



MINUTES

BOARD OF TRUSTEES: Eastern Shore of Virginia Public Library System

6.13.23 | 1 PM | Accomack County Airport: Melfa, VA | *Meeting called to order by Chair, Joyce Holland*

Attendance

Present:

Dennis Custis, Jay Davenport (*Vice-Chair*), Joyce Holland (*Chair*), James Lilliston (*non-voting*):[*attended virtually*], Althea Pittman, Carl Rose-Jensen, Gerry Ryan, Miranda Wisor (*non-voting*)

Absent:

Gary Heintzelman, David Poyer, Frank Russell

In Attendance:

Patricia Bloxom, Jazmine Collins, Margaret Donahue-Lynch, Janet Justis, Colette Nelson, Charle Ricci, Linda Ryan

Call to Order

The meeting was called or order by Chair, Joyce Holland at 12:59 p.m. A quorum was present. Chair, Holland introduced Miranda Wisor as the new System Director of the ESPL and expressed thanks to Janet Justis for guiding the Library during her time as the Interim Director.

Approval of Minutes

Dennis Custis moved that the May 9, 2023 meeting minutes be approved. Gerry Ryan seconded. Motion passed unanimously.

Public Comments

No public comments were made.

Finance Committee (Holland, Davenport & Bloxom)

Patricia Bloxom expressed her thanks to Janet Justis for her hard work at the end of the fiscal year to spend down the funds allotted to library operations and the capital project, as well as her effective communications and positive relationship with the Board of Supervisors.

Financial Report (Wisor)

Miranda Wisor noted that the spending down of carryover funds from the previous year has been proceeding. The majority of planned expenditures for the month of May have been paid. A 50% deposit for furniture for the new building has been paid. The NEH Grant funding allows for \$103k in support for furniture and

equipment in the lecture hall and study rooms, as well as digital signage. No additional funding needs are anticipated at this time for those items. NEH Grant funding can also reimburse \$10,355 for RFID security gate installation and \$10,000 for wayfinding signage. Accomack County has reimbursed the Library \$16,295.27 for damage to the Ethernet cabling at the Parksley site.

Branch and Friends Reports

- a) CAPE CHARLES MEMORIAL LIBRARY: Included in Library Director's System report.
- b) CHINCOTEAGUE ISLAND LIBRARY: Included in Library Director's System report. Linda Ryan noted the upcoming CIL fundraiser, a Sunset Cruise, to be held on 6/22/23.
- c) NORTHAMPTON FREE LIBRARY: Included in Library Director's System report.
- d) ESPL FRIENDS OF THE EASTERN SHORE PUBLIC LIBRARY REPORT (Donahue-Lynch): Margaret Donahue-Lynch explained that a formal report was not prepared this month. The Friends have been trying to prepare for the move as much as possible in advance. An issue of the Friends newsletter, *The Bookworm*, is about to be released. The Friends have volunteers signed up to help with the move and to assist staff once the Library opens.

Library Director's Report

Miranda Wisor reported that both staff and Janet Justis have been incredibly warm and welcoming as she works to learn about the ESPL system.

- The timeline for moving to Parksley includes the delivery of new furniture to occur in mid-August, with installation of RFID security gates in early September. Currently, opening the library in Parksley would occur around Labor Day at the earliest.
- Wisor noted that struggles with book bans across Virginia continue, with some regions moving beyond reconsideration requests and urging local governments to withhold funding from libraries. Some libraries are considering adding restrictions to their Material Reconsiderations Forms that limit the number of open reconsiderations requests an individual can make at one time, in order to ensure staff have adequate time to properly review challenged materials. Wisor reiterated Justis' comments from last month's Trustee meeting that it is important to show communities how valuable libraries are and what freedoms libraries offer. Davenport noted the impact that Justis had when speaking to the Cape Charles Town Council about a materials challenge at CCML. Justis explained that it was an opportunity to educate not only community members, but also local government leaders, of the importance of the freedom to read. Justis also pointed out how the new, beautiful library building will help to attract new library users and aid in building relationships with the surrounding community.
- Wisor reported that the Summer Reading Program is kicking off on June 20th, with the first big programs at both Accomac and Nassawadox being led by the Salisbury Zoo.
- Wisor noted that to show currency and maintain relevancy, it is important to maintain current Policies and Procedures that guide the library system's work. Wisor intends to make a priority of reviewing and updating system policies, and plans to have the Meeting Room Use policy ready for Trustee consideration at next month's meeting. Wisor stated that another factor in remaining relevant to the community is pursuing continuing education opportunities for staff. It has been a couple of years since staff have been able to attend conferences in person, and Wisor is hoping to

begin this practice again. Davenport noted that the Trustees should be thinking of ongoing opportunities that could be used to recognize the value of library staff.

- Wisor stated that the Heritage Center partnered with the Library of Virginia to host a traveling banner exhibit about the Lantz Mills Deaf Village. A temporary part-time employee will begin this week at the Chincoteague Island Library to cover the shifts the ESPL is committing to providing. A search will soon open for a permanent fill for the position.
- Wisor raised the matter of the library system name to the trustees. In 2008, Accomack and Northampton Counties agreed to name the library system Eastern Shore Public Library (ESPL). In 2021, the library board and Accomack County Board of Supervisors approved a regional library name change to Eastern Shore of Virginia Regional Library and Heritage Center (ESVRLHC). This change is to take effect when the Main Library moves to Parksley. Wisor noted that the rebranding effort of 2022 indicates a name of Eastern Shore of Virginia Public Library System. Wisor plans to do more research to determine whether a formal request to Northampton is needed to approve the name change, or if a more formal distinction needs to be made between the name of the library system and the Main library branch. This issue must be resolved to maintain the integrity of the library system's Foundational Documents. Holland explained that the name ESVRLHC applies to the library branch, not the system. Justis noted that the library's domain name is espl.org and asked if there are legal issues with differences in names between the Main library branch and the system. Colette Nelson added that in prior discussions, Cara Burton, former library director, indicated that the system would remain ESPL and suggested that Burton be consulted to provide historic information on the name change. Holland explained that the naming of the building in Parksley by the Supervisors is set in stone, but asked Wisor to work with staff and a Trustee, if desired, to research the issue and bring a recommendation to the board. Holland summarized that there will be a need for committees for both staff appreciation and policy updates and asked for volunteers. Davenport agreed to join the staff appreciation committee.

Personnel Committee (Pittman)

No Updates presented.

ESPL Foundation (Davenport)

Colette Nelson reported that the current fundraiser is a Zero-Turn lawnmower and trailer with a value of over \$9k. Second prize is a cash prize of \$250. Nelson urged the Trustees to go to the website to purchase and help sell tickets. The drawing will be held July 28th.

Old Business

Closed Session to Discuss Contractual Agreement

Closed Meeting

Jay Davenport moved that the Board enter a Closed Session as permitted by Section 2.2-3711(a)(29) of the Freedom of Information Act to discuss the award of a public contract involving the expenditure of public

funds, including interviews of bidders or offerors, and discussion of the terms of scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body. Dennis Custis seconded. Motion passed unanimously.

Certification of Closed Meeting

After Closed Session, the Chairman reconvened the meeting and said that the Board had entered the closed session for those purposes as set out in paragraph 3 of Section 2.2- 3711.A29 of the Code of Virginia of 1950, as amended. Upon being polled individually, each Board member confirmed that these were the only matters of discussion during the closed session.

Lease Agreement

Dennis Custis moved to approve the lease agreement between Accomack County and the Eastern Shore Public Library for the Parksley Library building. Gerry Ryan seconded. Motion passed unanimously.

Jay Davenport moved to approve Joyce Holland's signing of the lease as Chair of the ESPL Board of Trustees. Gerry Ryan seconded. Motion passed unanimously.

Jay Davenport moved to approve Joyce Holland's signing of the attornment agreement as Chair of the ESPL Board of Trustees. Dennis Custis seconded. Motion passed unanimously.

Chincoteague Committee

Gerry Ryan reported that on June 5th, Miranda Wisor, Janet Justis, Jay Davenport and Gerry Ryan met with Paul Miller, CIL Board President, and Linda Ryan at the Chincoteague Island Library (CIL) to determine the best path moving forward in regards to recent concerns of ESPL provided staffing of CIL. The committee determined that the existing agreement between ESPL and CIL should continue as is. Wisor has employed a temporary employee for the summer with the goal of hiring a permanent Library Manger, who will work 24 hours weekly, in September. Davenport expressed that he was impressed with the CIL, and with the Board and Volunteers who are very involved with its operation. Gerry Ryan requested that the Trustees consider reinstating the former practice of holding a Trustee meeting at least once a year at each library in the System.

New Business

New Director Authorizations

Gerry Ryan moved to authorize Miranda Wisor to sign Warrant Registers and invoices for payment. Althea Pittman seconded. Motion passed unanimously.

Gerry Ryan moved to authorize Miranda Wisor to apply for a business credit card account for ESPL business. Jay Davenport seconded. Motion passed unanimously. Tiffany Flores' purchase card is limited to \$10k for a single purchase; Joyce Holland approved Wisor for the same limit.

Additional Comments

Gerry Ryan thanked Janet Justis for her leadership during her time as Interim Director.

Jay Davenport moved that the Board recognize Janet Justis for her time as an Interim Director and for carrying the Library System through a traumatic time. Gerry Ryan seconded. Motion passed unanimously.

Margaret Donahue-Lynch shared that the ESPL Friends will be giving away Library discards and new children's books in front of the Accomac Courthouse during and following the Accomac 4th of July parade.

Colette Nelson noted that the ESPL Friends just contributed \$5k to the Foundation for hearing assistance devices for the new Library System. The Foundation greatly appreciates the work for the Friends.

Adjournment

Gerry Ryan moved to adjourn the meeting. Carl Rose-Jensen seconded. The motion passed unanimously. The meeting adjourned at 2:20 p.m. by Chair, Joyce Holland.

Next Meeting

Tuesday, 7.11.23 | Accomack County Airport