport.

17. **Adjournment** – A motion to adjourn was made by Pittman and seconded by Valentine. Motion approved.

Meeting adjourned at 1:59 pm by the Chair.

Respectfully submitted,



Cara Burton, Secretary