



Main Library - Accomac

PO Box 25  
Parksley, VA 23421

Northampton Free Library  
Chincoteague Island Library

Phone: 757-787-3400  
Fax: 757-787-2241

Cape Charles Memorial Library

www.espl.org

**EASTERN SHORE PUBLIC LIBRARY  
BOARD OF TRUSTEES**

July 12, 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), Althea Pittman, David Poyer, Carl Rose-Jensen. **Absent:** Dennis Custis, Frank Russell, Gerry Ryan, Tim Valentine. James Lilliston, Accomack County Treasurer.

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

**ESPL Foundation:** Al McMath. **Friends of the ESPL:** Janet Rochester (virtual).

1. Meeting was called to order by Chair Holland at 1:00 pm.
2. **Public Comments.** None.
3. **Approval of Minutes.** Poyer motioned to approve the minutes from the June 21, 2022 meeting. Pittman seconded. Motion approved.
4. **Finance Committee** – No updates presented. An additional trustee will need to be selected for this committee now that Bloxom’s term on the board has ended. Holland announced that two new trustees have been appointed: Frank Russell, whose term has begun, and Gary Heintzelman, whose term begins in August 2022.
5. **Financial Report.** Burton noted that the new fiscal year has begun as of July 1<sup>st</sup>. To follow up on a question from last month’s meeting, Burton explained that this fiscal year’s insurance was pre-paid at the end of the last fiscal year. Burton reviewed the insurance coverage of the property and had the insurance company update the coverage, resulting in a savings of approximately \$2,000. Burton also explained that the second check from the Joyce Brown Milliner bequest was deposited in ESPL’s account and then a check for the same amount was issued to the ESPL Foundation. This funding will then be deposited by the Foundation into the Hampton Roads Community Foundation endowment account. Burton confirmed from past minutes that the trustees had directed that the entirety of the bequest be transferred to the ESPL Foundation. Burton never knows until after the fiscal year starts exactly what the state aid will be, which prevents finalizing the budget in advance. The library has received an additional \$47,918 in state aid for library operations for the 2022-23 fiscal year, thanks to Senator Lewis and Delegate Bloxom. All state aid funding can be spent only on certain things that provide access to library services for the community, with 25% of the total allowed to be used for a degreed librarian’s salary. In March, the trustees voted to transfer \$40,000 of the reserve to the Truist Reserve account. Burton explained that in FY 2018, 2020, and 2021, \$10,000 was approved for and placed in reserve. In FY 2019, nothing was placed in reserve, and for FY 2017, no reserve plan was yet in place. Burton explained that there is no reserve shown in this month’s financial report, but the \$40,000 voted upon did include \$10,000 for the 2022 FY. Burton has asked the bookkeeper to correct that in the financials. Davenport inquired about a goal amount for the reserve and Burton explained that there is not a current goal, but it could be set by the Finance Committee and then adopted into a policy. Holland clarified that today’s financials will be approved recognizing that there will be a correction to include 2022’s \$10,000 addition to the Reserve account. Rose-Jensen motioned to approve the financial reports including the correction. Davenport 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. Burton mentioned that Karen Sharp, CIL manager, has written about CIL and its history for the upcoming “Off the Shelf” article that is to appear in the Eastern Shore Post.
  - c. Northampton Free Library - Included in system report. Holland complimented Buyrn’s article and Poyer commented on improvements to library’s interior and exterior. Burton noted that some of the improvements

have been paid for with ARPA funding and some with Northampton County support. Buyrn is assisting Ricci with patron and fine database cleanup while at NFL, which will benefit the system as a whole.

- d. **ESPL Friends Reports** – Included in board packet. A very successful book giveaway was held at the end of the Accomac 4<sup>th</sup> of July parade. Over 100 children received books and a picture of the Friends group was included on Shore Daily News. The books were provided through a connection of Flores' and were picked up in Suffolk.
7. **Library Director's System Report** – Holland complimented Burton's article about the structure of the ESPL system and suggested that it be converted into a handout for future presentations. Poyer suggested that additional information be included about the sources of funding for the library system. Burton mentioned that the ESPL entered a tree in the Christmas in July event at Grace Methodist Church in Parksley, which will occur this coming weekend. Burton also took remaining Soho books to the church for giveaway. Flores will create a summary report of the variety of projects, nonprofit agencies, and outreach events where the books were distributed. With ARPA funding, the Library of Virginia has distributed Vox Books, which are printed children's books with an attached audio player, to various communities in need across the State. The ESPL received 71 Spanish language Vox Books through this program. The ESPL purchased a mobile display unit for this new collection. The library has advertised for a Youth Services Librarian.
8. **Facility Committee (Valentine)** – McMath stated that the contractor will not make the project deadline of July 29<sup>th</sup>, and has requested an extension until September 23<sup>rd</sup>. Rose-Jensen motioned to appoint Davenport as the trustee's representative to the Steering Committee. Pittman seconded. Motion approved.
9. **Personnel Committee (Pittman)** – Collins is working to compile staff responses from second portion of staff survey and will submit a summary to committee.
10. **Grand Opening Committee (Bloxom and Holland)** – No updates presented.
11. **ESPL Foundation (Davenport)**
  - a. **Capital Campaign Update** – McMath mentioned the lawn mower raffle is drawing to a close, with hopes to raise \$20,000. Holland noted that the Town of Nassawadox will contribute \$5 per town resident and McMath stated that Onley will contribute \$5,200 as well.
12. **Capital Project Update – Steering Committee (Valentine)** – No updates presented.
13. **Old Business** – Davenport inquired whether a response about the ESRL lease agreement had been received from library attorney, John Custis, and Burton stated that it has not.
14. **New Business**
  - a. Milliner bequest transfer to the endowment. Discussed under Financial Report.
15. **Additional Comments** – None.
16. **Next Meeting:** Tuesday, August 9, 2022 at 1:00 pm, Accomack County Airport.
17. **Adjournment** – A motion to adjourn was made by Davenport and seconded by Rose-Jensen. Motion approved. Meeting adjourned at 1:49 pm by the Chair.

Respectfully submitted,



Cara Burton, Secretary