



# MINUTES

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

1.9.24 | 1 PM | Eastern Shore Regional Library & Heritage Center: Parksley, VA  
*Meeting called to order by Chair, Joyce Holland*

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### Attendance

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#### *Present:*

Dennis Custis, Larry J. Giddens, Sr., Gary Heintzelman, Joyce Holland (*Chair*), Michael Mason, Carl Rose-Jensen, Frank Russell, Miranda Wisor (*Non-voting*)

#### *Absent:*

Grayson Chesser, James Lilliston, Captain David Poyer USNR (Ret.)

#### *In Attendance:*

Jay Davenport, Tiffany Flores, Jamie Johnson, Judy Malarkey, Paul Muhly, Colette Nelson, Christopher Pote

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### Call to Order

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

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### Public Comments

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Judy Malarkey reported on behalf of the Friends of the Eastern Shore Public Library:

- The Friends will donate **\$3000** to the **Summer Reading Program** for both the Northampton Free Library and the Regional Library, for all programs.
- Checks for \$2000 (for Kanopy), and \$500 (for the Haitian Creole book cart project have already been given by the Friends to the Regional Library.
- A new Friends volunteer, Dan Sossaman has taken over stocking our **Community Outreach** locations. D. Sossaman has found that discarded DVDs and audio books are popular and turnover of all material is going well. The Accomack Senior Center (Onancock), Shore Health and Rehab (Parksley) and Accomack Manor Apartments (Parksley) have been added as distribution sites.
- The Friends Book Shop is still averaging **\$100 to \$150** per week even through the Christmas and New Year holidays.

- 13 new members have joined the Friends since the opening of the new Regional Library.
- Support to the Tech Services department with processing new and discarded materials for all four branches is being carried about by the Friends on a weekly basis. Donations and discarded materials are sorted for the Book Shop, Better World Books and the community outreach locations.

Paul Muhly raised a concerned about directional signage on route 13 indicating where the new regional library is located, "Driving up and down 13, I do not see any sign from VDOT indicating that the new Eastern Shore Regional Library & Heritage Center is located in Parksley, VA".

- Judy Malarkey shared that the Friends of the Eastern Shore Public Library requested that VDOT install the standard Virginia library signs going both North & South at the light on route 13 in August, and that they should be installed by now.
- Joyce Holland explained that the Foundation had a sign installed at the main traffic light on route 13 explaining that the library was coming soon, and that perhaps it could be updated by the Foundation.
- Colette Nelson shared that Rochelle Gray had created an updated sign design to go out on 13, but she is unsure what happened to the design.

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### **Approval of Minutes of November 14, 2023**

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Dennis Custis moved that the November 14, 2023 meeting minutes be approved. Gary Heintzelman seconded. Motion passed unanimously.

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### **Approval of Minutes of December 12, 2023**

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Revision to 12.12.23 minutes, pg. 2, "Frank Russell asked what they believe led to the increase in sales. **J. Rochester** explained that she believed the new traffic has led to such a big increase."

*Should read:* "Frank Russell asked what they believe led to the increase in sales. **Judy Malarkey** explained that she believed the new traffic has led to such a big increase."

Dennis Custis moved that the December 12, 2023 meeting minutes be approved with the above listed revision. Larry Giddens seconded. Motion passed. Mike Mason abstained.

## **Old Business**

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### **2<sup>nd</sup> Reading: ESPL Holidays Observed (Section 4.11 of Employee Policy Manual)**

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Carl Rose-Jensen moved to accept the 2<sup>nd</sup> reading revisions to the ESPL Holidays Observed policy. Larry J. Giddens, Sr. seconded. 6 in favor, one opposed. Motion passed.

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### **2<sup>nd</sup> Reading: ESPL Dress Code (Appendix B of Employee Policy Manual)**

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Dennis Custis moved to accept the revisions to the ESPL Dress Code, provided in the 2<sup>nd</sup> reading. Mike Mason seconded. Motion passed unanimously.

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### **2<sup>nd</sup> Reading: ESPL Bylaws**

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Mike Mason moved to accept the revisions to the ESPL bylaws provided in the 2<sup>nd</sup> reading. Dennis Custis seconded. Motion passed unanimously.

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### **2<sup>nd</sup> Reading: Reconsideration Policy**

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Dennis Custis moves, Carl Rose-Jensen seconds. *Original motion amended, see below.*

Discussion ensued:

Joyce Holland questioned under #8, the changing of the wording to a “timely manner” as it was too vague. Frank Russell suggested including a closing date, and not leaving it open-ended. Mike Mason suggested the wording, “as expeditiously as possible, not to exceed 60 days” in order to allow the staff more time to thoroughly complete a reconsideration review.

Mike Mason moved to accept the reconsideration policy with the update to #8 to include the wording, “as expeditiously as possible, not to exceed 60 days.” Frank Russell seconded. Motion passed unanimously.

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### **Finance Committee (M. Mason)**

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Mike Mason shared that there hasn't been a meeting recently to report on.

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### **Financial Report (M. Wisor)**

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Miranda Wisor presented the Library system financial report:

- Interest earned on the contingency fund this month totaled \$322.34.
- Requests for 3<sup>rd</sup> Quarter budget distributions have been submitted to Accomack and Northampton Counties.

- FY2025 Budget Requests for library support were submitted to both counties before the end of 2023. M. Wisor will be presenting to the Accomack County Board of Supervisors on February 8<sup>th</sup> and Northampton County Board of Supervisors on February 27<sup>th</sup>.
- M. Wisor's only request for increased funding was to support staff COLA raises and the addition of two full-time support staff employees in the library; one in Technical Services and one in the Heritage Center. Both of these departments are stretched exceedingly thin with their current workloads and cannot sustain any kind of growth. Despite the expected increase in State funding next year, the funds come with restrictions on using those monies to pay staff salaries. State funds can, however, fund expansion to collections and services which would require additional staff to sustain. For example, the library system's expenditures on books and related materials has increased significantly over the past seven years. If funding is realized, M. Wisor is certain that these positions can be filled with a local search.
- The first quarter building maintenance bill was received last week from Accomack County for the Regional Library and Heritage Center. It covered the period from July 1<sup>st</sup> through September 30<sup>th</sup>, 2023. M. Wisor has requested an explanation of what services the bill includes to better understand the distinction between the contingency fund, and general building maintenance expenses; a response has not yet been received.
- The overall operating budget is in good shape entering the second half of year:
  - Building maintenance and utility costs have been lower than anticipated. Conservative budget planning was used for the new building, not knowing what the costs would be.
  - Computer and equipment expenses are also in really good shape for now.
  - Salaries and related benefits, which represent the biggest expense in the budget, are on track for half way through the fiscal year.
  - Programming expenses are low, but the biggest bills for programs come at the end of the fiscal year with the start of Summer Reading.
  - Books and related materials are also where they are expected to be this time of year.
  - Professional Services is the only area of the budget that is showing significant overspending for this time of year and that is due to the enormous moving expenses.

Question/Comments:

- M. Wisor explained that the Library is attempting to keep staff pay in line with Accomack County as our fiscal agent. Mike Mason shared that the class and comps. Study that Accomack County is working on, is changing how the Board of Supervisors is viewing the budget planning for staff compensation for FY2025, but it is not yet completed.
- M. Mason asked about the \$128,000.00 loss marked on page 3 of the Profit & Loss report on the first column. M. Wisor believes that the loss is projected contributions that haven't yet been received from the Foundation, as well as unrestricted and restricted contributions that are expected and accounted for in the budget.
- Joyce Holland requested that M. Wisor send a memo to the Board of Trustees outlining the specifics of the expenses.

Mike Mason moved to accept financial report. Dennis Custis seconded. Motion passed unanimously.

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### Branch and Friends Reports

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- a) CAPE CHARLES MEMORIAL LIBRARY: Included in the Library Director's System report.
- b) CHINCOTEAGUE ISLAND LIBRARY: Report was not received from CIL for the month of December, but there should be information provided by the next meeting.
- c) NORTHAMPTON FREE LIBRARY: Included in the Library Director's System report.
- d) ESPL FRIENDS OF THE EASTERN SHORE PUBLIC LIBRARY REPORT: Given during the Public Comment period of the meeting.

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### Library Director's System Report (M. Wisor)

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System Director, Miranda Wisor reported:

- December was a very busy and very exciting month for ESPL. The library system hosted a variety of programs during the month.
- On Dec. 18<sup>th</sup>, an in Service training was held at the Regional Library for staff and volunteers from all 4 branches. In addition to the benefits of continuing education and training for our employees, there is also value in bringing everyone from across the system together in the same time and place; it nurtures collaboration and helps maintain a strong team.
- Library staff are in the early planning process for creating a two-county kick-off event to start Summer Reading with the intent of growing participation. The event is being planned for Father's Day weekend, to be held at the Community College as a centralized location for Shore Residents. While still in the early planning stages, the hope is to have bouncy houses and other games and events for children and families. Other organizations and services on the shore will be invited to have a presence at the event.
- The RFP period for E-Rate Services bids has been extended to January 22<sup>nd</sup>. Submitted bids will be included in next month's Board Packet for consideration and decision.
- Next month, there will be a proposal for the Board to consider moving one of the upcoming meetings to Chincoteague Island Library as the planned December meeting was not held there.
- The staging for the brick walk from the Foundations bricks fundraiser has been completed. The bricks have also been delivered. The Foundation has not been able to provide an installation date, but are on the contractors schedule; the bricks will hopefully be installed later

this month. M. Wisor requested that the Foundation have the construction company clean up the patch of leftover cement that was dumped near the building when they return to finish the project.

- The Facilities Committee discussed tree planting at the Regional Library last month. The committee narrowed the options to two potential plants. Those selections were sent to Andy Nunnally, Deputy Director of Facilities for Accomack County; he recommended that the Library move forward with planting Crepe Myrtles because they are more drought resistant than the Flowering Dogwoods that were proposed. With this Board's permission, I will notify the ESPL Foundation that the Library would like to proceed with planting two Crepe Myrtles in front of the library when the season is appropriate for their planting.

Dennis Custis moved to request that the Foundation cover the costs of planting two crepe myrtles at the Regional Library. Frank Russell seconded. Motion passed unanimously.

## **New Business**

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### **Financial Disclosure Statement**

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Miranda Wisor explained that Northampton County does not require financial disclosures from Library Board of Trustee members appointed by Northampton County, but Accomack County does.

Mike Mason shared that current county coding has wording that has made it difficult for staff to interpret who is supposed to submit those financial disclosures, which is why Accomack County is requesting that information from the Library BOT. M. Mason cautioned that when you're required to complete disclosures, there is a fine if you do not submit them on time.

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

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No report.

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### **ESPL Foundation (D. Custis)**

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Dennis Custis shared that the annual Raising of the Green fundraiser will be on March 16<sup>th</sup> from 5:30-9:30 at the Island House; tickets are \$100. There will be live and silent auctions and a small plate dinner with a dessert buffet. The profit is set to go towards the Heritage Center.

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## Additional Comments

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**Plaque update:** Frank Russell shared that there were 22 Trustees from 2016 forward, and he is awaiting a quote for a plaque including that many names. Colette Nelson, believes that the listed Trustees should be pulled starting from 2009 when the Foundation was started to raise money to build the new Regional Library. Joyce Holland agreed that names of Trustees dating back to 2009 should be included on the plaque as well.

Christopher Pote shared that on 2/8/24 @ 6pm Gerald Boyd will be giving a lecture on the Samuel Outlaw Blacksmith Shop in Onancock, VA talk in the Lecture Hall at the Eastern Shore Regional Library.

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## Next Meeting

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Tuesday, 2.13.24 | Eastern Shore of Virginia Regional Library & Heritage Center 24313 Bennett St., Parksley, VA.

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## Adjournment

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Dennis Custis moved to adjourn the meeting. Gary seconded. The motion passed unanimously. The meeting adjourned at 1:48 p.m. by Chair, Joyce Holland.