



MINUTES

BOARD OF TRUSTEES: Eastern Shore of Virginia Public Library System

10.15.24 | 6 PM | Northampton Free Library
Nassawadox, VA

Meeting called to order by Chair, David Poyer

ATTENDANCE

Present:

Grayson Chesser, Dennis Custis, M.K. Miles, David Poyer, Carl Rose-Jensen, Frank Russell, Maureen Teague, Christopher Pote (*ex-officio*)

Absent:

Joyce Holland, Janet Justis, James Lilliston (*ex-officio*)

In Attendance:

Margaret Donahue-Lynch, Jamie Johnson

CALL TO ORDER

The meeting was called to order by David Poyer at 5:59 p.m. A quorum was present.

PUBLIC COMMENTS

No public comments were made.

APPROVAL OF MINUTES [9.17.24]

Dennis Custis moved that the 9/17/24, meeting minutes be approved. Frank Russell seconded. Motion passed unanimously.

OLD BUSINESS

Defibrillator Acquisition Update (D. Poyer)

David Poyer requested that Christopher Pote give an update on the System's acquisition of defibrillators:

- C. Pote provided the update that the CSB has agreed to provide Library staff with training, and the library can acquire our own defibrillators.

D. Poyer shared that the facilities inspection of the Chincoteague Island Library is coming up, but an exact date hasn't yet been set. C. Pote explained that the Manager of CIL has been out on leave and that he is working with her to schedule a date that will work best for everyone.

FINANCIAL REPORT [C. Pote]

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

- The library has received the 2nd quarter funding from Accomack County. The request has been made to Northampton, as well, and a physical check should be arriving.
- Audit: A representative from the accounting firm Dunham, Aukamp, and Rhodes was here last week doing the field work portion of the library system's annual audit.
 - Although most of the work remains, there were no red flags last week
 - C. Pote is currently gathering the last few bits of information they need. They are aware of the library system's deadline and have assured C. Pote that they will meet it assuming they are provided with all requisite materials.
- LGIP: There is not an LGIP account update this month.

LIBRARY DIRECTOR'S SYSTEM REPORT [C. Pote]

Building Update

- **HVAC update:** Representatives from Noland Mechanical, Pace, Accomack County, among others were in Parksley last week to discuss and inspect the HVAC system. It was reported back to Christopher Pote that the meeting was cordial, all parties are working cooperatively, and Noland spent the entire day on site working on the system.
 - It was found that some sensors were not properly connected.
 - At this time, there is no belief that the entire system needs replacement.
- **Heritage Center entrance door** has not yet been repaired.

Emergency Preparedness

- C. Pote and Jamie Johnson met with Daryn Fussell, Deputy Fire Chief of Parksley, and members of the Parksley and Accomac FDs, as well as Accomack Public Safety. In total about 15 first responders came to the Regional Library for a facility walk-through. Every inch of the building was inspected, and they were very appreciative of the opportunity to learn more about the facility and fire suppression systems.
 - In response to their request, the Regional Library purchased a Knox Box that will allow first responders to quickly and safely enter the building with master keys should no staff be present.

Staffing

- Both the Tech Services and Heritage Center positions will hopefully be filled by the next BOT meeting.

- C. Pote attended the Library of Virginia’s annual Director’s Meeting in Richmond on 9/26 & 27. C. Pote enjoyed meeting all the LVA staff and other directors. C. Pote looks forward to attending more meetings and conferences during his directorship.
- September was Library card sign up month; 71 new accounts were created in Parksley and 17 in Nassawadox.

COMMITTEE REPORTS

Finance Committee (G. Chesser)

Grayson Chesser shared that the committee has not met recently-no report.

Personnel Committee (C. Rose-Jensen)

Carl Rose-Jensen gave an overview of the most recent meeting. The committee covered the recent history of their work to get the new committee members up to date. They discussed creating a new staff satisfaction survey, with a plan to review handbooks and other documentation every 2 years.

The committee plans to meet quarterly.

Trustee Training Committee Report (J. Holland)

Christopher Pote shared Joyce Holland’s update. She asked that LVA join our November Board meeting. LVA is available to join us virtually at the next meeting to provide a training session for the Board members.

Facilities Committee Report (D. Poyer)

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

The Board walked around the building to look at proposed locations of building additions/modifications and updates.

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

BRANCH AND FRIENDS REPORTS

Cape Charles Memorial Library (C.Pote)

Included in the written Library Director’s System Report.

Chincoteague Island Library (C.Pote)

Included in the written Library Director's System Report.

Northampton Free Library (C.Pote)

Included in the written Library Director's System Report.

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

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

NEW BUSINESS

- Frank Russell shared that he recently attended a library program that was very lowly attended. He suggested that the library add a sign at the front of the library, facing the road, where programs could be advertised.
- F. Russell told everyone that Trunk-or-Treat will be held in Parksley on 10.31.24, and food will be provided to the public.
- C. Pote shared that the ESRL in Parksley will be hosting a story-time and costume and candy parade for kids starting at 6pm on 10/24/24.

ESPL FOUNDATION [D. Custis]

Dennis Custis shared that several Foundation members have stepped down from the Library Foundation including Frank & Kitty Hall who will be moving away from the Shore. There is a good new core of members on the Foundation, but the outgoing members will be greatly missed.

ADDITIONAL COMMENTS

No additional comments.

NEXT MEETING

Tuesday, 11.12.24 at 1PM | Facility: Eastern Shore Regional Library & Heritage Center 24313 Bennett Street Parksley, VA 23421

ADJOURNMENT

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

The meeting adjourned at 6:48pm by Chair, David Poyer.

DRAFT

PRESENTATION TO NORTHAMPTON COUNTY BOARD OF SUPERVISORS, OCT 8
2024

GOOD AFTERNOON. I'M DAVID POYER, RECENTLY ELECTED CHAIR OF THE EASTERN SHORE PUBLIC LIBRARY SYSTEM BOARD OF TRUSTEES. I LIVE IN FRANKTOWN. WITH ME TODAY ARE JOYCE HOLLAND, ALSO A TRUSTEE; AL MCMATH AND JC HOLLAND, FROM THE EASTERN SHORE PUBLIC LIBRARY FOUNDATION; CHRIS POTE, DIRECTOR OF OUR REGIONAL SYSTEM. AND OTHER LIBRARY SUPPORTERS. THANK YOU FOR THE OPPORTUNITY TO PRESENT.

PREDICTIONS OF THE DEMISE OF PUBLIC LIBRARIES, AND THEIR REPLACEMENT BY THE INTERNET, HAVE PROVEN WRONG NATIONWIDE. LOCALLY, THE SHORE SYSTEM'S TWO MAIN BRANCHES AND TWO ASSOCIATED LIBRARIES RECEIVE HEAVY USE. WE ARE A ONE STOP SHOP FOR USEFUL AND DEPENDABLE INFORMATION: HIGH SPEED WEB ACCESS, COMPUTERS, WI FI, DATABASE ACCESS FOR BUSINESSES AND JOB APPLICANTS, GENEALOGICAL DATA, AUDIOBOOKS, MAGAZINES AND BOOKS FOR THE DEAF AND BLIND, INTERLIBRARY LOANS, AND MANY OTHER SERVICES. WE ALSO PROVIDE SUMMER STORY HOURS FOR KIDS AND OTHER PUBLIC PROGRAMMING FOR ALL AGES.

IN NORTHAMPTON COUNTY, OUR PATRON LIST IS GROWING AND OUR FIVE COMPUTER STATIONS ARE FULLY UTILIZED. NEARLY THREE THOUSAND ADULT RESIDENTS IN NORTHAMPTON COUNTY HOLD A LIBRARY CARD, MAKING IT ONE OF THE MOST POPULAR SERVICES COUNTY GOVERNMENT PROVIDES.

~~THIS~~ ^{LAST} YEAR A NEW MAIN LIBRARY OPENED IN PARKSLEY. YOU ALL VOTED TO HELP FUND PART OF IT, THE HERITAGE CENTER. THAT CENTRAL FACILITY SERVICES ALL

THE BRANCHES. BUT IT IS NOW TIME TO TURN OUR ATTENTION TO IMPROVING SERVICES SPECIFICALLY TO NORTHAMPTON COUNTY RESIDENTS.

THEREFORE, THE BOARD OF TRUSTEES IS REQUESTING FUNDS IN THE NEXT COUNTY BUDGET TO PLAN FOR AN UPDATE AND EXPANSION OF THE NORTHAMPTON BRANCH.

THE CURRENT NORTHAMPTON FREE LIBRARY IN NASSAWADOX WAS INAUGURATED IN FEB 2006. IT WAS THE FIRST NEW LIBRARY ON THE SHORE IN FIFTY YEARS. I COORDINATED THE FUNDRAISING. SUPPORT CAME FROM YOUR PREDECESSORS ON THE BOARD OF SUPERVISORS, FROM ALL THE TOWN COUNCILS, THE DOZENS OF GRANTS WE APPLIED FOR, SCORES OF LOCAL BUSINESSES, AND HUNDREDS OF PRIVATE DONATIONS.

THE ARCHITECT'S PLANS AT THAT TIME WERE DRAWN TO PROVIDE FOR FUTURE EXPANSION. SINCE THEN, LAND HAS BEEN DONATED BY THE SHELTON ESTATE TO ALLOW FOR SUCH EXPANSION TO THE EASTWARD.

THAT LIBRARY BUILDING IS NOW TWENTY YEARS OLD AND IS BECOMING TOO SMALL FOR THE LEVEL OF USE IT IS SUSTAINING. A RESOLUTION AUTHORIZING PLANNING FOR PHASE II WAS APPROVED BY THE BOARD OF TRUSTEES IN JULY. THE LIBRARY FOUNDATION HAS VOTED TO SUPPORT IT BY A CAPITAL FUNDRAISING EFFORT STARTING NEXT YEAR. A SCOPE OF WORK IS BEING DEVELOPED BASED ON INPUTS FROM NFL FRIENDS, LIBRARY PATRONS, LIBRARY STAFF, FOUNDATION MEMBERS, AND OTHERS.

THE CURRENT SCOPE OF WORK INCLUDES:

1. New metal roof to replace 20-year-old asphalt shingles
2. Two new wings, one containing student study rooms, the other with a meeting and event room for forty to seventy people
3. A covered outdoor reading area between the new wings
4. Update of 20-year-old HVAC with a more efficient system
5. Update of security cameras and monitors
6. New carpeting in THE Phase I area
7. Expanded parking.

A detailed description is in your package, as well as my rough sketch of the proposed extensions. These are preliminary and will of course change during the planning process, after consultation with the public, planning department, and other stakeholders.

We are here tonight to request a \$20,000 planning budget, to be spent by the Director of the Library, to cover:

Architectural drawings

Mechanical Engineer planning

Well & septic inspection

And a Structural engineer's stamp.

ONCE COMPLETE, THIS RENOVATION AND EXPANSION WILL PERMIT OUR LIBRARY TO SERVE THE COUNTY'S ADULTS, CHILDREN, AND BUSINESSES FOR THE NEXT TWENTY YEARS.

THANKS FOR YOUR ATTENTION. WE'RE READY TO ANSWER ANY QUESTIONS!



Report to Board of Trustees Submitted by Margaret Donahue Lynch

This past month, the Friends were able to celebrate with some hands-on fun while reviewing materials purchased with the \$3000 grant awarded to the Friends by Better World Books, www.betterworldbooks.com



The Friends continue our usual activities in support of the library and staff and are looking forward to trick or treating at the library on October 24, 2024. We remember what a great time it was last year!



The Friends will continue processing unneeded donations and library materials for sale in our bookstore for an average profit of \$95/ week. This effort enables us to support many library activities, so we ask that you please:

Patronize our bookstore!

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**,
President Emeritus **Janet Rochester** Emeritus **Ann Scott**