

EASTERN SHORE PUBLIC LIBRARY

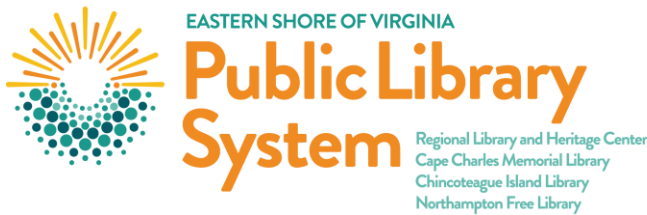
BOARD OF TRUSTEES

November 8, 2022, 1:00 PM

Meeting Location: Accomack County Airport, 29194 Parkway, Melfa, VA

Agenda

1. Call to Order
2. Public Comments
3. Approval of Minutes of September and October 2022
4. Finance Committee
5. Financial Report
6. Branch and Friend's Reports
 - a. Cape Charles Memorial Library
 - b. Chincoteague Island Library
 - c. Northampton Free Library
 - d. ESPL Friend's Reports
7. Library Director's System Report
8. Personnel Committee (Pittman)
9. Grand Opening Committee (Holland)
10. ESPL Foundation (Davenport)
11. Capital Project Update – Steering Committee (Davenport)
12. System Director Search Committee (Holland)
13. Old Business
 - a. ESRL Lease Agreement with Accomack County
14. New Business
 - a. Approval of holiday closings for 2023
15. Additional Comments
16. Next Meeting: Tuesday, December 6, 2022 at 1:00 pm, Accomack County Airport.
17. Adjournment



**EASTERN SHORE PUBLIC LIBRARY
BOARD OF TRUSTEES**

September 13, 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, Frank Russell, Gerry Ryan, James Lilliston, Accomack County Treasurer (virtual).

Absent: Dennis Custis, Gary Heintzelman.

In attendance: Cara Burton, Director, Connor Buyrn (virtual), Tiffany Flores (virtual), Chris Pote (virtual), Charle Ricci (virtual), Richard Berger, CCML Board.

ESPL Foundation: Al McMath, Colette Nelson. **Friends of the ESPL:** Janet Rochester, Margaret Donahue-Lynch.

1. Meeting was called to order by Chair Holland at 1:06 pm.
2. **Public Comments.** Rochester has Friends of the ESPL book bags available for purchase.
3. **Approval of Minutes.** Russell motioned to approve the minutes from the August 9, 2022 meeting. Pittman seconded. Motion approved.
4. **Finance Committee (Davenport)** – Davenport reported that the committee met on September 7th to review and update the budget to more fully include the capital expenses. The committee provided guidance to Burton regarding budget balancing. An issue that needs to be addressed is a shortfall in income compared to expenses. There are currently four staff positions that need to be filled and with current income levels, it is difficult to fund these positions. The current fiscal year's budget will be balanced due to some carryover funds from the previous fiscal year. There will be no carryover funds in the next fiscal year and a substantial funding need will need to be addressed to prepare the next budget. The auditor will be visiting on September 21st to begin the audit work. The financial committee report is included in the board packet. Holland noted that this month's system report lists the positions needing to be filled and Davenport explained that these positions require candidates with skills and experience.
5. **Financial Report.** Burton reinforced Davenport's comments and explained that the library will be in a fiscal crisis moving into the next fiscal year because of the shortfall. Burton also noted that the new library in Parksley will be opening with inadequate staffing levels. Not only is it hard to find qualified staff, but current salaries and compensation are low when compared to similar positions elsewhere. \$5,000 per fulltime staff member could easily be added to make compensation more competitive. Each staff position requires skill and a good deal of training. Burton will need to draft the budget for FY 2023/24 in November for submittal to Accomack County and needs direction now from the Board regarding how to build the budget. Burton explained that it begins with local funding. Increasing local government support results in increased state aid funding. With the library already \$100,000 short this year, Burton can easily see needing \$200,000 – \$300,000 in additional funds moving forward. This is due to the new building, new equipment, maintenance contracts, and the Heritage Center. The strategic plan includes an organizational chart that indicates additional staff

positions needed to bring things up to par. Once things begin to scale up, a human resources person and a technology person would be needed. We are at a tipping point where the new tier of library services require additional library support. Davenport noted that the new library is beautiful, and because of new visitors, there will be a substantial increase of new patrons. Adequate staffing is particularly important at this point because we don't want to lose people who would become regular library users, but who don't because there isn't enough staff to help them. Holland explained that the additional positions needed to complete the goals of the strategic plan would be a local history reference librarian, archives specialist or field archivist, technology librarian, administrative assistant, library specialist, teen librarian, and volunteer and events coordinator. The library is at a crossroads moving into 2023. Davenport inquired as to which positions would be prioritized for filling. Burton responded that right now, the open positions that would need to be filled are Chincoteague Island Library Branch Manager, a part-time courier driver, at least one part-time circulation information specialist, and a Youth Services Librarian. Burton recounted an example of the ramifications of being understaffed. Burton found two babies in car seats last week in the children's room with no parent or guardian in attendance. Burton located the parent across the library on the computer. Burton noted that if the library was fully staffed, there would have been a children's librarian in the children's room. Instead, she was working at NFL that day. Davenport suggests that calculations need to be done to not only fill the vacant positions, but also to fill the additional positions in the strategic plan. These figures will give the scope of what is needed for budgeting, and can be used to create a funding request for the Boards of Supervisors. Burton noted that there are currently enough funds to fill the current vacant positions if they are advertised as planned and as budgeted. In order to increase the pay for the advertised positions and avoid salary compression, bumps in pay will be needed for existing employees in order to raise their pay to a level higher than a new hire would receive. Burton estimates \$75,000 - \$100,000 will be needed to bump existing salaries up to competitive levels, plus \$100,000 to meet budget shortfalls. Adding new staff to build towards the organizational chart in the strategic plan would require an additional \$100,000. Burton asked that trustees provide guidance on which tier of additional support to request in order to get the library to the level of support needed - \$100,000, \$200,000, or \$300,000. Additionally, relocation expenses and new equipment will be needed to address the hiring of the new director. Holland noted that there may be a second board meeting in September on the 27th. Davenport explained that Custis requested that the library look for another attorney to review the lease because his office is so backlogged. Holland suggested that the finance committee meet to decide on a recommendation as to an amount of support to ask for. Ryan noted that if you don't ask for what you need, you won't receive it. Holland pointed out that the rationale for an increase is certainly there, with the new, larger building. Pittman noted that if an organization isn't given what they need, they will be unable to reach the level that they need to function, which can reflect poorly on the organization in the future. The new building is an inflection point to have a chance to make a case to the Supervisors as to why the additional funding is necessary. Poyer noted that three directors back, flat funding requests were submitted for 20 years. Ryan motioned that Burton create a budget that includes the funding needed to run the new library. Davenport seconded. Motion approved. Poyer motioned to approve the financial reports. Pittman seconded. Motion approved.

6. Branch and Friend's Reports

- a. Cape Charles Memorial Library - Included in system report. Berger noted how proud the CCML board have been of all of the wonderful work and programming that Silvey and Doherty have been doing.

- b. Chincoteague Island Library – Included in system report. Ryan shared that attendance was high for the Salisbury Zoo, Barefoot Puppets, and Rob Wescott, the magician, during the summer reading program. Participation in story hours and the summer reading program was also very good.
 - c. Northampton Free Library - Included in system report.
 - d. ESPL Friends Reports – Included in board packet.
- 7. **Library Director's System Report** – Burton distributed some photos from the Virginia Beach Public Library and noted the similarities between it and the new Parksley library. Burton also recently emailed details regarding educational opportunities for board members.
- 8. **Personnel Committee (Pittman)** – No updates presented. Rose-Jensen pointed out that the staff is doing everything right and the library is being run well, but more pay is required to hire and retain qualified staff.
- 9. **Grand Opening Committee (Holland)** – No updates presented. The committee will be meeting on September 19th and plans to continue with a donor's event on a Wednesday and a grand opening event on a Friday. Russell indicated that the Town of Parksley will join in as well. Parksley has been planning a grand opening for the renovated railroad museum and a reveal for the new LOVE sign. There may be a car show and a band. All of these things were put on hold in anticipation of the library opening, but these events may need to occur before the library opens because of the delays in project completion. Russell noted that there is an Old-Fashioned Christmas celebration in Parksley in December, usually the second Saturday in December, and perhaps that could be tied into the library opening. Rochester reported that the Friends will have their annual Santa event on December 3rd in Accomac.
- 10. **ESPL Foundation (Davenport)**
 - a. **Capital Campaign Update** – McMath stated that capital campaign letters were mailed earlier this week to prior donors asking them to bump up to the next level of giving. A second round of letters will go out soon to larger donors. The capital campaign will wrap up on December 31, 2022, at which point the donor amounts will be solidified and the donor wall finalized.
- 11. **Capital Project Update – Steering Committee (Davenport)** – Addressed in Capital Campaign Update discussion. McMath reported the contractor has created a pre-punch list, which Burton, Davenport, Tom Rakowski, Pote, and Ricci added to after a walkthrough this morning. The architects will also have a punch list. The roofing contractor is still at work and additional thermographic testing will need to be completed. The certification of occupancy will need to be obtained and the sewage system connection will need to be made. Davenport added that internet and phone connections will need to be setup, and there is work needed to be done on the loading ramp at the back of the building. McMath explained that the punch lists will be combined, and then the architects, the County, and the contractor will meet at the end of September. McMath recommended that Grand Opening planning continue, but that no date be set as of right now. Davenport noted that Burton will also need a lead time to plan the move, and at least two weeks' notice to the moving company. The moving cannot take place before the certificate of occupancy is issued. Nelson pointed out that the donors should not attend an event at an empty building, but rather see a furnished and operational space. Davenport emphasized a certificate of occupancy must be received and the trustees must have a final walkthrough before accepting the building and stating that there are no further issues with the building's construction. Davenport noted that the lease between the library and the County will also need to be resolved before the move.
- 12. **Old Business**
 - a. Patron Rights and Responsibility Policy – 2nd reading. After incorporating the trustee's comments and suggestions from the first reading, Burton has provided the trustees with an executive summary about the changes made to the policy. Burton also created a brief, one-page summary of the policy

that will be attached to the full policy. Burton noted that patron rights are covered in the ALA Patron Bill of Rights, which will be posted in the library and is available on the library website. Ryan motioned to approve the Patron Rights and Responsibility Policy. Davenport seconded. Motion approved.

- b. ESRL Lease Agreement with Accomack County – Addressed in earlier Finance Committee discussion.

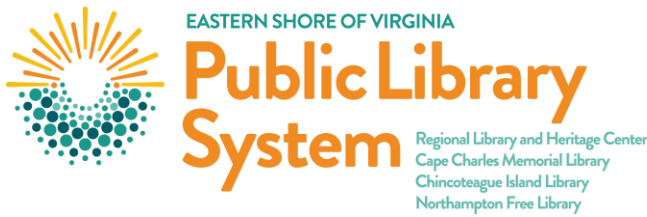
13. New Business

- a. Library in Accomack to be closed on Mondays starting September 19 – Burton explained that closing for a full day each week will allow staff to prepare for the upcoming move. This will also help to alleviate pressures of understaffing.
- b. Accept the retirement of Cara Burton, Library System Director – Russell motioned to formally accept Burton's retirement. Rose-Jensen seconded. Motion approved. Holland noted what a vital part of the system Burton is and what wonderful work Burton has done. The board's acceptance is made with regret. Holland explained that the board has formed a search committee for a new library director. Holland and Davenport will represent the board on the committee, and will be joined by Barbara Coady, Pat Bloxom, Kasey Grier, Kitty Hall, and Colette Nelson. There are resource individuals, such as Burton herself, and Reagan Thalacker from the State Library, who can be accessed. Holland is proposing that the committee will do the preliminary work on job description, posting the advertisement, and contacting potential candidates. Holland will serve as liaison between the search committee and board of trustees. Once the candidates have been narrowed to the few to be interviewed, Holland will ask that members of the board will be included and the interviews would be a part of a closed session of an open meeting.

- 14. **Closed Session regarding Personnel** - Neither Burton nor any member of the Board felt a closed session was necessary.
- 15. **Additional Comments** – Davenport noted that Burton's time with the library has been exceptional and has been amazed at how many things she's achieved. He expressed sincere thanks for her work. Burton stated that this is a great time to bring in someone new, who will be ready to hit the ground running with the new building. Burton will be available next year to offer assistance to the new director if needed. The September 27th meeting will depend on whether or not the draft lease is ready to be voted on.
- 16. **Next Meeting:** Tuesday, September 27, 2022 at 1:00 pm, Accomack County Airport. Thursday, October 20, 2022 at 1 pm, Accomack County Airport. The October 11, 2022 meeting is cancelled.
- 17. **Adjournment** – A motion to adjourn was made by Davenport and seconded by Pittman. Motion approved. Meeting adjourned at 1:50 pm by the Chair.

Respectfully submitted,

Cara Burton, Secretary



**EASTERN SHORE PUBLIC LIBRARY
BOARD OF TRUSTEES**

October 20, 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), Gary Heintzelman, Althea Pittman, David Poyer, Carl Rose-Jensen, Gerry Ryan. James Lilliston, Accomack County Treasurer (virtual).

Absent: Dennis Custis, Frank Russell

In attendance: Cara Burton, Director, Jazmine Collins (virtual), Tiffany Flores (virtual), Chris Pote (virtual), Charle Ricci (virtual). Paul Muhly, Accomack County Supervisor.

ESPL Foundation: Al McMath, Colette Nelson. **Friends of the ESPL:** Margaret Donahue-Lynch.

1. Meeting was called to order by Chair Holland at 1:01 pm.
2. **Public Comments.** Donahue-Lynch requested that Burton read the report submitted by Janet Rochester, Friends President. Burton reported that two members of Friends board have visited the Book Shop area to plan shelving and furniture layout. Approximately a dozen volunteers are being assembled to help staff the Friend's Book Shop upon the Parksley library's opening. Two handmade tables presently in use in the children's room in Accomack will be refinished and donated to the Historic Onancock School (HOS). A hand-painted cabinet decorated by Miriam Riggs was also recently donated to HOS by the library.
3. **Approval of Minutes.** Minutes from the September 13, 2022 meeting will be approved at the November meeting.
4. **Finance Committee (Davenport)** – No updates presented.
5. **Financial Report.** No report presented.
6. **Branch and Friend's Reports** – No updates presented as no board packet was created in advance of this meeting.
7. **Library Director's System Report** – No report submitted.
8. **Personnel Committee (Pittman)** – Pittman reported that Collins has requested a meeting with the committee during the first week of November in order to review staff surveys and create a report for the trustees. Burton praised Collins' work in evaluating submitted resumes for open circulation positions.
9. **Grand Opening Committee (Holland)** – No updates presented. Glasses to be gifted to major donors do not have a date etched onto them, only the library logo.
10. **ESPL Foundation (Davenport)**
 - a. **Capital Campaign Update** – Foundation meeting is scheduled for next week. McMath noted that the Foundation did appropriate funds for trustees to utilize for recruitment of new director. A campaign to encourage existing donors to increase donations to next level of giving is underway. Nelson reported that the basket raffle has been slightly delayed, but that there will be 10 baskets and the Foundation is finalizing the details. Nelson also reported that the Foundation will be participating in

Giving Tuesday this year, which will take place on the first Tuesday in December. Last year's Giving Tuesday campaign was successful and the Foundation hopes this year will be even better.

11. **Capital Project Update – Steering Committee (Davenport)** – Holland reminded trustees that if contacted by outside media sources, please refer all questions to Mike Mason, County Administrator. Burton read an email to the trustees from Mason reporting that at last night's Supervisor's meeting, the County's contract with RH was terminated, effectively immediately. The contractor has removed their trailer from the building site, and County staff have confirmed overage materials remain onsite. County staff are overseeing the transition and ensuring the building is secured. Burton read an email from Mason citing reasons for the contract termination: 1) There are a number of subcontractors that are currently unpaid; 2) There are a significant number of construction defects, with the roof continuing to be the most troubling. Despite constant requests to address these defects, they remain outstanding, and their existence jeopardizes the work that has been previously completed; 3) We are well past the agreed upon completion date and there exists a lack of due diligence by RH. Muhly explained that the vote to terminate the contract was unanimous, and noted that there has been basically no work at the site for the past week and a half. There have been five false alarms recently at the new library, which has placed a burden on local volunteer firefighters. While unfortunate, Muhly stated that in order to finish the project, contract termination needed to occur, which results in the project being back in the hands of the surety company. Davenport mentioned the extensive pre-punch list that had been compiled and asked if that information will be passed along to the surety. Muhly was unsure. Davenport stressed how important communicating this punch list is, as some of the items on the list may not be apparent during a walkthrough, and asked if it would be possible to share the list, along with the trustee's concerns. Muhly suggested that the trustees reach out to Stewart Hall, Head of Public Works, who is representing Accomack County on the project. McMath spoke with Hall earlier today and echoed Muhly in saying that during recent walkthroughs, multiple leaks, in 10 or 12 locations, were found on the interior floors near the teen room, lecture hall, memory lab, and the archive room. McMath noted that due to continuing leaks, the roof insulation is wet again, and repairs would result in patches on top of patches. McMath stressed that the roof issue must be made a priority by the bonding company, and noted that the punch list in question is really the pre-punch list. Burton added that she expressed concerns at last night's Supervisor's meeting about security at the building site for fire as well as theft/vandalism. As for the recent fire alarm events, the contractor and the County have been working with the alarm system vendor to resolve the issue. Currently, the fire alarm is turned off while they are working on it, which means that the building is not currently protected. Burton is concerned about the risk of fire. She is also concerned about the surveillance system, which is not yet operational. The cameras have been installed, and all that remains is the mounting of the recording device on the IT rack, as well as the installation of the internet. ES Communications has been onsite trying to repair the damage to the CAT5 cabling that occurred when roof repairs were carried out last year. There has been an issue getting the Broadband Authority (BA) to turn on the internet. Burton spoke with Brigham at the BA, about having an interim connectivity at Parksley before the Accomack library moves, but Brigham wants a full-blown contract agreement for that connectivity, which would be costly. Internet is required to activate the security surveillance system. Davenport has an additional concern that if the fire and security systems are not operational, insurance coverage could be impacted. Muhly also reminded the trustees of the mold issues that had developed previously in the roofing insulation. Davenport stressed that we all need to figure out how to move forward. Burton mentioned that she has requested an increase in surveillance from Parksley police. Burton reported that the water is on in the building, as is the heat, and the

sewer has been hooked up. Burton wants to be sure that the heat continues to operate to keep the climate controlled to avoid mold. It remains to be determined who will be responsible for paying the electric bill moving forward. Davenport asked if current subcontractors will continue to have access to the building. Burton confirmed that there would be a lock and the County will be providing the code to contractors as needed. Ryan stressed the importance of the trustees putting their concerns about the project in writing and communicating them to the Supervisors. Holland asked that Davenport and Ryan work together to create a preliminary document that could be circulated among the trustees. Ryan motioned to formalize the trustee's concerns regarding the construction of the new library. Davenport seconded. Motion approved. McMath inquired about deliveries of equipment and furnishings. Pote explained that the project manager from the compact shelving vendor visited the site earlier today and the items on the punch list regarding the Heritage Center floor are of no concern to the shelving vendor. The compact shelving will be installed beginning on Monday, October 24 and will cover approximately 80% of the floor space. If the shelves are not installed next week, it could be well into 2023 before the vendor could return, plus there would be additional storage costs incurred. Pote confirmed that the existing roof leaks are not located over the area where the shelving will be installed. Davenport asked if the presence of the compact shelving would interfere with interior repairs on the roof. Pote noted that he, the vendor, and Shifflet were comfortable with installation timelines, especially since the compact shelving is mobile. Burton explained that children's and teen furniture that has been ordered may be stored by the vendor. Other items that are arriving are being stored at the Accomac library. The RFID security gate installation has been postponed many times, due to the absence of an internet connection. It is currently scheduled for late November, but Burton is now considering moving it out even further to a time closer to project completion. Burton added that the library is receiving equipment that it cannot yet use, and that warranties are running out, even before the items have been installed. Ryan inquired as to the standing of regaining some of these expenses from the contractor. McMath noted that the Foundation is still renting office space that would have been freely available if the library had opened on time, two years ago. McMath added that \$2,000 is being spent monthly for a rented archives space in Onley, which could have been avoided if the library had opened as scheduled. McMath explained that he and Frank Hall put together a list of additional expenses incurred by Foundation due to construction delays and presented a request for reimbursement to the Supervisors about a year ago. At that point, the Supervisors passed a motion that the contractors would be responsible for the total once the project was complete. McMath noted that tens of thousands of dollars have been spent by the Foundation additionally since that time.

12. **System Director Search Committee (Holland)** – Holland noted that the committee has worked on the existing job description with respect to the strategic plan, which will be given to applicants. The committee is utilizing money from the Foundation and expertise from the Library of Virginia to advertise in all recommended publications and websites, with a total cost of about \$1,000. A job posting is being crafted for those sites and Barbara Coady has revised the history and description of the Shore that was used in the previous job search, resulting in Burton's hiring. The committee plans to finalize and post the job listing next week. Once the committee has narrowed down the applicants to, perhaps, three candidates, all trustees will be invited to attend the interviews. Holland noted that the new library will be much larger and Burton has been juggling many tasks that should be handled by an administrative assistant. There must be help for the director, as the current organizational structure is not working. Nelson noted that the committee has asked

Pote to be a staff representative on the search committee to ensure that the staff have input in the search and hiring process. Davenport mentioned that a suggestion was made to provide text for library staff if they are questioned about the library or the director, in order that consistent answers be given.

13. Old Business

- a. ESRL Lease Agreement with Accomack County – The lease received from the County was general in nature, and the trustees felt that more specific additions needed to be included to reflect the Memorandum of Understanding. Holland and Davenport are working with the County to come up with an agreement that the trustees are comfortable with.

14. New Business

- a. Approval of the Eastern Shore Community College Adult Education Memorandum of Understanding and assigning Tiffany Flores, Family Services Librarian, as representative – Burton explained that this memorandum has been in place for years and includes various entities. The library's portion would include providing support for basic adult education and GED programs. Burton's name had previously been on the MOU, but Burton would like the board to review the document to make sure that participation was still of interest, and suggested Flores to be the listed representative. Burton also recommends Collins be the representative for the Eastern Shore Community College Workforce Advisory Committee. The library has already been meeting the requirements of the memorandum through normal operations. The MOU is renewed annually. Ryan motioned to approve the signing of the renewal of the MOU. Rose-Jenson seconded. Motion approved.
- b. Approval of Tiffany Flores to apply for a business credit card for library purchases - With Burton's impending retirement, only Ricci would have a library credit card. Ryan inquired of a credit limit and Burton suggested that the limit be set at \$1,000. Davenport motioned to approve Flores applying for a business credit card for the library. Pittman seconded. Motion approved. Holland noted that there will need to be some determinations regarding Burton's retirement. Holland and Davenport will meet with Burton to discuss how Burton's tasks may be distributed to an interim director or spread out among existing staff. Holland and Davenport will return with a recommendation to the trustees.
- c. USDA Rural Development Community Facilities Grant Application authorization - Burton explained that there is an opportunity right now to apply for this matching grant that can be used for equipment. The library has acquired this grant in the past for items such as children's shelving, computers, chairs and tables, and alarm equipment. It is best to apply from the locality where there is the highest match for poverty levels. Burton recommends applying for some equipment for the Parksley library. The grant would be awarded in January and, if needed at that point, a request can be made to adjust which equipment is to be purchased. Davenport motioned to amend the resolution to include "or Chairperson of the Trustees" after "Library System Director" in the third paragraph. Ryan seconded. Motion approved. Poyer motioned to approve the resolution. Ryan seconded. Motion approved.

**RESOLUTION OF GOVERNING BODY OF
the Eastern Shore Public Library**

The Board of Trustees of the Eastern Shore Public Library, consisting of nine members, in a duly called meeting held on the 20th day of October, 2022, at which a quorum was present

RESOLVED as follows:

BE IT HEREBY RESOLVED that in order to facilitate obtaining financial assistance from the United States of America, United States Department of Agriculture, Rural Development (the Government) in the purchase of furniture and technology for the Eastern Shore of Virginia Regional Library and Heritage Center at 24313 Bennet Street in Parksley, the Governing Body does hereby adopt and abide by all covenants contained in the agreements, documents, and forms required by the Government to be executed.

BE IT FURTHER RESOLVED that the Library System Director or Chairperson of the trustees of the Eastern Shore Public Library be authorized to execute on behalf of Board of Trustees, referenced agreements, documents, and forms and to execute such other documents including, but not limited to, debt instruments, security instruments, and/or grant agreements as may be required in obtaining the said financial assistance.

This Resolution is hereby entered into the permanent minutes of the meetings of this Board of Trustees.

15. **Additional Comments** – Muhly noted that the surety agent will soon be meeting with County officials, and recommends that a representative from the library trustees be present. Davenport volunteered to attend the meeting. Muhly suggested an email or letter be sent to Mason and the County Attorney to request inclusion at the meeting. Ryan suggested that this request be included in the document listing trustee concerns that will be submitted to the County. Davenport recommended that this be handled separately, and that the request be submitted immediately. Heintzelman motioned that the trustees direct Burton to send an email to Mason stating that the trustees are aware that the County will be meeting with the surety and expect that a representative of the trustees be invited to that meeting. Pittman seconded. Motion approved. Consensus of the trustees is that Davenport will be the trustee's representative. McMath reminded everyone of the existence of the steering committee, which was to serve as a conduit to the Supervisors. As a courtesy, to recognize the structure of communication set in place by the original MOU regarding the steering committee, the board directed Burton to request the attendance of the steering committee members at the meeting as well.
16. **Next Meeting:** Tuesday, November 8, 2022 at 1:00 pm, Accomack County Airport.
17. **Adjournment** – A motion to adjourn was made by Davenport and seconded by Ryan. Motion approved. Meeting adjourned at 2:17 pm by the Chair.

Respectfully submitted,

Cara Burton, Secretary

FRIENDS OF THE EASTERN SHORE PUBLIC LIBRARY

Report to Director October 2022

Two members of the Friends Board visited the library to see the Friends Bookshop space and to check the room's dimensions for the shelves that will be installed to hold books for our continuing sales. We will be considering what space is available for additional furniture once the shelves are in place.

Our request for volunteers to help prepare for and participate in the library opening events was published in the most recent Bookworm. We have around a dozen people signed up so far. We will have a spreadsheet to track days and times that volunteers are available so that we can coordinate the volunteers and identify those times that still need support

Historic Onancock School has offered to take the two large tables from the Children's Room. They will be refinished and used in the public meeting rooms at the school.

Janet Rochester



Library System Report

EASTERN SHORE OF VIRGINIA • PUBLIC LIBRARY SYSTEM • Cara Burton, System Director

November 2022

Regional Library and Heritage Center • Cape Charles Memorial Library • Chincoteague Island Library • Northampton Free Library

Archive Work Moves Forward

By Christopher Pote, CA



DIRECTORS' UPDATE

The infrastructure in Onley is complete. Telephone, wifi, shelving, workspace, photocopier, etc. is all installed. All the material previously stored in Parksley is now safely in the old Farmers & Merchants Bank space. Seventy-five percent of the archival material from Accomac has been relocated with the remaining material soon to follow. Although labor intensive and time consuming, this move has provided great benefits to me in terms of learning about the collections. Organizing a move and having to physically handle every box forces me to become familiar with the materials. Unlabeled boxes have to be investigated, and "What's in here?" becomes the unofficial mantra for the day. But questions lead to answers and discovery and all of this work will benefit the researcher in the long run. Thank you, Jazmine Collins, for your invaluable assistance with this most recent move.



One of my initiatives of which I am most proud of is my **Nonprofit Capacity Building**. The goal of this was to use our strategic position as a regional library with ties to the Library of Virginia to help support local nonprofits. This included getting ongoing financial support for being a Funding Information Network (formerly under the Foundation Center, now Candid). As a "FIN" location we are able to provide the online Foundation Directory within our libraries and access to free grantwriting training. Thankfully, the **Eastern Shore of Virginia Community Foundation** has supported this financially.

Initially, I held some wonderful training sessions held at the Eastern Shore Community College, because we did not have the meeting space. These sessions also provided an opportunity for non-profit leaders and volunteers to network with each other. With our increased space capacity, the new regional library will have that needed space and technology.

The time and resources of participants was strained during the pandemic, but we were able to provide access to the

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Foundation Directory with a temporary off-site login. That ended several months ago, but for a while, it provided easy access for ESVA nonprofits to perform grant research while in lockdown.

I truly enjoy working with nonprofit leaders and volunteers. It makes me feel helpful if I can direct them to resources and share my experience as a nonprofit leader and grantwriter. Unfortunately, ESPL's own capacity has been limited and I have not been able to develop this initiative more; it is not reaching my goals fast enough. Nonprofits on the Shore are struggling.

If anything, this Nonprofit Capacity Building initiative was successful in that it raised awareness for the need to do it. Ironically, our work on ESPL's strategic plan took a lot of time away from this training, redirecting my time. ESPL has been able to achieve other nonprofit support projects, such as the Emergency Connectivity Fund grant. This provided new technology equipment to area nonprofits. Jazmine Collins has managed the implementation of the distribution with phenomenal organizational skill.

Another part of nonprofit capacity is succession planning. Too often an organization can be in a good groove, chugging along on projects, and then its director or board chair leaves. Hopefully, this comes with some notice, but sometimes it does not. This is where succession planning bears fruit.

In my nonprofit management, succession planning starts the day I start work. This should be for any position in an organization. Whenever I make a decision or start a project, I ask myself, "How will my actions today affect the person in my role after I am gone?" I am always very cognizant that someone may need to pick-up where I left off. It is my responsibility to ensure my co-workers are not left in the lurch. When you care about your employees and volunteers, you work hard to ensure they can fairly easily pick-up where you left off to complete projects.

Succession planning is a long term process. It is not

sitting around the table at one meeting, like an exit interview. Such planning involves staff training, recordkeeping, and organization. Good communication is a priority. Frequent team meetings and email summaries help to ensure that more than one person has needed information.

Low capacity can mean no succession planning. The Catch-22 is that the organization with staff that are over-stretched have the staff that do not have time for these succession planning tasks. This creates a downward spiral. Staff may start leaving the organization because they are overworked. Oftentimes, it is the staff with a good work ethic that get most frustrated when they are in a situation where they cannot perform the job to their expectations. A cycle of high turnover and an increasingly dysfunctional organization can take place. Sometimes what is seen as poor performance is more a rather of not having the resources, which includes time, to do the work. Each new leader has to be a superhero to overcome the challenges.

That is why I felt it important that the Accomac location takes this point in time to stop and organize, not only for the move, but because we are in a transition period. Stepping back and looking at workplace weakness, including the work environment, are important to help the organization be healthy and able to "get its house in order."

ESPL's Strategic Planning process was a time to put on the brakes and devote to planning our future. Now is the time to pause and look at that plan, now that it is six months old. Are we working on its goals? After all, planning its successor needs to start now.



*Thank you to the Eastern Shore of Virginia
Community Foundation
for its ongoing support!*



Heritage Center

Christopher Pote, Heritage Center Manager



The infrastructure in Parksley is still taking shape. SpaceSaver was able to access the space and install high-density shelving in the archives room. This greatly increases the holding capacity compared to standard shelving. I met with donors Janet and Haydon Rochester to measure walls in the gallery space for an integrated exhibit wall-hanging system. In the meantime, we are developing policies and procedures for the new spaces and programming opportunities. When the Parksley facility is ready, the work of the Heritage Center will be well underway.



Map Cases



SpaceSaver work crews installing the subfloor.

This work cannot be done by one person, so I am grateful for the opportunity to collaborate with Jazmine and lean on her when necessary. And we are in the process of hiring an Archives Assistant to commence work in November. The two main duties of this position will include conducting preservation assessments of archival and framed materials and processing collections to facilitate ease of access for researchers.

I am seeing the vision of the Heritage Center coming into shape, and it's an exciting time.

Jenean Hall recently donated copies of her new book, "An 'Uncertain Rumor' of Land," to the ESVA Heritage Center. The Eastern Shore Room has a local author collection with the goal to collect books by ESVA authors. Hall's research will add to the historical narrative of the Shore and emphasizes the need for methodical research and the need for continual research as new documents and findings alter or add to our knowledge of history.





Since July, Tiffany Flores has been running Facebook ads for the library's e-resources, showcasing a different resource every month. By doing so, she has been able to see if advertising on Facebook is an effective method or not. In late June, JobsNow was advertised and reached 2,138 people and received 38 likes. In August, Gale Legal Forms was advertised and reached 3,449 users and received 108 link clicks. In September, Universal Class reached 3,431 users and received 115 clicks. For October, Tiffany decided to advertise Magzter, the brand new magazine resource in hopes to introduce users to this brand new resource. This reach 3,610 people and received 124 clicks. Facebook advertising has proven to be an effective method to spread the word about library resources and get people to, at the very least, visit Eastern Shore Public Library's website. More data collection and comparative analysis will be done in the future.



Tiffany Flores and Sharon Silvey attended this year's Agricultural fair at Northampton County Parks and Rec. This proved a very successful event where they were able to do a lot of successful outreach. Throughout the day, they had about 500 people visit the table, take books, sign up for the library's e-newsletter, and stop and ask questions about the library. All in all this outreach event was a huge success.



Tiffany Flores and Wendy Johnson thrilled over two hundred children with new books and treats at Accawmacke Elementary's fall event.





Rightsizing the Collection

Over the past several years, Collection Management Librarian, Charle Ricci, has been working to right-size the materials collections of the Accomac Library. It has been important to ensure that the collections will be ready for the available space at the new library building in Parksley. Despite the fact that the Parksley facility will be spacious and new, the addition of the Heritage Center, multiple meeting rooms, the lecture hall, and the Makerspace to the overall floor plan has resulted in a smaller area available for the materials collection than in Accomac.

Under guidance from Library Director, Cara Burton, to reduce the collection size by one-third, Ricci began to examine the materials with a critical eye. Utilizing best practices of the library field, knowledge of the local community's information needs, and circulation data, Ricci systematically worked through each area of the collection to identify outdated, damaged, unused, and irrelevant items.

Volunteers from the Friends of the Eastern Shore Public Library, community members, and retired librarians, were vitally important to this process. Assisting with the identification of items needing to be withdrawn, as well as with removing these items from the library catalog database, these volunteers amplified the effectiveness of Ricci's work, and allowed the project to proceed at a faster pace and with greater efficiency.

The goal of reducing the collection by one-third was somewhat complicated by the fact that new items are continually being added to the library's collections. Approximately 5,500 items are cataloged and added each year to the Accomac library, which made the final size of the materials collection a bit

of a moving target. Despite this challenge, an average of 8,600 items were withdrawn from the library each year since 2016, leaving a collection size of 71,000 physical items at the Accomac location.

The reduction of the collection has resulted in a stronger, more heavily utilized selection of materials that is tailored to the information needs and interests of the local community. Shelves are not as crowded as they once were, making browsing and finding materials easier. With just a few remaining small tweaks to certain sub-collections, the Accomac collection will be rightsized and ready to move once the Parksley library is completed.



Staff are saving hundreds of thousands of dollars by relocating existing metal shelving, rather than purchasing new.

After the library has relocated, the materials collection will not remain fixed in quantity or content. The rightsizing progress resulting from this project will continue in order to maintain a library collection that fits the space it is housed in. Items will become worn or outdated and be withdrawn, while new, more relevant materials will be added. By utilizing circulation data and patron interests, Ricci will shape a collection that continuously evolves to reflect the Shore community.



Northampton Free Library



Library staff have been accessing facility needs of the NFL, which is showing its age. It will have its 20th birthday in three years, so needed improvements are planned. Recent projects include plans to:

- ◆ Install security lighting outside and remove inefficient, broken flood lights.
- ◆ Install exterior video surveillance to monitor parking lot and back of building.
- ◆ Replace overly worn carpet in staff work area with vinyl tile.
- ◆ Repair floor electric outlets.
- ◆ Install a new sign to match the rebranding and is made of a material that does not need as much maintenance; has more longevity.
- ◆ Install a "Local History" sign over that book collection, to align with the ESVA Heritage Center.

The ESPL Foundation plans to dedicate its Giving Tuesday fundraiser to Northampton Free Library. The Foundation also has a designated fund for donations to NFL. Checks can be made to ESPL Foundation with "Northampton Free Library" on the memo and/or in a note with the donation.

GIVING TUESDAY



Function meets art with our new bike racks ! Identical racks are ready to install at the new ESVA Regional Library and Heritage Center.

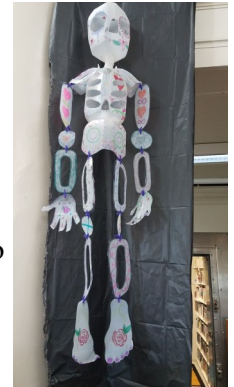


Cape Charles Memorial Library

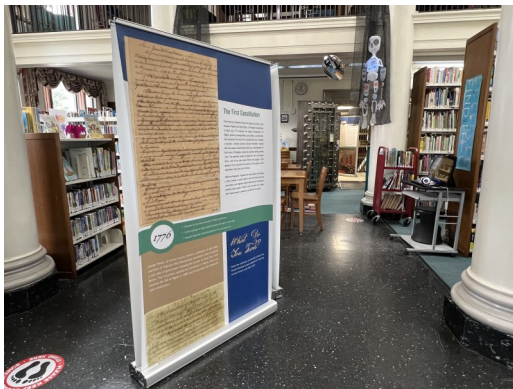
Sharon Silvey, Library Manager



The month of October brought cooler weather and falling leaves. Staff at Cape Charles Memorial Library was excited to decorate our library with festive fall colors, “book pumpkins”, and book displays highlighting fall and Halloween. We also asked our patrons to donate empty milk cartons for an “upcycled” skeleton decoration. The cartons were then cut and decorated with help from local Northampton High School students. Overall, a fun project involving different groups of our community (and lots of wonderful compliments!)



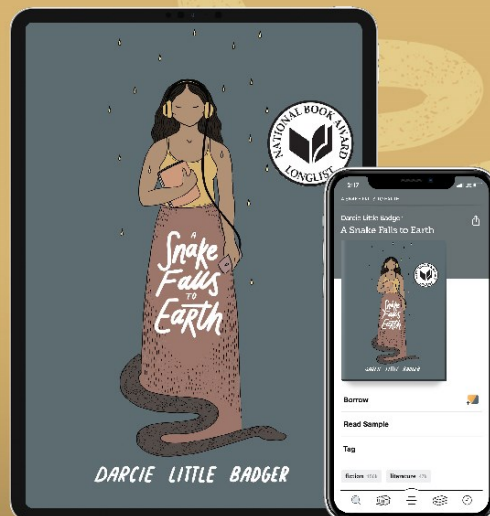
During October we began asking for book suggestions for the Cape Charles Town Wide Read, an event started several years ago by a member of the Cape Charles Memorial Library Board. Each fall, books (that have also been adapted to film) can be suggested by anyone who wishes to participate. There will be a gathering to discuss the book and in February 2023 the film adaptation of the book will be shown in the Historic Palace Theater. Please contact CCML with any questions and/or suggestions.



CCML is hosting the Library of Virginia traveling exhibit, “Virginia’s Constitutions.” It will then move to Tangier Combined School the week of November 7 for a week. Stay tuned for its next location!

ESPL is participating in this national event.

Patrons can download this ebook for free!



This award-winning title draws on traditional Lipan Apache storytelling structure to weave an unforgettable tale of monsters, magic and family.

Libby.
The library reading app



Chincoteague Island Library



Tales 4 Tots in the Park



September has been a challenging month for our library board and volunteers since our library manager, Karen Sharp, left with no prior notice. Fortunately, we have been able to maintain our hours of operation due to our library volunteers increasing their hours and some part-time help sent from ESPL. We are very appreciative for the prompt response from Cara Burton for posting and filling the position. We are looking forward to working with our new library manager, Candy Perdue.

As we reported last month, our summer was extremely busy with many visitors and programs. Fall continues to be busy with many visitors.

Our Tales 4 Tots children's program began on September 15 and will continue Thursday mornings at 10 a.m. until December 15. This program is currently being held in Brianna's Kindness Park, but in the cooler weather will be held in the library. To date, seventeen to twenty children have come to play with one another, sing songs, listen to stories, and to take home activity/craft bags. Tales 4 Tots is run entirely by volunteers.

On Wednesday, October 5, the board of directors is hosting a POETRY SLAM at 7 p.m. in the library. This program is organized by board member, Harriet Lonergan and will feature poet Matt Spireng.

On Saturday, October 29, from 4 – 7 p.m., library volunteers will be handing out treats and books on the library front porch for the Downtown Merchants' Halloween Main Street Trick or Treat Event.

Our basket raffle drawing will be held on Saturday, October 10 of Columbus Day Weekend. To date over 700 tickets have been sold. We will be putting together another basket raffle after the first of the year in time for the Downtown Merchants' Death by Chocolate Event to run through the summer months.

Our library board is very appreciative of the continued support of the Eastern Shore Public Library administration and the Board of Trustees.

Linda J. Ryan

On behalf of the Board of Directors



Basket Raffle

Halloween Trick or Treating on the Library Porch (2021)

ESPL Grant Update

Cara Burton, Library System Director

USDA Rural Development Community Facilities Grant – “Parksley2” – This is a new application that will provide 15% matching funds for equipment. Trustees approved start of application. The USDA portion is up to \$50,000. ESPL match would be \$275,000 with a total project cost of \$325,000. NEH funds cannot be used as match, but state, county, and private funds can be. The grant is dubbed “Parksley2” as this is the second USDARD grant for the Parksley location.

LVA ARPA from Institute of Museum and Library Services (IMLS) –The TalkBox pods on order have been delayed due to a glass shortage. LVA acknowledged that a November 28 delivery is acceptable.

NEH Challenge Grant –Pote reviewing the grant completion timeline, ESPL capital budget, and delivery dates in relation to the construction delay with Burton and the NEH grant team.

Federal Communications Commission (FCC) –Emergency Connectivity Fund. Awaiting response from eRate consultant as to ability to order additional equipment. Holdup is approval from USAC. J. Collins is to send the two nonprofits requesting equipment the few devices we have in stock.

The ESPL Finance Committee continues to review grant budgets as part of the overall finances for the ESPL.