



# MINUTES

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

11.14.23 | 1 PM | Eastern Shore of Virginia Regional Library & Heritage  
Center

*Meeting called to order by Chair, Joyce Holland*

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### Attendance

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#### ***Present:***

Joyce Holland, Miranda Wisor, Captain David Poyer USNR (Ret.), Larry J. Giddens, Sr., Dennis Custis, Grayson Chesser, Mike Mason (remote), Frank Russell, Carl Rose-Jensen (remote)

#### ***Absent:***

Gary Heintzelman, Jay Lilliston

#### ***In Attendance:***

Tiffany Flores, Elizabeth Morgan, Paul Mulhy, Jay Davenport, Collette Nelson, Margaret Donahue Lynch, Christopher Pote

#### **Call to Order**

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

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### Public Comments

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No public comments were made.

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### Approval of Minutes

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An amendment was proposed by Miranda Wisor on behalf of Michael Mason to clarify that Accomack County aligns its holiday schedule with the state calendar generated by the Department of Human Resources Management. Larry Giddens moved that October 10, 2023 meeting minutes be approved with the amendment proposed. Dennis Custis seconded.

The motion passed unanimously.

### Old Business

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### 2<sup>nd</sup> Reading: Update of Collection Development Policy.

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System Director Miranda Wisor highlighted a typo in the document that needs corrected. David Poyer moved to approve the Collection Development Policy as corrected. Larry Giddens seconded the motion.

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### Finance Committee (Mason)

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No report presented.

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### **Financial Report (Wisor)**

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System Director Miranda Wisor presented an updated FY2023-2024 budget to reflect the increase in State Aid from the Library of Virginia following the approval of the Virginia State Budget. The updated library budget reflects a two percent library staff salary increase which will take effect in December. The Finance Committee reviewed the updated budget and endorsed the changes presented. Dennis Custis motioned to approve the updated budget. Mike Mason seconded.

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### **Branch and Friends Reports (Name(s) giving report)**

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- 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: None.

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### **Library Director's Report (Wisor)**

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System Director Miranda Wisor reported major changes:

- Several of the library staff recently attended the state library conference. Attendance at these conferences help library employees stay informed about changes and developments in the profession.
- Programing attendance was lower than anticipated at Northampton Free Library the past month but the library system continues to look for more ways to advertise our events.
- There have been implementation challenges of the new Cybrarian software at the Eastern Shore of Virginia Regional Library and Heritage Center resulting from limited availability of technical assistance.
- Materials for the Heritage Center were moved from the storage facility in Onley to the Eastern Shore of Virginia Regional Library and Heritage Center. Notice has been given to the landlord that the lease for the storage facility in Onley will terminate in January 2024.
- Wisor will soon launch a search to fill the vacancy created by the recent resignation.
- ESPL has just launched Kanopy, a streaming service with over 30,000 films and videos, including Kanopy Kids for our younger patrons. Access is free to anyone with an ESPL library card. There will be an announcement and press release of the new service forthcoming.

### **New Business**

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#### **Trustee Training provided by Nan Carmack, Director, Library Development and Networking, Library of Virginia**

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- Presentation slides presented by Nan Carmack.

- Discussion ensued. Chair Joyce Holland asked Nan Carmack if she recommends creating separate email for conducting Board of Trustee business. Carmack answered affirmatively because of the requirements of record retention and cyber security.

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### **Proposed update to ESPL Holidays Observed (Section 4.11 of Employee Policy Manual)**

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First Review. System Director Miranda Wisor reported that changes will bring the library holidays observed closer to holidays observed by both Accomack County as the system's fiscal agent and with the state of Virginia. Wisor reported that a challenge is that the libraries are open on Saturday whereas most state and local government agencies are not.

Edits to be included in second reading in December: none.

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### **Proposed update to ESPL Dress Code (Appendix B of Employee Manual)**

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First review. System Director Miranda Wisor reported that a dress code is referenced in the handbook but is not part of the employee handbook at this time. The Personnel Committee reviewed the dress code and endorsed the document presented.

Edits to be included in second reading in December: none.

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### **Discussion of landscaping at 24313 Bennett St., Parksley, VA**

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Jay Davenport reported that the Eastern Shore Public Library Foundation believes screening between Dollar General and the library is needed. Davenport reported that tree issues have been resolved. There is a possibility that shrubs along property line would accumulate trash so a fence will be a better solution. Plantings to be made later on. Plantings will be native if possible.

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

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Envelopes to mail completed evaluations of the System Director were distributed. Chair Joyce Holland reported that she would soon distribute an evaluation document to all Trustees. Trustees were asked to submit the Director's evaluation with the envelopes provided to Carl Jensen by December 1, 2023. The Personnel Committee will meet with the System Director and complete the review.

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### **ESPL Foundation (Custis)**

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The Foundation talked about landscaping. No other news.

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### **Additional Comments**

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Chair Joyce Holland mentioned that at the next meeting in December, Mike Mason will be chair the meeting. Frank Russell reported on his proposal for a plaque for the acknowledgment of the library supporters throughout the construction of the Regional Library. Material could be brass or stainless steel for the plaque. John T. Williams estimates that would cost be approximately \$3000-\$5000.

Frank Russell to find out more information regarding the additional choices for materials used for the plaque.

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## **Next Meeting**

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Tuesday, 12.12.23 at 5:00 p.m. | Chincoteague Island Library, 4077 Main Street, Chincoteague, VA

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## **Adjournment**

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