



MINUTES

BOARD OF TRUSTEES: Eastern Shore of Virginia Public Library System

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

Absent:

In Attendance:

Jazmine, Collins, John Edmonds, Tiffany Flores, 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, Grayson Chesser seconded. Motion carried.

PUBLIC COMMENTS

John Edmonds shared his proposal for the Accomack and Northampton History Award (**attached**) and presented his overall ideas to the Board.

Discussion ensued.

APPROVAL OF MINUTES [7.14.26]

Frank Russell moved that the July 14, 2026, meeting minutes be approved. Carl Rose-Jensen seconded. Motion carried unanimously.

OLD BUSINESS

Committee Appointments (J. Justis)

Christopher Pote shared:

Finance Committee: Christopher Pote shared: the Accomack County Administrator indicates that his previous time on the committee was an extension of his time as a trustee and Northampton's administrator was placed to balance to committee. The Accomack County Administrator cannot continue to serve on our Finance Committee without direct action from the Board of Supervisors. He is willing to continue to be a resource for us should we need recommendations/answers/etc.

Carl Rose-Jensen moved to appoint Christopher Pote and Grayson Chesser to the new Finance Committee. Maureen Teague seconded the motion. Motion carried unanimously.

Discussion ensued about additional committee appointments.

Joyce Holland moved to appoint Carl Rose-Jensen, M.K. Miles, and Jazmine Collins to the Personnel Committee. Frank Russell seconded. Motion carried unanimously.

Maureen Teague and David Poyer stepped down from the Facilities Committee.

Carl Rose-Jensen moved that Frank Russell be appointed to the Facilities Committee. David Poyer seconded. Motion carried unanimously.

Maureen Teague moved to appoint Janet Justis and Joyce Holland to the Trustee Training Committee. Frank Russell seconded. Motion carried unanimously.

Joyce Holland moved to appoint Christopher Pote, Kasey Grier, Janet Justis, and Maureen Teague to the Strategic Planning Ad-Hoc Committee, with the goal to seek out additional members from Northampton County. Grayson Chesser seconded. Motion carried unanimously.

FINANCIAL REPORT [C. Pote]

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

- ESPL has received Q1 disbursements from all three funding agencies
 - Accomack County awarded ESPL increased funding to help bridge the 2%-3.5% COLA gap, but no official documentation has been received.
 - Currently, C. Pote is not aware of if/how Northampton County is addressing the COLA gap
 - The final figure approved by LVA was slightly more than initially expected
- ESPL did not need to utilize any FY25 carry-over funds in FY26, so those funds are available in FY27 and will go towards the access control project and the ESRL & HC building maintenance.
- There was a slight mistake in the recently passed FY27 operating budget that requires a roughly \$2,500 adjustment. This will be corrected for the first/next budget revision.
- The LGIP account gained \$695.90 for a total balance of \$217,225.33.

LIBRARY DIRECTOR'S SYSTEM REPORT [C. Pote]

New Outreach Van

- ESPL has taken possession of the new outreach van
 - The goal was to represent the entire Shore in the imagery
 - There was an article in the paper last week spotlighting the new van
 - It has already been put into service for outreach

Parksley

- Access Control Installation
 - Begins tomorrow, 8.12.26
 - There has been an issue with one of the interior handicapped doors accessibility buttons working, but there is an ongoing troubleshooting effort to address the concern
- Air Handler Malfunction
 - One of the AC units that covers the adult stacks portion of the building is not working properly, and Public Works is addressing it now
- Damaged Windows
 - Most of the faulty windows have been replaced and the work has not inhibited library services in any way

Northampton Free Library

- NFL Expansion Project-Architect Meeting
 - Staff met with the architect on Wednesday, 8/5 to provide input and feedback on layout, flow, and interior look and design
- Exterior Building Maintenance
 - There is a need to clean up some of the exterior vegetation, surfaces and repair of lighting fixtures

COMMITTEE REPORTS

Finance Committee (G. Chesser)

No report.

Personnel Committee (Miles)

No report.

Trustee Training Committee Report (Holland)

Joyce Holland shared that for a while the Strategic Plan process will be the primary focus of the Trustee Training Committee.

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

No report.

ESPL FOUNDATION [Poyer]

David Poyer shared:

- Margaret Rogers was appointed as part of the committee from the foundation to locate and nominate some people from Northampton County who might assist in the NFL expansion project fundraising efforts.

NEW BUSINESS

Holiday Closures (C. Pote)

Christopher Pote requested that the Board vote to approve closing the library on Saturday, 12/26/26 and Saturday, 1/2/27.

- C. Pote explained that Saturday's following holidays demonstrate roughly half the attendance of a regular Saturday.

Joyce Holland moved that the library close on Saturday, 12.26.26 and 1.2.27. Dennis Custis 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

- Janet Justis distributed copies of the existing strategic plan to each of the trustees present and encouraged everyone to think about what the goals should be for the system moving forward.
- Christopher Pote shared that the closing event for the Summer Reading Program was a huge success. Staff planned and hosted an in-depth dinosaur mystery scavenger hunt pizza party for the children. It was well attended and fun and the staff did a great job.
- Frank Russell stated that the summer reading program kick-off event, Summer Fest, was wonderful and well-attended. He shared there were 5 other events on the day of the summer reading kick-off event, and it was still busy and he hopes that it will be even bigger next year.
- Frank Russell shared that there is a FOIA training event being held at the Onancock Town Hall soon that people can sign-up for to attend if they need the training.
- Frank Russell invited everyone to the free Ice cream social in Parksley, they’re going to dig up a time capsule that was buried in 1976. The library is donating books to give away in the goodie bags to children in attendance.
- Christopher Pote shared that on 8/25 @5:30pm, the Accomack Planning Commission for the Comprehensive Plan will be meeting at the ESRL & HC and is open to the public.



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*)
Christopher Pote

Personnel:

M.K. Miles (*Chair*)
Carl Rose-Jensen
Jazmine Collins

Facilities:

Frank Russell (*Chair*)

Trustee Training Committee:

Joyce Holland (*Chair*)
Janet Justis

Strategic Plan 2028-2033 Ad Hoc Committee:

Janet Justis (*Chair*)
Maureen Teague
Kasey Grier
Christopher Pote

Updated 8.11.26

Accomack and Northampton History Award

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Annual financial prize for writing and research on Eastern Shore of Virginia History and Culture.
Purpose:

1. Stimulate research and writing about Accomack and Northampton's history and culture
2. Reward researchers and judges of the research
3. Provide Heritage Center with ongoing, incoming research
4. Foster a community of researchers

The Administrator

1. publicizes the award from January to June (newspapers, ESPL website, radio ads, and the ANA website etc)
2. sends submissions to the judges
3. contacts the judges in September re. the winner
4. announces the winner in a press release, with the time and place of the award ceremony
5. retrieves checks from the ESCF, and send them to the judges
6. arranges one hour presentation ceremony
 - i. the author reads or speaks about the research
 - ii. the judges present the award and
 - iii. the public is invited to a reception tea.

7. Sends copies of all submissions to ESVHC

The panel of judges rotates each year.

The first year three are appointed.

The second year the winner becomes a judge
one of the judges rotates off.

After three years when judges re solely winners.

The winner receives a check for \$500

The judges receive a check for \$500

Financing of

award,

publicity,

website,

administrator's and judges' remuneration,

the award ceremony by John Edmonds

for the first three years.

He then sets up an endowment with the ESCVF for
ANHA.

The prize is awarded in memory of John W. Edmonds,
III,

Hierarchy:

1. The ESPL Library Board of Trustees shall review
and approve

- a. judges first year of operation, other years as necessary,
 - b. the administrator each year
 - c. the website
 - d. the two communications to the general public
 - e. The Board of Trustees may change organizational and administrative arrangements
2. Administrator responds to the Board of Trustees
 3. Judges respond to the Administrator
 4. The ESCF handles financial aspects directly with the Administrator

Financial

1. Amount needed per annum
 - a. \$2,000
 - i. For award recipient
 - ii. Indemnity for judges
 - b. To be decided – (\$2,000?)
 - i. Administrator's wage
 - ii. Mailing and advertising
 - iii. Reception Cost

Major consideration: no involvement of library staff or resources except for the award ceremony and minimal burden to BOT

- Grayson Chesser shared that the new Barrier Islands documentary about the Native Americans on the Eastern Shore was good and Jazmine Collins was brilliant in it and did an excellent job. She was one of the stronger parts of the film.
- Janet Justis shared that she will be out of town in September, so Maureen Teague will be chairing the next meeting on 9/8/26. Please share any items for the next meeting with M. Teague.

NEXT MEETING

Tuesday, 9/8/26 at 1pm | Facility: Eastern Shore Regional Library & Heritage Center, 24313 Bennett Street, Parksley, Virginia 23421

ADJOURNMENT

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

The meeting adjourned at 2:06pm by Janet Justis.