



# MINUTES

## BOARD OF TRUSTEES: Eastern Shore of Virginia Public Library System

7.11.23 | 1 PM | ESPL Regional Library and Heritage Center, 24313 Bennett  
St., Parksley, VA  
*Meeting called to order by Chair, Joyce Holland*

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### Attendance

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***Present:***

Grayson Chesser, Dennis Custis, Larry Giddens, Gary Heinzelman, Joyce Holland (*Chair*), Mike Mason, David Poyer, Carl Rose-Jensen, Frank Russell, Miranda Wisor (*non-voting*)

***Absent:***

James Lilliston (*non-voting*)

***In Attendance:***

Pat Bloxom, Margaret Donahue-Lynch, Tiffany Flores, Paul Muhly, Bill Nelson, Colette Nelson, Chris Pote, Janet Rochester

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### Call to Order

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The meeting was called to order by Chair, Joyce Holland at 1:00 p.m. A quorum was present.

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### Public Comments

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Chair Joyce Holland encouraged all attendees to introduce themselves. All attendees introduced themselves. Paul Muhly commented on his excitement that the new library has finally come to fruition despite the hardships and adversity the project has faced.

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### Approval of Minutes Of June 13, 2023, and June 20, 2023

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Dennis Custis moved that the June 13, 2023 meeting minutes be approved. Frank Russell seconded. The motion passed unanimously. Mike Mason abstained

Dennis Custis moved that the June 20, 2023 meeting minutes be approved. Frank Russell seconded. The motion passed unanimously. Mike Mason abstained.

### Old Business

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#### Library System Update (M.Wisor)

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Last month, Miranda Wisor expressed confusion because the system's name on the new branding does not match any of the names within the library system. Through research, she found that the branding was updated to more align with the name of the new building in Parksley and denote a difference from the Eastern Shore Public Library in Maryland. She consulted with the Library of Virginia and they agreed that the library system

would be best served by filing a DBA (Doing Business As) with the state. M. Wisor clarified that, legally, the library is still Eastern Shore Public Library. A brief discussion about the library's name occurred.

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### Finance Committee (J. Holland)

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No updates were presented.

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### Financial Report (M. Wisor)

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- Miranda Wisor reports that the library has received a budget allocation letter from Northampton County in the amount of \$165,842. The first quarter payment from the County has been requested.
- The library has not yet received an EOY (end of year) balance figure from Karen Crockett's Office due to a few outstanding FY23 transactions, but based on available figures, M. Wisor estimates that the library ended FY23 with \$350,000. These roll-over funds enable the library to remain operational until budget allocations from the state and both counties begin to come in. The amount is more than the library would typically roll over into a new fiscal year to cover early-year expenses such as payroll, but the excess reflects the funds allocated to ESPL by the outgoing Governor and other move related encumbrances. M. Wisor anticipates these funds will be needed as financial allocations from both counties were below projections made last winter. When the EOY report is received, M. Wisor will forward it to the Board.
- Frank Russell reported that he expects the new building will cost about \$ 3,000 a month to maintain but this will not be confirmed until the building is open and operational. M. Wisor agreed with the estimate.
- David Poyer asked if there were any contingencies on the funds from the outgoing governor. M. Wisor reported that she was not aware of any; her understanding is that the funds were placed in the library's account last year.
- Mike Mason asked for clarity on Karen Crockett's Office's role in managing library funds. M. Wisor explained that Karen Crockett's Office is responsible for the bookkeeping of the library.
- M. Mason asked for clarification on the June 30, 2023, Balance Sheet as to why liabilities on the page weren't negative, explaining that it was unusual for them not to be. M. Wisor did not have an answer however she knows that there was a payout for Cara Burton when she retired. M. Wisor said that she would consult with Karen Crockett's Office and report back at the next meeting.
- M. Mason offered to provide financial advice to the library.
- M. Mason suggested that, in order to meet the 4:1 matching agreement between counties, the library can claim the interest Accomack covers on loans for the building in Parksley as part of Accomack's contribution. He advised that M. Wisor reach out to the Finance Director of the county to obtain the figures.
- M. Mason asked what the Professional Services on page 2 of the Profit and Loss Sheet referred to. M. Wisor explained that it primarily to cover the pay for the Interim Director and consulting fees for Cara Burton. M. Mason asked if it covered legal fees. M. Wisor reported that it did not include legal fees. Discussion ensued.
- Chair Joyce Holland asked if M. Mason would serve on the Finance Committee, and he accepted.

Dennis Custis moved for the approval of the Financial Report with the contingency that Miranda Wisor will find answers to the questions presented. Frank Russell Seconded. No objections were made. The motion passed unanimously.

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## Branch and Friends Reports

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- a) CAPE CHARLES MEMORIAL LIBRARY: Included in Library Director's System Report.
- b) CHINCOTEAGUE ISLAND LIBRARY: Included in Library Director's System Report.
- c) NORTHAMPTON FREE LIBRARY: Included in Library Director's System Report. Miranda Wisor reported that Connor Buyrn handled the HVAC emergency at NFL nicely and was able to keep services operational during the situation. Discussion ensued
- d) ESPL FRIENDS OF THE EASTERN SHORE PUBLIC LIBRARY REPORT (J. Rochester): Janet Rochester reported that the Friends are delighted to have a firm date for the move into the new library. She also reported that their July 4<sup>th</sup> book giveaway event distributed 50 children's books to the hands of children. Additionally, their discard book giveaway held outside the Accomac library raised over \$300 dollars which will be used to support the library.

Joyce Holland reported that the Board plans to resume holding Board of Trustee meetings at different library locations.

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## Library Director's System Report (M. Wisor)

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- Miranda Wisor provided an update on the Northampton Free Library HVAC situation. Herbert Senns found a clog in the unit's drain. After clearing the clog and replacing the filters, the unit seems to be working well. Shore Masters cleaned the carpet and worked to reduce humidity in the building to protect the collection. They hung plastic curtains around the Adult Fiction collection and ran industrial humidifiers for a few days to reduce moisture in the space. M. Wisor notified VRSA about the incident.
- M. Wisor reported that an In-Service will be held on July 18<sup>th</sup> for staff training. Libraries will open at 1:00 p.m. that day.
- Larry Giddens asked if there would be an annual maintenance plan put in place in light of the HVAC incident at NFL. M. Wisor explained that, while there is not a plan set at this time there will be for NFL moving forward.
- David Poyer suggested piping that could be installed to increase the HVAC system's effectiveness. Discussion about NFL's HVAC repairs ensued. M. Wisor reported she would look into alternatives.
- Chris Pote explained that the Parksley location has its own system in place and fail-safes to protect the building. M. Wisor explained that Parksley does have a maintenance plan.
- Joyce Holland appointed David Poyer and Larry Giddons to serve on the Facilities Committee. Both accepted.
- M. Wisor also reported that she attended the Tidewater Area Library Director Consortium Meeting in Newport News last Friday. It was a welcome opportunity to meet other library directors in the region. Nan Carmack, the Director of the Library of Virginia was also in attendance, so M. Wisor was pleased to have an opportunity to meet her in person and speak with her. The primary topic of conversation was cyber security for library information. It was an informative discussion and M. Wisor brought back information to share with library staff and the library ILS administrator.
- M. Mason asked if the library's ILS server retains personal info. M. Wisor explained that the library's ILS holds some personal information but not anything that holds a civil liability. M. Wisor also explained that, if it were to be hacked, Atrium is liable not the library.
- M. Wisor reported that moving plans are progressing. C. Pote and M. Wisor met with Stewart Hall, Andy Nunnally, and Jeremy Shifflett from Accomack County on Monday to review the Parksley

building and discuss library vs. county obligations laid out by the lease agreement. They recommended Versability Resources for the library's housekeeping needs; M. Wisor will be reaching out to them soon for a quote and a contract.

- Administrative staff have met to go over closing and moving procedures. Staff will be meeting again in Parksley Friday to confirm shelving and collection locations to ensure Bates Moving has accurate maps for the moving process. C. Pote reported Bates Moving will be joining this meeting.
- M. Wisor has been working on cleaning up practices and procedures to ensure that the library system is in compliance with regulations. She anticipates that this will be an ongoing process as matters come to her attention.
- In the library's current strategic plan, Trustees committed to participate in continuing education trainings to remain knowledgeable of best practices, current issues, etc. M. Wisor requested guidance from the Board as to whether this group would like for M. Wisor to include these trainings as part of the set monthly meetings, or if the Board would prefer to complete trainings online in advance of the Board meetings and then M. Wisor could designate time at meetings to discuss the completed trainings. The board training videos produced by ALA and made available through the Library of Virginia are approximately 10 minutes long. Discussion ensued. The Board agreed that training shall be held at the set monthly meeting on a quarterly basis.

## New Business

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### Establish Nomination Committee for the Vice Chair appointee

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Chair Joyce Holland appointed Dennis Custis and David Poyer to serve on the Nomination Committee. Both accepted.

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### Corner Stone Instillation (C. Pote)

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- Chris Pote reported that he is concerned about the placement of the cornerstone. He noted that with the moisture issues the building has had, he does not feel it would be well-advised to cut into the building to install the stone. He asked the Board if they could present alternatives for the location of the cornerstone and for a discussion to occur where alternatives are discussed.
- Discussion ensued. Frank Russell suggested that the cornerstone could be set into concrete. Miranda Wisor suggested that it could be placed next to the flags. M. Mason presented his support for putting the stone in the ground.
- C. Pote clarified that he did not need a solution today but rather was looking for the Board's permission to seek alternatives. Frank Russell moved for Chris Pote to seek alternatives for the cornerstone placement. David Poyer seconded. No objections were presented. Motion passed unanimously.
- Colette Nelson reported that there was a discussion about a Memory box/ Time Capsule that was supposed to go along with the cornerstone. The whereabouts or existence of this box are unknown.

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### 1<sup>st</sup> Reading: Meeting Room Use Policy (M. Wisor)

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- Miranda Wisor presented the Meeting Room Use Policy for its first reading. After this reading, the policy will be modified and reviewed again in a month. M. Wisor proposed significant changes to the Meeting Room Use Policy due to the meeting space that would be available at Parksley. She suggested

that organizations/ people should be charged to use the largest meeting rooms and clarified that this would only be for programs and events. The rooms would be free to use as study rooms if necessary. Additionally, Library sponsored programs or events would not be charged for reservations.

- Mike Mason suggested that on page 1 where it says "...engaged in the educational, cultural, intellectual, social, workforce and economic development..." the list should include that Local, State, and Federal Government can access the facility. He also brought into consideration that, if the rooms can be reserved after library hours, the policy should disclose that additional costs may apply. M. Wisor clarified that she would rather not approve reservations outside library hours. Discussion ensued. M. Wisor agreed to take into consideration after-hour reservations and the extra fees.
- M. Mason also asked for clarity on what "Library Partner Organizations" meant. M. Wisor defined it as The Friends of the Library groups and The Eastern Shore Public Library Foundation. The question was raised if library supporters would qualify. Discussion ensued. No decision was made.
- M. Mason asked if the Town of Parksley held a meeting in one of the rooms, would the town cover the cost or the library? He was concerned that groups may try to get around the cost. M. Wisor explained that the Friends of the Library, the Foundation, and 501c3 organizations would be able to use the meeting rooms for free but others would have to pay. Discussion ensued.
- M. Mason suggested that, on the last page where it discusses "public comments and complaints" going to the Board, all comments and complaints should go to the Director first and then go to the Board if necessary.
- David Poyer asked if the rooms could be unlocked for after-hour use. He explained that Northampton Free Library was designed so that the rest of the building could be locked while the meeting room remained open for use. This is commonly done for the Friends of the Northampton Free Library. M. Wisor and D. Poyer to discuss this further after the meeting.
- Chair Joyce Holland suggested a deeper look into providing access to the room after hours and noted edits would be included in a second reading.
- M. Wisor will distribute an updated policy for the next meeting.

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### **Personnel Committee (C. Rose-Jensen)**

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- Carl Rose-Jensen reported that Jazmine Collins had put together a well-prepared survey and the results showed that, overall, the staff are very healthy and happy. He reported that the biggest concern among staff was pay.
- Chair, Joyce Holland asked the Personnel Committee to explore options to get the Board and Staff together to socialize. Discussion ensued. Frank Russell suggested the possibility of a fundraiser in the library as a solution. Discussion about what types of fundraisers would be appropriate occurred.

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### **ESPL Foundation (C. Nelson)**

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- Colette Nelson reported that the ESPL Foundation is selling tickets for the mower raffle for \$20 dollars. The drawing for the winner is at the end of July.
- Chris Pote asked if the radio ad made any money for the fundraiser. C. Nelson reported that she would not know until the committee meets on the 17<sup>th</sup>. Discussion ensued.

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### **Additional Comments**

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- Chair Joyce Holland reported that the Library of Virginia suggests that each Board Member sign the Code of Ethics agreement. The document was offered to all members present.
- Miranda Wisor noted that the books for the outgoing Board of Trustee members had arrived. J. Holland remarked that the books would be distributed to the Board members. Frank Russell thanked J. Holland for her hard work and offered to send a letter to the outgoing Board Members to thank them for their service. J. Holland remarked that the letter will be included with their book.
- Mike Mason commented on the infographic and letter that M. Wisor had submitted to the county, remarking that it was a welcomed start to improving the relationship with the Board of Supervisors. M. Mason suggested continuing to try and improve the relationship. Discussion ensued.
- Chris Pote asked if it was appropriate to invite the Board of Supervisors to the tour. It was determined that more than two at a time would mean a public meeting would have to be called. Two at a time can tour without issue.
- Chair, J. Holland expressed gratitude towards M. Wisor for all the hard work she is doing.
- Gary Heintzalman thanked Paul Muhley for his dedication to the library project.
- Chair, J. Holland ended the discussion by thanking and welcoming the new members to the board.

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### Next Meeting

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Tuesday, 8.08.23 at 1:00 pm | ESPL Regional Library and Heritage Center, 24313 Bennett St., Parksley, VA lecture hall

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### Adjournment

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Dennis Custis moved to adjourn the meeting. David Poyer seconded. The motion passed unanimously. The meeting was adjourned at 2:20 p.m. by Chair, Joyce Holland.