



MINUTES

BOARD OF TRUSTEES: Eastern Shore of Virginia Public Library System

5.20.26 | 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 (*Chair*), James Lilliston (*non-voting*), M.K. Miles, Christopher Pote (*non-voting*), David Poyer, Frank Russell, Maureen Teague

Absent:

Carl Rose-Jensen

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 1:03pm. A quorum was present.

APPROVAL OF CONSENT AGENDA

Joyce Holland moved to accept the consent agenda, Maureen Teague seconded. Motion carried.

PUBLIC COMMENTS

Charle Ricci, Collections Management & Acquisitions Librarian for ESPL, shared a message of support and appreciation of System Director, Christopher Pote, signed by the ESPL staff. (Attached)

APPROVAL OF MINUTES [4.14.26]

Joyce Holland moved that the April 14, 2026, meeting minutes be approved. Frank Russell seconded. Motion carried unanimously.

OLD BUSINESS

ESRL & HC (Justis)

Janet Justis shared that it was requested of her today, rather than discussing parking at ESRL & HC in this public meeting, to hold a private meeting with Supervisor Parks, Janet Justis and Christopher Pote.

Joyce Holland moved that a meeting about the ESRL & HC parking situation be held by Supervisor Parks, Janet Justis, Christopher Pote and whoever else Supervisor Park would like to have present. Maureen Teague seconded. Motion carried unanimously.

Maureen Teague stated that she would like to attend the parking meeting as well.

FY26 Budget Revisions (Pote)

C. Pote explained the requested revisions to the FY26 budget indicating that changes were taking funds from line items that were over budgeted and reallocating them to the personnel and building maintenance lines.

Frank Russell moved to approve the revised budget as presented by Director Christopher Pote. Maureen Teague seconded. Motion carried unanimously.

FINANCIAL REPORT [C. Pote]

C. Pote reported that all FY26 disbursements have been received. The state allocation included an extra \$846. Overall, the system is on solid financial ground for the remainder of the fiscal year.

The new courier van has been procured, upfitting is currently underway, and ESPL hopes to take possession before SummerFest (June 13). The existing courier van will be traded in.

LIBRARY DIRECTOR'S SYSTEM REPORT [C. Pote]

Access Control System- ESRL & HC

Christopher Pote received a new quote for the access control system, with the Boards approval of the revised budget, most if not all of the project can be covered by FY26 funds.

Windows- ESRL & HC

The warranty claim on the fogged windows has been accepted:

- Most of the exterior building windows were affected by the fogging and will be replaced at no cost to ESPL.

C. Pote will present more information on the costs associated with the window tinting project relative to the FY27 budget.

Summer Fest

Summer Fest, the annual kick-off community party for the summer reading program will be held at the ESRL & HC on Saturday, 6.13.26 from 10am-2pm. There will be a bounce house, yard games, face painting, crafts & activities, food trucks, sensory play, community info. tables and most importantly, sign up for summer reading! Please join us if you're able.

COMMITTEE REPORTS

Finance Committee (G. Chesser)

No report.

Personnel Committee (Miles)

Will share during New Business.

Trustee Training Committee Report (Holland)

Joyce Holland encouraged the Board members to alert her and Janet Justis if there were any topics that they would like them to review or share.

Facilities Committee Report (Poyer)

On May 8th there was a joint task force meeting for the NFL expansion project consisting of members of the BOT, the Foundation, Library Staff and NFL Friends, Tom Rakowski, Janet Justis, Kasey Grier, Christopher Pote, Connor Buyrn, Lenore Hart, David Poyer, and Michael Schnekser (TMA).

The committee agreed to a merged layout. The new design was approved unanimously by committee, and there will hopefully be graphics to share at the next meeting.

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).

- K. Baird also read a statement on behalf of the Friends in support and recognition of the hard work and leadership that Director Christopher Pote provides the library system.

ESPL FOUNDATION [Poyer]

David Poyer shared that the Foundation is meeting tomorrow, so he'll have updates next month.

NEW BUSINESS

Director's Annual Review [Miles]

M.K. Miles provided each Trustee with a packet of paper documents to complete Director Christopher Pote's annual review. The papers are due back to M.K. Miles by next Friday, 5.29.26.

Jazmine Collins will collect the evaluations as they are turned into ESRL & HC and then turn them over to M.K. Miles.

ADDITIONAL COMMENTS

Kasey Grier, Foundation President shared updates:

- The Foundation seconds both statements provided by Charle Ricci, and Kate Baird, thanking Director Christopher Pote for his service
- This is the second year of the Joyce Brown Milliner summer internships (for high school juniors, seniors, and college students).
 - One position will be at the Chincoteague Island Library
 - Two positions will be at the ESRL & HC
 - applications are posted on Foundation website, accepting apps through June 1st
- The project for the next few months will be developing Legacy Giving; looking to host an event in the early fall about long term and legacy planning including a tour in the library including a look at behind the scenes work.

Christopher Pote shared that the ESRL & HC has been partnering with Accomack County's Joint Planning Commission for the Comprehensive Plan by hosting most of the meetings, workshops, and events that the County is holding for the public as part of this process.

C. Pote also shared that in 2027 the system is obligated to create and approve a new 5-year strategic plan.

Frank Russell shared that he is concerned about the long-term fiscal future of the library system. If "push comes to shove" the Town of Parksley could keep the doors open at the Library through a loan for a year or so.

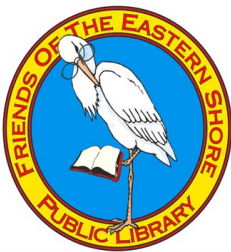
NEXT MEETING

Tuesday, 6.9.26 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 1:52pm 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

Janet Rochester,

President Emeritus

May 2026

To: Board of Trustees

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

Greetings from *The Friends*.

Finally, spring has arrived on the Eastern Shore and the activity level of its residents has increased! This is true for the *Friends* as well, as we participate in a variety of activities outside the library as well as tending to our library support tasks.

Friends have been busy scanning books for Better World Books (BWB). Ten boxes were sent this month with a total of 186 books being processed for gross sales of \$586.86 and a commission of \$58.76. Our YTD total is now \$627.25.

The Bookshop brought in \$240.00 for the month of April, giving us a weekly YTD average of \$79.00. We are in need of donations of pristine or very gently used books especially in the areas of cooking, travel, gardening, history and biographies as well as all genres of fiction and children's books.

The *Friends* are looking forward to assisting with the Summer Reading Fest that will take place here at the Regional Library on 13 June. We will be helping with activities as well as staffing the Bookshop.

We are very pleased that the collection of Healing Reads materials has been embraced by the community and hope to continue our support of that important project.

In April the *Friends* donated \$500 to the Eastern Shore Community College's Malarkey Scholarship Fund in memory of Terry Malarkey, husband of longtime *Friends* member Judy Malarkey.

Our outreach locations continue to be successful with our ace delivery man (Dan Sossaman) trekking from the laundromat to the prison and several post offices in between.

To celebrate National Library Workers Appreciation Week, the *Friends* presented gift cards to *The Caboose* to the staff so they could enjoy a special treat in recognition of their dedicated service to the patrons of the Eastern Shore Library System.

As always, it is our pleasure and honor to be working alongside this incredible staff to support the programs and mission of the library!

Happy Reading Everyone!

May 19, 2026

Eastern Shore Board of Trustees Members:

At this time last year, library staff composed and submitted a statement to the board of trustees to recognize the steady leadership and support that System Director Christopher Pote had provided to the library system and its staff. A year may have passed, but our message has remained unchanged.

Chris demonstrates an encouraging and approachable style of leadership and provides staff with the necessary support and resources to accomplish their work. He ardently encourages library staff to advance their professional knowledge through continuing education webinars, courses, and conferences. Our staff continues to thrive in an environment that fosters teamwork and respect. Chris has shown a strong ability to make decisions that address problems that arise and allow the day-to-day operations of the library to run smoothly, while also maintaining a forward-looking long view of library services and mission.

Chris exhibits a clear interest in the success of others, whether that be for staff or with partnerships between the library and other non-profits or community organizations. His dedication to a patron-focused approach is evident in the library initiatives and services that he has already launched and those that are currently in the works. Chris has also demonstrated a clear and unwavering commitment to the core values of the library profession, with special emphasis on patron privacy and the freedom to read.

In conclusion, we, the staff of ESPL, would like to express our appreciation to System Director Pote for the dedication that he has poured into his role. The positive results from his excellent leadership are evident not only in the positive work environment and community-focused library services that continue to grow, but also in the strong collaborative connections and partnerships that he has been instrumental in developing.

With our sincere appreciation,

Wendy K. [Signature]
Charlie Ricci
Jim [Signature]
Suzanne [Signature]
Sharon Van Dine
Stacia Childer
Maria Burns
[Signature]
Helen [Signature]
Brian [Signature]
Debra Bell
Ann Saecher
Willow [Signature]
Luke Kelly