



**EASTERN SHORE PUBLIC LIBRARY
BOARD OF TRUSTEES**

December 6, 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, David Poyer, Gerry Ryan (virtual). James Lilliston, Accomack County Treasurer (virtual).

Absent: Dennis Custis, Althea Pittman, Carl Rose-Jensen, Frank Russell

In attendance: Cara Burton, Director, Jazmine Collins (virtual) Tiffany Flores (virtual), Chris Pote, Charle Ricci (virtual). Richard Berger, CCML (virtual). Janet Justis, Interim Director, ESPL.

Friends of the ESPL: Janet Rochester.

1. Meeting was called to order by Chair Holland at 1:00 pm. A quorum was not present.
2. **Public Comments.** Rochester reported on the Santa event at the library this past Saturday. While the attendance was small, the children who did attend greatly enjoyed themselves. The shelving for the Friends book shop is being stored by the vendor until delivery will be possible. The Friends received a quarterly commission from Better World Books for \$168.95.
3. **Approval of Minutes of November 2022.** No additions or corrections to the minutes were raised. The minutes from the November 15, 2022 meeting will be voted upon at the December trustee meeting.
4. **Finance Committee (Davenport)** – Burton, Pote, and Davenport met with Stewart Hall, Accomack Public Works, and Mike Mason, Accomack County Administrator, on December 5th. It was determined that the additional costs incurred by ESPL due to project delays, as described in the recent letter from ESPL trustees to Accomack Supervisors, will not be covered by the surety company as part of their contract. The library will be responsible for those costs, perhaps with some help from the County. Davenport was reasonably pleased with the level of involvement the County has had with the surety to ensure project completion will occur. Progress meetings are to be held every two weeks and the updates will be shared with trustees. The contractor has a limited time frame to complete the project and the County is discouraging visitors to the site at this time to avoid any potential delays. Mason provided the contract between the County and the surety and Davenport will review this closely. The contractor, Landmark, is sizeable and routinely works with the surety company. Pote is researching the status of Davis-Bacon in conjunction with the Foundation.
5. **Financial Report.** Burton submitted the budget request to Accomack County earlier today. The annual state report was submitted to the Library of Virginia and Burton requested any feedback or needed corrections from the state library before the year end. The only inquiry from the state library was about the carryover from the last fiscal year. Burton shared the explanation, which is that we have not moved yet. The carryover began two years ago when we were scheduled to move, but then didn't. Additionally, the COVID lockdown reduced personnel expenditures, further adding to the carryover. This past fiscal year, the funds budgeted for the move were not yet spent. The carryover will be needed in the future to help to pay for costs incurred due to the library construction delays, such as rent to store shelving acquired from the Kent Library. Everything

else in the annual report was accepted. Burton is happy to know that the financials, the audit, and the state report are in agreement, and is retiring with the library's finances in good shape. Burton put together the budget under the guidance of the finance committee and following the personnel portion of the ESPL strategic plan. For the coming fiscal year, there are two additional staff positions budgeted for, including a technology librarian. The staffing priorities may change with the new director. Burton has been in communication with Chandler of Northampton County. Last year, Burton and Chandler worked to true up the budget to match the service agreement between Accomack and Northampton Counties. For the last fiscal year, Accomack helped to true it up, but they did not increase library funding as requested, but rather provided level funding. Northampton did grant the funding request last year, which threw the levels off again. The simplest way to fix this is to add the difference of \$36,746 to the funding request to Accomack County for the upcoming fiscal year. Burton notified Mason of this additional amount that will be included in the budget request. Burton is willing to consult on this matter once the budget presentation for Accomack County draws near, usually in March. Burton also created and distributed a summary narrative about the library's performance for the past year. Burton noted that several directors at the Tidewater Director's Conference last week were bemoaning the lack of circulation activity. ESPL has worked hard to bring people back into the library after COVID, and Burton explained that our circulation numbers have rebounded quite well. Holland noted how much the Board appreciates everything she has done. She took a bad situation and really led the library to a good place. Holland is thankful that Burton will be available to come back and help and wishes her all the best. Burton thanked the trustees for their patience and support through the years.

6. **Branch and Friend's Reports –**
 - a. Cape Charles Memorial Library - Included in system report.
 - b. Chincoteague Island Library – Included in system report.
 - c. Northampton Free Library - Included in system report.
 - d. ESPL Friends Reports – Not included in board packet, but presented during public comments.
7. **Library Director's System Report –** Accomack's and CIL's TalkBoxes are fully constructed. CCML is working on constructing theirs. Burton picked up the Hearing Loops at the Director's meeting last week. The Loops were obtained by Library of Virginia with ARPA funding, one for each of the four ESPL locations. The Loops will be installed at the circulation desks. The loops connect directly to hearing aid devices and help to reduce background noise and improve communication between staff and patrons. Burton announced that a youth services librarian has been hired and will begin on January 17, 2023. This new staff member has recently been in a public services role in a museum and has experience with youth. Flores has transferred into the Administrative Assistant position, from the Family Services Librarian position. Burton noted that the staff is working as a fantastic team. Heintzelman noted that he does not favor the new design of the library catalog, ShoreCat. Rochester has also heard similar comments. Burton was glad to hear that Heintzelman is using the catalog and Heintzelman noted how helpful and congenial the library staff is. Burton shared that the interlibrary loan service use has increased, which she takes as evidence of the reading culture on the Shore. Burton noted that the financial summary included in this month's board packet highlighted an increase in the approved budget for staff salaries for retention and to offset inflation. Holland supported this as something that will support the work of the personnel committee to increase staff satisfaction.
8. **Personnel Committee (Pittman) –** No updates presented.
9. **Grand Opening Committee (Holland) –** No updates presented.
10. **ESPL Foundation (Davenport) –** Burton explained that Giving Tuesday was held last week. The Basket drawing will be occurring on December 20th and was advertised in the Eastern Shore Post. There are two new Foundation members, which Nelson mentioned at last month's meeting.

11. **Capital Project Update – Steering Committee (Davenport)** – In the December 5th meeting between Mason and library representative, Mason stated that the empty position on the steering committee will not be filled. Davenport plans to visit the construction site weekly because he has been asked by the trustees to fill a role as if he were on the steering committee. Davenport noted that once the roof is completed, a warranty is absolutely necessary in case there are issues over time. Davenport explained that the original building’s HVAC was installed after the roof was constructed, which can be an issue. Also, on the new addition, the roof design is inverted and 21 points on this portion of the building were determined to have moisture within the materials. Burton questioned whether the repair of these leaks now will prevent mold from forming over time. Davenport suggested that the solution would be to remove the roof and install a new roof, but that is subject to negotiation between the contractors and the County. The progress meetings will provide opportunities to track the roof repairs. Mason seemed to indicate that if there were problems with the roof in the future, the County would take care of it. Accomack County owns the building, managed the construction, is managing this final phase and should be responsible for construction failures. Davenport noted that once the building is occupied and once archival materials are onsite, a leak could be extremely problematic, so it is important at this time to ensure that things are done properly. Burton shared that Mason emphasized that any media or public messaging be controlled and that no one speak to the press except through the County Administrator’s office.
12. **System Director Search Committee (Holland)** – Holland reported that there have been sixteen applicants. Phone interviews are to be conducted with four strong candidates who have the credentials and experience to fill the position. There are an additional six applications that have come in since the search committee’s last meeting. The committee will be evaluating these additional applications and will be interviewing the best of them. There are several candidates who are from the Shore or who have had experience working here.
13. **Old Business**
 - a. ESRL Lease Agreement with Accomack County – Bloxom will provide an update at next month’s trustee meeting.
14. **New Business**
 - a. Donor Wall - The ESPL Foundations requests that the Trustees approve that the ESVARLHC west wall in the foyer located to the right of the Friends’ Bookshop be designated for their donor Gratitude Wall. The Foundation will be responsible for the cost of the unit and its installation. Burton distributed an image of the donor wall as an attachment to the board packet. This item was postponed until the next meeting due to the lack of a quorum.
 - b. Poyer motioned to approve Janet Justis to be Interim System Director for Eastern Shore Public Library and authorize the Board Chair to enter a contractual agreement with her, effective December 7, 2022 until her services are no longer needed. Ryan seconded. Holland inquired if there was any objection to approving Justis to be Interim System Director. The chair heard no objection and it is so ordered.
 - c. Heintzelman motioned to approve a contract with Burton to work as an independent library consultant over the course of the next year. Ryan seconded. Holland inquired if there was any objection to authorizing Burton to work as a contractor. The chair heard no objection and it is so ordered.
 - d. Poyer motioned to authorize Janet Justis and Tiffany Flores to sign Warrant Registers and invoices for payment. Ryan seconded. Holland inquired if there was any objection to authorizing Justis and Flores to sign Warrant Registers and invoices. The chair heard no objection and it is so ordered. Burton explained that Justis, Pote, Ricci, Flores, and Collins are authorized to sign, which is necessary to

ensure that two required signers would be present at the Accomack library at any given time. Lilliston requested that Burton share a list of individuals authorized to sign warrant registers.

- e. Davenport motioned to authorize Chris Pote to apply for a business account credit card for ESPL business. Poyer seconded. Holland inquired if there was any objection to authorizing Pote to apply for a business account credit card. The chair heard no objection and it is so ordered.

15. **Additional Comments** – Holland introduced Justis to the meeting attendees and welcomed her to the library system.

16. **Next Meeting:** Tuesday, January 10, 2023 at 1:00 pm, Accomack County Airport.

17. **Adjournment** – A motion to adjourn was made by Poyer and seconded by Heintzelman. Holland inquired if there was any objection to adjourning the meeting. The chair heard no objection and it is so ordered. Meeting adjourned at 1:51 pm by the Chair.

Respectfully submitted,

A handwritten signature in black ink that reads "Cara Jan Burton". The signature is written in a cursive, flowing style.

Cara Burton, Secretary