



Main Library - Accomac

Northampton Free Library
Chincoteague Island Library
Cape Charles Memorial Library

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**EASTERN SHORE PUBLIC LIBRARY
BOARD OF TRUSTEES**

September 14, 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, David Poyer, Carl Rose-Jensen.

Absent: Dennis Custis, Althea Pittman, Gerry Ryan, Tim Valentine, James Lilliston (Treasurer).

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

1. Meeting was called to order by Chairperson Holland at 1:10 pm.
2. **Public Comments.** None.
3. **Approval of Minutes.** – Davenport motioned to accept the minutes from the August 10, 2021 meeting. Rose-Jensen seconded. Motion approved.
4. **Financial Report.** Bloxom inquired about the zero amount budgeted in this fiscal year for 64085, Insurance, Medical. Burton explained that all insurance costs were lumped into the 64080, Insurance, Other expense account, and that the various insurances will be broken out and reallocated by the bookkeepers. Bloxom also noted that some budgetary items are almost at 60% of the entire amount budgeted for the fiscal year, and Burton noted that many of these expenses were related to the RED project are to be paid with CARES funding. Bloxom asked about the eRate consultant expenditure, which Burton noted is invaluable to our application to qualify for federal eRate funding. State Aid funding pays for the eRate consultant. Bloxom inquired about the \$75 in fine income that has been collected this year in account 44010, Fines. Burton explained that even though the ESPL is fine free, long overdue fines that had been assessed before the ESPL's made the shift to fine free are still eligible to be collected. Burton noted that the VOIP phone system has allowed the library to stop charging fees for public fax services. Bloxom motioned to approve the financial reports as submitted. Rose-Jensen seconded. Motion approved.
5. **Branch and Friend's Reports**
 - a. Cape Charles Memorial Library - Included in system report. Burton and Flores recently met with branch manager, Rutledge, to conduct an interview about strategic planning.
 - b. Chincoteague Island Library - Included in system report. Burton presented a Genealogy workshop at the CIL on September 14th. CIL is planning to begin their strategic planning process at the end of 2021.
 - c. Northampton Free Library - Included in system report. Burton is still attempting to get the remodeling work started. A contractor has been identified and it is now a matter of getting onto his schedule.
 - d. ESPL Friend's Reports – No report submitted. Burton reached out to the Friends to see if they would be willing to act as a volunteer coordinator, but the request was deferred to a future discussion. Burton feels that this position may be better suited as a paid staff position and has gathered job descriptions for such a position.
6. **Library Director's System Report** – No updates presented.
7. **ESPL Foundation (Davenport)**
 - a. Capital Campaign Update – Davenport asked Foundation President McMath to update the trustees. Burton mentioned that the Foundation had mailed a letter from John Edmonds that included a list of

available naming opportunities. McMath noted that the Foundation is requesting contributions from each of Accomack County's incorporated towns. There will be 17 baskets in the Foundation's basket drawing, which begins September 15th and will run through December. Taylor Bank has donated to the Foundation this year. The Foundation was not awarded the NEH grant (a joint application with the Nabb Center), which could have paid for an archivist for several years, but the Sustainable Cultural Heritage grant (also applied for through the NEH), for compact shelving has yet to be awarded.

8. **Capital Project Update – Steering Committee (Valentine)** – McMath provided an update to say that the 90% of the metal roof decking is complete, but the welding, which attaches the decking to the metal joists, has been delayed and is only about 25% complete. The welding delay is holding up the installation of the wiring infrastructure. Monthly architect fees continue to be paid out of the contingency fund. Burton provided an update on the low bid contract for the security system and shared that she had been advised by legal counsel to seek another contractor. The Foundation finance committee recently asked Burton about what equipment and furnishings would be needed to open the new library, and found that things are looking good. Davenport noted that the staff is the most important element of the library and sufficient staffing levels will be essential to the organization's success. McMath concurred, recognizing the larger size of the new library, increased usage by the public, and the expanded role of the Heritage Center will require a larger staff.

9. **Old Business**

- a. Strategic Planning (Davenport) – Burton noted that the ESPL libraries are closing on Monday, September 20 to conduct a strategic planning session focusing on public services. Burton asked for board feedback regarding public services that need to be addressed such as hours of operation, staff behavior, making the libraries more welcoming, and reaching underserved areas. Davenport recommended conducting a patron survey. Poyer stated the importance of providing service to everyone. Burton noted that all staff are required to take Mental Health First Aid and Adverse Childhood Experiences (ACES) continuing education courses. Poyer asked about providing defibrillators at the libraries. Burton had inquired about this equipment for the Accomack library and was told they would not be necessary because of the library's proximity to the Sheriff's department. Burton expressed concern about providing appropriate training for all staff, but is willing to inquire of our insurance company about acquiring and offering defibrillators. Rose-Jensen recommended a basic first aid course for all staff prior to any CPR training.

10. **New Business**

- a. Approve the closing of ESPL libraries (Accomack and Nassawadox) to correspond with Accomack County holidays on October 11, November 26, 27, and at noon on November 24, and December 23, 2021. These holidays are not included in the Personnel Manual, but are requested in 2021 due to the strain that staff have experienced during the pandemic. Burton requests that the dates above be added to this year's holiday schedule only, but not change the Personnel Manual policy. Davenport motioned to approve the listed dates for 2021. Bloxom seconded. Motion approved.
- b. Approve the Memorandum of Agreement with the Library of Virginia for the IMLS American Rescue Plan Act (ARPA) funding totaling \$28,709. Bloxom expressed concern over the reporting burden that would be added to the library staff. Burton feels that many of the statistics needed for this funding are already being collected for the annual state report, and would not create a substantial burden. Bloxom motioned to approve the memorandum of agreement Davenport seconded. Motion approved.

- c. Joyce Brown Milliner bequest – Eastern Shore Public Library was informed by the executor of the Joyce Brown Milliner (February 20, 1935 to March 30, 2020) estate that the library is a beneficiary. In order to memorialize Mrs. Milliner’s legacy in our community, Bloxom moved that the entirety of the Joyce Brown Milliner bequest be transferred to the Eastern Shore Public Library Foundation for the immediate investment of the funds into an endowment for the benefit of general operations. ??? seconded. Davenport noted that this would be a substantial addition to an endowment for the archivist. McMath suggested that at first the funds could support the archivist and then be used for operating funds, but defers to Burton as to what is most needed. McMath envisions a million dollar endowment, which would provide \$50,000 in support yearly. Davenport would like to see a separate endowment set up for general operating expenses, which would be beneficial in providing the library with consistent and sustainable funding. Motion seconded by Bloxom. Motion approved.
- d. Burton met with the library bookkeeper this morning in preparation for next week’s auditor visit. Burton asks that the trustees vote on account 64090, Liability Reserves, which is budgeted for \$8,000 this fiscal year. During the last fiscal year, \$8,000.00 was budgeted, but over \$13,000 was paid out for accumulated vacation and sick time. There is another reserve in account 80100, Reserves. Prior to the last fiscal year, \$10,000 was budgeted each year as a rainy day fund. Right now, there is \$20,000 in account 80100. During the last fiscal year, \$2,550 was budgeted, but \$9,996.00 was actually deposited. Burton would like the trustees to decide on how to handle the \$7,446.00 that was unspent. It could be moved to this year’s operating budget for personnel, this year’s Reserve, or something else entirely. Burton noted that the Finance Committee will need to develop policies on petty cash, the reserve goal, and what the reserve should be used for. Poyer motioned to move the unspent to Reserves. Davenport seconded. Motion approved. Burton reminded the board of how donations of restricted funds would be transferred to the Foundation, rather than set up an additional bank account. There is a balance of \$13,756 currently in restricted funds. Davenport motioned to move up to \$13,756 of restricted funds to the ESPL Foundation with the understanding that the funds will be used for the purposes specified in the grants. Poyer seconded. Motion approved.
11. **Additional Comments** – There will be an ESPL Finance Committee meeting on September 23rd, and Burton will attend. Flores implemented a new program in conjunction with this year’s summer reading program: letterboxes. One was planted at the Historic Onancock School. Burton visited to re-hide the letterbox, which contains a book in which letterboxers place their own stamp, and found that a significant number of people had discovered the box and left messages. This passive program is a true success. There are other library letterboxes at Ker Place and Makemie Park.
12. **Next Meeting:** Tuesday, October 12, 2021 at 1:00 pm, location to be determined.
13. **Adjournment** – Meeting adjourned at 2:35 by the Chair. Davenport motioned to adjourn with ??? seconding. Motion approved.

Respectfully submitted,



Cara Burton, Secretary