

**EASTERN SHORE PUBLIC LIBRARY
BOARD OF TRUSTEES**

February 14, 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), David Poyer, Carl Rose-Jensen, Gary Heintzelman

Absent: Dennis Custis, Frank Russell, Gerry Ryan, Althea Pittman, James Lilliston (Treasurer), Accomack County

In attendance: Janet Justis, Interim Director, Tiffany Flores, Chris Pote, Colette Nelson (Foundation)

Problems with internet connection prevented several individuals from fully participating virtually. Internet issues will be addressed.

1. **Call to Order.** The meeting was called to order by the Chair at 1:00 pm. A quorum was present.
2. **Public Comments.** – No public comments were offered.
3. **Approval of Minutes of January 2023**– Davenport motioned that the January 10, 2023 Minutes be approved. Rose-Jensen seconded. No additions or corrections were raised. Motion adopted.
4. **Finance Committee (Davenport)** – No updates were presented.
5. **Financial Report.** – Justis discussed the three financial reports included in the board members’ packets. This included the **ESPL Balance Sheet as of January 31, 2023**, the **ESPL Profit and Loss Report for January 2023**, 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 continue into the second half of the fiscal year. Justis reported on the ongoing issue with building maintenance at the Accomack location and its effects on our budget. Additionally, she reported that the Foundation’s “Giving Tuesday” event raised around \$9,000 for Northampton Free Library. She was pleased to note that they were able to purchase a camera security system for about \$5,500. Davenport raised concerns about the importance of placing signage to inform patrons of security cameras. Justis reassured him that signage would be in place.
In addition to the security system, NFL was able to begin work on repairing the leak in the staff bathroom. They were able to secure an estimate from LeCato Interiors, Inc. for \$ 1,807 to replace worm carpet, and are waiting for an installation date to be scheduled. The staff entrance door was also repaired with this money. Davenport asked for clarification as to why this wasn’t an operational expense. Justis clarified that “Giving Tuesday” money was raised based on specific requests to make improvements to the existing building rather than for ongoing operational costs.

Justis also indicated that a patron has requested that the book drop at NFL be relocated for accessibility concerns. Poyer raised concerns about moving the book drop as it may get hit by a car. Discussion ensued about other possibilities.

Nelson asked for a photo op to use for further fundraising marketing.

Justis indicated that all finances are on track as we continue into the second half of the fiscal year. She noted there had been a delay in book orders coming in, but added they are now rolling in for processing.

Discussion ensued about the Board of Supervisors meeting on February 9th and Justis' budget presentation. She distributed the FY 23-24 Budget highlights and explained the shifts in funding. Three new funding items included addressing a reduction in state aid (due to reinterpretation of state formulas), a rebalancing of the Accomack County share in FY22 and funding for the new Heritage Center. Justis explained that Mike Mason, Accomack County Administrator, has indicated he will recommend two of the three new funding items. That would result in a 19.03% increase over last year's total operations funding from the county. This still needs to be approved by the Accomack County Board of Supervisors later this spring. Justis also explained that this is a benchmark year due to the move to the new building. We won't really know the actual cost until we are onsite and have several months' invoices. Preparation will be done for the Northampton County Budget in March. Discussion between Holland and Justis ensued on how to approach this meeting. It's important to ensure that both counties pay their (75% -25%) share.

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 – Included at the board meeting.

7. **Library Director's System Report** – Justis reported that ESPL welcomed Megan Gallipeau, the new Youth Services Librarian, to the team on January 17th. During her first month of employment, Nandua Middle School visited and received library cards. Library staff also provided outreach services at Metompskin Elementary, providing students with library cards and a free book. Justis also discussed that Flores has been assisting Gallipeau in settling into her new roll and providing key institutional knowledge. Gallipeau has jumped started children's and youth programing.

Nelson asked that the reports being presented to the Trustees be emailed to the Foundation.

Justis provided an update on the Book Reconsideration situation at Cape Charles Memorial Library. The policy has been approved by the Trustees and Town Council so now they can move forward. Discussion ensued.

8. **Personnel Committee (Pittman)** –As Pittman was absent no new business was presented. Davenport was pleased with the reports Collins presents on behalf of staff. Rose-Jensen was pleased to find there aren't any complaints from or about the staff.
9. **Grand Opening Committee (Holland)** – No updates presented. Meetings will resume once Bloxom has returned.
10. **ESPL Foundation (Davenport)** – Davenport stated that the "Raising the Green" fundraiser is off to a great start. He reported where the tickets were being sold, for how much, and what the event would entail which include dinner and live entertainment.

Nelson continued the report stating the Foundation will work on promoting selling commemorative bricks next. Currently they have only sold 300 bricks and would like to sell more. Nelson added that the Foundation will likely do a lawn mower raffle next; followed by a basket raffle.

Nelson also reported on "Raising the Green" event and provided related details. This year the event will be held at the Exmore Moose Lodge and offer both a live and silent auction. The Foundation will be meeting on

February 15th to discuss the auction as they are still looking for a variety of items to auction off. While things are going well they only have a month left to prepare. Tickets are being sold at the Book Bin, Rayfield's Pharmacies, and at all libraries. A variety of promotional materials are being done.

Davenport presented that he had been approached by many enthusiastic people wishing to donate to the library and wanted to know how and where to donate. Nelson suggested that they needed to meet because the Capital Campaign for the new building has technically ended and there is a need to discuss new opportunities to donate in other areas. Discussion ensued. Davenport discussed landscaping and a Crepe Myrtle donation. Nelson brought up the location of the Endowment Plaque.

11. **Capital Project Update – Steering Committee (Davenport)** – Davenport reported that the project is moving along for a completion date of early April/May. Justis, Pote, and Davenport did a recent walkthrough and progress has been made. The sewage pipes were not installed properly and are in the process of being fixed. Some roof repairs have been delayed due to the weather. The contractor is in Richmond and does not want to make the trip to do the repairs unless it looks like the weather is clear to do it all in one go. The original roof was improperly installed and the contractor will repair it under supervision. Pote agrees that he is confident that this project will be done on time. Justis reports that pavement repairs seem to have been done.
12. **System Director Search Committee (Holland)** – Holland reports that there have been two onsite candidate visits so far. Another woman has reached out expressing interest in the position. Her application may arrive and need to be reviewed.

13. **Old Business**

- a. Approve location of Endowment Plaque– Nelson stated that ESPL has a total of 5 endowments:
 - i. Eastern Shore Public Library Foundation Archivist Endowment – In Memory of Kirk C. Mariner and in Honor of B. Miles Barnes Fund
 - ii. Eastern Shore Public Library Foundation Citizen's Endowment Fund
 - iii. Eastern Shore Public Library Materials Endowment Fund
 - iv. Joyce Brown Milliner Endowment
 - v. Katharine H.S. Edmonds Reading Materials Fund

Discussion ensued about locating the Plaque on right side of the wall leading into the Lecture Hall. This was chosen as it's the primary access area to the lecture hall leading in from the side entrance. Davenport presented concerns about spacing. Space will be measured during site visit on 2-22-2023. Nelson needs to review the plaque options before she can move forward with figuring out the specs. Poyer motioned to approve the location of the plaque. Davenport seconded. No objections; motion adopted.

- b. Pote reported the Gallery Shelving located across from the lecture hall has been donated so that location is not available.

14. **New Business**

- a. Application of Naming/ Renaming Dennis R. Custis Lecture Hall –
 - b. Application of Naming/ Renaming the Rochelle Taccino Gray Maker Space –
 - c. Application of Naming/ Renaming Library Entryway sponsored by Colette and Bill Nelson -
- Davenport motioned to approve all three Application of Naming/ Renaming Applications. Poyer Seconded. No objections; motion adopted. These applications will now go before the Accomack County Board of Supervisors for their approval.

15. **Additional Comments** –

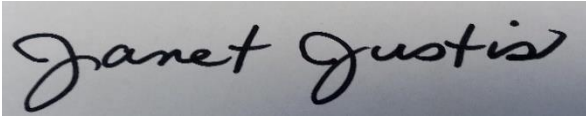
- a. Poyer reported that he will be the Keynote speaker at the Irish Writers Union in Dublin this March regarding the topic of AI for writers. Poyer and Davenport began a discussion on whether or not the library plans to support this technology in the future as this remains a controversial topic for some.
- b. Davenport and Rose-Jensen acknowledged that the only information discussed during the closed sessions held on 1-12-2023 and 2-10-2023 was related to the two director candidate interviews.

16. **Next Meeting:** Tuesday, March 14, 2023 at 1:00 pm, Accomack County Airport.

17. **Adjournment** – A motion to adjourn was made by Rose-Jensen and seconded by Davenport. No objections.

Motion adopted. The meeting was adjourned at 2:00 pm by the Chair.

Respectfully submitted,

A handwritten signature in black ink on a light gray background. The signature reads "Janet Justis" in a cursive, flowing script.

Janet Justis, Secretary