



Main Library - Accomac

Northampton Free Library  
Chincoteague Island Library  
Cape Charles Memorial Library

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**EASTERN SHORE PUBLIC LIBRARY  
BOARD OF TRUSTEES**

August 9, 2022 at 1:00 pm

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

**Present:** Joyce Holland (Chair), Jay Davenport (Vice-Chair), Dennis Custis, Althea Pittman, David Poyer, Carl Rose-Jensen, Frank Russell. **Absent:** Gary Heintzelman, Gerry Ryan. James Lilliston, Accomack County Treasurer.

**In attendance:** Cara Burton, Director, Jazmine Collins (virtual), Tiffany Flores (virtual), Chris Pote, Charle Ricci (virtual), Paul Muhly, Pat Bloxom (virtual)

**ESPL Foundation:** Al McMath, Colette Nelson. **Friends of the ESPL:** Janet Rochester.

1. Meeting was called to order by Chair Holland at 12:58 pm.
2. **Public Comments.** Rochester presented Burton with a newly designed ESPL Friends book bag, which are now available for purchase. Holland read a note of thanks from Pat Bloxom for the book given to her by the trustees in appreciation for her service on the board.
3. **Approval of Minutes.** Custis motioned to approve the minutes from the July 12, 2022 meeting. Poyer seconded. Motion approved.
4. **Finance Committee (Davenport)** – Davenport remains on the committee. Holland will represent Northampton County, and Bloxom will join the committee as a citizen member.
5. **Financial Report.** Burton has confirmed the receipt of \$350,000 from the state. The library can move forward with plans to utilize this funding. Burton distributed an updated year-end budget vs. actual report for FY 2021-22. The updated report includes a \$10,000 deposit into the Reserve account. Rose-Jensen 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 suggested to CCML manager that both the Zoom link to trustee meetings and the monthly system report be shared with her library board. This would allow for better representation from the southern portion of the Shore.
  - b. Chincoteague Island Library – Included in system report.
  - c. Northampton Free Library - Included in system report. Cara plans to visit later this afternoon to inspect the grounds clearing project. There is a right of way along the side property line, and Burton hopes to add additional security lighting along that line to facilitate outdoor events and story trails in the wooded area. NFL is the only library location with any significant usable green space.
  - d. ESPL Friends Reports – Included in board packet. Friends have released a new roster of board members. Friends are working to secure volunteers for upcoming events, the opening of the Parksley library, and the “staffing” of the Friends Book Shop.
7. **Library Director's System Report** – Burton confirmed that the system report is sent to the Boards of Supervisors of both Accomack and Northampton Counties. Burton announced that the launch of the new logo and rebranding occurred today. A press release has been sent, and staff are wearing new shirts. Backpacks will be available for the first 350 customers. The newly redesigned library cards encourage patrons to register for a new account or to update their existing accounts with current contact information. The new ESPL Heritage Center website (esplheritage.org) will hopefully be launching later today, and the new ESPL webpage (espl.org) will be live by the end of the week. The goal for both new websites is to make it easier to

find information and to have a modern look. Burton expressed appreciation to staff who have worked on the projects. Pote and Collins have been heavily involved with the Heritage Center website, which was paid for with grant funding and ARPA funds. TGD worked on the rebranding project pro bono, which has saved the library and Foundation a tremendous amount of money. Holland will send TGD a thank you note on behalf of the trustees. All of the equipment purchased with the \$148,000 Emergency Connectivity Fund has arrived, and Collins has been doing an excellent job with the logistics of inventorying and distributing the equipment to local non-profits and organizations. Burton is in the process of hiring a part-time courier driver and custodian. Burton has interviewed an individual for the advertised youth services librarian position and is awaiting a response.

8. **Personnel Committee (Pittman)** – No updates presented. Holland explained to Russell that the committee is working with staff and utilizing surveys to increase staff retention and satisfaction. Rose-Jensen commented on how much useful information was gleaned from the first of two staff surveys.
9. **Grand Opening Committee (Holland)** – No updates presented.
10. **ESPL Foundation (Davenport)**
  - a. **Capital Campaign Update** – McMath announced that the lawnmower raffle resulted in approximately \$16,500 of funds raised. The Foundation’s focus will now shift towards endowments, of which the interest will be a continual source of support. The capital campaign will end at the end of 2022. The second check (\$104,000) from the Milliner bequest has been received by the Foundation and will be deposited with the ES Community Foundation. \$25,000 has been deposited into the ESPL Foundation’s Citizen’s Endowment. \$350,000 from the state has been received and the library and Foundation are very grateful to everyone at the state and local levels that made this possible. Burton will be utilizing these funds for needed items for the new library.
11. **Capital Project Update – Steering Committee (Davenport)** – McMath noted that good progress is being made on the interior with HVAC working and all carpet and drywall installed. Interior painting is to begin this weekend. The contractor has given the County a schedule with a final completion date of September 28<sup>th</sup>, but it is unclear at this point if the County will accept that. McMath is concerned about the spots in the roof where water previously intruded into the installation. The roofing subcontractor returned to the project, but has not been on site lately. The contractor and County feel that another thermographic test needs to be done in order to get a certificate and a warranty. McMath is unsure whether a certificate of occupancy could be issued without the roofing certificate. The contractor and architect are in disagreement over the amount of additional time related to the transformer delay that will be incorporated into to the final completion schedule. Now that the fire suppression system has been inspected and certified, the remainder of the ceiling can be installed. Davenport inquired about the timeline of exterior site work paving. McMath responded that a company from across the bay is on the schedule for asphalt paving during the week of August 16<sup>th</sup>. The exterior fence is being removed now that the building itself will be secure at night. McMath feels that the library may be able to begin to move after the projected completion date of September 28<sup>th</sup>, but that there will most likely be some items still to be finished. Davenport expressed concern that without the roofing certificate and warranty, the building should not yet be turned over to the Trustees.
12. **Old Business – None.**
13. **New Business**
  - a. **Moving archives. Approval of lease agreement** – With the sale of the Club Car property and adjacent bank building, the space that was housing the archives is no longer available to the library. Pote noted that the relocation of the archives to a former bank in Onley will allow for the proper

processing of the collection. The new space will make it possible to gain control of the collection, and to begin the nitty gritty archival work. The result will be a properly housed and organized collection, which will then be moved to Parksley. The rent will be \$1,600 per month. Russell questioned the cost of the temporary move, the shelving, and the rent, because of the potential for this to be a temporary, short-term solution. Russell noted that the library could be moving to Parksley in a couple of months and suggested that the archives could be stored in the two rooms that have been completed in the new library. Holland explained that the lease will be for two years. Davenport noted that the trustees will need to inspect and formally accept the building from County before occupancy will occur. It will not be possible to store archives in the new library building before that point. Holland understands that this move into the rented space will provide Pote an opportunity to get all of the archives into the condition that they will need to be in prior to moving into the new facility. Davenport noted that this will allow the staff to have control over the collection before it is moved. Russell reiterated that the cost of this move is high. Pote explained that the rented archive space will allow the archives to hire an assistant much sooner than if waiting for the move to the new library. Davenport motioned to approve the lease agreement and to move the archives to the rented space. Pittman seconded. The date of the lease agreement will be adjusted to the current date. Burton inquired as to who would be authorized to sign the lease. Holland suggested that library attorney Custis will make a recommendation on who is best to sign. Motion approved with Holland, Davenport, Custis, Pittman, Poyer, and Rose-Jensen, voting in favor, and Russell voting against.

14. Patron Rights and Responsibilities Policy. This is the first reading of the policy. A second reading will occur at the next trustee meeting. Poyer noted that there are no rights included in the policy, only responsibilities. The policy is written in the nature of a contract, with access and respect being given in exchange for responsibilities. Also, paragraph five should include the addition of requiring clothing that covers the lower part of the body. Burton agreed that the wording regarding proper attire will be examined. Burton noted that patron rights are outlined in the ALA Bill of Rights, and suggested that the Bill of Rights could be included in the policy, or attached as an additional document. Davenport feels that the document is too lengthy and complicated, and suggests a one page summary that is attached to and refers to the full policy. Davenport also questioned the section on how to address patron sleeping in the library. Burton noted that individuals with special needs or the elderly will doze off. Russell is concerned about who determines what constitutes prolonged staring. Rose-Jensen noted that it is a very subjective thing. Burton explained that this discussion illustrates the situations that library staff encounter in their work with the public. Burton will return the trustee's comments to the staff to see how the policy could be modified. Poyer suggested the policy's main points could be highlighted on a one page summary or even converted into an infographic to illustrate behaviors to avoid. Davenport also suggested that language be added to instruct patrons to direct any questions to library staff when determining what behaviors are appropriate. Burton asked Pittman to review the policy with her staff to identify any additions needed to recognize those with special needs. Holland asked trustees to submit edits and comments before the next meeting.
15. **Additional Comments** – Russell noted that he would like to be a positive influence as a trustee and would like to enhance the relationship between the library and the town of Parksley. Davenport expressed that he is glad to have Russell on the board, and noted that the relationship between the library and the town will be symbiotic.

Russell is looking forward to working with the board and also to having a town-wide event at the same time as the library's grand opening.

16. **Next Meeting:** Tuesday, September 13, 2022 at 1:00 pm, Accomack County Airport.

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

Meeting adjourned at 1:50 pm by the Chair.

Respectfully submitted,

A handwritten signature in cursive script that reads "Cara Burton".

Cara Burton, Secretary