



MINUTES

BOARD OF TRUSTEES: Eastern Shore of Virginia Public Library System

June 9, 2026 | 1 PM | Eastern Shore Regional Library & Heritage Center
Parksley, VA

Meeting called to order by Janet Justis

ATTENDANCE

Present:

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

Absent:

Grayson Chesser, Dennis Custis, James Lilliston, David Poyer

In Attendance:

Kate Baird, Tiffany Flores, Jamie Johnson, Colette Nelson

CALL TO ORDER

The meeting was called to order by Janet Justis at 1:02pm. A quorum was present.

APPROVAL OF CONSENT AGENDA

Joyce Holland moved to accept the consent agenda, Carl Rose-Jensen seconded. Motion carried unanimously.

PUBLIC COMMENTS

No public comments.

APPROVAL OF MINUTES [May 20, 2026]

Joyce Holland moved that the 5/20/26, meeting minutes be approved. Frank Russell seconded. Motion carried unanimously.

OLD BUSINESS

ESRL & HC Parking Enforcement (C. Pote)

Christopher Pote, Chairwoman Janet Justis, and Vice-Chair Maureen Teague met with representatives from Accomack County and those reps are going to talk to reps from the Town of Parksley and come back to the library with next steps.

The County officials indicated that an MOU needed to be created between the Library Board of Trustees, the County, the Town and the businesses to address parking concerns.

Discussion ensued.

FINANCIAL REPORT [C. Pote]

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

- All income has been received from Accomack and Northampton Counties and the State of Virginia
- The System still has some reimbursements coming from the ESPL Foundation
- There are still accessible operating funds in FY26 from the Hancock bequest if needed
- The FY27 budget will be presented at the July BOT meeting. The final budget numbers for FY27 haven't yet arrived from Northampton County or the Library of Virginia.

LIBRARY DIRECTOR'S SYSTEM REPORT [C. Pote]

Parksley

- No additional facility updates at this time.

Northampton Free Library

- No additional facility updates at this time.

FY27

- The System is on strong ground heading into FY27

Summer Fest

- This Saturday, 6.13.26 at the ESRL & HC from 10am-2pm
 - Free and open to the public, it's the kick-off to the Summer Reading Program

COMMITTEE REPORTS

Finance Committee (G. Chesser)

No report.

Personnel Committee (Miles)

This will be covered during the Closed Session portion of the meeting.

Trustee Training Committee Report (Holland)

No report.

Facilities Committee Report (Poyer)

No report.

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

No report from the Foundation.

NEW BUSINESS

Officer Elections [M.K. Miles]

Joyce Holland moved that we accept the recommendation of the Personnel Committee to keep the officer and committee assignments as they currently stand for another year. Frank Russell seconded. Motion carried unanimously.

FY27 Trustees' Meeting Schedule

Frank Russell moved. To accept the meeting schedule for the Board of Trustees for the 2026-2027 year. Joyce Holland seconded. Motion carried unanimously.

CLOSED SESSION pursuant to VA § 2.2-3711.1 Personnel

Janet Justis, Chair: "I entertain a motion for a closed session".

Joyce Holland moved that the Board enter closed session to discuss personnel matters involving the Library System Director's annual review, as permitted by Virginia Code Section 2.2-3711(A)(1): "Public bodies may hold closed sessions only for the following purposes: 1. Discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body; and evaluation of performance of departments or schools of public institutions of higher education where such evaluation will necessarily involve discussion of the performance of specific individuals."

Frank Russell seconded. The motion carried unanimously.

Janet Justis, Chair: "We are now in a closed session. The discussion in the session is confidential".

Closed session ended.

Certification of Closed Session:

Janet Justis, Chair: "Do you certify that the matters discussed in the closed session just held were covered in the motion by which the Library Board entered closed session, and were excluded from the open meeting requirements of the Freedom of Information Act?"

Roll call vote:

Janet Justis, Chair: Upon being polled individually by a roll call vote in open meeting, each Board member confirmed that these were the only matters discussed during closed session.

ADDITIONAL COMMENTS

Frank Russell shared:

- that there was a nice function last weekend at the American Legion
- the Town of Parksley is currently getting its sewage plant replaced

NEXT MEETING

Tuesday, July 14, 2026 at 1PM | Facility: Eastern Shore Regional Library & Heritage Center, 24313 Bennett Street, Parksley, VA 23412

ADJOURNMENT

Joyce Holland moved to adjourn the meeting. Frank Russell seconded. The motion carried unanimously.

The meeting was adjourned at 2:12pm by Janet Justis.

ESPL Board of Trustees
2026-2027 Meeting Schedule

July 14, 2026

Eastern Shore of Virginia Regional Library & Heritage Center at 1:00 p.m.

August 11, 2026

Eastern Shore of Virginia Regional Library & Heritage Center at 1:00 p.m.

September 8, 2026

Eastern Shore of Virginia Regional Library & Heritage Center at 1:00 p.m.

October 13, 2026

Cape Charles Memorial Library at 7:00 p.m.

November 10, 2026

Eastern Shore of Virginia Regional Library & Heritage Center at 1:00 p.m.

December 8, 2026

Eastern Shore of Virginia Regional Library & Heritage Center at 1:00 p.m.

January 12, 2027

Northampton Free Library at 6:00 p.m.

February 9, 2027

Eastern Shore of Virginia Regional Library & Heritage Center at 1:00 p.m.

March 9, 2027

Eastern Shore of Virginia Regional Library & Heritage Center at 1:00 p.m.

April 13, 2027

Chincoteague Island Library at 5:00 p.m.

May 11, 2027

Eastern Shore of Virginia Regional Library & Heritage Center at 1:00 p.m.

June 8, 2027

Eastern Shore of Virginia Regional Library & Heritage Center at 1:00 p.m.

Highlight – indicates evening meetings not held at ESRL&HC, Parksley



EASTERN SHORE OF VIRGINIA

**Public Library
System**

Board of Trustees FY27 Officers & Committee Assignments

Officers:

Janet Justis (*Chair*)
Maureen Teague (*Vice Chair*)

Foundation Liaison:

David Poyer

Finance:

Grayson Chesser (*Chair*)
Charles Kolakowski
Michael Mason

Personnel:

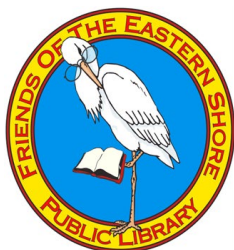
M.K. Miles (*Chair*)
Jazmine Collins

Facilities:

David Poyer (*Chair*)
Maureen Teague
Frank Russell

Trustee Training Committee:

Joyce Holland (*Chair*)
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

June 2026

To: Board of Trustees

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

Greetings from *The Friends*.

It has been just a few short weeks since our last report to the Board of Trustees and in the interim, all has been proceeding as normal.

The Bookshop continues to provide a steady source of income. For the month of May our total was \$516, giving us a weekly average of \$83 for the last 11 months.

We were pleased to have 10 membership renewals this month totaling \$750.

Thanks to the work of our scanning team, we sent 12 boxes of books to Better World Books (BWB) this month. In turn, BWB processed 348 books for gross sales of \$842.81 giving us a commission of \$83.41 and a YTD of \$710.66. We also received a check made out directly to the library for \$242.10.

The Friends took the opportunity at our May meeting to show our appreciation for the time and miles that our man about town, Dan Sossaman, covers to make the deliveries to our community outreach locations. Dan was presented with a gas card with thanks for his faithful efforts.

Along with our regular volunteer activities, the Friends are excited to have a small, but enthusiastic team helping with Summer Fest this Saturday. We are also busy preparing for our Annual Meeting which takes place in July. Using a recap of our 2025-2026 expenditures and additional information provided by various staff members we are working on the upcoming year's budget. Our hope is to continue to provide support to existing programs and be ready to assist with new initiatives as they arise.

Friends Board Members are also reviewing our membership roles looking to identify individuals to personally invite to supplement their generous donations with volunteer hours. The more friends actively involved the more we can accomplish in support of the library!

We offer our thanks for your work in supporting the mission and staff of the Eastern Shore Public Library System.

Respectfully,
Kate Baird