



# MINUTES

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

3.12.24 | 7 PM | Cape Charles Memorial Library: Cape Charles, VA  
*Meeting called to order by Chair, Joyce Holland*

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### Attendance

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#### *Present:*

Grayson Chesser, Dennis Custis (*Zoom*), Larry Giddens Sr., Joyce Holland (*Chair*), Michael T. Mason, Captain David Poyer USNR (Ret.), Carl Rose-Jensen, Frank Russell, Miranda Wisor (*Non-voting*)

#### *Absent:*

Gary Heintzelman, James Lilliston

#### *In Attendance:*

Richard Burger, Dianne Davis, J.T. Holland, Jamie Johnson, Judy Malarkey, Paul Muhly, Sharon Silvey

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### Call to Order

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The meeting was called or order by Chair, Joyce Holland at 7:00 p.m. A quorum was present.

#### REMOTE PARTICIPATION APPROVAL

**Chair J. Holland**, "Trustee Dennis Custis notified me earlier today that he would like to participate in today's meeting remotely because he needed to be at home to care for his wife."

**Chair J. Holland**, "Our adopted Remote Participation Policy requires that all requests from Board members to remotely participate in a public meeting must be received by the Chair in writing on or before the day of the meeting and is subject to approval by the Board."

**Chair J. Holland**, "I can attest that the request to participate remotely was received by me in writing on March 12, 2024."

**Chair J. Holland**, "It is my understanding that Trustee Dennis Custis is currently connected via Zoom to this meeting."

**Chair J. Holland**, "Trustee Dennis Custis can you hear me?"

**Trustee Dennis Custis**, "I can hear you."

**Chair J. Holland**, “For the record, Trustee Dennis Custis, would you state the reason you wish to participate remotely and the exact location from where you are participating?”

**Trustee Dennis Custis**, “No one to stay with my wife. Onancock – my house.”

**Chair J. Holland**, “Members of the Board, since we have a quorum physically assembled here today, would someone like to make a motion to allow Trustee Dennis Custis to remotely participate in today’s meeting in accordance with our Board-adopted remote participation policy?”

Frank Russell moved to allow Trustee Dennis Custis participate in the meeting remotely via Zoom. David Poyer seconded. Motion passed unanimously.

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## Public Comments

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Sharon Silvey, Branch Manager of the Cape Charles Memorial Library welcomed the Board of Trustees to the Library and provided a brief history of the branch.

Judy Malarkey with the Friends of the Eastern Shore Public Library shared her report which is attached to the minutes.

Paul Muhly shared an update on the directional signage from Route 13 to the new library branch in Parksley. There is a VDOT program called “Supplemental Guide Signs” to give directions to event & public locations. He created some example signage options for consideration following the VDOT guidelines. He is going to share his research with the Library Foundation.

Dianne Davis and Richard Burger (*Chairperson*), of the Cape Charles Memorial Library Board of Trustees welcomed the Library System Board of Trustees to the Library.

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## Approval of Minutes of February 13, 2024

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Carl Rose-Jensen moved that the February 13, 2024 meeting minutes be approved. Frank Russell seconded. Motion passed unanimously.

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## Old Business

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### Plaque Update (Russell)

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Frank Russell shared that he believes that he has secured the funding to pay for the plaque to honor past Trustees of the library, which has been discussed at previous meetings. He needs a finalized list of the names that should be included.

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## Finance Committee (Mason)

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Michael Mason explained that the Finance Committee hasn't met recently-no report.

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## Financial Report (Wisor)

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Miranda Wisor updated the Board on the state of the Library accounts.

- Growth in the LGIP account remains strong. Earnings this month bring the total interest revenue to \$2,032.39 since the Board decided to move the funds to an interest bearing account last August.
- In the Board Packet this month, there was an explanation about funds that were stolen from the library when a fraudulent direct deposit form was sent to our accountant. In addition to two-factor authentication being established for our emails, the Library has also updated the practices with Karen Crockett's accounting office; changes to direct deposit and requests for payment will only be accepted in hardcopy from now on. No emailed requests will be accepted.
- The accounts look as expected for this time in the fiscal year. Letters requesting the 4<sup>th</sup> quarter payments are prepared and will be distributed to both counties on April 1<sup>st</sup>. The 4<sup>th</sup> quarter payment from the state will be automatically deposited.

Michael Mason moved to accept the Financial Report. Frank Russell 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: Included in the Library Director's System report.
- 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. The report is attached to the Minutes.

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## Library Director's System Report (Wisor)

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Mirand Wisor shared the following Library System updates:

- On February 27<sup>th</sup>, M. Wisor had the opportunity to present to the Northampton County Board of Supervisors and the presentation went well. In her letter to the Supervisors this month, she had the opportunity to provide them with more detailed answers to the questions that they asked that evening.
- The crew hired by Accomack County was in the regional library yesterday to evaluate the HVAC system. They placed sensors throughout the building to monitor fluctuations in temperature and humidity.
- Summer Reading planning is continuing. Prizes have been ordered. Scheduling for Summerfest are complete except for registration of vendors and volunteers. The summer reading challenge creation in the Beanstack app is complete. As mentioned before, it will include activity challenges as well as reading challenges for two months this summer. Program planning for the summer is almost complete. A lot of the summer programming will involve partnering with community organizations.

- For the past month, the library staff has been working with Cloud Server Techs to prepare the ESPL email accounts to migrate to a new platform. The current provider, NetworkSolutions, is not a user-friendly provider. As the library system is also due an upgrade its Microsoft software suite, the plan is to combine the update and migration by moving to Microsoft 365. This is exciting for staff because in addition to an easier to access and navigate email solution, it will also provide access to Sharepoint and virtual Microsoft softwares regardless of login location. Initial migration steps were taken last weekend. The transfer will be finalized this Friday.
- M. Wisor and Christopher Pote have also been having a lot of training meetings over the past month. She has been bringing him up to speed on details, contacts, and deadlines that he'll need to be aware of to keep the library system going as interim director.

## New Business

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### First Reading: ESPL Employee Policy Manual (Rose-Jensen)

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Carl Rose-Jensen shared that the edits and updates to the manual was mostly for the purpose of clarifying and simplifying the language and aligning the manual more with the Accomack County employee manuals and policies. C. Rose-Jensen applauded Miranda Wisor and Jazmine Collins for doing an amazing job working on these updates.

Michael Mason shared several fine-tuning points that he thought were worth the committee exploring:

- **Pg. 5 [1.2 Background Checks]**, referenced the vendor that we use—he recommended removing any reference to a particular vendor, that way if the Library changes vendors they don't also have to update their manual.
- **Pg. 6 [Section C Extending the Probationary Period]** It currently reads, "An employee's probationary period may be extended by the Director (M. Mason suggested adding the words "for cause" here).
- **Pg. 12 [Last sentence on the page]** "When employees request numerous scheduling changes due to their outside employment, particularly if it requires scheduling a substitute to cover their hours or if it affects workflow, the employee may be terminated." (M. Mason suggested that the wording at the end be changed to "May be subject to disciplinary action, including termination.")
- **Pg. 15, [Section D Reimbursable Travel Expenses]** In the second paragraph, it states, "Employees who use their personal vehicle for official Library business will be paid the IRS mileage rate." (M. Mason suggested that the words, "at the time that the travel took place" be added to cover any price changes in mileage reimbursement that may occur.
- **Pg. 16 [Meal Expenses]** There needs to be some clarification in this section as the IRS meal reimbursement rates are bracketed into a high and low band range based on the location of the travel.
- **Pg. 22 [4.5 Health Insurance Program]** A general comment was made that the library might want to change the wording of this section to not be firmly linked to the rates the County uses in case there is a price jump that they don't agree with.
- **Pg. 38 [Section 7 Grievance Procedure]** Another general comment to consider stating that particular types of employees may not grieve things. For example, "Temporary or seasonal" employees should be excluded.

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## Update from ESPL Director Search Committee (Holland)

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Joyce Holland shared that the ad and job description for the System Director position will be posted soon. This will be accessible to anyone who goes onto one of the sites where the position is being posted; American Library Association, the East Coast library associations, universities on the East Coast that have library science program. It will also be posted in the Eastern Shore Post. It will be posted no later than 3.22.24, and will be posted for 4 weeks.

The first round of phone and Zoom interviews will be held on May 1<sup>st</sup> or 2<sup>nd</sup>. The hope is to have the pool of candidates narrowed down to 6 people at that stage and there will be a question bank from which to conduct the interviews.

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## Personnel Committee (Rose-Jensen)

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Carl Rose Jensen explained that the relevant information was already covered in the Employee Policy Manual discussion.

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## ESPL Foundation (Custis)

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Dennis Custis shared that the Raising the Green is on March 16<sup>th</sup>; there are about 13 tickets left for sale.

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## Additional Comments

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Joyce Holland thanked Miranda Wisor for being a major asset in her time here, and that she's done a lot of really great work for us.

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## Next Meeting

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Tuesday, 4.9.24 | 1 PM at the Eastern Shore of Virginia Regional Library & Heritage Center 24313 Bennett St., Parksley, VA.

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## Adjournment

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Mike Mason moved to adjourn the meeting. Larry Giddens seconded. The motion passed unanimously. The meeting adjourned at 7:47 p.m. by Chair, Joyce Holland.



**Friends of the Eastern Shore Public Library**

P.O. Box 545  
Parksley, Virginia 23421

March 12, 2024 – Report to Board of Trustees  
Submitted by Judy Malarkey

The **Haitian Creole** language books were very well received by the ESL instructors and students.



These are very dedicated individuals. Many of the students in the class had worked the night shift at the poultry factories before showering and coming to class. The Foundation books have arrived and are displayed for circulation. Monique Roske the instructor mentioned that everyone in the library have been extremely welcoming and helpful.

Katherine Grier, President of ESPL Foundation will be attending the monthly Friends Board Meetings to re-establish ongoing communication between the two groups.

Our Book Shop is still averaging \$100 to \$150 per week and turnover is great. We have added 3-4 other locations for Community Outreach Program including Community Services Board in Belle Haven and Children's Harbor for pre-school material.

The Friends continue to support Tech Services with processing new material and discarded materials for all four libraries and are keeping our volunteers busy. Three of our volunteers are working with Charle Ricci, Tech Services on **rebalancing** and checking the fiction shelves and the 700's in the non-fiction.

Thank you for your support.

Judy Malarkey

**Friends of the Eastern Shore Public Library** is a 501(c)(3) organization.  
President: **Lillian Waldenmaier**, Vice President: **Margaret Donahue Lynch**, Treasurer: **Carol Callander**,  
Secretary: **Kate Baird**  
Directors: **Liz Bochicchio**, **Judy Malarkey**, **Sharyn McQuaid** **Betsy Reich**,  
**Janet Rochester**, Emeritus **Ann Scott**.