**EASTERN SHORE PUBLIC LIBRARY**

**BOARD OF TRUSTEES**

May 9, 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. James Lilliston, Accomack County Treasurer (virtual), Dennis Custis

**Absent:** Gary Heintzelman, Frank Russell

**In attendance:** Janet Justis, Interim Director, Tiffany Flores, Chris Pote, Charle Ricci (virtual), Pat Bloxom, Megan Gallipeau(virtual)

**ESPL Foundation:** Colette Nelson. **Friends of the ESPL**: Janet Rochester, Margaret Lynch:

1. **Call to Order** - The meeting was called to order by Chair Holland at 1:00 p.m. A quorum was present.
2. **Public Comments** - No public comments were present.
3. **Approval of Minutes of April 11, 2023 -** No additions or corrections were raised. Custis motioned that the April 11, 2023 Minutes be approved. Ryan seconded. Holland requesting and hearing no objections; motion adopted.
4. **Finance Committee (Holland, Davenport, Bloxom) -** Holland reported that there had been a meeting to discuss spending funds. Holland also reported that they discussed the money given by former Governor Northam, and the NEH grant funds regarding what has been spent and what remains especially as regards to monies carried over due to delays in moving.
5. **Financial Report (Justis) -** Justis reported that ESPL’s E-rate application has been approved with a 90% discount on Internet services and costs. This is the highest savings the library has seen. The aid is effective from July 1, 2023 through June 30, 2024, and would save the library $49, 550. Now that the application/discount has been approved, Justis will ask E-rate to work with Eastern Shore Communications our Internet provider so that the approved funds are paid directly to ESC and the library is only billed for non-discounted charges monthly assisting with the library’s out of pocket costs.

Additionally, Justis reported on the **Profit and Loss Budget vs. Actual** financials and indicated as of April 30th, Accomack County, Northampton County, and LVA (State Aid) have submitted their remaining quarterly payments to us for this fiscal year.

Justis then discussed Income 41040- Grants containing special capital funding over several years dedicated to construction, installation and finalization of the new facility at Parksley. The total amount of income listed in this category is $800,000.00. It includes a donation of $350,000.00 from former Governor Northam, $200,000.00 (over a two year period) from Northampton County for special archival shelving for the Heritage Center and $250,000.00 in NEH grant money. Again, some of these funds have been carried over in past years due to delays in construction and moving to the new building. Justis added that she and Pote have been collaborating on best practices for expending approximately $418.637.83 of remaining funding in this category. To better track these expenditures bookkeeping has advised the ESPL use capital expense code 61103 for these costs. The goal is to expend as much as possible before the end of the fiscal year.

Justis presented some opportunities for spending these funds as follows: prepay Bates Moving for $84,867.50, prepay $26,468.08 to TGD for fabrication and installation, prepay Tech Logic about $10,335.00 for security gate(s) installation, and pay Eastern Shore Communications for recent work done at Parksley for gate wiring, phones lines and paging system and arrangements to coordinate transfer of internet connectivity from Accomac to Parksley $5,068.05 and $3,906.89 respectively. A third bill from Eastern Shore Communications deals with $16,295.27 in repairs to previously installed Ethernet cabling that occurred when a different contractor came in to address issues with a repeatedly leaking roof. Justis and the County Administrator have requested a detailed statement about the damage and who may be responsible for paying for said repairs.

Another prepayment from regular library budget accounts would assist with handling next year’s OCLC costs of $9,034.02. This opportunity to prepay is fairly standard around the end of a fiscal year.

 Additionally, Justis reported that Pote’s focus has been on purchasing presentation hardware and software for the Lecture Hall and study rooms as well as and furnishings for both staff areas and the Heritage Center. Pote reported that he is in the process of waiting for quotes for office furniture, Heritage Center furniture, and technologies for the meeting room and general signage.

 Davenport asked if folding chairs were on the plans to be purchased. Pote explained that furniture for the lecture hall was in the quotes which included 50 foldable chairs, 2 projectors, and a podium. Davenport asked if there were estimates for the furniture and Pote explained that, because the scope of the project has grown, quotes had to be redone and would be available sometime next week. Lynch asked for an explanation of the NEH grant and Pote explained it was a matching grant from the National Endowment for the Humanities.

Justis explained that we are close to expending much of the money before the end of this fiscal year. She added that, even if we cannot expend it all; finally being able to handle key portions of the money clarifies the issue of unintended carryover year after year.

Justis added that it is time for the FY24 application for LVA state aid which has to go in by June 1, 2023. State aid monies are often restricted to items like portions of the director’s salary, book, AV, electronic, online resources and non-collection costs such as staff development for state conference and continuing education. Incoming director Wisor will have to complete the application by reviewing the end of fiscal year budget report (6-30-2023) and submitting other necessary financial and collection data in July. A decision should be made by late July or August.

Justis reported that we are on track to expend the regular operating budget. Based on good practice, big ticket invoices need to be submitted by June 15th to allow for processing time. As per agreement for grant management, ESPL pays current related invoices and later asks the Foundation to reimburse appropriate NEH funds.

Poyer asked if the defibrillator(s) are in the process of being ordered. Justis explained the priority has been on the new building and preparing it for occupancy. But the defibrillators for all locations will be considered in the future. The motion to approve the financial report was made by Custis and seconded by Ryan. Holland requesting and hearing no objections; the motion was adopted

1. **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 Friend’s Report (Rochester) – further comments were not presented.
2. **Library Director’s System Report (Justis)-**

Justis shared how fantastic and helpful the staff has been. She indicated that it is so uplifting that the library is always filled with laughter and staff are smart, tech-savvy, diverse and tolerant representing our community at large.

Justis mentioned how badly many libraries in Virginia and across the country have struggled with book banning, localities defunding libraries, and state legislatures introducing chilling and unwise bills challenging some basic library staff and patron rights. While all anti-library bills failed in Virginia during the recent session in Richmond, it is important to show communities how valuable libraries are and what freedoms libraries offer.

In her Director’s report, Justis showcased some of the window graphics recently installed in the Eastern Shore of Virginia Regional Library and Heritage Center and its many planned projects. This included an opportunity to collaborate with colleagues from the University of Virginia to become a repository to collect and house oral histories. One of these contacts began at local climate change event hosted at ESCC.

Justis goes reported that Megan Gallipeau has moved story hour to accommodate parental needs. And while gaining participation has been hard, due to starts and stops related to the move, there is still ongoing success in programs where we visit the schools or schools visit us. Other matters she discussed were the importance of the VLA conference, Charle’s project with the VA master naturalist backpacks, Cape Charles with all their children programming, and NFL receiving a recent donations from the town of Nassawadox. Since there is some confusion as to whether or not this donation was part of an effort by the Foundation, Nelson offered to investigate for us.

Ryan provided a report for Chincoteague Island Library. He reported on various library happenings including that their Tales for Tots program has had 22 kids. Their summer reading program will run from May 25th to August 12th. CIL recently held a luncheon for their volunteers. Additionally, Ryan reported they have some fundraisers, including a basket raffle, the Oyster Festival on Columbus Day, and the Sunset Cruise.

Poyer brought up expansion plans for Northampton Free Library. Discussion ensued. The foundation offered support for this when the time comes.

1. **Personnel Committee (Pittman) -** Holland thanked Justis for her service and for helping to onboard the new director when she joins the team. She reported that Wisor should be arriving Friday or Saturday from Oklahoma. Holland will work on an official press release to announce her arrival. Justis mentioned that the Library of Virginia needs to be contacted Wisor starts so she can be added to support groups including the directors’ list-serv.
2. **ESPL Foundation (Davenport) –** Nelson reported that their current fundraiser is selling raffle tickets for a 360 degrees mower. First prize is a $9,000.00 thousand mower that comes with a trailer; second prize is $250.00. The drawing will be held on July 28, 2023. Additionally, the mower will be advertised at multiple locations including the local Carnival and the Onancock Farmers’ Market. Nelson asked everyone to encourage sales, buy tickets and, promote it.
3. **Old Business -**
	1. **Update on Issues Related to Tenancy and Move (Davenport**) - Davenport reported that the conversation is ongoing and productive. They are currently working with an attorney about the issues. Only one significant issue remains. Discussion ensued.
	2. **Update on Dates Available with Bates Moving (Justis) –** Justis reports that there was an opportunity to schedule Bates Moving Company for May 15, 2023, but it was ultimately too tight to arrange. She added that Pote will call Bates when we are ready to schedule a move. At this time Bates Moving Company’s next available date is June 20, 2023.

Pote emphasized that having a timeline is critical, especially in regard to working with vendors. Discussion ensued about future purchasing plans. It was decided that the signing of the lease is critical for planning and liability needs.

1. **New Business –**
	1. **Discussion Regarding Possible Part-time Security Guards for ESRL –** Justis stated that this is only a suggestion but that, due to Parksley’s accessibility, part-time security guards need to be hired for Tuesday and Thursday nights and on Saturdays. She is concerned that a two person staff during the above-mentioned times would struggle with trying to complete patron transactions and clearing, and securing such a large facility. Security guard(s) would provide assistance with securing the building and serve as a preventative measure in keeping unwanted situations from occurring. Discussion ensued. A motion to support this recommendation was made by Davenport. Ryan seconded. Holland requesting and hearing no objections; motion adopted.
	2. **Discussion Regarding Search for Bonded Cleaning Service for ESRL –** Justis reports that currently ESPL has a staff person does the daily cleaning during the week. With the size of the new building being double the existing space, Justis feels that it would be better to use a bonded cleaning company to come in a few times a week to clean and preserve the building. Additionally, she reports that there should be room in the library’s operating maintenance budget. Discussion ensued. The Heritage Center’s involvement was questioned and Pote explained that the Heritage Center and the Library currently share a budget and would support this.
	3. **Discussion Regarding Need to Review Staffing and Overall Plans for CIL** – Ryan reports that their current lack of a manager is a concern and that they feel sending multiple staff people up to Chincoteague Island Library does not meet the needs of the contract. Holland appointed Davenport and Ryan to form an ad hoc committee to review this issue and other basic library affiliate needs and responsibilities for all partners. Justis reported that staff reorganization has been necessary with the current changes at ESPL. Discussion ensued.
	4. **Nominations for Board Officers –** Davenport suggested that the Board of Trustees’ Officers remain the same for this term in order to best assist the new director. Ryan motioned to approve this. Rose-Jenson seconded.Holland requesting and hearing no objection; motion adopted.
2. **Additional Comments -** Brief discussion ensued about resuming having the board meetings at the different library locations and coordinating lunches afterward
3. **Next Meeting -** Tuesday, June 13, 2023, at 1 pm, Accomack County Airport.
4. **Adjournment -** Rose- Jenson motioned to adjourn. Poyer seconded. No objections; motion adopted.

Respectfully submitted,



Janet Justis, Secretary