



# MINUTES

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

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9.17.24 | 1 PM | Eastern Shore Regional Library & Heritage Center  
Parksley, VA

*Meeting called to order by Vice Chair, Janet Justis*

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### Attendance

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**Present:**

Dennis Custis, Joyce Holland, Janet Justis, M.K. Miles, David Poyer (*Zoom*), Carl Rose-Jensen, (*Zoom*), Frank Russell, Maureen Teague, Christopher Pote (*ex-officio*)

**Absent:**

Grayson Chesser, James Lilliston (*ex-officio*)

**In Attendance:**

Maria Burns, Tiffany Flores, Kasey Grier, Jamie Johnson, Paul Muhly, Colette Nelson, Charle Ricci

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### Call to Order

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The meeting was called to order by Janet Justis at 1 p.m. A quorum was present.

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### Nominating Committee

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A hard copy of committee assignments was distributed. (see attached)

Joyce Holland moved that the nominating committee be moved to the top of the agenda. Frank Russell seconded. Motion passed unanimously.

Dennis Custis shared that the Nominating Committee met and decided that Janet Justis was the best candidate for the position of Vice Chair.

Joyce Holland moved that Janet Justis be elected as Vice Chair of the Board of Trustees. Frank Russell seconded. Motion passed unanimously.

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## Public Comments

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Paul Muhly provided an update on the library signage located on Route 13:

- The initial library signage that P. Muhly submitted to VDOT was denied due to not being compliant with their guidelines
- He submitted updated signage ideas following the VDOT guidelines to the ESPL Foundation
- Christopher Pote now has the documentation that P. Muhly provided
- P. Muhly indicated that the next steps would be for the ESPL Foundation to apply for the signage

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## Approval of Minutes of August 13, 2024

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Dennis Custis moved that the August 13, 2024, meeting minutes be approved. Frank Russell seconded. Motion passed unanimously.

## Old Business

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### Facilities Committee Report (J. Justis)

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Janet Justis presented David Poyer's report to the committee:

- The Facilities Committee conducted the first of a planned series of quarterly inspections of the library system locations to meet the Board of Trustees' oversight responsibilities and to ensure the safety of both staff and patrons.
- The first site visit was conducted at the Cape Charles Memorial Library on 8.22.24. Christopher Pote, Larry Giddens, David Poyer, Sharon Silvey & the Chair of the CCML Friends Group were present for the inspection.
- Several points of possible concerns from fire preparedness and safety issues for the building were identified and were given to Sharon Silvey.

Maureen Teague asked if CIL will receive a copy of the findings when their inspection is conducted in November.

- Christopher Pote explained that the President of the Board of Chincoteague Island Library will receive a copy of the inspection findings once completed.

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## 2<sup>nd</sup> Reading: MakerSpace Policy

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Dennis Custis moved that the MakerSpace Policy be accepted as written. Joyce Holland seconded. Motion passed unanimously.

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## Finance Committee

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No Report.

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## Financial Report (C. Pote)

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Christopher Pote shared the following highlights:

- A new contract has been negotiated with Blue Touch Cleaning, the contractor that cleans the ESRL in Parksley (beginning the week of 9/16/24). The new weekly rate will be \$475 (an increase of \$75), which includes cleaning the back staff area once a week.
- After attempting to secure a new accounting firm to conduct the ESPL system audit, an agreement was made with the auditor from last year, Dunham, Aukamp, and Rhodes who verbally agree to complete the audit under the necessary time constraints. They will be sending a letter of engagement.
- LGIP statements were distributed; the account sits at \$71,455.23--the latest dividend was \$326.34
- On 8/23/24 the ESPL State Aid budget was submitted.

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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: Included in the Library Director's System report.

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## Library Director's System Report (C. Pote)

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Christopher Pote provided several System updates:

- Building Update
  - HVAC: Accomack County Public Works Department participated in a conference call in early September with the completion contractor (Landmark) and the mechanical sub-contractor (Noland). As a result, an onsite meeting is being scheduled for a walk-through to look at any on-going issues with the possibility of the equipment manufacturer and/or distributor on hand. Noland is supposed to propose dates/times for the meeting to take place.
  - The side entrance door by the Heritage Center has not yet been repaired. Last month C. Pote thought that the needed part was in, and the work just needed to be scheduled, but the part is actually on back order.
- Emergency Preparedness
  - Northampton Free Library
    - Northampton Fire & Rescue will meet with pertinent staff to go over fire safety, conduct a fire drill, and show us how to conduct drills in the future. Date, TBD.
    - Northampton's Sherrif's Office can provide option-based training for emergencies, such as an active shooter drill. This would be an all-day training that includes class sessions and scenario walkthroughs.
  - Regional Library & Heritage Center
    - C. Pote & Jamie Johnson met with Parksley Fire Chief, Willie Kirkpatrick, on 8/20 & 9/10, to plan fire safety training for the staff. Considering its size and the fact that it's new, Chief Kirkpatrick is scheduling a walkthrough for the afternoon of 10/5. He

invited the fire companies from Parksley, Bloxom, Onancock, and Tasley to tour the facility and to familiarize everyone with the space and the fire suppression systems.

- After the walkthrough, they will show us how to properly run a fire drill, and they will assist ESRL&HC with the first fire drill.
  - C. Pote was put in contact with Lt. Bobby Taylor of Accomack County Sherrif's Department for something similar to what Northampton is providing in terms of active shooter and other emergency preparedness, but there has not been a response yet.
  - The fire safety systems inspection for ESRL&HC is scheduled for 10/4.
  - C. Pote and J. Johnson have been added as the points of contact for ESRL&HC for 911 purposes; there was previously no point of contact.
  - CSB will be providing staff with REVIVE! training and participants will learn how to use Narcan, and will receive a dose each, once trained. Dates are being scheduled.
  - Point of clarification from conversation at the August meeting: CIL has an AED provided by the town, not CCML. AEDs are not very expensive though so adding one to each library location is being researched.
- Staffing Changes:
    - Jazmine Collins has been transferred to the Heritage Center as Reference Manager & Local History.
    - Jamie Johnson has been promoted to Circulation Manager.
    - Maria Burns is taking on additional administrative duties for the time being.
    - The Archivist job description is written, and will hopefully be posted this week.
  - The Regional Library & Heritage Center's birthday party was Saturday, September 7<sup>th</sup>. It was celebrated via a passive program with tables set out including cupcakes, goodie bags, library stickers, books and balloons. There were 80-90 people in attendance throughout the day.
  - This summer the Mariner-Barnes Archivist endowment received a significant gift from Curtis, Lynn, and Tom Badger in the form of Norfolk Southern stock. This gift realized over \$53,000. This is significant for the Heritage Center.
  - On 9/1, C. Pote attended the Tidewater Area Library Director's Conference. It was the first in-person attendance of a director's meeting, and he enjoyed meeting with other directors and getting to see another facility. The Librarian of Virginia, Dennis Clark, was in attendance so C.Pote was able to meet him and discuss ESPL. ESPL will host a TALDC meeting in the future.
  - On 8/15 Charle Ricci and C. Pote attended a workshop on content challenges. It was very helpful and informative, and they were able to walk away from the workshop knowing that ESPL's current policy for content challenges is in excellent shape.
  - On 9/4 ESRL & HC hosted a Virginia Retirement System (VRS) information session for all Shore agencies/organizations that utilize VRS. It was very informative, and half of the participants signed up for library cards when the session ended.
  - September is library card sign-up month. All four libraries are having giveaways for new library card sign ups. C. Pote went to WESR and advertised the following on the radio:
    - CCML- enter to win one of three drawings if you sign up for a new card, check out a book, or attend a program

- NFL- a drawing for one \$25 gift card for kids that sign up for a new library card and a \$50 gift card for adults, both to Walmart
- ESRL & HC- same as NFL
- CIL- free entry into their Island Treasurers Giveaway basket for new sign-ups
- On 9/13 the Heritage Center Advisory Committee held its quarterly meeting and had good conversations.
- On 9/26 & 27 C. Pote will be attending the Library of Virginia’s annual Director’s Meeting in Richmond.

## New Business

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### Founding Donors Recognition (F. Russell)

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Frank Russell shared that the committee had looked at recognizing founding donors with a bench, but then decided to switch to a commemorative plaque as there are many benches already located outside of the library. The committee is continuing to work on this project.

Joyce Holland explained that the original intent of the plaque was to honor all Trustees that contributed to the building of the new Eastern Shore Regional Library & Heritage Center in Parksley from the start of the process through its opening.

- Conversation ensued as to whether different recognitions should be made for other members of the community who were great contributors to the process of creating the new regional library in Parksley.
- Christopher Pote indicated his interest in recording the history of all the contributors and work that went into the building of the Eastern Shore Regional Library & Heritage Center in Parksley.

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### Trustee Training Committee Report (J. Holland)

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Joyce Holland explained that the committee is proposing quarterly session to run approximately 15 minutes each and be part of the regular meeting agendas.

- Training sessions for this fiscal year; 11/12/24, 2/11/25, 5/13/25
- The First session will deal with basic Trustee responsibilities, with the hopes of having a Library of Virginia representative present.
- The committee welcomes suggestions from the Board for any topics that would be helpful to have covered in training.
- The committee encourages Trustees to spend some extra time with the *Virginia Public Library Trustee Handbook*, which was received as a part of the orientation process.

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### Personnel Committee (Rose-Jensen)

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Carl Rose-Jensen explained that the committee has not met so there is no report.

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### ESPL Foundation (Custis)

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Dennis Custis shared that at the last Foundation Board meeting, the Foundation celebrated three board members as they stepped down from their long-serving positions: Frank Hall, Kim Miles & John Edwards.

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### **Additional Comments**

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No comments.

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### **Next Meeting**

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Tuesday, 10.8.24 6PM | Northampton Free Library: 7745 Seaside Road, Nassawadox, VA 23413

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### **Adjournment**

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Joyce Holland moved to adjourn the meeting. Dennis Custis seconded. The motion passed unanimously.

The meeting adjourned at 1:54 p.m. by Vice Chair, Janet Justis.



Report to Board of Trustees Submitted by Margaret Donahue Lynch

As decided upon at our last meeting, the Friends proposed to Library System Director Chris Pote, Technical Services Librarian Charle Ricci, and Programs & Outreach Librarian Tiffany Flores the following allocation of our financial support for FY 2025:

- \$2,000 to support the Maker-Space startup (as committed by vote of the Friends board at the May 2024 meeting)
- \$3,000 for the Children's Summer Reading Program in 2025
- \$ 750 to support STEM Activity in 2025
- \$5,000 to support the program(s) most recommended by staff

Possibilities include:

- **The Shelf** streaming service that provides adult programming in Spanish. COST- \$2000 per year with a one-time set-up fee of \$700.
- **Video Game Collection.** Currently there are 20 games for use on Nintendo Switch. Patrons are allowed one game per card for a two week check out period. COST- \$50-\$60 per game.
- Any funds remaining will be dedicated to the programs chosen by staff as most worthy, e.g., continue Kanopy, fund Children's programming for The Shelf, etc.

The Friends are, as always, eager to support the library collection and the growth of programming and program attendance. Our new and beautiful location in Parksley makes it even more significant that we can do so in fiscal 2025, and all the more important that we are able to contribute to the future. Therefore, although we will always do our best, The Friends cannot guarantee this level of support on a yearly basis.



Some of the Friends attended the Climate Equity Conference held in the meeting room in August.



*Our Bookstore is celebrating a year in operation!*

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 Callander**, Secretary: **Maureen Teague**

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

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