

**EASTERN SHORE PUBLIC LIBRARY  
BOARD OF TRUSTEES**

April 11, 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), Althea Pittman (virtual), David Poyer, Carl Rose-Jensen, Gerry Ryan (virtual), James Lilliston, Accomack County Treasurer (virtual), Dennis Custis

**Absent:** Gary Heintzelman, Frank Russell

**In attendance:** Janet Justis Interim Director, Tiffany Flores, Chris Pote (virtual), Megan Gallipeau (virtual only for the open session portion of the meeting)

**Friends of the ESPL:** Janet Rochester (only for the open session portion of the meeting)

1. **Call to Order** – The meeting was called to order by Chair Holland at 1:00 pm. A quorum was present.
2. **Public Comments** – No public comments were presented.
3. **Approval of Minutes of March 1, 2023** – No additions or corrections were raised. Custis motioned that the March 1, 2023 Minutes be approved. Davenport seconded. Holland requesting and hearing no objections; motion adopted.
4. **Approval Minutes of April 3, 2023 (call meeting)** – Corrections to the April 3<sup>rd</sup>, 2023 minutes were raised. Justis indicated that the motion for the approval of the moving contract was missing and would be corrected. Poyer also remarked that the next meeting date was incorrect. Custis motioned that the minutes be approved with the amendments. Poyer Seconded. Holland requesting and hearing no objections; motion adopted. Corrected final minutes will be posted on the website.
5. **Financial Report (Director)** – Justis briefly discussed the financial report, elaborating on March’s Profit and Loss document. She indicated that all finances are on track as we continue through the fiscal year. At this time, Accomack County’s share of operating costs should be on its way. Justis reported that Northampton Free Library is working on building maintenance that has been covered primarily by the “Giving Tuesday” fundraising event. Additionally, she reported that the library’s next focus is to spend down our state aid in order to minimize carryover. It is also time to apply for next fiscal year’s state aid. Fortunately, Ingram, one of our biggest book vendors, has agreed that Ricci can prepay for books as a credit that the library can spend later helping us address carryover. Additionally, the money appropriated by former Governor Northam and delivered via the Library of Virginia, may be available to pay for the movers and interior decorator. The NEH grant has line

items covering wayfinding signs, security gate installation, presentation hardware and software, some furnishings and other materials. The library will need to pay for these items up front and request reimbursement from the Foundation for items covered by the NEH grant. Pote is taking the lead on working with vendors to obtain estimates and possible delivery and installation dates as required. The goal is to have everything encumbered or prepaid by June if possible. Justis reports that the library's finances are in good shape, but it is time to spend down accounts. The motion to approve the financial report was made by Davenport. Seconded by Poyer. Holland requesting and hearing no objections; motion adopted

6. **Library Director's System Report (Director Verbal)**—Justis reports that TGD, is ready to install the window decals on April 18<sup>th</sup> and 19<sup>th</sup>. Additionally, all interior work has been finished on the building; however, some exterior things remain such as the roof. Deep cleaning has been done, but minor cleaning will be necessary after the move. Justis reported that most staff have been busy preparing for the move.

At Northampton Free Library, March's visitation saw a record high of over one thousand visitors. Justis reported that Gallipeau, has been busy doing story hours at Northampton Free Library and Accomac. Cape Charles Memorial Library had their staff recertified for AED and CPR. Poyer mentioned that it might be a good idea to investigate doing this at all of the sites. Justis agreed. Poyer asked if a defibrillator was available at Northampton Free Library. Justis reassured Poyer that, if AED and CPR training were done, the proper equipment would be provided at all locations. Discussion ensued about CPR and AED training.

Justis arranged for Accomack County HR staff to come and do an informational session regarding the latest changes in Anthem health care benefits so that staff could make informed decisions regarding their coverage during this period of open enrollment. Staff found this very helpful. With the increase in insurance rates, Justis highly recommends that the library request a funding increase from the county when the new director begins working on the budget for FY24-25.

Chincoteague remained busy with book clubs and children's events.

Justis reminded the board that several vendors have remained very loyal to the library despite repeated delays over the past two years related to moving into the new Parksley facility. In some cases this has resulted in financial concerns for the vendors.

Before moving to the old business, Holland reported that Wisor, new director arriving on June 1st, has found a home in Wachapreague. Justis indicated that Wisor has been proactive in preparing for her move by requesting information related to library plans and employee concerns.

7. **Old Business**

#### **Discussion of Draft Lease and Items of Concern--**

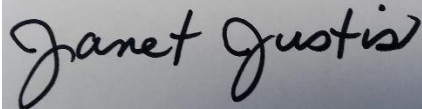
Chair Asks Board to Entertain a Motion to Go into Closed Session to Discuss

*property and contract issues regarding the new building per 2.2-3705.1(8) cost estimates of real property...subject to a proposed purchase, sale, or lease; and 2.2-3705.1(12) Contracts...regarding the negotiation and award of a specific contract.*

Davenport made a motion to go into a closed session. Custis seconded. No objections were presented. Motion adopted. Board entered a closed session.

8. Chair Holland Entertained a Motion to Reconvene in Open Session. Custis made a motion. Poyer Seconded. No Objection. Motion adopted.  
Custis, Davenport, Rose-Jensen, Poyer, Ryan, Pittman, and Holland were polled and agreed that only matters pertaining to section 2.2-3705.1 (8) and section 2.2-3705.1 (12) were discussed in closed session
9. **New Business** – No new business was presented.
10. **Additional Comments** –  
Trustees are to proceed with communicating with their supervisors regarding the lease.
11. **Next Meeting** – May 9, 2023 at 1:00p.m. at the airport.
12. **Adjournment** – Custis motioned to adjourn. Rose-Jensen Seconded. No Objections. Motion adopted.

Respectfully submitted,

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

Janet Justis, Secretary