MINUTES

BOARD OF TRUSTEES:
Eastern Shore of Virginia Public Library System

9/8/26 |1 PM | Eastern Shore Regional Library & Heritage Center
Parksley, VA

Meeting called to order by Maureen Teague (*Vice-Chair*)

ATTENDANCE

Present:

Grayson Chesser, Dennis Custis, Joyce Holland, James Lilliston (*non-voting, Zoom*), M.K. Miles, Christopher Pote (*non-voting*), David Poyer, Carl Rose-Jensen, Maureen Teague (*Vice-Chair*)

Absent:

Janet Justis, Frank Russell

In Attendance:

Kate Baird, Tiffany Flores, Jamie Johnson, Charle Ricci

CALL TO ORDER

The meeting was called to order by Maureen Teague at 1pm. A quorum was present.

APPROVAL OF CONSENT AGENDA

Joyce Holland moved to approve the consent agenda with the addition of the auditor's engagement letter conversation be added to new business. David Poyer seconded. Motion carried unanimously.

PUBLIC COMMENTS

No public comments.

APPROVAL OF MINUTES [August 11, 2026]

Joyce Holland moved that the 8/11/26, meeting minutes be approved. Carl Rose-Jensen seconded. Motion carried unanimously.

OLD BUSINESS

No old business to discuss.

FINANCIAL REPORT [C. Pote]

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

- LGIP gained $702.50 for a total of $217,927.83
- Month 2 of Q1 has just concluded, nothing of concern to report
- There will be budget revisions presented to the Board, likely in November (nothing significant)
- The auditor for the FY26 audit is scheduled for onsite work 9/21 & 22
    - The letter of intent needs to be signed and returned this week

LIBRARY DIRECTOR'S SYSTEM REPORT [C. Pote]

Summer Programs

- Huge success; across the system there were increases in patronage and in participation in the summer reading and programming

Preliminary Stats FY26

- Total visitation for the ESPL was up 9% to a total of 140,000 visits
    - Increase of 10% at ESRL
    - Increase of 13% at CIL
- Roughly 112,000 items circulated= +5%
- Computer use increased 22%
- Wi-Fi use was 84,000 sessions= +5%
- E-Rate: The FCC is currently reassessing the need to provide public schools and public libraries with internet subsidies. Currently ESPL receives a 90% discount for internet services, roughly $30,000 annually in savings.
    - There are a multitude of ways to let the FCC know how detrimental eliminating e-Rate would be, especially for small and rural schools and libraries
        - C. Pote and Charle Ricci have been working on a form letter that will be tailored to be specific to ESPL by C. Ricci and submitted on behalf of the System.
        - C. Pote stated the importance of all Trustees, Foundation members, and Friends to also express their support for e-Rate.
        - Information and instructions on how to demonstrate support as quickly and easily as possible will be disseminated, and C. Pote would like everyone to consider expressing their support at that time.

Parksley

- The Access Control installation is mostly complete
    - Two minor tasks still need to be completed

- Staff are working to learn the nuances of the new system

Northampton Free Library

- Some rubbish and a downed tree needed to be cleared, and some trimming was needed and has all been addressed.
- NFL Renovation:
  - Awaiting the final cost estimation and renderings package from the architect.

COMMITTEE REPORTS

Finance Committee (G. Chesser)

Grayson Chesser shared that he and Christopher Pote met and decided that they need to add another member to the Finance Committee.

Personnel Committee (Miles)

No report from M.K. Miles.

Trustee Training Committee Report (Holland)

Joyce Holland reminded the Board that the Trustee Training Committee will be working on the strategic planning projects over the next several months.

Facilities Committee Report (Russell)

Not present, 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 [Poyer]

David Poyer shared that he missed the last meeting, no report.

NEW BUSINESS

- **October Meeting Start Time**
  - Christopher Pote explained that this meeting will take place in Cape Charles and informed the Board they can meet earlier than 7pm, and that the CCML staff could accommodate the Board as early as 5:15pm.

  Joyce Holland moved to begin the 10/13/26 meeting at the Cape Charles Memorial Library at 5:15pm instead of 7pm. Carl Rose-Jensen seconded. Motion carried unanimously.

- **Auditor's Engagement Letter**

  Dennis Custis moved to authorize Vice-Chair Teague to sign the auditor's engagement letter in lieu of Chair Justis. David Poyer seconded. Motion carried unanimously.

ADDITIONAL COMMENTS

Grayson Chesser shared that he has noticed there are a lot of young people hanging out in the library in the evenings, and it is good to see.

NEXT MEETING

Tuesday, 8.13.26 at 5:15pm| Facility: Cape Charles Memorial Library, 201 Mason Avenue, Cape Charles, VA 23310

ADJOURNMENT

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

The meeting adjourned at 1:23pm by Maureen Teague, (*Vice-Chair*).

FRIENDS OF THE EASTERN SHORE PUBLIC LIBRARY

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September 2026

To: Board of Trustees

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

Greetings from The Friends.

Since our last report to the Board of Trustees, the *Friends* held their annual meeting during which our executive officers were confirmed in their positions. We offer much thanks to Carol Callander for her many years as Treasurer. Carol brought expertise and clarity to all things financial. We now welcome Dan Sossaman to the position. Dan will also continue to be our 'man on the street' delivering books and videos to our community outreach locations. Many thanks to Dan for holding both of these important roles. For the coming year, Maureen Teague will serve as Vice President, Sharyn McQuaid as Secretary and Kate Baird will remain as President.

As part of the August meeting the *Friends* were pleased to receive a tour of the new library van, which they are proud to have given financial support in the amount of $5000.

For the combined months of July and August we had membership renewals totaling $1090 and Book Shop sales of $964, for a weekly average of $120.50. The *Friends* also received a United Way contribution of $239.

We had a successful two months with Better World Books with 24 boxes of books shipped, 775 books processed for gross sales of $487.19 with a commission YTD of $51.90.

The *Friends* are excited to participate along with Charle Ricci and Tiffany Flores in taping a segment for the Academy for Lifetime Learning entitled The Grandparents' Guide to the Library: E-Resources and Volunteering at Your Local Library.

As always, we are honored to be working with the staff of the library and supporting their efforts to serve the community with a wide variety of relevant, informative and creative programs.