



Main Library - Accomac

Northampton Free Library
Chincoteague Island Library
Cape Charles Memorial Library

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**EASTERN SHORE PUBLIC LIBRARY
BOARD OF TRUSTEES**

June 21, 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), Dennis Custis, Jay Davenport, David Poyer, Carl Rose-Jensen. **Absent:** Althea Pittman, Gerry Ryan, Tim Valentine. James Lilliston, Accomack County Treasurer.

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

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

1. Meeting was called to order by Chair Holland at 1:01 pm.
2. **Public Comments.** None.
3. **Approval of Minutes.** Rose-Jensen motioned to approve the minutes from the May 10, 2022 meeting. Bloxom seconded. Motion approved.
4. **Finance Committee (Bloxom)** – Report distributed in board packet. Burton confirmed that the Milliner bequest has not yet been delivered. The insurance is over budget and will be examined after the move to the Parksley facility.
5. **Financial Report.** Burton is setting up a meeting with bookkeeper to review year-end status and any carryover. Custis motioned to approve the financial reports. Poyer 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 - Connor Buyrn is now the interim manager of the NFL. Hannah Swimley's last day was this past Friday.
 - d. ESPL Friends Reports – Included in board packet. No further updates presented.
7. **Library Director's System Report** – Cape Charles is having air conditioning issues and has needed to close early on hot days. A few years ago, the air conditioning unit that cools the front portion of the Accomac library became inoperable and window units have been used as a substitute. Recently, the unit that cools the back portion of the building stopped working. Burton has now added additional window units to the back portion of the building to help keep the temperature and humidity sufficiently cool. Flores has been very busy with Summer Reading Program events and is seeing good attendance. Staff did a wonderful job while Burton was away. Privacy pod for telehealth and legal meetings has been selected by administrative staff. With local people lacking access to in-person medical care and to sufficient broadband connectivity for telehealth appointments, this pod will provide a soundproof and quiet booth for such needs, and will be available by appointment. Pote is reading and learning about Eastern Shore history and systematically inventorying contents of the archive. Burton noted that Pote and Jazmine are working well together.
8. **Facility Committee (Valentine)** – Construction report included in board packet was submitted by Rakowski. McMath explained that it has taken a couple of weeks to locate a transformer and have it installed. Without a transformer, the HVAC could not be turned on in order to climatize the building, which has held up the installation of flooring. The lighting fixtures have been installed, and the painting and sheetrock is mostly

finished. The completion of the roof repair has been on hold until all of the roofing penetrations were finished. A thermographic test, done by the County, revealed pockets of moisture. The roof does not leak, but before a certificate of completion and warranty will be issued, the repairs will need to be carried out by the roofing contractor. A construction committee meeting is scheduled for next week, at which McMath hopes a schedule for completion will be provided by the contractor. Burton noted that Accomack County will continue to pay for electrical service until the library takes occupancy. The County confirmed that the building cannot open until the exterior site work (parking lot, sidewalks, light poles) is complete, for safety reasons.

9. **Personnel Committee (Pittman)** – Rose-Jensen noted that an outstanding survey was distributed to staff by Collins who then submitted the responses to the committee. A second portion of the survey, focusing on job satisfaction, is currently out to the staff. After this second portion is completed and results compiled, the personnel committee will meet and then submit recommendations to the trustees.
10. **Grand Opening Committee (Bloxom and Holland)** –Planning is currently on hold until a scheduled completion date is announced.
11. **ESPL Foundation (Davenport)**
 - a. **Capital Campaign Update** –\$350,000 of the state budget will be awarded to the library project through the Library of Virginia. Davenport has tickets available for the drawing for the zero turn mower for the trustees to sell to friends and family. The drawing is to be held in mid-July.
12. **Capital Project Update – Steering Committee (Valentine)** –Holland expressed appreciation for Pat Bloxom’s good work and input throughout her term. Bloxom has been attending construction progress meetings.
13. **Old Business**
 - a. **Strategic Planning (Davenport)** – Burton noted that one public comment in writing was received in regards to Heritage Center programming for children. Pote did not feel that changes were required based on this comment. Davenport motioned to approve the 2022-2027 Strategic Plan. <https://espl.org/about-us/board-of-trustees/espl-strategic-plan-2022-to-2027/> Custis seconded. Motion approved.
 - b. **Nominating Committee** – Bloxom presented the committee’s report which recommends that the board chair be Joyce Holland and the vice-chair be Jay Davenport. Custis motioned to approve. Rose-Jensen seconded. Motion approved. Bloxom motioned that Davenport continues as the liaison to the Foundation. Poyer seconded. Motion approved.
14. **New Business**
 - a. ESPL to open late at noon on Thursday, July 14 for staff half day training. Custis motioned to approve the closing. Davenport seconded. Motion approved.
 - b. Davenport motioned to authorize the transfer of \$20,000 budgeted for NFL maintenance to the reserve for the purpose of future NFL maintenance expenses. Poyer seconded. Motion approved.
 - c. Custis motioned to approve the naming applications submitted by the ESPL Foundation. The applications will then be approved by the Accomack County Board of Supervisors. Bloxom seconded. Motion approved.

Requested Naming

Benches (located outside)

In memory of Art Fisher, Eastern Shoreman and beloved

husband, father, and "Dodgy"

In loving memory of Abbie Arms. She was amazing.

Given by Kim and Wendy Miles in Honor of Helen and Abie Miles, Ben and Joy Nathanson

In memory of Joe & Helen McMath, and Clyde & Margaret Broache

Theodore Thatcher Belfit 1979-2011, Arborist, Family. Friends. Books. Trees and Waves.

Staff Kitchenette (Room 130)

Kitchenette sponsored by Jay Davenport

Archivist Office (Room 117)

Dedicated to the Memory of Kirk C. Mariner. Sponsored by Carol and R. Scott Callander.

Eastern Shore Room (114)

Eastern Shore Room in Memory of Katharine H. S. Edmonds

Gallery (Room 109)

Gallery Sponsored by Judy and Terry Malarkey

Circulation Desk (to be in Room 118)

The William R. Lewis, Jr. Circulation Desk is sponsored by Richard E. Lewis, W. Revell Lewis III, and their families in recognition of their dad's love for education.

d. Margaret Keen Hand memorial

Margaret Keen Hand motion

Whereas, Margaret Keen Hand, (December 5, 1906 to May 13, 1978) was a beloved resident of Nassawadox and loved local history, and

Whereas, her will bequest books to Eastern Shore Public Library which included first edition volume one and two of *Virginia's Eastern Shore: A History of Northampton and Accomack Counties* by Ralph T. Whitelaw and ninety-eight miscellaneous volumes of books devised to Eastern Shore Public Library, all valued at \$654.00, and

Whereas, the amount of \$7,357.00 was paid to Eastern Shore Public Library for portion of fire insurance proceeds allocated to it related to the loss and damage by fire to books devised to the Library, and

Whereas, the Eastern Shore Public Library Board of Trustees and staff feel it is most appropriate to recognize Miss Hand's thoughtfulness and generosity in honor of her memory,

Therefore, the name of Margaret Keen Hand shall be added to the "Eastern Shore of Virginia Room Memorials" plaque.

Burton contacted the Northampton County Clerk and was able to obtain Ms. Hand's will, and confirm the value of the fire loss that was donated to the library. This documentation allows the library to properly recognize Ms. Hand. Poyer motioned to accept the resolution. Bloxom seconded. Burton inquired if it would be acceptable to the board to issue a press release if the resolution is approved. The board concurred and Holland will review the press release. Motion approved.

- e. Lease agreement with Accomack County for the Eastern Shore of Virginia Regional Library and Heritage Center –Poyer motioned to refer the proposed lease with trustee's comments and with reference to John Custis's emailed comments of August 10, 2020 to Custis and request that Custis present the trustees with a lease for consideration. Bloxom seconded. Holland noted that a special meeting of the trustees may be required to review returned lease. Motion approved.

15. **Additional Comments** – none.

16. **Next Meeting:** Tuesday, July 12, 2022 at 1:00 pm, Accomack County Airport.

17. **Adjournment** – A motion to adjourn was made by Custis and seconded by Rose-Jensen. Motion approved. Meeting adjourned at 2:05 pm by the Chair.

Respectfully submitted,

A handwritten signature in cursive script that reads "Cara Burton". The signature is written in black ink and is positioned above the typed name.

Cara Burton, Secretary