



MINUTES

BOARD OF TRUSTEES: Eastern Shore of Virginia Public Library System

9.9.25 | 1 PM | Eastern Shore Regional Library & Heritage Center
Parksley, VA

Meeting called to order by Janet Justis

ATTENDANCE

Present:

Grayson Chesser, Dennis Custis, Joyce Holland, Janet Justis, James Lilliston (*non-voting*), M.K. Miles, Christopher Pote (*non-voting*), Maureen Teague

Absent:

David Poyer, Frank Russell

In Attendance:

Kate Baird, Jay Davenport, Tiffany Flores, Jamie Johnson, Colette Nelson, Charle Ricci

CALL TO ORDER

The meeting was called to order by *Chair*, Janet Justis at 1PM. A quorum was present.

APPROVAL OF CONSENT AGENDA

Joyce Holland moved to accept the consent agenda, Dennis Custis seconded. Motion carries.

PUBLIC COMMENTS

Joyce Holland would like to observe a moment of silence in honor of Paul Muhly.

APPROVAL OF MINUTES [August 12, 2025]

Joyce Holland moved to approve the 8.12.25 minutes with the correction outlined below. Dennis Custis seconded. Motion passed unanimously.

Pg 5 under additional comments: it should read “archivist” instead of “architect”.

OLD BUSINESS

No Old Business.

FINANCIAL REPORT [C. Pote]

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

- The LGIP account gained \$279.26 in interest for a total balance of \$74,810.37.
- The Auditors are here now working on the FY25 audit; no concerns have been identified thus far.

LIBRARY DIRECTOR'S SYSTEM REPORT [C. Pote]

2nd Anniversary

- Yesterday was the 2nd Anniversary of the Eastern Shore Regional Library & Heritage Center (ESRL&HC). We had a passive "party" of a treat table for staff and patrons to celebrate.

Parking

- A meeting was held with the Accomack County Public Works staff to work on a plan that will include more signage, painted parking blocks and a painted fire line. More permanent curbing may also be installed during this project.
 - The plan is to install signage, inform local businesses and residents, post publicly, and then eventually start towing
 - Signage will indicate that lot is for library parking only, no overnight parking, and vehicles to be towed at owners' expense

Lighting

- New lighting has been installed at (ESRL&HC) under and around the bulkhead in the kids' and adult stacks areas.
 - This has made a huge improvement in the readability in those areas—thank you to the Friends for helping to support this initiative.

Security Cameras

- We have received a proposal from our current vendor for just under \$15,000 for the installation and set up of an additional camera system to cover the current blind spots.
 - This improvement is covered in both the current and proposed operating budget, and once the revision is passed, C. Pote plans to authorize the work.

Access Control

- C. Pote has received one proposal for Maglocks for the exterior doors at (ESRL&HC) and should be receiving a proposal from the current security system vendor as well.

Northampton Free Library

- C. Pote has authorized the switching of vendors and the updating of the fire monitoring and security system. That work is scheduled for Friday.
- Potential renovation project update:
 - We cannot piggyback on an existing contract for professional services, so an architect would need to be hired.
 - C. Pote has requested a proposal from the architect that he and D. Poyer have been in contact with thus far but believes that seeking other proposals may be needed to satisfy procurement policy.

Paul Muhly

- Paul Muhly was an ardent supporter and champion of the library
 - ESPL made a donation in his honor to the Parksley VFC
 - A strong contingent of ESPL folk were present at his memorial service. C. Pote expressed condolences and gratitude to his family.
 - There is currently a petition circulating to rename the Citizen's Endowment Fund in honor of Mr. Muhly
 - There is also a group of people that want to complete the landscaping of the facility that Paul was advocating for.
 - C. Pote met with the landscape designer P. Muhly had been working with and expressed appreciation that the community is invested in beautifying the library, but indicated that the Trustees, Accomack County Public Works, and the Accomack County Supervisors will all need to approve any alterations made to the property.
 - C. Pote indicated it would be appropriate to honor Mr. Muhly, but we need to be intentional.

Janet Justis suggested installing a pollinator garden of native plants at (ESRL&HC) to honor Paul Muhly.

COMMITTEE REPORTS

Finance Committee (G. Chesser)

No report.

Personnel Committee (Miles)

M.K. Miles explained that the Personnel committee will pursue what was outlined in the August BOT meeting minutes once the new Trustee from Northampton County joins the Board.

Trustee Training Committee Report (Holland)

Joyce Holland explained that the committee work is on hold until the new Northampton Trustee is onboarded.

Facilities Committee Report (Poyer)

Christopher Pote shared that there has been no progress made other than discovering that we cannot piggyback on current contracts that Northampton or Accomack Counties already have in place.

BRANCH AND FRIENDS REPORTS

Cape Charles Memorial Library

Included in the written Library Director's System Report.

Chincoteague Island Library

Included in the written Library Director's System Report.

Northampton Free Library

Included in the written Library Director's System Report.

ESPL Friends of the Eastern Shore Public Library (Baird)

Friends President, Kate Baird shared the update from the Friends. (Report attached).

ESPL FOUNDATION [Poyer]

There was no meeting held in August 2025.

NEW BUSINESS

- FY26 Operating Budget – 2nd Revision presented to Trustees
- C. Pote explained that this revision is due to a small increase in the state aid allocation since the first revision as well as the correction of a formula error in the spreadsheet.

Dennis Custis moved to approve the 2nd revision of the FY26 operating budget. Joyce Holland seconded. Motion carries unanimously.

ADDITIONAL COMMENTS

No additional comments.

NEXT MEETING

Tuesday, 10.14.25 at 7PM | Facility: Cape Charles Memorial Library, 201 Mason Ave., Cape Charles, VA 23310

ADJOURNMENT

Dennis Custis moved to adjourn the meeting. Joyce Holland seconded. The motion passed unanimously.
The meeting adjourned at 1:49pm by Janet Justis.

September 2025 Revision

					FY 2025-2026 Unrestricted	State Aid	Restricted	Heritage Center	Capital	Subtotal
			Column Reference Number		1	2	3	4	5	6
Ordinary Income/Expense										
Income										
40000 · INCOME										
	41000 · Government Income									
		41010 · Accomack County			833,685			233,432		833,685
		41020 · Northampton County			333,760			93,453		333,760
		41030 · State Aid				451,527		126,428		451,527
		41040 · Grants				0			0	0
	Total 41000 · Government Income				1,167,445	451,527	0	453,312	0	1,618,972
	42000 · Contributions									
		42010 · ESPL Friends					7,500			7,500
		42020 · NFL Friends					2,000			2,000
		42030 · Contributions Unrestricted			1,000					1,000
		42040 · Contributions Restricted					5,500	1,540		5,500
		42050 · Legacies & Bequests					100			100
		42060 - Adopt-a-Book					500			500
		42070 · ESPL Foundation					20,000			20,000
	Total 42000 · Contributions				1,000	0	35,600	1,540	0	36,600
	43000 · Reimbursements									0
		43010 · NFL Book Endowment					6,160			6,160
		43020 · Island					2,000			2,000
		43030 · Cape Charles					14,000			14,000
	Total 43000 · Reimbursements				0	0	22,160	0	0	22,160
	44000 · Fines & Fees									0
		44010 · Fines			500			140		500
		44020 · Photocopying			9,000			2,520		9,000
		44030 · Fax			10			3		10
		44040 · Interlibrary Loan			200			56		200
	Total 44000 · Fines & Fees				9,710	0	0	2,719	0	9,710
	45000 · Endowments									0
		45090 · Miscellaneous Endowments					0	0		0

September 2025 Revision

				FY 2025-2026 Unrestricted	State Aid	Restricted	Heritage Center	Capital	Subtotal
			Column Reference Number	1	2	3	4	5	6
		Edmonds Endowment					0		0
		Mariner Endowment					0		0
		Milner Endowment					0		0
		45090 · Miscellaneous Endowments				0	0		0
	Total 45000 · Endowments			0	0	0	0	0	0
	46000 - Private Grants						0		0
	47000 · NFL Renovation					20,000	5,600		20,000
	49000 · Miscellaneous Income						0		0
		49000 · Miscellaneous Income - Other					0		0
	Total 49000 · Miscellaneous Income			0	0	20,000	5,600	0	20,000
Total 40000 · INCOME				1,178,155	451,527	77,760	463,171	0	1,707,442
	Total Income			1,178,155	451,527	77,760	463,171	0	1,707,442
Expense									
60000 · EXPENSES									
	61000 · Operations						HC 28% op		0
		61100 · Building							0
			61102 · Building Maintenance, NFL	21,500			6,020		21,500
			61104 · Building Maintenance, Parksley	70,000		1,000	19,880		71,000
			61106 · Renovation, NFL			20,000	5,600		20,000
		Total 61100 · Building		91,500	0	21,000	31,500		112,500
		61200 · Utilities							0
			61202.1 · Electricity - NFL	6,000			1,680		6,000
			61202.2 · Electricity - Parksley	20,000			5,600		20,000
			61203 · Telephone	4,000			1,120		4,000
			61203.1 · Telephone - NFL	5,000					5,000
			61204 · Water/Sewer - Parksley	2,500			700		2,500
		Total 61200 · Utilities		37,500	0	0	10,500		37,500
		Total 61300 · Vehicle Operation		6,500		0	1,820		6,500
		61400 · Insurance							0
			61400 · Insurance (VRSA)	18,000			5,040		18,000
		Total 61400 · Insurance		18,000	0	0	5,040	0	18,000

September 2025 Revision

				FY 2025-2026 Unrestricted	State Aid	Restricted	Heritage Center	Capital	Subtotal
			Column Reference Number	1	2	3	4	5	6
		61500 · Computer							0
		61510 · Computer Hardware		10,000			2,800	0	10,000
		61511 · Computer Hardware - State Aid			20,000		5,600		20,000
		61513 · Online Services,		0	58,500		16,380		58,500
		61514 · Internet Services, State			3,600		1,008		3,600
		61515 · Computer Software		2,000			560		2,000
		61516 · Computer Software, State Aid		0	3,000		840		3,000
		61517 · Computer Maintenance		0	18,000		5,040		18,000
		Total 61500 · Computer		12,000	103,100	0	32,228	0	115,100
		Total 61000 · Operations		165,500	103,100	21,000	81,088	0	289,600
									0
		62000 · Equipment							0
		62100 · Equipment, General			0	10,000	2,800		10,000
		62200 · Equipment, State		0	30,164	0	8,446		30,164
		62300 · Equipment Maintenance					0		0
		62310 · Contractual Services			11,500		3,220		11,500
		Total 62000 · Equipment		0	41,664	10,000	11,666	0	51,664
									0
		63000 · Programs							0
		63100 · Adult			2,500		700		2,500
		63200 · Youth			6,500	0	1,820		6,500
		63300 · Outreach			3,000		840		3,000
		63400 - Foundation Restricted Funds				5,000	1,400		5,000
		63000 · Programs - Other				0	0		0
		Total 63000 · Programs		0	12,000	5,000	4,760	0	17,000
									0
		64000 · Personnel							0
		64010 · Salaries - Director			108,510		30,383		108,510
		64020 · Salaries - Other		500,191	4,071		141,193		504,262
		64030 · Hourly Employees		220,000			61,600		220,000
		64050 · Payroll Expenses (8.9%)		74,000			20,720		74,000

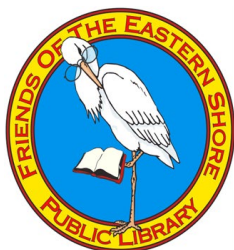
September 2025 Revision

				FY 2025-2026 Unrestricted	State Aid	Restricted	Heritage Center	Capital	Subtotal
			Column Reference Number	1	2	3	4	5	6
		64070 · Retirement		36,900			10,332		36,900
		64080 · Insurance					0		0
		64083 · Insurance, Life					0		0
		64084 · Insurance, Gen, Liability					0		0
		64085 · Insurance, Medical		109,872			30,764		109,872
		64086 · Insurance, Dental		1,792			502		1,792
		Total 64080 · Insurance					0		0
		64090 · Liability Reserve		10,000			2,800		10,000
		64100 · Staff and Volunteer Appreciation				6,260	1,753		6,260
	Total 64000 · Personnel			952,755	112,581	6,260	267,028	0	1,071,596
									0
		65000 · Supplies							0
		65100 · Custodial		5,000			1,400		5,000
		65200 · Office			10,000				10,000
		65300 · Library Supplies		0	40,000		11,200		40,000
		65400 · Youth Program Supplies		2,500	3,000		1,540		5,500
		65500 · Archival Supplies		0	5,000				5,000
		65000 · Supplies - Other							
	Total 65000 · Supplies			7,500	58,000		14,140	0	65,500
									0
		66000 · Materials							0
		66310 · System Materials							0
		66311 · Books, State Aid			69,500		19,460		69,500
		66312 · Periodicals, State Aid			3,500		980		3,500
		66313 · Continuations, State Aid			500		140		500
		66315 · Electronic Resources, State Aid			25,500		7,140		25,500
		66317 · AV, State Aid			7,500		2,100		7,500
		66320 · Cape Charles Contract #15			3,200				3,200
		Total 66310 · System Materials		0	109,700				109,700
		66350 · Affiliates							0
		66351 · Books, Affiliates				22,000			22,000

September 2025 Revision

					FY 2025-2026 Unrestricted	State Aid	Restricted	Heritage Center	Capital	Subtotal
			Column Reference Number		1	2	3	4	5	6
		Total 66350 · Affiliates					22,000			22,000
		66900 · Restricted					7,500			7,500
			Other				5,000			5,000
	Total 66000 · Materials				0	109,700	34,500	0		144,200
										0
	67000 · Other									0
		67100 · Postage			2,000			560		2,000
		67200 · Travel & Meals			5,000	3,000		2,240		8,000
		67300 · Dues			0	3,482		975		3,482
		67000 · Other - Other						0		0
	Total 67000 · Other				7,000	6,482	0	3,775		13,482
										0
	68000 · Miscellaneous									0
		68100 · Bank Fees			3,500			980		3,500
		68500 · Marketing			10,000			2,800		10,000
		68600 · Continuing Education				6,500		1,820		6,500
		68700 · Tangier				1,500	1,000			2,500
	Total 68000 · Miscellaneous				13,500	8,000	1,000	5,600	0	22,500
	69000 · Professional Services									0
	69001 · Professional Services, Financial				20,000			5,600		20,000
	69002 · Professional, Library Services				200			56		200
	69003 · Erate Consultant				4,000			1,120		4,000
	69004 · Auditor				7,200			2,016		7,200
	69000 · Professional Services - Other				500			140		500
	Total 69000 · Professional Services				31,900	0	0	8,932	0	31,900
	Total Expense				1,178,155	451,527	77,760	396,989	0	1,707,442
	Net Ordinary Income				0	0	0	66,182	0	0
	Other Expense									
	8010 · Reserve									
	8020 · Miscellaneous		Restricted carryover							

					FY 2025-2026 Unrestricted	State Aid	Restricted	Heritage Center	Capital	Subtotal
			Column Reference Number		1	2	3	4	5	6
			Carryover (prior year)		0			0		0
Balance										0
			State aid (see 41030)							
			How State Aid Allocated:			FY26				
			Books & Materials			109,700.00				
			Salaries			112,581.00				
			Internet Access			96,100.00				
			Equipment			30,000.00				
			Furniture							
			Supplies			58,000.00				
			Other			12,982.00				
			Contractual Services			32,164.00				
			Fellowship							
			Total = \$451,527			451,527.00				



FRIENDS OF THE EASTERN SHORE PUBLIC LIBRARY

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September 2025

To: Board of Trustees

Submitted by: Kate Baird – President - Friends of the Eastern Shore Public Library

Greetings from The Friends.

Since the last Board of Trustees meeting, things have been moving along at a normal pace for the Friends.

Our efforts with Better World Books (BWB) earned a commission of \$42.80 on 126 books. The library also received another commission check of \$130.25 for the months of April – June 2025.

August proved to be another good month for the Bookshop, with sales of \$360. Please note: the Friends are always looking for donations for the Bookshop of very gently used books, both fiction and non-fiction varieties.

August also brought us twelve membership renewals totaling \$1,320.

The Friends made a donation of \$1000 towards the new lighting in the Adult Fiction/Non-Fiction area.

The Friends have been in conversation with Charle Ricci to prioritize projects and support for the library. We have identified the areas where the Friends hold responsibility, such as the Bookshop, scanning for Better World Books and our community outreach locations. We have also prioritized the support activities that we are engaged in such as shelving, processing new books, and shelf reading. Understanding the priority level of the given tasks will help us to better use our available volunteer time and energy to serve both the library and its patrons.

The Friends are always looking for new members to offer not only financial support but to help with a variety of activities ranging from shelving, to scanning books, to helping with events such as Santa at the Library and Summer Fest and helping maintain our social media presence. Attached is a Friends pamphlet for you to share with someone you might know who would be interested in joining us! Thank you in advance for your help spreading the word!