



MINUTES

BOARD OF TRUSTEES: Eastern Shore of Virginia Public Library System

10.10.23 | 6 PM | Northampton Free Library: Nassawadox, VA
Meeting called to order by Chair, Joyce Holland

Attendance

Present:

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

Absent: James Lilliston (*non-voting*)

In Attendance: Jay Davenport, Margaret Donahue-Lynch, Jenny Floyd, Lenore Hart, Paul Muhly, Connor Buyrn, Jazmine Collins, Charle Ricci

Call to Order

The meeting was called to order by Chair, Joyce Holland at 6:00 P.M. A quorum was present.

Public Comments

Frank Russell inquired if the library's state or county level funding would be reduced if the library augmented its income through fundraising. Mike Mason explained that the appropriations received would not be impacted by any additional income received. David Poyer noted that any fundraising would be carried out by library friends groups, which are 501(c)3 entities, and not the library itself.

Approval of Minutes

David Poyer moved that the September 12, 2023 meeting minutes be approved. Frank Russell seconded. The motion passed unanimously.

Old Business

Frank Russell mentioned that he had previously asked about a plaque installed on the Parksley building with the names of past and present library trustees. Consensus of the board is for F. Russell to proceed with acquiring an estimate.

Finance Committee (M. Mason)

Mike Mason shared that the next financial planning committee meeting will be held on October 23rd. Representation from Northampton County will be present.

Financial Report (M. Wisor)

- Second quarter payments have been requested from Accomack and Northampton Counties. Second quarter State Aid was received today. The Profit and Loss Statements show that finances are where they should be at this point in the fiscal year. Some one-time expenses related to the new building have been paid and we are awaiting reimbursement through the NEH grant funding.
- Notice has been sent that we will be vacating the rented Onley Bank building by January 2024. This will result in a monthly savings of \$1,600 once the rental agreement has ended.
- State Aid budget has been passed and includes an increase of \$43,000 over the previous year. This increase is reflected in the second quarter payment received today. The primary goal of the next Finance Committee meeting will be preparing an updated FY24 budget for the board to consider in November. Miranda Wisor received a draft copy of the state aid estimate for FY25, which reflects an additional increase.
- Mike Mason noted the \$158,000 loss for first quarter, and found a number of one-time costs due to equipment, the library move, and annual payments to insurance companies, which explained the loss.
- M. Mason inquired as to why state aid increased by the additional \$43,000. M. Wisor explained that we began the fiscal year with a fiscally conservative estimate of funding to be provided from the State Library. The State Library expected to receive 60-70% of their budget request for public libraries, but they ended up receiving 85%. Public libraries are not yet fully funded as defined by the state library but are getting closer.

Dennis Custis moved for the approval of the Financial Report. Frank Russell seconded. No objections were made. The motion passed unanimously.

Branch and Friends Reports

David Poyer welcomed everyone to the Northampton Free Library, which began as a volunteer organization in 1993 staffed with volunteers and housed on Railroad Avenue in a small building with home-built shelves. Fundraising for a larger facility began in 2001. With grant funding and County support, the current building was constructed and opened in 2006, when it became a branch of the ESPL library system. The land behind the building has been gifted to the library for potential expansion in the future.

- 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.
- d) ESPL FRIENDS OF THE EASTERN SHORE PUBLIC LIBRARY REPORT: Friends' Bookworm Newsletter distributed to trustees by Donahue-Lynch.

Library Director's System Report (M. Wisor)

- Miranda Wisor noted that the naming requests that the board submitted to Accomack County Board of Supervisors were approved at September 22nd meeting.
- Bibliostat, the annual state report, has opened and library staff will be working on compiling and entering data over next six to eight weeks.
- The regional library is seeing early success with attendance at events in Parksley and the NFL. M. Wisor is pleased with attendance at teen events in Parksley. At NFL, Storytime Anytime has been popular.

- The library has been successful in partnering with local businesses and organizations to provide free programming in the library, which enhances what the library can offer on its own. Upcoming scheduled programs include a financial literacy classes hosted by Atlantic Bank, monthly yoga classes, a Barrier Island Center film screening, weekly ESL classes, and an all-ages performance of the Nutcracker.
- The library is working to expand marketing of events. When the regional library opened, monthly printed event calendars were created. These calendars and event promotions are being posted on digital display screens in Parksley, through announcements on local news outlets, and on social media. Library staff are working to find other avenues to get the word out about what's happening at the library, such as placing notices in high-traffic areas in the community, such as post offices.
- M. Wisor visited WESR on September 24th to promote Library Card Sign-Up Month.
- Onancock Lion's club approached the library with a donation to make reading more accessible to individuals with visual impairment. M. Wisor has sent some ideas to the club for consideration. In the meantime, the library is adding text to voice plug-ins on public computers.
- Included in the board packet are two quotes for computer lab management software and M. Wisor brought a third quote that just arrived today. M. Wisor and staff will be attending a demo tomorrow. The software would cover ESPL computers at the Parksley, Nassawadox, and Chincoteague locations. It would require patrons to log in with their library card number or a guest pass. The software will also allow for more robust reporting of statistics regarding computer usage.
- A successful search has been held for part-time Information Specialists I. Two individuals were selected: one to replace Will Rinaldo and the second to replace Candy Perdue who left to attend college and pursue full-time retirement respectively. C. Perdue has been a steady, dependable force in the library and has recently been essential to organizing the Eastern Shore Room storage collection.
- Joyce Holland asked Margaret Donahue-Lynch about the Friends' outreach service at the Onancock laundromat. M. Donahue-Lynch reports that they have needed to refill the bookshelves of free materials 4 to 5 times as the service is tremendously popular.
- M. Wisor reported that the security cameras are operational at Parksley and that both she and Chris Pote receive notifications if there is an issue with the cameras' functionality.

New Business

Amendment to 2023 Closing and Paid Holidays

Miranda Wisor explained that this amendment would add Christmas Eve and New Year's Eve observed holidays to the library calendar, which are days typically afforded to library staff. These days were most likely overlooked at this time last year because both holidays fall on Saturday.

Carl Rose-Jensen motioned that the Christmas Eve and New Year's Eve holidays be added to the employee's holiday calendar. Gary Heintzelman seconded. No objections were made. The motion passed unanimously.

2024 Closing and Paid Holidays

Miranda Wisor noted that the 2024 holiday calendar is the same as the current year's calendar, but with dates adjusted for the 2024 calendar year. Mike Mason inquired as to the source of the list of paid holidays, which

are almost identical to the list of State holidays. M. Wisor explained that these holidays are listed specifically in the employee handbook, which is currently under revision. If the governor granted an additional holiday, the board would need to approve the closing. M. Mason explained that the County aligns their holiday schedule with the state-level calendar generated by the Department of Human Resources Management. M. Mason suggested aligning the library's list of paid holidays with the state calendar and adding verbiage regarding how to address additional holidays granted by the governor to the employee handbook. Joyce Holland suggested that M. Wisor bring the section of the employee manual regarding holidays to the next board meeting for a first reading.

1st Reading: Updated Collection Development Policy

Miranda Wisor reported that there are no substantial changes to the previous version of the policy other than to remove the statement that the policy would be reviewed and updated every two years. Beyond that, the rewrites were mainly to change to a more positive tone and improve procedural descriptions of collection maintenance.

- Mike Mason asked about acknowledgements for gifts or donations of materials. M. Wisor noted that acknowledgement is provided upon request.
- Charle Ricci, Acquisitions and Collections Management Librarian, added that library staff are currently working on a donation guidelines form which states that all donations become property of the library at the time of the donation. M. Wisor will ensure that the language regarding gifts in the Collection Development policy is included on the donation guidelines form.
- M. Wisor noted that a separate Collection Development policy is being written for the Heritage Center, which will be presented to the board in the near future.

Resolution of Appreciation – Friends of the Eastern Shore Public Library

Joyce Holland asked trustees to review the resolution of appreciation for the Friends of the Eastern Shore Public Library.

Frank Russell moved to pass the resolution with improvements to formatting and spelling corrections. David Poyer seconded. The motion passed unanimously.

Resolution of Appreciation – Friends of Northampton Free Library

Joyce Holland asked trustees to review the resolution of appreciation for the Friends of the Northampton Free Library.

Mike Mason moved to pass the resolution. Carl Rose-Jensen seconded. The motion passed unanimously.

J. Holland noted that the friends are so valuable to each of the libraries in the system and this is a way to let them know how much they are appreciated.

Closed Session to discuss personnel matters involving specific individuals as permitted by Virginia Code Section 2.2-37 I (A) (1)

Joyce Holland, Chair: I entertain a motion for a closed meeting.

Carl Rose-Jensen moved that the Board enter closed session to discuss personnel matters involving specific individuals as permitted by Virginia Code Section 2.2-371(A)(1): "Public bodies may hold closed meetings only for the following purposes:

1. Discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body; and evaluation of performance of departments or schools of public institutions of higher education where such evaluation will necessarily involve discussion of the performance of specific individuals."

Dennis Custis seconded. The motion was unanimously passed.

J. Holland, Chair: We are now in a closed session. The discussion in the meeting is confidential.

Closed meeting ends. Certification of Closed Meeting:

Holland, Chair: "Do you certify that the matters discussed in the closed session just held were covered in the motion by which the Library Board entered closed session, and were excluded from the open meeting requirements of the Freedom of Information Act?"

Roll call vote.

Holland, Chair: Upon being polled individually by a roll call vote in open meeting, each Board member confirmed that these were the only matters of discussion during the closed session.

Mike Mason motioned to temporarily increase the ESPL Director's salary by a total of \$6,653.09 to be paid out in semi-monthly installments through 6/28/2024. The purpose of this temporary salary adjustment is to correct a discrepancy between the compensation package formally offered by the Trustees and that which was received by the Director. Grayson Chesser seconded. The motion passed unanimously.

Personnel Committee (C. Rose-Jensen)

Carl Rose-Jensen noted that all topics to be covered by the personnel committee were discussed previously during the meeting. Joyce Holland thanked the personnel committee for their hard work.

ESPL Foundation (D. Custis)

No updates presented.

Additional Comments

Frank Russell asked if the regional library is offering a seminar or workshop regarding how to instruct people to sue their employers for discrimination. Jazmine Collins explained that a representative from the Equal Employment Opportunity Commission sets up an outreach table monthly at the regional library. F. Russell expressed the opinion that this type of outreach could hinder future donations from the business class. Carl Rose-Jensen explained that the EEOC assists people in learning how to protect themselves. M. Mason noted that no training is involved, information is only given to patrons who approach the table and make a request.

Next Meeting

Tuesday, 11.14.23 at 1 PM | ESPL Regional Library and Heritage Center, 24313 Bennett St., Parksley VA

Adjournment

Frank Russell moved to adjourn the meeting. Larry Giddens seconded. The motion passed unanimously.

The meeting adjourned at 7:20 p.m. by Chair, Joyce Holland.