



MINUTES

BOARD OF TRUSTEES: Eastern Shore of Virginia Public Library System

4.9.24 | 1 PM | Eastern Shore Regional Library & Heritage Center: Parksley, VA
Meeting called to order by Chair, Joyce Holland

Attendance

Present:

Grayson Chesser, Dennis Custis, Larry Giddens, Gary Heintzelman, Joyce Holland (*Chair*), James Lilliston (*non-voting, Zoom*), Michael Mason, Christopher Pote (*Interim Library System Director, non-voting*), David Poyer, Frank Russell

Absent:

Carl Rose-Jensen

In Attendance:

Tiffany Flores, Jamie Johnson, Judy Malarkey, Colette Nelson

Call to Order

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

Public Comments

Judy Malarkey shared the updates from the Friends of the Eastern Shore Public Library (attached to minutes).

Approval of Minutes of March 12, 2024

Dennis Custis moved that the March 12, 2024 meeting minutes be approved. David Poyer seconded. Motion passed unanimously.

Old Business

2nd Reading: ESPL Employee Policy Manual (Holland)

Dennis Custis moved to approve the updated edited version of the ESPL Employee Policy manual. David Poyer seconded. Motin passed unanimously. Christopher Pote noted that some of the policies (including leave accruals, holiday pay and health insurance) won't go into effect until the start of the fiscal year 2025 (July 1, 2024).

Update from ESPL Director Search Committee (Holland)

Joyce Holland explained that the interview process will begin in May; the committee has received applications from states across the country as well as from Virginia.

Finance Committee (Mason)

Michael Mason shared that there haven't been any recent meetings so there is nothing to report.

Financial Report (Pote)

Christopher Pote covered the key takeaways from the financial report:

- 4th quarter disbursement requests have been made of both counties as of 4/1/24 (*so far only Accomack County has acknowledged receipt of request*)
- Stipends for 3 staff members that are taking on additional responsibilities in the interim have been requested (*these will be paid out monthly*)
- Last month the HVAC contractor hired by the County placed a dozen or so monitoring stations around the building to hopefully gather the data they need to make the air system work most efficiently
- Profit & Loss Report (pg. 3)- There is a miscellaneous expense of \$16,804.86 [this was a requested payment made in error and the funds have been returned]
- The LGIP account yielded \$322 in interest for the month of March 2024

Michael Mason moved to accept the financial report. Dennis Custis seconded. Motion passes unanimously.

Branch and Friends Reports

- 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 by Judy Malarkey during the Public Comments section (report attached to minutes).

Library Director's System Report (Pote)

Christopher Pote shared System updates:

- 2 new Information Specialists have been hired to work Circulation and will be starting this month
- Programming: participation has been great across the library branches & affiliates
- Transition to our new Microsoft 365 email client is complete, but some kinks are still being worked out
- Cloud Server Techs has been fantastic to work with thus far
- Wrong version of the edited Employee Manual was included in the board packet, but of the pertinent pages hard copies were provided at this meeting
- Staff were very appreciative of the Friends of the Eastern Shore Public Library for delivering baskets of treats and goodies for the ESPL staff today in honor of National Library Workers Day
- The Invisible History lecture that was scheduled for April 25th has been moved to 5/23 @6pm

New Business

Personnel Committee (Holland)

- Joyce Holland will be asking the Personnel Committee to bring nominations for the Board of Trustees for the coming year.
- Carl Rose-Jensen isn't present at the meeting today, but Joyce Holland didn't receive any new information from him to share. She did indicate that the committee has been doing a wonderful job.

ESPL Foundation (Custis)

Dennis Custis shared that the Raising the Green event was great and profited about \$17,000. Everything went really well and they've heard lots of positive feedback from attendees.

Additional Comments

- Jane Kellam with the Accomack Garden Club has contacted Joyce Holland and offered to complete plantings at the library and to maintain them.
- Colette Nelson explained that the Foundation is now working on the Zero-Turn Mower drawing; the drawing will likely take place sometime in July.
- Grayson Chesser shared that the Ward Foundation and Salisbury University have parted ways. The University owns most of the decoys that were on display in the museum. He suggested that ESPL might want to display some at the Parksley branch for a limited time; they would need to be in locked display cases.
- Michael Mason asked Public Works for a list of any issues they've detected with the new library in Parksley, VA with all the rain we've been having:
 - They have ordered new water fountains since the other ones weren't able to be repaired
 - 3 roof leaks have been identified and are being repaired
 - the HVAC system is currently being evaluated by an outside contractor

Next Meeting

Tuesday, 5.14.24 | 1PM Eastern Shore of Virginia Regional Library & Heritage Center 24313 Bennett St., Parksley, VA.

Adjournment

Dennis Custis moved to adjourn the meeting. Frank Russell seconded. The motion passed unanimously. The meeting adjourned at 1:30 p.m. by Chair, Joyce Holland.



Friends of the Eastern Shore Public Library

P.O. Box 545
Parksley, Virginia 23421

April 9, 2024 – Report to Board of Trustees
Submitted by Judy Malarkey

Today is National Library Workers Day!



To show our appreciation for all the staff we gave them a gift basket of goodies! It is also National Library Week.

The Friends have applied for a Better World Books Literacy Grant of \$2000. This is the first time this organization has offered a grant program. If the grant is awarded to us, we will use the money for additional bi-lingual material and programming for birth to 5 years. Thank you, Maureen, for writing and submitting the grant.



(Left) We recently purchased six Kik Steps for the Library to help with shelving. The ‘vintage’ ones were falling apart and did not roll on the carpet. The new ones are a big improvement in helping to reach the top shelves and do roll easily on the carpet. The Kik Steps will have labels on showing that they were donated by the Friends of ESPL. Shown in photo are Board Members Betty Reich, Liz Bochicchio, Janet Rochester, Judy Malarkey, Sharyn McQuaid, sitting Maureen Teague and Kate Baird.

(Right) Summer Reading Program Material has arrived and Tiffany is gearing up for the upcoming season. Once again the usual suspects are shown along with Tiffany and the program signature sign of ‘**Adventure begins at your Library**’ June 15th 2024.



We are purchasing three Haitian-Creole dictionaries for the ESL group to be used by the students in the Parksley Library. The organizer, Monique Roske made a request for these books as they are very helpful and they currently only have one copy for all their students.

Thank you for your support.

Judy Malarkey

Friends of the Eastern Shore Public Library is a 501(c)(3) organization.

President Pro Tem: **Janet Rochester**, Vice President: **Margaret Donahue Lynch**, Treasurer: **Carol Callander**,

Secretary: **Kate Baird**

Directors: **Liz Bochicchio, Judy Malarkey, Sharyn McQuaid Betsy Reich, Maureen Teague**, Emeritus **Ann Scott**.