



Main Library - Accomack

Northampton Free Library
Chincoteague Island Library
Cape Charles Memorial Library

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**EASTERN SHORE PUBLIC LIBRARY
BOARD OF TRUSTEES**

November 16, 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, David Poyer, Carl Rose-Jensen. **Absent:** Dennis Custis, Gerry Ryan.

In attendance: Cara Burton, Director. Paul Muhly, Accomack County Supervisor. **Staff:** Tiffany Flores, Hannah Swimley. **ESPL Foundation:** Al McMath, Colette Nelson. **Friends of the ESPL:** Elizabeth Bochicchio, Carol Callander, Janet Rochester.

1. Meeting was called to order by Chairperson Holland at 1:00 pm.
2. **Public Comments.** Janet Rochester, President of the Friends of the Eastern Shore Public Library read a letter (attached) that addresses the delays in the construction project and the Friends' concerns over the impacts related to these delays.
3. **Approval of Minutes.** Bloxom motioned to approve the minutes from the October 19, 2021 meeting. Pittman seconded. Motion approved.
4. **Finance Committee (Bloxom)** – No updates presented. The finance committee will be meeting in the next week to work on the budget, which is due in December. Bloxom asked Burton to read the letter received from the auditor regarding the paper trail needed for donations to the library. The auditor recommends that due to the fact that the ESPL and the ESPL Foundation are separate entities, if the contribution is made out to ESPL, the check should be deposited by the ESPL and be fully accounted for in the library's records. The ESPL can then subsequently decide to donate that money to the ESPL Foundation. Davenport expressed concern over this recommendation due to instances where donations to the Foundation were mistakenly made payable to the library by the donor. Holland requested that the auditor be available for a discussion at the December trustee meeting.
5. **Financial Report.** Rose-Jensen 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.
 - b. Chincoteague Island Library - Included in system report. Holland noted that the submitted report was from June 2021. Burton will check on this and locate correct report.
 - c. Northampton Free Library - Included in system report.
 - d. ESPL Friend's Reports – No report submitted. Burton met with Rochester recently and the Friends have requested the appointment of a liaison between the Friends and the trustees. Rochester will also look into submitting written reports on a regular basis.
7. **Library Director's System Report** – Burton noted the professional isolation for library staff due to the Shore's geographic location. Holland pointed out the importance of conferences and meetings to allow staff and administrators to connect with peers. Burton submitted the annual report to the Library of Virginia on time. The state library staff will review all details and then will notify the ESPL of any changes or additional details needed when the report is unlocked in January. The annual report is valuable as a reference tool and allows

comparison to other libraries across the state and over time. Burton mentioned that a draft of the audit was included in the annual report. Holland noted that the auditor has submitted a letter to the trustees concluding that there were not sufficient deficiencies in the ESPL's recordkeeping processes. Bloxom had previously asked about a manager's note contained in last year's audit, but not included in this year's audit. Burton clarified the purpose of this note with Accomack County who confirmed that this section should be included in future audits.

8. **Facility Committee** – Valentine reports that the committee has selected Alarm Engineering as the vendor to supply the alarm system at the new facility. The committee will be meeting with this company to iron out a few questions that the insurance company had about the contract. At this point, the vendor who was the second choice is unwilling to entertain any questions about their contract wording. Muhly added that the Town of Parksley installed a camera security system from Alarm Engineering for the downtown area a few years ago. The town has been very pleased with the firm. McMath asked if Alarm Engineering would be able to install their equipment after the roof is completed but before the contractor closes up the walls. Valentine stated that this is the plan and will be discussed at the upcoming meeting with the vendor.
9. **Personnel Committee (Pittman)** – Jazmine Collins will be representing the staff as a liaison to the personnel committee. Burton is also developing some ideas in regards to the staff survey suggested by the committee.
10. **Grand Opening Committee (Bloxom and Holland)** Bloxom reported that the committee met October 25. The plans for the grand opening were on hold at that point due to a lack of progress at the construction site. The committee discussed donors, number of attendees, and the catering. The committee hopes to hold the grand opening event at the end of March. A committee representative will be presenting the event's budget to the Foundation in the near future. Holland noted that the grand opening event planning will need to be coordinated with the donor event that the Foundation is planning.
11. **ESPL Foundation (Davenport)**
 - a. **Capital Campaign Update** – Nelson noted that the Foundation will be mailing a fundraising letter to previous donors that defines the categories of contributions and totals each donor's contributions to date, in the hopes that some donors will contribute additional funding to reach the next category of giving. This letter will also confirm the name that each donor would wish to have listed on the donor wall, as well as whether the donation should be listed under the ESPL or under the Heritage Center. Davenport stated that the donor wall will list the names of individuals who contributed to the construction of the library, and will include pledged donations. Future donors will be listed on a separate plaque.
 - b. **Capital Project Update – Steering Committee (Valentine)** – McMath noted that construction on the roof commenced last week, with the subcontractor stating that it will be complete in about a week. The County has sent letters to the general contractor to inquire about status of the subcontractors receiving payment. The Accomack County Board of Supervisors has scheduled an Executive session to discuss the project. Muhly stated that the project is back on schedule and that the Board of Supervisors will allow the contractor no additional extensions. If the contractor does not meet the January 28, 2022 deadline, there will be a daily financial penalty applied. The surveying for the landscaping, entrances and exits has begun. As soon as the roof is complete and the building is sealed and dried out, the insulation and drywall work can begin at an accelerated rate. Muhly answered Callander's question about the ductwork and concerns for mold and damage by clarifying that any ductwork that had been installed prior to the project's slowdown, and that has been open to the elements, will be inspected before it is deemed complete. McMath reported that the actual project completion date is December 28, 2021 with a month to address any items on the punch list. The

architects are working on a new schedule of all items remaining to be completed and will forward to the County once it is finished.

12. Old Business

- a. Strategic Planning (Davenport) – The committee held a meeting a few weeks ago and will continue to work towards the committee’s goals. Davenport thinks it is unlikely that the process will be completed by the original goal of the end of the year, but notes that having more time will result in a better final product.

13. New Business

- a. Audit and Annual Report – Valentine motioned to acknowledge that the trustees have received the audit with Pittman seconding. Motion approved.

14. Additional Comments – Burton reminded the Trustees of the basket drawing to take place on December 3, and asked that the members continue to promote ticket sales. Burton noted that a reception for Maureen Lawrence by the Friends of the Northampton Free Library will be held on November 17th.

15. Next Meeting: Tuesday, December 14, 2021 at 1:00 pm, Accomack County Airport.

16. Adjournment – Meeting adjourned at 1:54 pm by the Chair. Valentine motioned to adjourn with Davenport seconding. Motion approved.

Respectfully submitted,



Cara Burton, Secretary