

EASTERN SHORE PUBLIC LIBRARY
BOARD OF TRUSTEES
Minutes of Meeting
May 4, 2009

The Board of Trustees of the Eastern Shore Public Library met on May 4, 2009 at 1:00 p.m. at the main library in Accomac. Seven members of the board were present; Mrs. Poyer and Mrs. Cross were absent.

Minutes

The minutes of the April 6, 2009 meeting were approved as distributed.

Friends Reports

The NFL Friends held their annual meeting on Tuesday, April 21st at the library in Nassawadox. It was well-attended and the new format and venue were a success.

Broadband Report

Pat Coady, Interim Executive Director of the Eastern Shore of Virginia Broadband Authority, gave a report on the regional broadband authority and its plans to bring broadband service to the Eastern Shore. All four library buildings will be able to connect to the service eventually and there may be grant or stimulus funding available. Mr. Coady stated that the authority believes that a large, cooperative grant application on behalf of many local organizations and entities will have a better chance of receiving funding than many smaller applications. When the guidelines for stimulus funding are released, the broadband authority will disseminate the information to interested organizations and it plans to oversee the application process.

By-Laws

After some discussion, it was agreed that the Board of Trustess did not need a separate mission statement and the revised by-laws were approved on a motion by Mrs. Nelson which was seconded by Mrs. Wiegner. A copy of the by-laws is attached to these minutes.

Budget and Financial Reports

Mrs. Vincent distributed reports reflecting library spending through the first ten months of the fiscal year and spoke about the FY 2010 budget process for the state and the two counties.

Registration Policy

The revised registration policy was approved on a motion by Mr. Fisher which was seconded by Mrs. Lawrence. A copy of the Registration Policy is attached to these minutes.

Trustees Workshop

A Trustees Workshop with Libby Lewis from the Library of Virginia will be held on Thursday, June 11th. It will last for half of the day and the remainder of the day will be spent planning on the next steps for the system based on the recommendations in the consultant's report. Lunch will be provided by the library and everyone will receive notebooks containing a copy of the new by-laws, the agreements, policies, and other pertinent information.

Next Meeting

The next meeting of the Eastern Shore Public Library Board of Trustees will be Monday, June 1, 2009 on Chincoteague Island. Mr. Jester is finalizing arrangements for lunch, the meeting, and a tour of the addition to the Island Library.

Adjournment

On a motion by Ms. Spencer-Holley, seconded by Mrs. Wiegner, the meeting adjourned at 3:28 p.m.

EASTERN SHORE PUBLIC LIBRARY

BYLAWS

The Eastern Shore Public Library (herein called the "Library") was created in accordance with Section 42.1-37 of the Code of Virginia, and the Regional Library Agreement dated as of December 1, 2008 (the "Regional Agreement") between Accomack County, Virginia ("Accomack") and Northampton County, Virginia ("Northampton"). The Regional Agreement updated the agreement between Accomack and Northampton created by resolutions adopted by the Accomack Board of Supervisors on April 23, 1958 and January 21, 1987, and resolutions adopted by the Northampton Board of Supervisors on May 5, 1958 and February 9, 1987. Section 7 of the Regional Agreement provides that the trustees for the Library appointed by Accomack and Northampton shall adopt such Bylaws as they shall deem to be in the best interest of the Library, and therefore these Bylaws have been adopted on May 4, 2009. These Bylaws restate and replace all previous Bylaws of the Library.

ARTICLE I

Name, Locations and Constituency

Section 1.1 Name. The name of the organization governed by these Bylaws is the "Board of Trustees of the Eastern Shore Public Library" (the "Board").

Section 1.2 Locations. The headquarters of the Library are located at 23610 Front Street, Accomac, Virginia 23301, and a branch of the Library is located at 7745 Seaside Road, Nassawadox, Virginia 23413. In addition, the Library has cooperative agreements for providing library services with the Cape Charles Memorial Library located at Tazewell and Plum Streets, Cape Charles, Virginia 23310 and the Island Library located at 4077 Main Street, Chincoteague, Virginia 23336.

Section 1.3 Constituency. The Library provides services to all citizens of Accomack and Northampton.

ARTICLE II

Governance

Section 2.1 Trustees. The Library shall be governed by the Board, which shall have such duties and obligations as may be provided by the Code of Virginia and as may be specified by the Library of Virginia. As provided in the Regional Agreement, the Board shall consist of nine trustees, six of whom shall be appointed by the Accomack Board of Supervisors and three of whom shall be appointed by the Northampton Board of Supervisors. Each trustee shall serve for a term of four years, beginning with the date of appointment. No trustee may serve more than two consecutive terms, but may serve again after four years off the Board. A trustee appointed to fill the unexpired term of another trustee may at the end of that term be appointed to two full four-year terms.

Section 2.2 Officers. The Board shall elect a Chairman and a Vice Chairman of the Board at the annual meeting to serve for one-year terms. Nominations for officers shall be made from the floor. The Director of the Library shall serve as Secretary of the Board, and the Treasurer of Accomack County shall serve as Treasurer of the Board. The officers shall have such duties as customarily pertain to such offices.

Section 2.3 Committees. The Board may appoint such ad hoc committees for special purposes as it may determine from time to time.

ARTICLE III
Meetings

Section 3.1 Date, Time and Place. Regular meetings of the Board shall be held once a month at a time and place established by the Board from time to time. The Board shall have an annual meeting in July of each year at which the Chairman and Vice Chairman are elected.

Section 3.2 Quorum, Voting. Five trustees shall constitute a quorum for the transaction of business. The affirmative vote of a majority of trustees present at a meeting at which a quorum is present shall constitute action of the Board. Trustees may not vote by proxy.

Section 3.3 Attendance Requirements. Trustees are expected to attend all meetings of the Board unless prevented by illness or other unavoidable circumstance. If any trustee misses three consecutive meetings of the Board without due cause, the trustees may vote to request that the Board of Supervisors which appointed such trustee, remove such trustee and appoint a replacement.

Section 3.4 Special Meetings. Special meetings of the Board may be called by the Chairman or any three trustees. Notice of a special meeting shall be given to all trustees as least three days before such meeting, provided that in the case of an emergency such notice as is practical shall be given.

Section 3.5 Order of Business. The order of business at meetings of the Board shall consist of the following, together with such other items as the Director of the Library and the Board may establish from time to time:

- Call to Order
- Public Comment
- Approval of Minutes
- Old Business
- Financial Report
- Director's Report
- New Business
- Adjournment

Section 3.6 Parliamentary Authority. Meetings of the Board shall be conducted in accordance with the latest edition of Robert's Rules of Order.

ARTICLE IV
Amendments

Amendments to these Bylaws may be proposed by any trustee at any regular meeting. A copy of the proposed amendment shall be delivered to each trustee, and the proposed amendment shall be voted on at the next regular meeting. If the proposed amendment is approved by six of the trustees, it shall become part of these Bylaws.

Registration Policy

Eastern Shore Public Library cards are available at no charge to:

- residents of Virginia
- out-of-state residents who own real property within Accomack or Northampton county.

Others who live out-of-state must pay an annual fee of \$25.00 for a library card.

Verification of identity and residence are required to obtain a library card. Applicants must present proof of identity and current address. A photo I.D. with current address is preferred. If photo identification with current address is not available, two proofs of identity are required, at least one with current address.

- Identification can be established through:
 - any current picture identification issued by a governmental agency
 - a current driver's license
 - a school identification card
 - a Military identification card
 - a passport
 - a birth certificate
 - a social security card
- Residence is verified by:
 - a piece of mail received at current street address with a recent postmark, such as
 - a utility bill
 - a bank statement
 - a lease agreement
 - a personal check with name and current address imprinted on it
 - an address on any of the above-mentioned identification cards

Exceptions to these requirements may be made by the library director.

For registration of a child under sixteen years of age, a parent or guardian must show identification and verification of residence, sign the child's application and assume responsibility for materials borrowed. If the parent or guardian has a library card, that card should be in good standing.

Library cards expire every three years and can be renewed by showing verification of current address.

Borrowing privileges may be suspended, revoked, or denied to anyone whose current or previous record as a library borrower reveals willful or habitually careless disregard for the protection and return of borrowed material or for the evasion of payment for assessed damage to Library property.

Replacement cards will be issued to a patron in good standing who shows photo ID with current mailing address and pays a \$1.00 replacement fee. Lost or stolen cards should be reported as soon as possible to prevent unauthorized use of the library card account.

Cards will not be replaced for patrons who have materials long overdue (over 30 days) or who owe over \$10.00 for fines or lost books.

Borrowing library materials without presenting a library card can be approved by library staff if a patron shows photo ID with current mailing address or states name, telephone number, and birth date for self.

Any patron obtaining a library card is subject to all policies in effect at the Eastern Shore Public Library.

Approved 5/04/2009