



MINUTES

BOARD OF TRUSTEES: Eastern Shore of Virginia Public Library System

8.13.24 | 1 PM | Eastern Shore Regional Library & Heritage Center: Parksley, VA

Meeting called to order by Chair, David Poyer

Attendance

Present:

Grayson Chesser, Dennis Custis, Joyce Holland, Janet Justis, James Lilliston *ex-officio* (Zoom), Moody Miles, Christopher Pote (*ex-officio*), David Poyer (*Chair*), Carl Rose-Jensen, Maureen Teague

Absent:

Frank Russell

In Attendance:

Jay Davenport, Margaret Donahue Lynch, Tiffany Flores, Kasey Grier, Jamie Johnson, Colette Nelson, Charle Ricci

Call to Order

The meeting was called to order by David Poyer at 12:58 p.m. A quorum was present.

Public Comments

No public comments were made.

Approval of Minutes of July 9, 2024

Joyce Holland moved that the July 9, 2024, meeting minutes be approved with the revision noted below. Carl Rose-Jensen seconded. Motion passed unanimously.

Joyce Holland noted an error under the **Northampton Free Library (NFL) Prospectus Phase II Report**, where it says Kasey Grier said "Trustees," it should say "Directors."

"Foundation President, Kasey Grier, shared that the Foundation will be happy to be a partner in this project. The Foundation is very focused on adding more **trustees** from Northampton County to their Board to help with this project. The Foundation doesn't want to be responsible for the construction process in this project like they were in Parksley; they want to play a supporting role and focus on fundraising."

Old Business

Staff COLA Increases (Pote)

Christopher Pote researched the COLA raises and found that the ESPL COLA raises for the last 4 years have been in line with the COLA raises given to Accomack County employees. C. Pote requested that the Additional 2% COLA raise that was requested previously be reviewed by the Personnel Committee for consideration.

David Poyer stated that a review of who was on each committee was necessary moving forward to ensure that there was a Trustee assigned to chair each committee.

Facilities Committee Report (Poyer)

David Poyer explained that there is a new guideline for inspections for review (attached).

- The first facility site visit is scheduled for 8/22/24 to visit the Cape Charles Memorial Library

D. Poyer explained the next steps in the planning of the NFL expansion project

- D. Poyer met with Charles Kolakowski (Northampton County Administrator) about the project
- D. Poyer will be presenting to the Northampton County Board of Supervisors in October and will be asking for \$20k from the County for initial planning purposes to cover:
 - Architectural drawings
 - Mechanical engineering costs for HVAC plans
 - Looking into geothermal possibilities

Finance Committee (Poyer)

David Poyer requested that a Trustee volunteer to head the Finance Committee; Grayson Chesser agreed to chair the Finance Committee.

Financial Report (Pote)

Christopher Pote shared details from the finance report:

- Q4 FY24 maintenance invoice from Accomack County was received. It was roughly double the previous quarters because of the fire systems inspection contract.
- The first quarter disbursement from Accomack County was received on August 6th.
- The contractor that cleans the Eastern Shore Regional Library will be increasing their price by 50% from \$400 to \$600 per week. Their current contract ends on 9/15/24. This increase is beyond what the current budget can absorb. Possible options are renegotiating contract prices, seeking proposals from new vendors, or hiring an individual part-time to clean regularly.
- Two quotes were received in the spring for a year end audit; one was \$15k, and the other was \$7,500. A proposal was requested from a third firm recommended by another library director. The firm that bid \$7,500 has also been contacted to see if their quoted price is still valid.
- LGIP statements were distributed. The account sits at \$71,128.89; the latest dividend was \$325.42.

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: Margaret Donahue Lynch shared the highlights from the Friends July 2024 report (report attached to minutes).

Library Director's System Report (Pote)

Director's report given by Christopher Pote:

- Name plates were requested for the Board of Trustees meetings. Reusable plastic holders were ordered and will be in use at the next meeting. Temporary paper name plates were made for this meeting, and Trustees are encouraged to edit their name plates with how they would like their names to appear on the permanent version.
- Noland Mechanical was here last week installing a CO2 sensor, fixing the exhaust fan in the staff restroom, and identifying a broken fan blade on an AC unit.
- There are no additional updates on the overall state of the AC system.
- There has been one exterior door on the Heritage Center side of the building, out of commission for some time now. C. Pote thinks that the part needed was received, but the work has not been scheduled yet.
- The planters at the main entrance of the Eastern Shore Regional Library (ESRL) have been filled with live plants. C. Pote acknowledged Jane Kellam and the Ye Accawmacke Garden Club for initiating and taking on that project and donating the plants. C. Pote was pleased that other community organizations are invested in the library.
- In response to the need for greater emergency preparedness:
 - VSC conducted their latest fire systems inspection of ESRL on 7/16/24; no issues were found
 - Fire extinguishers were recently inspected at the Northampton Free Library (NFL)
 - C. Pote has communicated with both the Community Partners of the Eastern Shore (CPES) and the Community Services Board (CSB), and they are able to provide Narcan and Narcan training for staff; C. Pote is waiting for more information from them
 - They are also able to provide the library with harm reduction kits; any staff who complete the Narcan training with CSB are given Narcan that can be used, if necessary, at the library
 - C. Pote can request that Chincoteague Island Library (CIL) and Cape Charles Memorial Library (CCML) staff participate as well.
 - C. Pote is currently investigating the potential procurement and training for AED devices for the Parksley and Nassawadox branches. C. Pote will share the recommendations with CCML; CIL has an AED already, provided to them by the town.
 - C. Pote is meeting with Parksley Fire Chief Willie Kirkpatrick on 8/20/2024 at 10am to learn the proper procedures for running a fire drill. Northampton Fire & Rescue will be contacted to visit and plan an appropriate fire drill response for NFL as well.

- Accomack County Sherrif's Office has staff that can assist with active shooter drills, and C. Pote will be reaching out to them soon and will be doing the same with the Northampton County Sherrif's Office for NFL.
- C. Pote is happy to accept any contacts Trustees may have to complete these projects efficiently.
- C. Pote has completed all one-on-one conversations with staff and has completed site visits to NFL, CIL & CCML. C. Pote feels that the state of the System is strong, and any concerns identified are minor, and movement is already being made to address them.
- C. Pote is moving forward with staff changes that he identified last month and hopes to have the internal changes made and be able to open the archivist position search in the next few weeks.
- Programming: Staff are still learning about the best times to schedule various types of programs to reach the largest target audience. There does not seem to be a perfect day or time for different programs as so many factors play in to participation.
- C. Pote thanked all the Trustees who participated in the United for Libraries training. C. Pote indicated his support of the Trustees attending additional training provided by the Library of Virginia.
 - Joyce Holland shared that the webinar emphasized how vital it is that the Trustees are aware of what they are supposed to be doing and to make sure that they are following rules and regulations.
 - Maureen Teague commented that she saw there was an assessment tool for trustees to take to see where the blind spots are in their awareness of their roles, responsibilities, etc.
- The first anniversary of the ESRL is Friday, 9/6/24. On Saturday, 9/7/24, the library will have a passive party from 9am-1pm to celebrate its 1st birthday with cupcakes, balloons, and giveaways.
- C. Pote shared statistics from a System Use Snapshot of FY24 (see attached document).
- On 8/24/24 from 10am-2pm the Samuel D. Outlaw Blacksmith Shop in Onancock will be hosting its 1st annual Shoebox Lunch Festival as a fundraiser for preservation of the blacksmith shop. It was built in 1927 and is one of the last surviving intact blacksmith shops in VA. The cost is \$18, and they will have a picnic style lunch and live demonstrations.
- C. Pote welcomed the two new Trustees, Janet Justis and M.K. Miles, to their first meeting after completing the onboarding process.

New Business

Approval of New Trustees Roster

The new Trustee Roster was submitted for approval.

Joyce Holland moved to accept the roster with the revisions outlined below. Dennis Custis seconded. Motion passed unanimously.

David Poyer's last name needs to be capitalized, and Michael Mason needs to be removed as Vice Chair.

Approved roster attached.

Committees:

Ad-Hoc Nominating: Dennis Custis (*Chair*) & Janet Justis

Foundation Liaison: Dennis Custis

Finance: Grayson Chesser (*Chair*), Charles Kolakowski & Michael Mason

Personnel: Carl Rose-Jensen (*Chair*), M.K. Miles & Jazmine Collins

Facilities: David Poyer (*Chair*), Maureen Teague & Frank Russell

Trustee Training Committee: Joyce Holland (*Chair*) & Janet Justis

Vice Chair Nomination (Nominating Committee)

Dennis Custis and Janet Justis volunteered to serve on the Ad-Hoc Nominating committee. David Poyer requested that D. Custis and J. Justis have at least one Vice Chair candidate for consideration at the next meeting.

MakerSpace Policy – 1st Reading

- Maureen Teague asked if equipment is damaged how would that be handled? Text needs to be added to cover that concern in second reading.
- David Poyer asked if commercial use of the MakerSpace is allowed? Can patrons make items in the MakerSpace and sell them? Christopher Pote explained that it cannot be used as a creators homebase/office, but they can make things and sell them. Janet Justis strongly recommended wording the policy in such a way to limit any projects created at the library for resale by patrons. Joyce Holland asked for language to be added to limit use of the space so that it cannot become someone's commercial workspace.

New Donor Bench

Please see Addendum A for the request for inscription on a memorial bench to be placed outside of the library in Parksley.

Christopher Pote shared that the Board needs to approve the proposed language that will be engraved on the memorial bench: "IN MEMORY OF MIGUEL ANGEL BIZZOTTO & JUSTIN KILLEEN-BIZZOTTO WE LOVE AND MISS YOU CK & KELLY."

Dennis Custis moves that the submitted inscription be approved. Joyce Holland Seconds. Motion passed unanimously.

Founding Donors Recognition (Russell)

Frank Russell was not present to give a report.

Joyce Holland explained that the goal of the initial project was to acknowledge all trustees who helped throughout the process to work to get the Eastern Shore Regional Library & Heritage Center built in Parksley, VA, and no others.

Maureen Teague and Kasey Grier shared that the Friends of the Eastern Shore Public Library funded the initial feasibility study of a library to replace the Accomac location. Margaret Donahue-Lynch of the Friends stated that the Friends do not need to be included on this bench meant to thank Trustees.

Gary Heintzelman Board Service Recognition

Christopher Pote shared that in appreciation to Gary Heintzelman's service as a Trustee, a book and a card were purchased for the Trustees to sign to be gifted to Gary Heintzelman. Additionally, a copy of the book will be added to the library collection in his honor.

Personnel Committee (Rose-Jensen)

Carl Rose-Jensen explained that the committee is in restructuring phase since members have left the Board.

- C. Rose-Jensen would like the committee to meet in September to regroup and to make plans for moving forward.
- MK Miles agreed to join the Personnel Committee.

ESPL Foundation (Custis)

- Dennis Custis had no report.
- Foundation President, Kasey Grier shared an update on technology grants that the Foundation awarded to Chincoteague Island Library (CIL) and Cape Charles Memorial Library (CCML):
 - \$16,578 was awarded to CIL & CCML to upgrade their public computer access
 - The goal was to help improve the patron IT experience

Additional Comments

No comments.

Next Meeting

Originally: Tuesday, 9.10.24 | 1PM Eastern Shore Regional Library & Heritage Center 24313 Bennett St., Parksley, VA.

David Poyer will be out of town for the planned 9.10.24 meeting date and does not yet have a vice chair to run the meeting in his place. He suggested that the meeting be moved to 9/17/24 instead.

Dennis Custis moved that the next Board of Trustees meeting be moved to Tuesday, 9/17/24, at 1PM at the Eastern Shore Regional Library & Heritage Center in Parksley, VA. Joyce Holland seconded. Motion passed unanimously.

Adjournment

Dennis Custis moved to adjourn the meeting. Janet Justis seconded. The motion passed unanimously.

The meeting adjourned at 2:03 p.m. by Chair, David Poyer.



Report to Board of Trustees Submitted by Margaret Donahue Lynch

We held our Annual Meeting in July at which we elected our new officers, Margaret Donahue Lynch, President, Kate Baird, Vice President, and Maureen Teague, Secretary. Carol Callendar remains Treasurer. We also welcomed new members of the board, Susan Vreeland and Pat Bloxom.



We are in discussion with our Library director and staff about the possibility of providing some financial support for a new streaming video service for our Spanish speaking patrons. "The Shelf" would be a good match for the Latino portion of the Eastern Shore community. Supporting a video service for local Hispanic people would dovetail nicely with the Friends' previous support for library materials in Haitian Creole. Over 70% of The Shelf's content is original Spanish language content and offers film classics dubbed/subtitled in Spanish as well as live events that can be offered as public film screenings and discussions. The Shelf's website can be found at <https://theshelf.tv/en/landing#>, There is also a possibility of working with the Foundation to publicize this service.



We invite you to please stop by our bookshop to see our great selection of books. We will be happy to look out for "special orders" too.

Our bookshop averaged \$95/week over the past 10 months

We take part in the Library's Community Outreach program by placing bookcases in various locations in the community and filling them with books for the community to enjoy.



Some of the Friends attended this virtual conference put on by the ALA.



Friends of the Library Day

Thursday, August 1, 2024

The Friends thank you for your support!

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

President: Margaret Donahue Lynch, Vice-President: Kate Baird,

Treasurer: Carol Callendar, Secretary: Maureen Teague

Directors: Pat Bloxom, Liz Bochicchio, Judy Malarkey, Sharyn McQuaid, Betsy Reich, Susan Vreeland,

President Emeritus Janet Rochester Emeritus Ann Scott