



# MINUTES

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

11.12.24 | 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 (*Zoom; Non-Voting*), M.K. Miles, Christopher Pote (*Non-Voting*), David Poyer (*Chair*), Frank Russell, Maureen Teague

**Absent:**

Carl Rose-Jensen

**In Attendance:**

Margaret Donahue-Lynch, Jamie Johnson, Colette Nelson, Reagen Thalacker (*Zoom*)

### CALL TO ORDER

The meeting was called to order by Chair, David Poyer at 12:59 PM a quorum was present.

### PUBLIC COMMENTS

- No Comments.
- Maureen Teague distributed the Chincoteague Island Library annual appeal letter to all the Board members.

### APPROVAL OF MINUTES [Oct. 15, 2024]

Dennis Custis moved that the 10.15.2024, meeting minutes be approved with the changes outlined below. Grayson Chesser seconded. Motion passed unanimously.

*In the 10.15.24 meeting minutes, the sentence below was listed in David Poyer's Facilities Committee Report:*

**“David Poyer presented the proposed expansion of the Northampton County Board of Supervisors at their last meeting. (Presentation attached).”**

*The text should have read:*

David Poyer presented the proposed expansion of the Northampton Free Library to the Northampton County Board of Supervisors at their last meeting. (Presentation attached).

Maureen Teague expressed concerns with the atrium design and suggested better utilization if the space was enclosed.

## OLD BUSINESS

No old business was shared.

## TRUSTEE TRAINING WITH THE LIBRARY OF VIRGINIA

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### Topic (R. Thalacker)

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Reagen Thalacker, Public Library Consultant presented a webinar to the Board members covering the general overview of the responsibilities of a functional Library Board of Trustees.

## FINANCIAL REPORT [C. Pote]

Christopher Pote provided a snapshot of the System's finances:

- The library system is currently in good financial shape for the year.
- Staff have been working hard to find information and fill requests from the auditor. The auditor understands the time crunch necessary to submit the audit on time, while still completing the process earnestly.
- LGIP statements have been distributed. Reinvested dividends for October were \$305.92 bring the account total to \$72,070.85.
- Budget revisions are in progress, and C. Pote is trying to convene a meeting of the Finance Committee to discuss where the System is but has been unable to get a response from the Northampton County representative. The meeting is tentatively scheduled for the afternoon of 11/26.
- Lastly, the Eastern Shore Public Library System received a large bequest from Ms. Agnes West Hancock of Onancock. She was a long-time patron of the Accomac library, and she generously included the library in her will. The bequest was given with no strings attached. At this stage, with Board consent, C. Pote would like to discuss budget revisions and this bequest with the Finance Committee to determine best course of action, and then make a recommendation to the full Board.

## LIBRARY DIRECTOR'S SYSTEM REPORT [C. Pote]

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### Building Update

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- **HVAC system update:** The County has been to the Parksley location a couple of times to check on things with the HVAC system, but C. Pote has not received any updates regarding any outstanding work. C. Pote is confident that the County representatives are on top of this problem.
- **Heritage Center side door entrance:** The requisite equipment to repair the side entrance door was received and installed, but the door is still only 75% functional. The technician, after several hours, was not able to get the automatic opener system working properly. The automatic door does not currently work exiting the building at the side entrance. C. Pote is waiting for more information regarding a possible solution.

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## Emergency Preparedness

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- The Knox Box requested by public safety has arrived, and we will be having it installed soon.
- Two AEDs/defibrillators have been purchased; one for the Regional Library & Heritage Center and one for the Northampton Free Library. Once installed, we will coordinate with CSB for training, and that will coincide with other REVIVE training they provide such as Narcan.

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## Staffing

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- After an internal search, the Technical Services open position has been filled. Former full-time and current part-time employee Stacia Childers will be taking on that role. She begins on December 1.
- After a round of Zoom interviews, the archivist search is down to two finalists. In-person interviews will be conducted with the candidates this week and next.

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## Northampton Free Library Expansion Project

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- The Northampton Free Library Phase II Planning Committee is scheduled to meet tomorrow at 1pm.

### Questions/Comments from the Board:

- David Poyer inquired as to library staff plans for when the internet goes out. C. Pote indicated that hotpots could be used, and other alternatives are being investigated.
- D. Poyer also asked who C. Pote's second in command would be, should he be unavailable. C. Pote explained that Charle Ricci could handle most issues in the event of his absence, and he would discuss with appropriate and make it official.

## COMMITTEE REPORTS

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### Finance Committee (G. Chesser)

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Grayson Chesser shared that the committee will be meeting on 11.26.24.

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## Personnel Committee (C. Rose-Jensen)

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M.K. Miles shared on behalf of Carl Rose-Jensen, that the Personnel Committee hasn't had another meeting since their last. Early January will be their next meeting.

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## Trustee Training Committee Report (J. Holland)

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Reagen Thalacker will be presenting two additional webinars to the Trustees:

- Feb 2025 [Topic: Advocacy]
- May 2025 [Topic: Legal Issues]

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## Facilities Committee Report (D. Poyer)

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David Poyer reminded the Board that on 12/5/24 at 4PM, the Facilities Committee will be at CIL for a facilities site visit. Maureen Teague, David Poyer & Christopher Pote will attend.

## BRANCH AND FRIENDS REPORTS

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### Cape Charles Memorial Library (C.Pote)

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Included in the written Library Director's System Report.

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### Chincoteague Island Library (C.Pote)

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Included in the written Library Director's System Report.

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### Northampton Free Library (C.Pote)

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Included in the written Library Director's System Report.

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### ESPL Friends of the Eastern Shore Public Library (M. Donahue-Lynch)

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Friends President, Margaret Donahue-Lynch shared the update from the Friends. (Report attached).

## NEW BUSINESS

- Janet Justis shared that the Board of Trustees page on the ESPL website is out of date, with names of people who no longer serve on the Board.
- Christopher Pote explained that a lot of the Library System's policies are out of date and need to be amended. His hope is to start working on updating policies throughout the year.
- Frank Russell shared a few updates about the Town of Parksley:
  - there were roughly 2,000 people in Parksley for the annual Trunk-Or-Treat event on 10.31.24
  - Free Thanksgiving dinners will be handed out on Thanksgiving Day at the Parksley Fire House for anyone who wants one

- The Town will host their Old Fashioned Christmas in December, with carolers, a brass band, Santa, vendors, treats, etc.
- F. Russell wondered if Dennis Custis would consent to having some of his talks recorded for posterity and stored in the Heritage Center.
  - Chris Pote explained that the lectures are being recorded, and the Heritage Center is working out the best way to store and share the recordings. They will likely be stored on a YouTube page.

## **ESPL FOUNDATION [D. Custis]**

Dennis Custis asked Colette Nelson to share with the group.

- C. Nelson informed the Board that the Foundation is sending out their annual appeal letter in the coming week to request funds for needed furniture in the Eastern Shore Regional Library.
  - Christopher Pote requested that all Trustees consider donating, even a small gift, so that the Foundation can say that the BOT are 100% in support of the Foundation.

## **ADDITIONAL COMMENTS**

No additional comments.

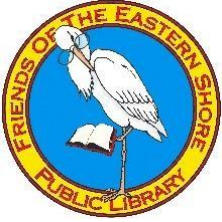
## **NEXT MEETING**

Tuesday, 12.10.24 at 5PM | Facility: Chincoteague Island Library, 4077 Main Street, Chincoteague, VA 23336

## **ADJOURNMENT**

Frank Russell moved to adjourn the meeting. Dennis Custis seconded. The motion passed unanimously.

The meeting adjourned at 2:09 PM by Chair, David Poyer.



Friends of the Eastern Shore Public Library P.O. Box 545 Parksley, Virginia 23421

November 11, 2024– Report to Board of Trustees Submitted by Margaret Donahue Lynch



Outreach at the laundromat,  
we continue our outreach efforts

We received gifts from  
the Library and its  
dedicated staff for  
Friends Appreciation  
Day



Friends and staff have fun at Trick or Treat at the library



Saturday, December 7th 2024 from 10am to noon the Friends will sponsor Santa and some of his elves at the Children’s Room at the Regional Library in Parksley. He will have an age-appropriate book for each child from newborn to age 12 and there will be candy canes for all believers of any age.

Friends of the Eastern Shore Public Library is a 501(c)(3) organization.  
PLEASE DONATE <https://www.friendsespl.org>