



MINUTES

BOARD OF TRUSTEES: Eastern Shore of Virginia Public Library System

9.12.23 | 1 PM | Eastern Shore Region Library and Heritage Center.
24313 Bennett St. Parksley VA, 23421
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 Lynch Donahue, Tiffany Flores, Paul Muhley

Call to Order

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

Public Comments

Joyce Holland asked Miranda Wisor to report on an incident that happened in the morning.

M. Wisor reported that a patron had made multiple remarks about bringing a shotgun into the library and taking out his frustrations on the public computers. He told a library employee he would return tomorrow to shoot up the computers. The police department has been contacted and is trying to identify the man. Unfortunately, when attempting to retrieve a photo, it was discovered the security system had been down between Thursday and today.

Mike Mason suggested that when the security system is back up, an alert be put in place for when the system fails. M. Wisor agreed.

Larry Giddens asked if patrons had to present a library card to enter the library. M. Wisor explained that a library card is only presented when resources are checked out. Discussion about library access and security ensued. L. Giddens suggested that a system be put into place to prevent incidents like this.

Jay Davenport suggested signage about the cameras as a deterrent.

M. Wisor explained that there is software for public computers that requires a library card to access the computers. The Board asked her to look into it and get some quotes.

Approval of Minutes

The board proposed two edits to the August 8th Board of Trustees Minutes:

- On page 6 Wilkens Funeral Home needed to be revised to Williams Funeral Home.
- On page 7 Colette Nelson said that the Foundation Fundraising Committee was in a lull not the Foundation.

Gary Heintzelman moved that the August 8, 2023 meeting minutes be approved with the above-mentioned corrections. Dennis Custis, seconded. The motion passed unanimously.

Old Business

Reserve Fund Update (Wisor)

Miranda Wisor reported that James Lilliston was able to transfer the Reserve fund to the interest-bearing account on August 17th. The report for the interest-bearing account only represents about half a month's interest. The library has inscribed \$151.35 in interest.

Correction: Board of Trustees Meeting Calendar (Wisor)

Miranda Wisor reported that the approved Meeting Schedule had a typo on the October date. The Document says that the meeting will be held on Monday, October 9th. This needed to be corrected to Tuesday, October 10th at 6:00 p.m. M. Wisor asked for the Board's approval to make these changes.

Mike Mason motioned to approve the changes to the date. Frank Russell seconded. The motion passed unanimously.

Finance Committee (Mason)

Mike Mason reported that the Finance Committee met and Miranda Wisor had presented a draft budget. In this month's packet, is a budget and narrative that describes the major assumptions contained in the FY 23-24 budget.

The budget consists of the carryover funds for items related to the new building such as moving costs. Even with the use of the carryover, this budget does reserve 10% on the side as recommended by the Library of Virginia. Numerous assumptions are made related to the estimated cost for the Parksley building. There was also cost associated with personnel benefits such as Health insurance which caused an increased budget.

Gary Heintzelman Motioned to accept the financial report. Carl Rose-Jenson Seconded. The motion passed unanimously.

Financial Report (Wisor)

Miranda Wisor reported that the Library of Virginia recommended that there be a 10% carryover to allow for staff and operations to be continued until the first deposits of the new fiscal year. This update does not include a cost of living adjustment for the staff. She has every intention to revisit this later. If additional state aid is granted to the library system per the recently passed funding with the state, M. Wisor will need to bring an updated FY24 budget before the board. To clarify, State aid would not be used for operational funds but would allow funds to be freed from other accounts lines.

Vice-Chairman Mike Mason contacted M. Wisor yesterday with a question about the -\$11,427 showing in liabilities. The figure shown reflects a \$15,350 ledger entry from last year's audit at the direction of our auditor and a positive balance for a check for \$3,923 written 7/5/22 that has not been cashed. A member of Karen Crockett's office explained that the \$15,350 ledger entry reflects bills that were submitted for payment prior to the end of the fiscal year, but the checks for payment were not issued until the new fiscal year. M. Wisor has also contacted the payee for the \$3,923 to inquire whether the payment needs to be reissued.

M. Wisor asked if the Board had questions to present to the auditor. M. Mason remarked that he would like to see last year's entries adjusted to reflect the corrections to the balance sheet.

Dennis Custis motioned to accept the financial report. Larry Giddens seconded. The motion passed unanimously.

Branch and Friends Reports

- a) CAPE CHARLES MEMORIAL LIBRARY: See System Report.
- b) CHINCOTEAGUE ISLAND LIBRARY: See System Report.
- c) NORTHAMPTON FREE LIBRARY: See System Report.
- d) ESPL FRIENDS OF THE EASTERN SHORE PUBLIC LIBRARY REPORT:
 - The Friends held their Annual Meeting in July at which time they elected new officers and passed changes to their bylaws. The new officers are Lillian Waldenmaier (President), Margaret Donahue Lynch (Vice President), and Kate Baird (Secretary). Carol Calendar remains Treasurer.
 - The Friends have been very busy over the last several weeks with extra hours volunteered at the library processing discards etc. in preparation for the move. After the move, they worked on shelving books and organizing shelves at the new library before the soft opening. Along with some great volunteers, they also set up the new bookshop in time for the soft opening at which they had a great turnout.
 - They took part in the donor reception by having a "friend" stationed in each section of the library to help donors/visitors with questions, etc. They also volunteered at the Grand Opening assisting the staff with the children's indoor and outdoor games.
 - They invite the Board to please stop by their bookshop to see the great selection of books. They will be happy to look out for "special orders" as well.
 - The Friends are in the process of updating their webpage with gracious help from Rochelle Gray and Dan Peterson of TGD. The update will allow online membership renewals and donations to the Friends as well as an enhanced opportunity to engage with the public.

- An updated web page will hopefully allow them to reach younger people who do everything online.
- They also took part in the Library's Community Outreach program by placing bookcases in various locations in the community and filling them with various types of books for people to enjoy.
 - They are in discussion with System Director, Miranda Wisor about the possibility of the Friends donating towards the purchase of Kanopy, an on-demand streaming video platform for libraries that offers films, TV shows, and documentaries. They will make a decision when they speak with M. Wisor at their next meeting on September 27.

Grayson Chesser complimented the staff on the system report and was happy to send it to the supervisors. G. Chesser suggested that something be sent to the school boards as well.

Library Director's System Report (Wisor)

- The Ribbon Cutting last Friday went well. Between the library's soft opening on Saturday, August 26th, and the Grand Opening celebration, staff were pleased to see many smiling faces and to issue so many new library cards. Since August 26th, the library has issued 137 new library cards from Parksley alone. In the same time period, the system has added 46 cards at the other three libraries combined. September is Library Card Sign-Up month, so the library has been running a marketing promotion since the first of the month.
- The location in Accomac has been handed over to Accomack County as of last Thursday, September 7th. M. Wisor asked if there were any additional steps she needed to take to legally hand over the building. Mike Mason didn't think there was anything else but offered to look into it.
- Printed copies of the programming calendar are out at both the Parksley and Nassawadox locations. Events in Parksley this month will include a Shore History lecture and an author talk. Nassawadox is already seeing a positive response to the Storytime Anytime program that the library started.
- In M. Wisor's written report, she mentioned some shifting of duties that have taken place, primarily impacting two of the degreed librarians. To accompany these changes, M. Wisor is beginning to review all job descriptions for library employees to ensure accuracy and make needed updates.
- Joyce Holland asked that, with the shift in personnel, who would be conducting the duties of Administrative Assistant. M. Wisor reported that she would like to hire an assistant but in the meantime, Tiffany Flores was continuing to cover some of the duties.
- The library has one job opening for a part-time assistant and has received a number of applicants. M. Wisor anticipates conducting interviews next week and hopes to have someone hired soon.
- At the end of the month, on September 28th and 29th, M. Wisor plans to attend the Virginia Library Director's meeting in Richmond. The focus of this year's meeting is scheduled to be establishing safe environments in physical libraries and cyber securities. As she mentioned in previous meetings, she has no concerns about the security of our virtual environment, but she does think that these issues are important to consider as the library system continues to grow and evolve.
- M. Wisor reported that the Friends have set up outreach in the Onancock Laundromat. Shelves were donated to their efforts. M. Wisor hopes to meet with the Northampton Free Library Friends of the Library to do the same.

Frank Russell asked if there was a program in place where schools could bring students into the library for a field trip. M. Wisor reported that the Outreach librarian is working on establishing these programs. Discussion ensued.

New Business

Policy Handbook Revision Notice (Holland)

Joyce Holland reported that she talked to Grayson Chesser and Carl Rose-Jensen. The revision is going to be moved to the Personnel Committee. They have agreed to work on it.

Fundraising opportunities:

Joyce Holland asked Grayson Chesser and Frank Russell to look into fundraising opportunities. G. Chesser asked who does baskets. J. Holland reported that the Foundation does and she wanted to avoid competition with other groups.

F. Russell asked if substantial donations would affect state funding. Mike Mason reported that they don't penalize organizations for donations received.

Personnel Committee (Rose-Jensen)

Carl Rose-Jensen reported that the committee has shrunk a lot but they are doing good work. Currently, they are looking into a variety of ideas such as the food of the month club and birthday cards. Discussion ensued about birthday cards with gift cards. For consideration, Miranda Wisor remarked that if gift cards are from an employer then they are taxable. They discussed ways to fund gift cards for staff.

Joyce Holland asked M. Wisor to get with the committee and assign a staff person to work with the committee in order to provide Staff insight.

C. Rose-Jensen reported that in the most recent staff survey, commute and compensation were the primary concerns of staff.

ESPL Foundation (Custis)

The Foundation reported that they were pleased that John Edmunds attended events. Otherwise, there was nothing else to report.

Joyce Holland thanked the Foundation for their efforts.

Continuing Education

- a. Presentation by Reagon Thalacker, Library of Virginia; canceled. R. Thalacker will be rescheduled for either the October or November meeting.

Additional Comments

Grayson Chesser asked if Occohannock Elementary School was the only one to ask us to attend their Open House event. Miranda Wisor reported that was the case but that Tiffany Flores will be working on building relationships with the schools. G. Chesser asked if the library had considered addressing the School Boards directly. M. Wisor stated no but that the library would consider it. Discussion ensued.

Chair Joyce Holland suggested presenting a resolution to the Friends of Eastern Shore Public Library and Friends of Northampton Free Library to express the Board's appreciation. Holland asked Miranda Wisor to prepare the resolutions to be considered at the next Board of Trustees meeting.

Next Meeting

Tuesday, 10.10.23 at 6:00 p.m. | Northampton Free Library, 7745 Seaside Road, Nassawadox, VA.

Adjournment

Dennis Custis moved to adjourn the meeting. Gary Heintzelman seconded. The motion passed unanimously. The meeting adjourned at 1:44 p.m. by Chair, Joyce Holland.