



MINUTES

BOARD OF TRUSTEES: Eastern Shore of Virginia Public Library System

8.8.2023 | 1 PM | ESV Regional Library and Heritage Center, 24313 Bennett St.,
Parksley, VA.

Meeting called to order by Chair, Joyce Holland

Attendance

Present:

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

Absent:

None

In Attendance:

Margaret Donahue Lynch, Tiffany Flores, Megan Gallipeau, Paul Muhly, Collette Nelson, Chris Pote, Janet Rochester

Call to Order

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

Public Comments

C. Pote remarked that he had an update to provide on the cornerstone install for the new building. Holland asked that the report be given later on in the meeting.

No additional public comments were made.

Approval of Minutes

Dennis Custis moved that the July 11, 2023 meeting minutes be approved. David Poyer seconded. The motion passed unanimously.

Old Business

2nd Reading: Meeting Room Use Policy (M. Wisor)

Miranda Wisor reported that changes to the Meeting Room Use policy were highlighted in yellow. These changes addressed the Board's concerns from the previous meeting. If any concerns were missed, a third reading could be held.

Joyce Holland commented that the section on additional fees (page 3) covers David Poyer's concerns. J. Holland asked if "duly constituted continuing political groups" (page 2) would mean, for instance, that the

Accomack Republican Party could meet there for their regular meeting. M. Wisor answered, "Yes as long as the room was available."

Dennis Custis moved to accept the amended Meeting Room Use Policy. David Poyer Seconded. The motion passed unanimously.

Finance Committee (M. Mason)

Mike Mason reported that they held their 1st meeting for the FY 24 Fiscal Year Budget. He reported that Miranda Wisor provided a draft of a budget and they were working to finalize it. He expects to have a final draft of the budget by the September meeting.

Financial Report (M. Wisor)

Miranda Wisor commented that each member has an updated Finance Report.

- The only change is that the state aid payment for \$16,000 on the *Profit and Loss* report had been mistakenly attributed to Northampton County; this has been corrected.
- M. Wisor reported that the first quarter deposits have been received from Accomack and Northampton Counties and from the State.
- Last month, Mike Mason asked about the positive balance for "Compensated Absences" under "Other Current Liabilities" on the FY23 Balance Sheet. The balance in that line reflected a leave balance liability based on vacation and sick leave balances for staff.
- As of July 15th, the library system's vacation leave liability was \$17,949.27. Those funds reflect unpaid vacation leave should the library system suddenly close and need to payout leave balances. The library's sick leave liability was \$23,999.60, but those funds are only paid upon retirement. M. Wisor is not anticipating any retirements from ESPL in the near future.
- When M. Wisor spoke with Karen Crockett's office and the library system's auditor, they explained that the liabilities in that section of the report should be expected to be positive. Negatives reflect a lack of funds to cover liabilities.
- M. Mason commented that the last budget was wrong. He understood that M. Wisor explained that some entries had been posted to the wrong year in error, which had caused the issue. Most of his concerns have been fixed or addressed in July's Financial Report. He still thinks that it is odd that the Accounts Payable is negative and suspects there is an issue with how some transactions were classified. M. Wisor hopes that, in the next audit, she can meet with the auditor to get an explanation.
- On July 28th, \$152,144.52 was debited via account transfer from the library's operating budget. The funds were returned on July 31st via account transfer. The discrepancy was found by Karen Crockett's office on August 1st. M. Wisor spoke to the Accomack County Treasurer's Office. The transfer had been to pay for work completed on the building in Parksley. The funds should have been transferred from a different account but were pulled from the library's main operating budget in error. When the error was discovered, the funds were returned to the library's operating budget. Although the debit coincided with payroll, staff were unaffected.
- There was a charge of \$53,997 to our Professional Library Services line in July. That was a bill from SpaceSavers to pay for shelving and storage in the Heritage Center. The amount is reimbursable from the NEH grant, but M. Wisor has asked Karen Crockett's office to transfer the charge to Equipment for cleaner accounting purposes. The Board should see this reflected on next month's financial report.

- The committed county contributions on the Profit & Loss report are inaccurate. Those numbers reflect the budget that was approved prior to the final allocation commitment from Accomack and Northampton Counties. The approved budget contribution from Accomack County was \$758,673 and from Northampton County was \$165,842. M. Wisor is anticipating an updated FY24 consideration and approval by our next meeting.
- At the advice of Kim Armentrout from the Library of Virginia, M. Wisor requested and received an extension from the state for completing our Budget for Expenditures Report for Fiscal Year 2024 because the updated budget to be considered next month will include edits to State Aid expenditures.
- M. Mason asked if the purpose of the report was to detail how the library intends to spend its state allocations for FY24 or does it have other implications. M. Wisor explained that it would likely impact the state budget allocations for the library system. The state library calculations run several years ahead. This report makes sure the library uses its funds appropriately.
- M. Mason asked if the purpose is to ensure the library is spending funds that have been awarded appropriately. M. Wisor answered yes. M. Mason then asked if it's a matter of spending down the funds. M. Wisor explained that no but the Bibliostat report begins in the next month and gathers local contributions and affects continual budget allocations. This report has a bearing on the financial aid the library receives in five years.
- The library system's audit will take place on Wednesday, September 20th. Michael Aukump has sent a "wishlist" of items he intends to review. M. Wisor has forwarded the list to Karen Crockett's office and has begun uploading documents that come directly from the library system
- Gary Heintzelman commented that he knows the state of Virginia has a surplus of funds and wants to know if the library would be able to receive some. Discussion ensued.

Dennis Custis motioned to approve the financial report. David Poyer Seconded. The motion passed unanimously.

Nominating Committee (D. Poyer)

Joyce Holland reported that David Poyer and Dennis Custis met for the Nominating Committee. D. Poyer reported that D. Custis is nominated as the Foundation Liaison and M. Mason as the Vice Chair. Both have graciously agreed to serve.

David Poyer motioned to accept the nominations of those who agreed to serve. Frank Russell Seconded. Mike Mason abstained. Motion passed unanimously.

Branch and Friends Reports (M. Wisor)

- CAPE CHARLES MEMORIAL LIBRARY: See System Report.
 - CHINCOTEAGUE ISLAND LIBRARY: See System Report.
 - NORTHAMPTON FREE LIBRARY: See System Report.
 - ESPL FRIENDS OF THE EASTERN SHORE PUBLIC LIBRARY REPORT: Janet Rochester reported she is no longer the president of the Friends group; Lillian Waldenmaier will be taking over as president. They have been busy assisting the library with the move and have set up their bookstore. J. Rochester reported they will continue to support the library in programming when it resumes. Joyce Holland thanked Rochester for her tenure.
- M. Wisor reported that the summer is an incredibly busy time for Public Libraries with summer reading programs and it's just been made more so by the move.

- J. Holland commented that it was amazing to see the number of participants especially in the Cape Charles and Chincoteague locations. She hopes to see these kinds of numbers at the Parksley location.
- M. Wisor is hopeful that the new space will see an increase in foot traffic.
- J. Holland asked the Board if everyone had seen Chris Pote's report to the Board of Supervisors. M. Wisor shared this will be sent every month as a way to provide a short update to both county Boards

Library Director's System Report (M. Wisor)

- Miranda Wisor apologized for the 20 email attachments that the Board received as part of the Board Packet this month. M. Wisor is working on getting the software needed to combine multiple PDF files so that, hopefully, next month she'll be able to send a single attachment including all documents for consideration.
- M. Wisor reported that the library has received multiple applications for the vacancy at Chincoteague Island Library. She anticipates hiring a permanent person in the position soon. M. Wisor stated that Theresa Wright, the temporary manager at CIL for the summer, has been doing a fine job during a very busy season.
- M. Wisor was notified that ESPL employee, Will Rinaldo, has been accepted into a college program in Colorado. His last day of employment will be September 2nd. W. Rinaldo has been with the library system since January 2022 working shifts in Accomac and Nassawadox. The library staff wishes him much success in Colorado.
- M. Wisor has been impressed with the hard work, focus, and dedication of all staff this summer. Summers are an incredibly busy time for libraries in general; this year was made more hectic by working to provide standard services while simultaneously preparing for a gargantuan move. As part of her report, she showcased the immense amount of work that Charle Ricci has put into planning the move by presenting her multi-layered, detailed, and color-coded maps.
- The library is planning a Grand Opening celebration in Parksley on Friday, September 8th. M. Wisor is pleased to share that Chairperson Coker of Northampton County BOS and the Vice-Chairperson Phillips of the Accomack County BOS have agreed to say a few words at the opening of the celebration. In a previous notice that M. Wisor sent this Board, she reported that Chairperson Crockett from Accomack County would offer remarks, but unfortunately, he is no longer available. M. Wisor was very pleased that Vice-Chairperson Phillips has agreed to offer a few remarks. M. Wisor was sure that the board would like to extend a personal invitation to all Supervisors of both counties. M. Wisor asked for guidance on how the Board would like those invitations sent. M. Wisor recommended a mailed invitation accompanied by a notice to both county's Administration Offices as she assumes the Administration Offices assist the County Supervisors in maintaining their calendars.
- The Board suggested that written invitations be mailed out to their personal addresses. M. Wisor also asked is the Board could provide her with a list of invitees.
- At our September meeting, Reagan Thalacker from the Library of Virginia will be joining us. R. Thalacker will lead a brief training focused on Library Board Success.
- J. Holland commented that she will be sending staff donuts from the Board of Trustees to celebrate their hard work. M. Wisor recommended that they also sign a card at the next meeting, to be left in the staff break room to thank them for all their hard work.

New Business

Consider Naming Applications (M. Wisor)

Miranda Wisor explained that the Board of Trustees was approving the naming applications to go to the Board of Supervisors.

David Poyer motioned that all four naming opportunities be approved. Dennis Custis seconded. No objections were raised. Frank Russell abstained. The motion passed unanimously.

Approve Housekeeping contract for Parksley Location (M. Wisor)

- Miranda Wisor met with the representatives of two cleaning companies and requested quotes from both companies. She explained that the company the Board recommended does not provide janitorial services. M. Wisor requested quotes for bi-weekly services. She recommends Blue Touch because, while more expensive, they offer bi-weekly services while the other company does not. Each Contract is for 1 year. M. Wisor was concerned about the fact that Blue Touch only accepts Direct Deposit as payment but she was able to work it out with the company and they are willing to be paid by check.
- M. Wisor reported that Blue Touch is \$400 a week and, while significantly higher, they offer more services. D. Poyer commented that it seemed like a fair price for the size of the building. Mason agreed.

David Poyer motioned to accept the contract from Blue Touch. Dennis Custis Seconded. The motion passed unanimously.

- Mike Mason asked if the cleaning would happen after hours or in the morning. M. Wisor answered that it would occur in the morning and she would be present to supervise.

Approve Meeting Locations for FY2024 (M. Wisor)

Joyce Holland reported that before Covid-19, the Board made an effort to meet at all library locations.

- J. Holland is concerned that the 7 p.m. meeting time presented in Meeting Rotation Option 1 would be too late. She explained that, in the past, all meetings were held at 1 p.m. even at other locations.
- M. Wisor explained that, in order to try and preserve the meeting date as every Second Tuesday, the meeting times had to change. The other locations do not have an available meeting room space during open hours and, in order to not disrupt library services, meetings would have to be held after hours. Alternatively, they could choose to close the library at 1:00 p.m. to hold their meetings.
- Frank Russell commented that a 1 p.m. public meeting is hard for working people to make, and that hosting the meeting later may allow more of the public to attend the meeting.
- M. Wisor reported that the second option was to keep the 1 p.m. meeting time and host them all at the same location. Discussion ensued.
- David Poyer commented that it was important to see all the locations. Dennis Custis remarked that the way it was done in the past didn't offer enough space to conduct the meeting. M. Wisor explained that Northampton Free Library's meeting room was not big enough to host the meeting, Cape Charles' upstairs does not offer handicap accessibility, and Chincoteague Island Library is willing to accommodate but they have to close in order to rearrange the space to accommodate the group size.
- D. Poyer asked if it would be more convenient to meet at 5 p.m. M. Wisor explained that to maintain the same date and not close the library early, the meeting times were for after hours. J. Holland commented that it was only once a year and not a regular occurrence.

David Poyer moved to approve the Once a year meetings at the satellite locations. Frank Russell Seconded. No objections were raised. The motion passed unanimously.

M. Wisor will send the updates to both counties.

Reserve Fund Consideration (M. Wisor)

Miranda Wisor reported that the Reserve fund represents funds that were intended to pay for the roof at the Accomac Library or arising emergencies at the facilities. Right now the funds are in a non-interest accruing account; M. Wisor would like the Board to consider transferring these funds into an account that will earn interest.

- David Poyer asked what the amount was. M. Wisor stated that it was about \$65,000. J. Holland explained that the Library had been putting \$10,000 a year into this fund. Frank Russell asked what account the funds came out of. M. Wisor explained that it came out of the Operations Budget.
- James Lilliston commented that the money was in a secure spot. J. Lilliston explained that the funds can't be moved to any account; it has to be a state account and it cannot have risk. He explained that he had two options: LGIP and VIP. He explained they only deal with Local Government Investment Pulls (LGIP) and Virginia Investment Pulls (VIP) which would be what they need.
- J. Lilliston recommended LGIP but believes both are good services with a 4% interest rate. M. Wisor asked if these accounts would be liquid. Mike Mason explained that it would be liquid as long as notice is given before 10:00 a.m. on the day it is needed.

Frank Russell moved to relocate funds into an LGIP account. Dennis Custis Seconded. The motion passed unanimously.

Cornerstone Plans (C. Pote)

Chris Pote will proceed with the install by Williams Funeral Home by September 8th.

- J. Holland asked if the Board would be comfortable in giving permission to the Opening Committee to determine if the Masonic Lodge Ceremony is feasible.

David Poyer moved that the Opening committee be given permission to determine if the Masonic Lodge Ceremony is feasible. Dennis Custis Seconded. Motion passed unanimously.

Personnel Committee (Rose-Jensen)

No report presented.

ESPL Foundation (J. Holland)

Joyce Holland reported that the Foundation is working with the Opening committee.

- The Donor Gala will be held on September 6th. J. Holland reported they were working on a way to unveil the Donor wall.

- Collette Nelson reported that invitations had been sent out; she would like RSVPs sent to her so she can keep a count of attendees. So far, 85 people had said yes to attending.
- C. Nelson reported that the Zero Turn Mower Fundraiser had ended and the drawing had been held the week prior. She reported the Foundation Fundraising Committee was currently in a lull, however their annual Basket Drawing will begin in August.

Additional Comments

F. Russell presented the following notes to the board:

- He has asked the businesses to install white fences in the back ally.
- He applied for a grant to restore the old shirt factor.
- He asked the Board to consider installing a brass plaque with all Trustee names including past serving members. He suggested it could also be made into an event.
- Russell also suggested that the Board should look into options to generate cash flow outside of Government funding. He suggested that the fundraiser he recommended at the last meeting could be done to honor Robert Bloxom. J. Holland requested that F. Russell send a written request to the Board.

Next Meeting

Tuesday, 09.12.23 | ESV Regional Library and Heritage Center, 24313 Bennett St., Parksley, VA.

Adjournment

Gary Heintzelman moved to adjourn the meeting. Frank Russell seconded. The motion passed unanimously.
The meeting was adjourned at 2:20 p.m. by Chair, Joyce Holland.