



MINUTES

BOARD OF TRUSTEES: Eastern Shore of Virginia Public Library System

5.14.24 | 1 PM | Eastern Shore Regional Library & Heritage Center: Parksley, VA
Meeting called to order by Chair, Joyce Holland

Attendance

Present:

Grayson Chesser, Dennis Custis, Joyce Holland (*Chair*), Michael Mason, David Poyer, Carl Rose-Jensen, Christopher Pote (*non-voting*), Frank Russell

Absent:

Larry Giddens, Gary Heintzelman, James Lilliston (*non-voting*)

In Attendance:

Kasey Grier, Judy Malarkey, Colette Nelson, Charle Ricci

Call to Order

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

Public Comments

Judy Malarkey presented Friends of the Eastern Shore Public Library April, 2024 report.

Approval of Minutes of April 9, 2024

Dennis Custis moved that the April 9, 2024 meeting minutes be approved. Frank Russell seconded. Motion passed unanimously.

Old Business

Update From ESPL Director Search Committee (Holland)

Joyce Holland shared that the committee has interviewed several candidates and needs to go into closed session to discuss the related personnel matters.

Closed Session to discuss personnel matters involving specific individuals as permitted by Virginia Code Section 2.2-37 I (A) (1) (Holland)

Joyce Holland, Chair: I entertain a motion for a closed meeting.

Michael Mason moved that the Board enter closed session to discuss personnel matters involving specific individuals as permitted by Virginia Code Section 2.2-371(A)(1): “Public bodies may hold closed meetings only for the following purposes:

1. Discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body; and evaluation of performance of departments or schools of public institutions of higher education where such evaluation will necessarily involve discussion of the performance of specific individuals.”

Frank Russell seconded. The motion was unanimously passed.

Joyce Holland, Chair: We are now in a closed session. The discussion in the meeting is confidential.

Closed meeting ends.

Certification of Closed Meeting:

Holland, Chair: “Do you certify that the matters discussed in the closed session just held were covered in the motion by which the Library Board entered closed session, and were excluded from the open meeting requirements of the Freedom of Information Act?”

Roll call vote.

Joyce Holland, Chair: Upon being polled individually by a roll call vote in open meeting, each Board member confirmed that these were the only matters of discussion during the closed session. Joyce Holland says “yes”, all members present voted “aye”.

Finance Committee (Mason)

Michael Mason explained that the committee has not met, so there was nothing to report.

Financial Report (Pote)

Christopher Pote shared the highlights of the financial report:

- All 4th quarter disbursements have been received by ESPL—Accomack & Northampton Counties, and the State of Virginia
- Accomack County approved \$798,025 from an initial request of \$819,318
- C. Pote is unsure where Northampton County is in their budget approval process, but he believes it is on the agenda at their meeting scheduled for 5.14.24
 - It appears on their worksheet that they are considering the \$34,271 true-up figure as a credit
 - ESPL requested \$273,105, but it appears they’ll be voting on \$229,100
- Karen Crockett’s accounting office was not able to acquire the LGIP statement from the Treasurer’s Office this week, so there isn’t an updated report to share
- Proposals are being collected, for the annual audit, from approved accounting firms that Miranda Wisor had identified and solicited prior to her resignation

- The previous firm was very slow to respond and return the audit findings to ESPL
- Collected proposals will be submitted to the Board for approval
- C. Pote worked with Karen Crockett's office to purchase a desktop version of QuickBooks so the Director will have access to accounting information
 - Prior to Miranda Wisor starting, there was a desktop computer at the Accomac branch dedicated to the QuickBooks software, which Karen Crockett's office would update bi-monthly
 - The new software will be installed on a dedicated laptop stored in the Director's office; the only people that will have access to the laptop will be the ESPL account manager from Karen Crockett's office, Robert Meek, and the Director of the Library System
 - Having access to the data on QuickBooks will be extraordinarily helpful for year-end close-out and FY 25 budget preparation
- Yesterday, C. Pote identified some areas of the state aid budget that ESPL may have difficulty spending down
 - Which prompted a call to ESPL's LVA representative that assists with state aid planning; she was reassuring that there is some flexibility within the line items, but emphasized the importance of spending the money down
 - A library vehicle was to be partially funded out of state aid, but ESPL will allocate additional state aid funds to cover more of the purchase
- Update on the fraudulent direct deposit processed by Karen Crockett's accounting office in February, 2024:
 - C. Pote recently received a phone call from the Sheriff's Office asking if ESPL had any new leads on identifying the perpetrator; C. Pote checked with Karen Crockett's office and the Treasurer's office, but there was no new information
 - With no new information collected, the case is being closed by the Sheriff's Office

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's provided the key points in the Director's report:

- ESPL had successfully updated contacts and information with various government agencies:
 - CAGE, SAME eRate, and VRS
- ESPL recently hosted a large chess tournament between Nandua and Arcadia Middle & High Schools
 - It was discovered during this event that the A.C. was not functioning properly in the Lecture Hall, and subsequently a call was put in to the County; repairs were made to the system and it is now functioning better. **See Michael Mason's ESRL A.C. updates under the Additional Comments section*
- On June 4th, ESPL will be holding an all-staff in-service training day

- Training sessions will be held in the morning with a lunch provided to all staff from each of the 4 library locations
- Afternoon work sessions will be strictly for NFL & Parksley employees (this will be largely to prepare for the upcoming SummerFest)
- SummerFest, will be ESPL's first attempt at a huge summer reading kick-off event, and will be held on 6/15/24 at the Eastern Shore Community College
 - There will be fun & games including bounce houses, and food trucks with the hopes of signing up lots of children for the summer reading program
 - Several community partners will also host outreach tables at the event: ES Rural Health, the Davis Center, The Nature Conservancy, and the VA Department of Veteran Services
- There are two lectures coming up in the Lecture Hall at the Eastern Shore Regional Library & Heritage Center hosted by the Heritage Center:
 - 5/23/24 @ 6pm **Tom Godwin & Metty Pelicer** will be presenting about their book *Invisible History: Growing up Colored in Cape Charles, Virginia* and the unique story of it's creation
 - 5/30/24 @ 6pm **M. K. Miles** will be presenting "Genealogy: Eastern Shore Families at Your Fingertips, Using the MilesFiles"
- David Turner donated one of his father's statues "Boy on Basket" to ESRL. It is temporarily residing on the circulation desk as a permanent location and base is determined
 - D. Turner requested that the Library hold a photo opportunity and distribute a press release to acknowledge his father for the gift

New Business

Personnel Committee (Rose-Jensen)

Carl Rose-Jensen shared that the committee is currently in-between issues. The updated employee manual was finalized last month, and the next issue will be replacing outgoing Board Members. There will be one open appointment for Accomack County, VA that will need to be filled and that will be discussed at the June Accomack County Board of Supervisors meeting.

ESPL Foundation (Custis)

Dennis Custis had no report, but Foundation President Kasey Grier was present to share information.

Kasey Grier explained that the Library Foundation is running their annual Zero Turn Mower drawing and asked Board members to buy and sell tickets to help the Foundation raise money. K. Grier distributed tickets and directions to each BOT member. The profits raised from this event go to the Heritage Center. The drawing will be held on July 16, 2024.

Another fundraiser that the Foundation has begun is the Reading Star Bricks, with the goal of selling engraved bricks for the walkway in front of the children's section of the library to honor young readers. The area will be called "The Reading Star Galaxy Walk of Fame". One of the final prizes from the summer reading program is an engraved Reading Star Brick for the top readers (one from Northampton Free Library & one from Eastern Shore Regional Library).

Additional Comments

Michael Mason shared the report from the HVAC contractor which evaluated the issues with the ESRL air conditioning system, and quoted repairs that could range from \$36,000-\$340,000. Some issues may be in the warranty period, some issues could be repaired individually, and the top \$340,000 quote would cover a full replacement. It will likely be in the range of a minimum of \$50,000 to fix individual concerns. Accomack County still has some funding set aside that can cover some of these costs, but not a full system replacement.

It is important to note that a full system replacement was not the recommended course of action by the contractor.

Frank Russell provided an update on the trustee plaque project for the front of the ESRL:

Sam Welch & Jan Welch are taking on the plaque project to honor past trustees; they are talking to Miles Barnes to get some historical information because the first library on the Shore was in Parksley, VA in the 1920's.

Next Meeting

Tuesday, 6.11.24 | 1 PM 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 2:06 p.m. by Chair, Joyce Holland.