



**EASTERN SHORE PUBLIC LIBRARY  
BOARD OF TRUSTEES**

November 15, 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 (virtual), David Poyer, Carl Rose-Jensen, Gerry Ryan, James Lilliston, Accomack County Treasurer (virtual).

**Absent:** Dennis Custis, Gary Heintzleman, Frank Russell

**In attendance:** Cara Burton, Director, Tiffany Flores (virtual), Chris Pote, Charle Ricci (virtual), Pat Bloxom.

**ESPL Foundation:** 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 reported that, despite the construction project setbacks, the ESPL Friends will continue their support of the library and upcoming Friends events will occur at the Accomack location. Burton noted that it is beneficial for trustees to become members of the library system's Friends groups to show support. The ESPL Friends have a newly redesigned flyer that includes a membership form.
3. **Approval of Minutes of September and October 2022.** Poyer motioned to approve minutes from the September 13, 2022 meeting. Rose-Jensen seconded. Motion approved. Rose-Jensen motioned to approve minutes from the October 20, 2022 meeting. Davenport seconded. Motion approved.
4. **Finance Committee (Davenport)** – A financial summary report was distributed to the trustees and Bloxom reported that the budget will need to be modified. A new staff position of Administrative Assistant has been added. Burton explained that there is a vacancy for the Adult Services librarian in the current budget will be placed on hold and replaced with the Administrative Assistant position. Burton has asked Northampton County for \$140,000 of the County's total \$200,000 contribution as a reimbursement for compact shelving. This request is part of a larger effort by Burton to receive outstanding reimbursements for items that have been purchased, and to close out grants. The USDA matching funds for compact shelving will arrive shortly; the Foundation has turned over the \$10,000 Holley donation to ESPL; ARPA money has been remitted by the state. Two deadlines coming up for Burton regarding the budget requests to both Accomack and Northampton Counties, as well as the annual Bibliostat report to be submitted to the state library. Nelson inquired as to how the remaining \$60,000 from Northampton County would be utilized. Burton explained that the capital expenditures budget may need to be revisited, now that NEH and state level funds have been clarified. Burton requested that the trustees formally document that the audit has been received. Ryan motioned to accept the receipt of the audit. Rose-Jensen seconded. Motion approved.
5. **Financial Report.** Bloxom noted that the Profit and Loss Statement Budget vs. Actual includes Account 68500, Advertising. Year to date, \$2,036.00 has been spent on advertising for a director, but this had not been included in the budget. Bloxom asked that \$4,000 be added to the budget for such expenses. Burton had neglected to add Advertising to the list of budget modifications because ESPL had not done much advertising in the past, and when it occurred, it was recorded under Miscellaneous. However, the new auditor has

requested to minimize items classed as Miscellaneous. There is now a new line item for Advertising in the budget, as well as a Staff and Volunteer Appreciation line item, which is funded by Holley's contribution. Ryan motioned to approve the financial reports and to include \$4,000.00 in the budget for advertising. Rose-Jensen seconded. Motion approved.

6. **Branch and Friend's Reports** – Burton reported that just this week, the TalkBox sound-proof privacy pods arrived at Accomac, Chincoteague, and Cape Charles locations. These were acquired through the Library of Virginia ARPA funds and Burton feels that they will be very popular with patrons.
  - 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. Includes a list of improvements needed at the NFL.
  - d. ESPL Friends Reports – Included in board packet.
7. **Library Director's System Report** – Burton encourages the trustees to stop by the Accomac location to see the reorganizing, decluttering, and cleaning progress that has been made. The office space has been reorganized to give Ricci more space and to locate Collins' desk closer to the circulation area. The breakroom has been painted and cleared out to provide a brighter and more spacious area for staff. Burton's office has been repainted and reorganized to provide a welcoming space for the new director. This week, a landscaping crew cleared and trimmed the exterior plantings in order to be a good neighbor to the residents of Accomac. Burton recently learned of a landscaping grant received by ESPL from the Virginia Garden Club in 1985, which explains the plantings of high quality trees and shrubs. Burton noted that it is important to be good stewards of donations and grants. Many individuals worked very hard to build the library addition in 1985, but because the building and roof were not maintained, we are now having to leave the facility. Burton stressed the importance of being good stewards of the building and equipment assets belonging to the ESPL system. Burton is working to finish up the exterior improvements to the NFL, especially since Northampton County provided some additional funding for this purpose. A new security light has been installed. Remaining improvements consist of installation of the alarm system and the removal of floodlights. Holland noted the importance of remaining aware of this stewardship responsibility now and into the future.
8. **Personnel Committee (Pittman)** – Pittman reported that the staff survey was impressive in its design. Good suggestions were made by staff for improvements, and it was evident that the staff care about the library and the community they work with. Rose-Jensen agreed that the survey responses demonstrated that the library is a healthy shop. Burton complimented Collins for the design and compilation of the staff survey. Burton mentioned that the committee had met and discussed the job description for the Administrative Assistant. Pittman noted that the job description was meant to be complete, but not overwhelming to one individual. Holland explained that there is money in the budget for the Administrative Assistant position as long as the adult services position remains vacant at this time. Burton supported the filling of the administrative assistant prior to filling the youth and the adult services librarian positions, particularly due to the upcoming transition in administration.
9. **Grand Opening Committee (Holland)** – No updates presented.
10. **ESPL Foundation (Davenport)** – The Foundation's meeting will be on November 17<sup>th</sup>, with the hopes that more will be known about the construction project by that point. Holland spoke with Patsy Stith, mayor of Nassawadox, who confirmed that the town would be contributing \$5 per resident to ESPL Foundation. Nelson noted there are two new directors of ESPL Foundation, Peg Matthews and Pat Bloxom. Nelson distributed Giving Tuesday flyers, with the funds raised this year to be directed toward improvements at the Northampton Free Library in Nassawadox. The basket drawing is now active with ten baskets available.

Tickets are available at ESPL libraries and are \$5.00 each. The raffle has been extended until December 20<sup>th</sup>. A Chairman's letter has been written to explain to donors what is happening with the construction project.

11. **Capital Project Update – Steering Committee (Davenport)** –Davenport has spoken with Supervisor Phillips to reiterate the importance of library representation and communication between trustees and the County. It is essential that ESPL is involved in order to ensure the County has the necessary information to best represent the library's interests to the bonding company. Holland noted that a letter to Accomack County has been drafted. Poyer motioned that the letter, with the discussed revisions, be sent to the Chair of the Board of Supervisors, with a copy also sent to each member of the Board. Holland will provide each trustee with a copy of the final version of the letter. Davenport seconded. Motion approved.
12. **System Director Search Committee (Holland)** – Holland reported that the search committee will be meeting immediately following this meeting. Holland has reached out to a local, retired librarian who might be willing to serve as an interim director. This individual would begin at the end of November or first of December so that they could shadow Burton in her remaining time.
13. **Old Business**
  - a. ESRL Lease Agreement with Accomack County – Davenport explained that the lease agreement is currently on hold. The library's attorney recommended that the lease agreement discussions should be postponed, due to the current state of the construction contract.
14. **New Business**
  - a. Approval of holiday closings for 2023 – Burton had emailed trustees a list of the proposed 2023 closings. Davenport motioned to approve the list as distributed. Ryan seconded. Motion approved.
  - b. Donor wall – Burton stated that the Foundation has some additional clarifications to attend to, and that the donor wall would be discussed at the December trustee meeting.
15. **Additional Comments** – The trustees agreed to move the December meeting from December 13<sup>th</sup> to December 6<sup>th</sup>.
16. **Next Meeting:** Tuesday, December 6, 2022 at 1:00 pm, Accomack County Airport.
17. **Adjournment** – A motion to adjourn was made by Davenport and seconded by Pittman. Motion approved. Meeting adjourned at 1:54 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