



MINUTES

BOARD OF TRUSTEES: Eastern Shore of Virginia Public Library System

11.12.25 | 1 PM | Eastern Shore Regional Library & Heritage Center
Parksley, VA

Meeting called to order by Janet Justis

ATTENDANCE

Present:

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

Absent:

Grayson Chesser, James Lilliston

In Attendance:

Kate Baird, Tiffany Flores, Kasey Grier, Jamie Johnson, Charle Ricci

CALL TO ORDER

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

APPROVAL OF CONSENT AGENDA

Joyce Holland moved to accept the consent agenda with the amended day of the week outlined below, Dennis Custis seconded. Motion carries.

The agenda lists Wednesday as the next meeting date, but it will be held on a Tuesday.

PUBLIC COMMENTS

Kasey Grier, President of the Library Foundation thanked the Trustees who have signed up to become sustaining donors.

- K. Grier shared that they are raising money to help replace the library van.

APPROVAL OF MINUTES [October 14, 2025]

Joyce Holland moved that the 10.14.25 meeting minutes be approved. Maureen Teague seconded. Motion passed unanimously.

OLD BUSINESS

County of Accomack Health Insurance Agreement (J. Justis)

The agreement from Accomack County is to help cover any insurance overages incurred over the course of the year. We are currently in the middle of the “year” of insurance (the current year ends 5/31/26).

Per the terms of this agreement, the library would be responsible for a prorated percentage of the overage that the county incurs over the course of the year. The proration would be based on the number of our participating employees out of the total participating employees for the county and other participating agencies.

Joyce Holland moved that the Trustees authorize Janet Justis as Chair of the Board of Trustees to sign the amended Health Insurance Benefits Agreement with Accomack County. Dave Poyer seconded the motion. Motion carried unanimously.

FINANCIAL REPORT [C. Pote]

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

- The LGIP account gained \$270.12 in interest for a total balance of \$75,348.48
- All Q2 disbursements have been received
- The County of Accomack has called for the audit; the auditor is working on a draft now.

LIBRARY DIRECTOR’S SYSTEM REPORT [C. Pote]

Parking

In the document packet for the meeting today there are property maps enclosed with notes indicating:

- where parking signs will be placed
- where curbs will be painted and parked indicating no parking
- property boundaries

Security Cameras

- 11 new cameras were recently installed in ESRL
- NFL and ESRL are now using the same security system vendor
- Access to the security system is also available in our Knox Box for Accomack County Public Safety

Access Control

- Public Works and C. Pote met with a 3rd vendor to receive a quote for pricing to retrofit ESRL for key card access at the main and secure entrances

Northampton Free Library

- Two proposals have been received, C. Pote in conversation with a 3rd architecture firm

Bibliostat

- Federal reporting of library statistics due 12/1/2025

CPR & AED Training; Knox Box

- 16 of the ESPL staff received CPR/AED/First Aid training at the Eastern Shore Regional Fire Training Center in Melfa on 10/7/25
- The Knox Box has been filled and locked at ESRL, which will provide the Accomack County Public Safety department with access to the building and security camera system should they respond to an emergency at ESRL

VLA

- Christopher Pote, Luke Kelly and Jamie Johnson attended the annual Virginia Library Association conference in Richmond, VA October 1-3:
 - attended workshops and sessions on topics such as outreach events; leveraging community assets; sustainability initiatives; mentorship; internal internships, etc.
 - made contacts with several vendors and organizations
 - participated in exchanges with peer library staff employed by other systems

Tidewater Area Library Directors Conference (TALDC)

- C. Pote hosted a successful meeting of TALDC at ESRL on 11.7.25

Gave Petition to Foundation

- The petition to rename the Citizens Endowment after Paul Muhly was handed over to the Foundation as they are the administrators of the endowment.

COMMITTEE REPORTS

Finance Committee (G. Chesser)

Has not met.

Personnel Committee (Miles)

Has not met.

Trustee Training Committee Report (Holland)

Joyce Holland distributed binders to all Trustees containing all pertinent legal/governing documents that cover all branch/location/land agreements. The Trustees are encouraged to review all documents and be aware of the details of all enclosed agreements.

Facilities Committee Report (Poyer)

David Poyer shared 2 items:

- Reinspected Cape Charles Memorial Library last month and found previously reported safety issues that had not yet been addressed. D. Poyer shared the items with the President of the CCML Board.
- Updated the Nassawadox Town Council on the status of the Northampton Free Library renovation project. The land that was donated to the library project is outside of the Nassawadox town limits; the town plans to file paperwork to annex the land and get it rezoned so that the entire property lies within the town limits.

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]

David Poyer was tasked with recruiting new Foundation members from Northampton County, and he found three new members to join.

NEW BUSINESS

- Frank Russell raised the concern of landscaping at ESRL
 - One of the last projects Paul Muhly was working on before he passed was flushing out the landscaping at ESRL
 - They have raised some money so far
 - Janet Justis explained that any landscaping installed at ESRL needs to be approved by Accomack County, and that a tree installation plan could be requested to work with the parking lot project
 - J. Justis also suggested a “Paul-inator” flower garden in honor of Paul Muhly be planted around the commemorative benches leading up to the front of the building
 - Kasey Grier explained that the Foundation has already encumbered funds for landscaping so the Foundation could contribute to an approved plan

ADDITIONAL COMMENTS

No additional comments.

NEXT MEETING

Tuesday, 12.9.25 at 1pm | Facility: Eastern Shore Regional Library & Heritage Center, 24313 Bennet St., Parksley, VA 23421

ADJOURNMENT

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

The meeting adjourned at 2:14pm by Janet Justis.



No parking/towing signs

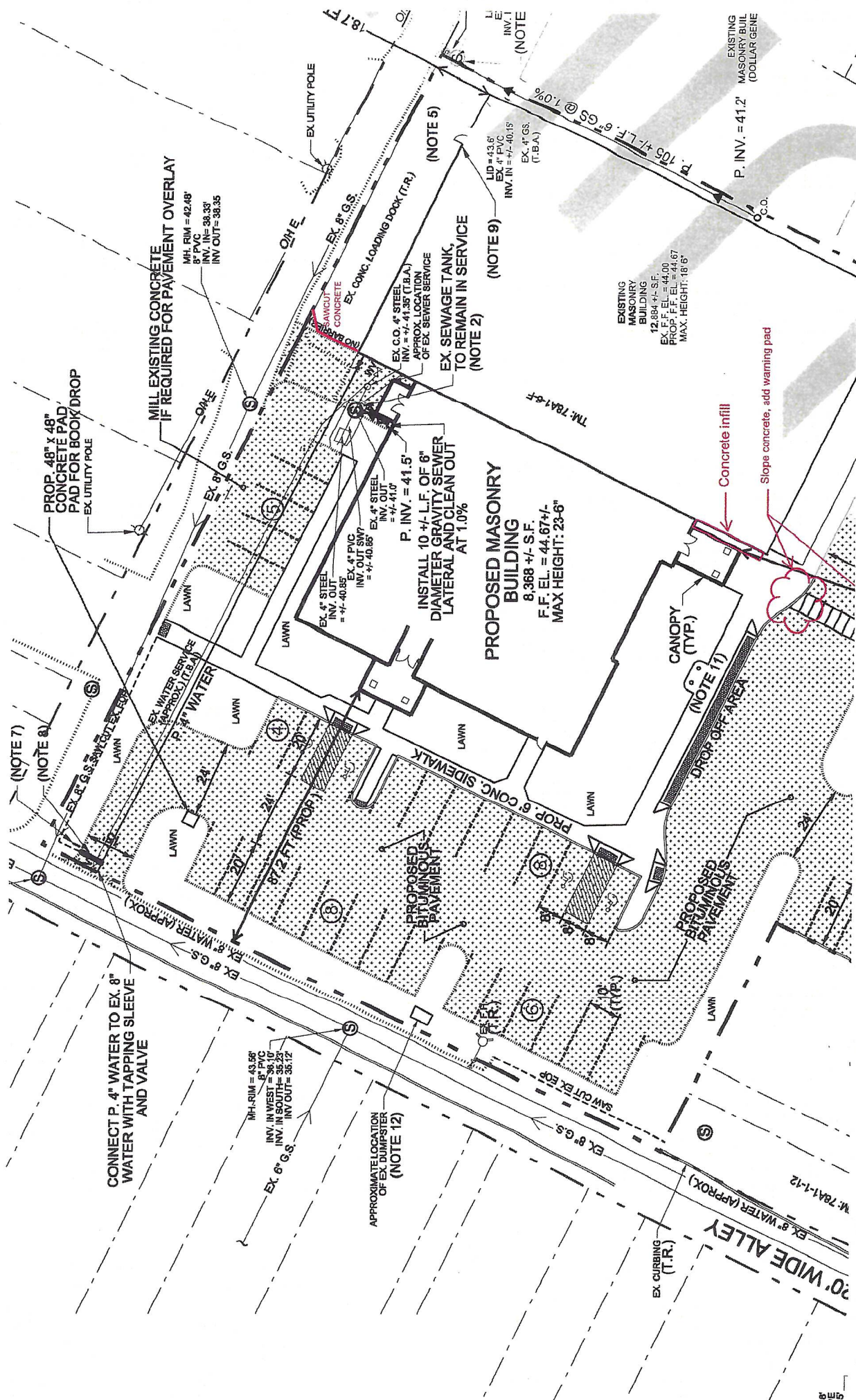


No parking striping



No parking sign with arrows

ESPL Parksley VA



HEALTH CARE INSURANCE BENEFITS AGREEMENT

THIS HEALTH CARE INSURANCE BENEFITS AGREEMENT (“Agreement”), made this 10th day of October, 2025, by and between the County of Accomack, Virginia, a political subdivision of the Commonwealth of Virginia (“County”) and Eastern Shore Public Library Board of Trustees, an agency established by the Accomack County Board of Supervisors pursuant to authority under the laws of Virginia (“Approved Agency”).

WHEREAS, County provides its eligible employees with the option of obtaining major medical insurance benefits under its self-insured health plan for medical and dental coverage; and

WHEREAS a self-insured health plan, also known as a self-funded health plan, is a health insurance arrangement where an employer assumes the financial risk of providing healthcare benefits to their employees directly, rather than purchasing coverage from an insurance company; and

WHEREAS, Accomack County’s self-insured health plans providing major medical and dental coverage is funded by the County, in reliance, in part, on the covered employees’ payment of premiums to the County; and

WHEREAS, the County administers its self-insured health plan in a separate fund, for accounting purposes, which is segregated from other funds and which is not available to pay expenses that are not related to the self-funded health plan; and

WHEREAS, the County has engaged a Third-Party Administrator which assists the County with processing of claims under the County’s self-insured health plan; and

WHEREAS, pursuant to direction by the Accomack County Board of Supervisors, the County also offers to provide health care insurance for major medical insurance benefits under its self-insured health plan, to eligible employees of the Eastern Shore Public Library System , the Accomack-Northampton Planning District Commission, the Eastern Shore Soil and Water Conservation District,

and the Eastern Shore Area Agency on Aging/Community Action Agency (Approved Agencies”);
and

WHEREAS, this Agreement is necessary to ensure that, among other things, the Approved Agency (i) offers major medical and dental insurance to its employees, said terms to include the employee’s qualifying spouses and dependents; (ii) provides the County with all information to enroll its employees in the County’s self-insured health plan, using forms prescribed by the County and meeting all County timeframes; (iii) advises the County of any changes to its enrollment, using forms prescribed by the County; (iv) makes monthly premium payment to the County for the cost of providing major medical and dental insurance as established by the County, within 30 days before the month’s coverage begins; (v) provides a list of covered employees with each monthly premium payment; and (vi) makes additional pro-rated contributions in the event claims and other costs are more than the County projected, within thirty (30) days of being presented with an invoice from the County.

NOW, THEREFORE, for and in consideration of the mutual covenants and promises made herein and for other good and valuable consideration, the parties hereto agree as follows:

1. Duties of the Approved Agency. The Approved Agency shall have the following duties under this Agreement:

- Offer its regular full-time employees, or regular full-time equivalent employees, and their qualifying spouses and dependents, major medical and dental insurance benefits through the County’s self-insured health plan. Regular employees do not include temporary, seasonal, or retired employees.

- To promptly furnish, on forms prescribed by the County, the necessary information to enroll their individual employees in the County's self-insured health plan within the timeframes approved by the County.
- To promptly communicate, on forms prescribed by the County, changes in employee enrollment in the County's self-insured health plan.
- To make monthly premium payments to the County for the cost of its employees' enrollment in the County's self-insured health plan, based on amounts approved by the County, said payments to be made prior to the beginning of the month for which the coverage is provided . Payments shall be made in the form required by the County.
- To provide a list of employees covered by the County's self-insured health plan with each monthly premium payment for reconciliation purposes.
- To make timely additional pro-rated contributions in the event claims and other costs are more than the County projected, within thirty (30) days of being presented with an invoice from the County

2. Duties of the County. The County shall have the following duties:

- Provide major medical and dental insurance benefits to the Approved Agency's eligible employees through its self-funded health plan.
- Make determinations of eligibility to participate in the County's self-insured health plan. In the event an employee of one the Approved Agency is not eligible to participate in the County's self-insured health plan, his or her dependents shall not be qualified to receive health care insurance benefits through the County's self-insured health plan.
- Collect premiums established by the County for participation in the County's self-insured health plan from the Approved Agency.

- Assess against the Approved Authority additional pro-rated contributions in the event claims and other costs are more than the County projected and are deemed necessary to ensure the financial viability of the County's self-insured health plan.
- Issue a health benefit ID card and an electronic/written certificate of coverage that describes the health care benefits and coverage provided to the enrolled employees under the County's self-insured health plan. The County may also provide such employees with an electronic/written copy of, or a link to, a benefit booklet and service provider.
- Notify the agency of the projected health insurance premium as soon as practicable.

3. Termination of Coverage. The County may terminate the provision of major medical or dental insurance under its self-insured health plan to any and all employees of the Approved Agency in the event the Approved Agency fails to make timely and full payment of premiums or payment of additional costs as required under this Agreement.

4. Expansion of Eligibility or Coverage. Eligibility for major medical and dental insurance as set out in this Agreement shall not be expanded without the express approval of the Accomack County Board of Supervisors and amendment of this Agreement. Major medical and dental insurance benefits offered by the County to the employees of an Approved Agency shall not exceed those provided to the employees of Accomack County.

5. Termination of this Agreement. Either party may terminate this Agreement, including all duties and benefits hereunder, upon written notice to the other party giving at least thirty (30) days prior to the start of the next succeeding year's self-insurance health plan.

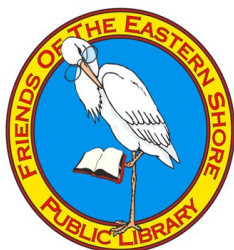
6. Compliance with Applicable Law. In providing employees of the Approved Agency major medical and dental insurance under its self-insured health plan, the County shall at all times comply with the Public Health Service Act (PHSA), the Patient Protection and Affordable

Care Act (PPACA), the United States Social Security Act (SSNA), the Consolidated Omnibus Budget Reconciliation Act (COBRA), the Health Insurance Portability and Accountability Act (HIPAA) and all applicable federal and state statutes, regulations, policies, procedures and rules applicable to self-insured health plans.

Michael T. Mason, CPA Date
County Administrator

Christopher Pote Date
System Director, ESPL

Janet Justis Date
Chairman, Board of Trustees



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November 2025

To: Board of Trustees

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

Greetings from The Friends.

Fall is finally here on the shore and has brought with it cooler temperatures, changing leaves and plenty of fall/holiday activities to enjoy. It is also a great time to grab some extra books for those longer evenings inside!

And apparently people have been doing just that as we have a 'good problem'! Our Bookshop is generating such good business that we are running low on books to fill our shelves. It is great that people are shopping, as it has provided 50% of our income since opening 2 years ago, but now we are in need of more donated books! We encourage you to check your shelves at home for 'like new' or 'gently handled' books that you have enjoyed and would like to pass along to others. We have found that history, biography, travel, cooking and sports sell very quickly. And that fiction is also very popular. Donations are accepted at the circulation desk, where you can ask for a donation receipt as well. You can also speak with a member of the Friends for assistance in making a donation.

October Better World Books Report: 6 boxes, 58 books, Gross \$183.83, Net \$20.36
YTD \$145.76

The Friends will once again host a visit from Santa and his elves on Saturday, Dec. 6th from 10am – noon. Each child will receive an age-appropriate book and all believers will receive a candy cane for the Jolly Ole Elf himself! We have an almost perfect record of tear free visits with Santa, so please help us spread the word about this special family event!

A note on one of our outreach locations: The laundromat in Onancock is one of our more popular locations, but recently we were asked to temporarily remove our shelves while the facility was painted. It was nice to hear that visitors to the laundromat were asking, "where are the books?!" and glad to know that as soon as the paint dries we will be back in business!

The Friends will not be meeting in November but will convene for our year end meeting at the Eastern Shore Country Club on December 3rd!

Have a great Thanksgiving!