



MINUTES

BOARD OF TRUSTEES: Eastern Shore of Virginia Public Library System

12.9.25 | 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 Liliston (*non-voting, Zoom*), M.K. Miles, Christopher Pote (*Non-voting*), David Poyer, Carl Rose-Jensen, Frank Russell (*Zoom*), Maureen Teague

Absent:

N/A

In Attendance:

Kate Baird, Tiffany Flores, Jamie Johnson

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, David Poyer seconded. Motion passed unanimously.

PUBLIC COMMENTS

No public comments.

APPROVAL OF MINUTES [November 12, 2025]

Maureen Teague moved that the 11.12.25, meeting minutes be approved. Joyce Holland seconded. Motion passed unanimously.

OLD BUSINESS

No old business.

FINANCIAL REPORT [C. Pote]

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

- The LGIP account gained \$252.20 in interest for a total balance of \$75,600.68
 - On 12/3/25 \$136,527.00 was transferred to the LGIP
 - The new LGIP balance should be roughly \$212,000.00
- There have been no major surprises or concerns so far in Q2
- Both Accomack and Northampton Counties have put out the call for FY27 budget requests
- The first draft of the audit has been received. It has been reviewed by the bookkeeper and C.P., and there are no major questions or concerns. C.P. will submit the final audit for acceptance once received, hopefully by the next meeting. Two pertinent outcomes:
 - “During our audit we did not identify any deficiencies in internal control that we consider to be material weakness.”
 - “The results of our test disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.”

LIBRARY DIRECTOR'S SYSTEM REPORT [C. Pote]

Parksley

- Parking- no update, project is on-going
- Access control- Christopher Pote received 3 proposals; all in line with each other; the preferred vendor has been identified
- MakerSpace- library staff are working on and plan to have the space up and running by the end of December

Northampton Free Library Renovation

- C. Pote has received 3 proposals for the renovation project, which will be distributed to the committee as well as the two Foundation members who requested to be involved
- The goal is for the committee to present a recommendation to the Board by the January meeting which is in Nassawadox, if possible

Bibliostat Federal Reporting

- The annual Bibliostat federal report is complete and has been submitted

December In-Service/Holiday Party

- Tomorrow, 12.10.25, all libraries will be closed for in-service training and a holiday party

COMMITTEE REPORTS

Finance Committee (G. Chesser)

The committee has not met-no report.

Personnel Committee (Miles)

- Janet Justis requested that M.K. Miles and Carl Rose-Jensen work together to flesh out the corresponding information sheet for the Director evaluation process to include more timeline details, some examples for the matrix, etc. Discussion ensued.
- Joyce Holland suggested that in April M.K. Miles and Carl Rose-Jensen could bring the Director Evaluation matrix and documentation and hold a quick Trustee training on how to complete them, and then the completed evals can be submitted at the May meeting. That would leave the June meeting for discussion before the final evaluation is completed.

Trustee Training Committee Report (Holland)

Joyce Holland reminded Trustees to let the committee know if there any questions regarding the system's agreements.

Facilities Committee Report (Poyer)

David Poyer shared updates from the Facilities Committee:

- The next library site visit will be at the Chincoteague Island Library, a date still needs to be set
- The 3 architect proposals have been received for the NFL expansion
 - The committee hopes to have the report completed by the Jan. 13th meeting
- D. Poyer informed the Board of an upcoming Exmore Town meeting; discussion ensues; no action to be taken.

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 shared that so far, \$20,000 has been raised by the Foundation to put towards the purchase of a new library van.

NEW BUSINESS

No new business.

ADDITIONAL COMMENTS

No additional comments.

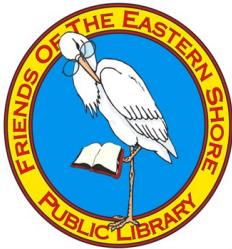
NEXT MEETING

Tuesday, January 13, 2025, at 6PM | Facility: Northampton Free Library, 7745 Seaside Road, Nassawadox, VA 23413

ADJOURNMENT

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

The meeting adjourned at 2:01PM by Janet Justis.



FRIENDS OF THE EASTERN SHORE PUBLIC LIBRARY

PRESIDENT

Kate Baird

VICE PRESIDENT

Sharyn McQuaid

SECRETARY

Maureen Teague

TREASURER

Carol Callander

BOARD MEMBERS

Pat Bloxom

Liz Bochicchio

Sharyn McQuaid

Judy Malarkey

Betsy Reich

December 2025

To: Board of Trustees

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

Greetings from *The Friends*.

The Friends recently enjoyed our combined year end meeting and lunch at the ESYCC. We were pleased to have Director Christopher Pote and Programs and Outreach Librarian Tiffany Flores join us.

Our relationship with Better World Books (BWB) continues to be both a consistent source of income and a positive channel for the distribution of donated and discarded books. This month we sent 18 boxes for gross sales of \$687.91 and a commission of \$77.34. Our YTD (July-Dec.) stands at \$223.10. The library received a check from BWB in the amount of \$125.40 for the months of July - September 2025.

Bookshop sales for the month of Nov. totaled \$489.00 giving us a total for the fiscal year of \$1,319.00 and a weekly average of \$90+. Please note: the Friends are always looking for donations for the Bookshop of very gently used books, both fiction and non-fiction.

During November we received 8 membership renewals totaling \$989.

The Friends received a copy of Friends of the Library Handbook from Director Pote. The handbook was written by the Library of Virginia and contains valuable information addressing the role 'Friends' organizations play as supporters, fundraisers, advocates and ambassadors for public libraries. We look forward to learning about more ways we can support the mission of and strengthen our relationship with the library.

Our outreach location at the laundromat in Onancock is back up and running. We are in the process of opening a new location at the post office in Tasley. Member, Betsy Reich has been instrumental in securing this new location and we appreciate the help of the library staff in transporting and setting up the shelving.

On Saturday, December 6th the Friends hosted a special visit from Santa at the library. Santa and the elves visited with 24 children, each receiving a new book and candy cane! It was a fun event that was enjoyed by the participating families. Given the lower numbers over the past several years, however, we will be evaluating our timing and advertising strategy for the coming year.

The Friends would like to wish each of you a joyous holiday. We are looking forward to all the opportunities the new year will bring to our library, this incredible staff and the residents of the Eastern Shore.