



MINUTES

BOARD OF TRUSTEES: Eastern Shore of Virginia Public Library System

12.12.23 | 1 PM | Eastern Shore of VA Regional Library and Heritage Center
Meeting called to order by Dennis Custis

Attendance

Present:

Dennis Custis, Larry J. Giddens, Sr., Frank Russell, Carl Rose-Jensen, Miranda Wisor (*Non-voting*)

Absent:

Joyce Holland, Gary Heintzelman, Captain David Poyer USNR (Ret.), Grayson Chesser, Mike Mason, James Lilliston (*non-voting*)

In Attendance:

Jay Davenport, Tiffany Flores, Stewart Hall, Judy Malarkey, Paul Muhly, Colette Nelson, Christopher Pote, Jeremy Shifflett

Call to Order

The meeting was called to order by Dennis Custis at 01:01 p.m. A quorum was not present.

Public Comments

Report From the Friends of the Eastern Shore Public Library [J. Malarkey]:

Judy Malarkey reported on behalf of Janet Rochester that they had a very successful Santa visit event at the Regional Library; 86 children had a wonderful visit with Santa and received a new book. Many participating families were visiting for the first time and were issued library cards.

Along with the \$2000 the Friends have pledged to cover expenses of Kanopy; they are now pledging \$500 to the Haitian Creole project. Their pledge will go towards the purchase of Haitian Creole materials to be given to the ESL class participants. They will, as always, be supporting the Summer Reading Program for the Regional Library and the Northampton Free Library.

Their Book Shop has been a resounding success, making \$100- \$150 per week since it opened. They had a very successful Small Business Saturday sale. They are currently adding new books and have added classics and holiday books in time for the holidays.

The Friends continue to support Tech Services with processing new and discarded materials for all four branches. Donations and discarded materials are sorted for the Book Ship, Better World Books (BWB), and their community outreach locations.

They are also keeping the Library's Community Outreach locations stocked with great books and refilling them on a weekly basis.

Their current president, Lillian Waldenmaier, is moving to Alabama. Their former president, Janet Rochester, will be Acting President until their Vice President, Margaret Donahue Lynch, returns from Florida in April. A new president will be voted on in July 2024.

The Friends would like to thank the Trustees for their continued support and they wish you all Happy Holidays and a Happy New Year.

Frank Russell asked what they believed led to the increase in sales. J. Rochester explained that she believed the new traffic has led to such a big increase. Discussion about the Friends Book Shop ensued.

Approval of Minutes

No edits to the Minutes were presented. Minutes could not be approved due to a lack of quorum.

Old Business

2nd Reading: ESPL Holidays Observed (Section 4.11 of Employee Policy Manual)

Carl Rose-Jensen reported that he was pleased with the overall readability of the policies.

A motion was not presented due to a lack of quorum.

2nd Reading: ESPL Dress Code (Appendix B of Employee Manual)

No report was presented.

A motion was not presented due to a lack of quorum.

Finance Committee (M. Mason)

No report was presented.

Financial Report (M. Wisor)

Miranda Wisor reported:

- The Library had good growth in the contingency fund this month: \$310.98.
- The Library's overall budget is looking good as we near the mid-year mark. Most all of the account lines that are showing elevated spending represent one-time-only expenses.
- A draft of the Library's Fiscal Year 2023 audit was distributed. There were no surprises in the report; the Library System underspent last year as a result of the delayed move to Parksley. We've already seen many of those expenses in Fiscal Year 2024. M. Wisor did want to highlight the growth in Compensated Absences Liability. In FY2022 the liability was \$17,458 and that grew to \$20,513 in FY2023. That figure includes only the liability for vacation payout and does not include the payout of sick leave upon retirement.
- The Library received notice today that our payroll software with Quickbooks is increasing the cost of direct deposit for each payment to each employee from \$1.75 per paycheck to \$4.00 per paycheck. The increase will take effect in January 2024. Our payroll fees will go from about \$882 annually to \$2,016 annual cost in order to pay staff.

M. Wisor reported that she asked Robert Meek from Karen Crocket's office if there was a reason for the increase and he reported that it was a universal increase. F. Russell commented that the increase was rather large. Dennis Custis asked if the increase was affecting the county as well. M. Wisor could not speak to whether Accomack County was seeing a similar increase as the Library's payroll management software was separate from Accomack County. F. Russell asked for more research into the matter. M. Wisor agreed and explained she had been doing research on other options but they were all more expensive than the current increase.

Branch and Friends Reports

- a) CAPE CHARLES MEMORIAL LIBRARY: In System Report.
- b) CHINCOTEAGUE ISLAND LIBRARY: In System Report.
- c) NORTHAMPTON FREE LIBRARY: In System Report.
- d) ESPL FRIENDS OF THE EASTERN SHORE PUBLIC LIBRARY REPORT: Friends Report was given during public comment.

Library Director's System Report (M. Wisor)

Miranda Wisor reported:

- Summer Reading Program planning is underway. Library staff are dreaming big this year. The Library is hoping to have a multi-library kick-off event to start the program. The library has already scheduled performers for Northampton and Accomack Counties.
- E-Rate bids are expected by the end of the month. E-Rate is a federal program available to libraries and schools to provide reduced-cost telecommunication services and hardware. We currently have a contract with Eastern Shore Communications that is due to expire next summer.
- The Library soon needs to prepare an RFP to identify next year's auditor of the Library accounts. M. Wisor has ESPL's previous RFP and Accomack County's RFP for an auditor to use as a guide in drafting the Library's next request.
- The Library is outgrowing its current technology support service. M. Wisor has identified a company that services many towns and businesses on the Eastern Shore, including the Town of Parksley, called Cloud Server Techs. As of right now, it looks like the increase in service cost will be minimal and sustainable in the current budget plan, but M. Wisor needs to review the contracted coverage more closely.
- The System van has needed several trips to the repair shop in the past few months. The van's odometer is at 97,000 miles. It is used for both outreach events and courier service to the four libraries twice a week.
- There have been questions about the contingency fund. M. Wisor wanted to inform the Board that those funds are currently set aside to cover any needed repairs or other contingencies for the first year occupying the new library space. Those funds are currently being used for necessary updates and repairs. The Library is still far from the one-year mark that those funds were intended for.

Dennis Custis asked about the STEM grant that was mentioned in the System Report. M. Wisor explained that all library locations have been accepted into the STEM grant program which allows for organizations to coordinate programming. As part of their commitment, the Library has to provide one STEM program a

month and develop STEM kits that are similar to the nature backpacks. Kits will include books and STEM toys or activities.

D. Custis asked who donated the additions to the Mapp-LeCato Collection. Christopher Pote reported that the materials were donated by Elizabeth Chase, Bill Guerrant, and Hugh Arnett and their families. C. Pote explained further that the original donated collection, several years ago, was the Zillah Mapp Winn Papers. Because of subsequent donations, in particular the most recent, the decision was made to rename it “The Mapp-LeCato Collection”.

New Business

1st Reading: ESPL Bylaws

No report was presented.

A motion was not presented due to a lack of quorum.

1st Reading: Reconsideration Policy

No report was presented.

A motion was not presented due to a lack of quorum.

Personnel Committee (C. Rose-Jensen)

Carl Rose-Jensen reported that the Personnel Committee met on December 11th to discuss the final review of M. Wisor. 100% of the questionnaires have been returned and were overwhelmingly positive. The results were that the Board was more than satisfied with M. Wisor’s performance.

Additionally, the front desk has done well in the transition from Accomac to Parksley. C. Rose-Jensen complemented the staff with a job well done.

ESPL Foundation (D. Custis)

Jay Davenport reported they will have a meeting on Thursday, December 14th.

Dennis Custis reminded attendees that the Basket drawing will be held on December 20th.

Additional Comments

Frank Russell provided a few additional comments:

- F. Russell needs names for the plaque at the Regional Library to recognize all donations of time, talent and fiscal nature that contributed to the construction of the regional Library. M. Wisor has agreed get him a list of names of former Board members. The Friends agreed to provide the names of people in their organization.
- He commented that the Parksley Town Website could host information about the Library and upcoming events. M. Wisor reported that events are being sent to Lauren Lewis and some have been posted to the website
- F. Russell asked if the circulating STEM bags were being funded by the STEM grant. M. Wisor explained that, yes that was the case.

- F. Russell reported that John Bowden owns a world-class baseball memorabilia collection and asked that the Library consider inheriting it. Christopher Pote asked for his contact information so that he could schedule a consultation with him. C. Pote noted this could be a very good opportunity to bring an exhibit into the Library.

Colette Nelson asked if she could be involved in the work of the Plaque. F. Russell agreed. Discussion about who would be included ensued.

Next Meeting

Tuesday, 1.9.2023 at 1pm, Eastern Shore of Virginia Regional Library & Heritage Center 24313 Bennett St., Parksley VA

Adjournment

The meeting adjourned at 1:27 p.m. by Dennis Custis.