



MINUTES

BOARD OF TRUSTEES: Eastern Shore of Virginia Public Library System

2.10.26 | 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*), James Lilliston (*Zoom, non-voting*), M.K. Miles, Christopher Pote (*non-voting*), David Poyer, Carl Rose-Jensen, Maureen Teague

Absent:

Grayson Chesser, Frank Russell

In Attendance:

Kate Baird, Tiffany Flores, Kasey Grier, Jamie Johnson

CALL TO ORDER

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

APPROVAL OF CONSENT AGENDA

David Poyer moved to accept the consent agenda, Joyce Holland seconded. Motion carried unanimously.

PUBLIC COMMENTS

Kasey Grier from the ESPL Foundation shared that the annual appeal raised enough to contribute about \$33,000 towards the purchase of the new library outreach van.

- The Friends were the largest donors contributing \$5,000.
- The return from the direct mailing was about 11%; most donations were contributed via check.
- 50% of the donations were for \$100 or less.

APPROVAL OF MINUTES [Jan. 13, 2026]

Dennis Custis moved that the 1.13.2026, meeting minutes be approved. Maureen Teague seconded. Motion carried unanimously.

OLD BUSINESS

Director's Annual Review Process—2nd Reading

Christopher Pote shared the final reading of the director's annual review process. There were no revisions or comments. (Final version attached)

Joyce Holland moved to accept the proposed final version of the director's annual review process, David Poyer seconded. Motion carried unanimously.

FINANCIAL REPORT [C. Pote]

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

- The LGIP account gained \$690.61 in interest for a total balance of \$213,206.53
- Chairwoman, Janet Justis and C. Pote attended the Accomack County Administrator's proposed budget and tax rates meeting last night
- The biggest concern is the rising cost of health insurance
 - The current plan is calling for a 28% increase in premiums
 - The County staff have identified a comparable plan that would only be a 20% increase and are recommending it to the Supervisors
 - This will put a lot of pressure on the FY27 budget

LIBRARY DIRECTOR'S SYSTEM REPORT [C. Pote]

Eastern Shore Regional Library & Heritage Center: Parksley

- **Parking:** There has been some improvement, but people are still driving on the grass—C. Pote is working with the County to improve the parking situation. Discussion of enforcement to follow in new business.
- **HVAC:** The building was operating at about 50% the last two weeks; as of yesterday, the building was back to "normal", but there are still issues to be addressed.
- **Surge Protection:** the ESRL & HC is susceptible to electrical surges, so we're installing a surge protection for the entire facility.
- **Window Tinting:** Staff brought to C. Pote's attention that a large portion of the collection is in direct sunlight causing spines and labels to fade and degrade at a faster than normal rate.
 - C. Pote will pursue window tinting this year if budget allows.

Northampton Free Library: Nassawadox

- Three large trees are scheduled for removal from the property this weekend.

ESPL Email for Trustees

- The cost to provide official email accounts to all Trustees would be \$45/month per account; roughly \$540/year

Carl Rose-Jensen moved that Christopher Pote pursue acquiring official trustee email accounts. Maureen Teague seconded. Motion carried unanimously.

COMMITTEE REPORTS

Finance Committee (G. Chesser)

The committee has not met-no report.

Personnel Committee (M.K. Miles)

This was covered during old business.

Trustee Training Committee Report (J. Holland)

Joyce Holland shared that moving forward there will be a discussion on the director's evaluation process in April. The committee would also like to help make the Trustees comfortable approaching Supervisors about library related concerns.

Facilities Committee Report (D. Poyer)

David Poyer shared the updates on the NFL renovation project.

- The three architects provided the committee with updated bids that included a more even scope of work.
- After reviewing the three proposals, the committee recommends Tymoff & Moss Architects out of Norfolk

Joyce Holland moved that the Board accepts the recommendation of the NFL Renovation Task Force to award the contract to Tymoff & Moss Architects for the renovation of the Northampton Free Library project. Dennis Custis seconded. The motion carried unanimously.

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 (K. Baird)

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

ESPL FOUNDATION [D. Poyer]

David Poyer commended the great fundraising efforts by the Foundation for the purchase of a new outreach van.

NEW BUSINESS

ESRL & HC Parking Enforcement (C. Pote)

Christopher Pote shared the public notice and letter that will be distributed to local businesses, posted in the Eastern Shore Post, and displayed on the library doors to encourage a positive parking enforcement experience at the library. (Statements to post are attached).

ADDITIONAL COMMENTS

No additional comments.

NEXT MEETING

Tuesday, 3.10.2026 at 1pm | Facility: Eastern Shore Regional Library & Heritage Center, 24313 Bennett Street, Parksley, VA 23412

ADJOURNMENT

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

The meeting adjourned at 2:18pm by Janet Justis

3rd Draft (1/16/2026)
Director Annual Review Process

The director of the Eastern Shore Public Library System shall be evaluated annually by the ESPL Board of Trustees. The timeline and procedures listed below outline basic actions in the process. Final evaluation scores and remarks will be discussed in closed session and may be used to determine potential cost of living increases, and/or merit bonuses.

Timeline:

- April Meeting - Explain the final Annual Review Process and Evaluation Matrix
- May Meeting – Personnel Committee will provide paper copies of the above to trustees who will complete the evaluation matrix and provide their remarks to the Personnel Committee within two weeks
- June Meeting (Closed Session) – Personnel Committee will provide paper copies of the consolidated input from the trustees for discussion and finalizing of individual scores and remarks.

See attached for the Director’s Evaluation Matrix to be completed by the trustees with their attached remarks which is to provide feedback to the director on their performance and areas of needed improvement. Rate each factor from 1 to 5 according to the guidelines below, using whole numbers, or if you have no knowledge to base the rating on, leave it blank and it will not be included in the averages and will not affect the overall score.

Scoring Guidelines:

- 1 Unsatisfactory / Requires Major Improvement: Performance falls short of established standards and demands substantial development. (Remarks required to support this rating)
- 2 Developing / Below Expectations: Certain aspects of performance do not meet expectations and need targeted improvement.
- 3 Fully Meets Expectations: Performance reliably aligns with job requirements and fulfills all key responsibilities.
- 4 Above Expectations / Strong Performer: Performance regularly surpasses role expectations and delivers impactful results.
- 5 Exceptional / Consistently High Performer: Performance continually goes above and beyond, adding significant value to the team and organization. (Remarks required to support this rating)

Process:

- Each trustee will provide their initial personal ratings of the director on the 11 Essential Functions in the job description as shown on the evaluation matrix, including any remarks they may have as an attachment to the matrix, to the Personnel Committee two weeks before the Closed Session.
- The Personnel Committee will compile the ratings into a consolidated matrix and consolidated remarks, which will be handed out at the Closed Session.
- These initial ratings will be the starting point for discussions during the Closed Session. Each trustee will be allowed to justify their scores and expand on their remarks and as a group reach agreement on each of the 11 functions and the overall score. Any additional remarks or adjustments to the initial scores or remarks should be hand-written on the handouts and turned in at the end of the Closed Session.
- After the closed session the Personnel Committee will make the needed changes to the matrix and remarks and remove the individual names of the board members from the scoring columns. The final matrix and remarks will be provided to the chairperson (within two days) so the chairperson can meet with the director (within a few days).



FRIENDS OF THE EASTERN SHORE PUBLIC LIBRARY

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February 2026

To: Board of Trustees

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

Greetings from *The Friends*.

We hope everyone has been able to stay safe and warm and has had a chance to enjoy some quiet time in front of the fire with a good book over these last snowy and cold weeks.

Though it is a 'quiet time' of the year, the *Friends* have been busy working on behalf of the library.

Our combined Better World Books shipment for the months of December 2025 and January 2026 totaled 5 boxes, containing 124 books. Our gross sales for that period were \$1386.11 for a commission of \$151.33. Our YTD (July 2025-Jan. 2026) is \$426.91.

Our Bookshop sales for the month of January 2026 were \$554. And we were pleased to receive a combination of membership renewals and year end donations totaling \$1611.

The past two months have also included opportunities to distribute funds to support the library in a variety of ways. The *Friends* made a \$5000 contribution to the Foundation to go towards the purchase of the new library van. We also provided Charle Ricci, Acquisitions Librarian with \$5000 to purchase materials for the collection. We are pleased to know that a portion of that donation will be used to specifically help start the Recovery Reads project. We are also providing Tiffany Flores with \$3000 for the Summer Reading Fest.

The *Friends* were saddened to hear of the passing of Member Emeritus Ann Scott. In her name we will be purchasing a brick to recognize her contributions to the library through her work with the *Friends*. We will also be donating money to purchase additional materials for the Recovery Reads project as well as additional books for the mystery collection, Ann's favorite genre.

Friends' members continue to be busy shelving books, reading for the Saturday morning early literacy program, covering new books, processing donations and stocking our community outreach locations. We have June 13th marked on our calendars for the Summer Reading Kick-off and will be available to assist as needed for the STEM Party on March 14th.

As always we are honored to be working to support the incredible library system here on the shore and look forward to the many new and exciting opportunities that lay ahead.