



**EASTERN SHORE PUBLIC LIBRARY
BOARD OF TRUSTEES**

January 10, 2023 at 1:00 pm

(Meeting held in-person at the Accomack County Airport, Melfa, and electronically)

Present: Joyce Holland (Chair), Jay Davenport (Vice-Chair), Dennis Custis, Carl Rose-Jensen, Frank Russell, Althea Pittman, Gerry Ryan (by phone and audio virtually)

Absent: David Poyer, Gary Heintzelman

In attendance: Pat Bloxom, Paul Muhle, Colette Nelson (ESPL Foundation), Tiffany Flores, Chris Pote, Janet Justis, interim director.

Problems with Zoom connection prevented several individuals from fully participating virtually; however, James Lilliston, Accomack County Treasurer, Margaret Donohue Lynch (ESPL Friends), Charle Ricci, and Jazmine Collins had some audio virtually. Zoom issues will be addressed.

1. **Call to Order.** Meeting was called to order by Chair Holland at 1:01 pm. A quorum was present;
2. **Public Comments.** No public comments were offered.
3. **Approval of November 2022 Minutes.** No additions or corrections were raised. Davenport motioned that the November 15, 2022 Minutes be approved. Custis seconded. Holland requesting and hearing no objections; approval so ordered.
4. **Approval of December 2022 Minutes.** No additions or corrections were raised. Custis motioned that the December 06, 2022 Minutes be approved. Rose-Jensen seconded. Holland requesting and hearing no objections; approval so ordered.
5. **Order of Agenda Changed to accommodate Old Business needing attention.** This was to ensure the business could be completed before any individuals needed to leave.
6. **Old Business.**
 - a. Approve Janet Justis as interim director – Davenport motioned to approve Janet Justis as Interim System Director for Eastern Shore Public Library effective December 7, 2022 and continuing until her services are no longer needed. Russell seconded. Holland inquiring and hearing no objections; approval so ordered.
 - b. Approve Cara Burton to work as a library consultant – Custis motioned to approve a contract with Cara Burton to serve as an independent consultant over the course of next year. Rose-Jensen seconded. Holland inquiring and hearing no objections; approval so ordered.
 - c. Authorize Janet Justis and Tiffany Flores to sign warrant registers and invoices – Davenport motioned that Janet Justis and Tiffany Flores be authorized to sign Warrant Registers and invoices for payment. Custis seconded. Holland inquiring and hearing no objections; authorization so ordered.
 - d. Authorize Chris Pote to apply for a business credit card account for ESPL – Davenport motioned to authorize Chris Pote to apply for a business credit card. Russell asked if there are limits to the card. Pote replied there is a standard business amount of approximately \$1,000.00. Custis seconded. Holland inquiring and hearing no objections; authorization so ordered.
7. **Finance Committee (Bloxom).** Bloxom discussed proposed budget recommendation for next fiscal year previously submitted by Burton to Board of Supervisors. Since the final requests is generally addressed in

March (2023), Bloxom is concerned that Board members and interested parties begin to address the proposed budget with their respective supervisors. Since the proposed budget request contains additional costs largely related to the new Heritage Center, Bloxom would like some discussion at the next meeting of how to support the budget. Justis commented that ensuring all parties understand that the Heritage Center is largely an extensive new endeavor/expansion rather than a simple continuation of the Eastern Shore Room as it has previously existed might help explain additional costs. The Heritage Center will provide additional space, equipment and services that expand the voluminous documents, records and previously unavailable history of the local area into neighboring states and nationwide. These efforts hopefully will persuade local and interested parties from outside the area to visit, research and explore this treasure trove of information. Discussion to continue in the future.

8. **Financial Report.** Justis discussed the three financial reports included in the board members' packets. This included the **ESPL Balance Sheet as of December 31, 2022**; the **ESPL Profit and Loss report for December 2022** and the **ESPL Profit and Loss Budget vs. Actual for July 2022 through June 2023**. Justis indicated that all finances are on track as we approach the middle of the fiscal year. She noted that we received the second quarter contribution from Northampton County totaling \$24, 106.25. Justis also reported that Burton sent reminders to Accomack and Northampton Counties regarding future payments due for the upcoming quarters.
Custis motioned that the financial reports be accepted. Davenport seconded. Holland inquiring and hearing no objection; acceptance so ordered.
9. **Grants Topics.** Discussion ensued among Russell, Davenport, Nelson and Bloxom regarding ways to increase income for the Heritage Center and ESPL. Russell discussed how grants have helped the town of Parksley. Pote explained that an NEH grant is a large part of the HC's monies. Nelson and Davenport remarked that the Foundation is spearheading grants and other fundraising efforts.
10. **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 available.
11. **Library Director's System Report.** Justis referred everyone to the full report(s) included in board members' packets. She indicated that the Accomac location will be returning to full services as Monday hours return on January 23, 2023. This is largely due to the fact that staff have completed large portions of preparations for the move. Building updates were given for Accomac and Parksley. (see packet) Tiffany Flores was welcomed by attendees as she has transitioned to her new position as Administrative Assistant to the director. Justis reported that the grant application to the USDA named "Parksley 2" has been completed and submitted. The match for this grant is estimated to be \$27,086.00 with a total cost of \$180,573.00. Justis also reported that the Certification of FY 2022 (Bibliostat), was signed by Justis and Treasurer Lilliston before a notary on January 3, 2023. This is a standard certification which is completed after financial data has been reviewed by the Library of Virginia. Certification form sent to LVA as required.
12. **Personnel Committee (Pittman).** No updates were presented.
13. **Grand Opening Committee (Holland).** Committee will reconvene in anticipation of building completion in the spring.
14. **ESPL Foundation (Davenport).** Davenport and Nelson discussed foundation efforts in fundraising. Nelson encouraged everyone to support the Foundation's "Raising the Green" event on March 18, 2023 at 5:30p.m. at the Moose Lodge. This is one of the largest and most effective fundraisers.
15. **Capital Project Update (Davenport).** Davenport expanded on items discussed in the library director's system report regarding the site visit on December 29, 2022. He discussed ongoing concerns regarding the roof,

possible continuation of moisture in the roof and water pressure related to mechanical and fire system needs. Russell commented that the town of Parksley as 50 psi whereas Davenport stated that has not been the case for ESPL. There needs to be a review and determination of the causes for reduced psi at the site. Davenport also indicated that past roofing reviews showed 21+ leaks with remaining moisture concerns. Davenport stated he does not feel ESPL should accept occupancy unless the issues are resolved which would hopefully lead to a valid 20 year warranty.

Russell and Muhle indicated that the roofing company is on site today. County officials have also indicated that they are aware and addressing the concerns. Russell indicated that the towns has put out cones to prevent individuals from driving on and damaging grassy areas

16. **Steering Committee (Davenport).** Included in Capital Project Update.
17. **System Director Search Committee (Holland).** Holland indicated that an interview has been scheduled for a candidate on Thursday 1-12-2023 at 10:30 at the Airport location. She also stated that she has sent the resume and other information to the board. On the special meeting on the 12th, Holland will entertain a motion to enter a closed session so that several board members can join the search committee for the interview. Public notice has been posted for the closed session. Holland has the required script for the session.
Holland also stated that an offer for a second on site interview has been extended to another candidate from Canada. Dates are being requested and reviewed so that this interview can be scheduled as soon as possible. Holland indicated that a third individual with the desired qualification has withdrawn from consideration. Russell asked about some of the required qualifications of final candidates. Justis explained the need to have an MLS from a college or university accredited by the American Library Association. Davenport and Holland indicated that supervisory, budget and management work experience are necessary.
18. **New Business.** Russell expressed concerns about finding long term income for ESPL. A lengthy discussion ensued with Justis reviewing some of the current budget income and costs as addressed in the financials review. Davenport, Holland, Nelson and others reviewed the Foundation and Trustees' roles in pursuing grants, fundraising opportunities and other state aid and annual increases from the counties. Pursuing endowments was also recommended as a continuing part of ongoing strategies.
19. **Additional Comments.** No additional comments were presented.
20. **Next Meeting:** Tuesday, February 14 2023 at 1:00 pm, Accomack County Airport. Given ongoing issues with wifi and internet connections at the airport, Justis will look for other locations with more robust connectivity. Any location changes will be announced in advance of the next meeting.
21. **Adjournment.** Custis motioned to adjourn. Rose-Jenson seconded. Holland requesting and hearing no objection. Motion to adjourn adopted. Chair adjourned the meeting at 2:00p.m.

Respectfully submitted,

Janet Justis (draft subject to review and approval by Board on February 14, 2023)

Janet Justis, Secretary