

**EASTERN SHORE PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
Minutes of Meeting  
August 3, 2009

The Board of Trustees of the Eastern Shore Public Library met on August 3 2009 at 1:00 p.m. at the library in Accomac. Six members of the board were present; Mrs. Poyer, Mr. Jester, and Mr. Fisher were absent.

**Minutes**

The minutes of the July 6, 2009 meeting were approved as distributed on a motion by Mrs. Lawrence which was seconded by Ms. Spencer-Holley.

**Friends Reports**

The ESPL Friends will be holding their annual meeting in October and will be sponsoring another session of Delmarva Discussions. They have given a gift to the library to cover the cost of replacing all of the lights in the Main branch and the work has begun on this project.

The NFL Friends are applying for a grant from the Eastern Shore of Virginia Community Foundation to pay to pave the parking lot at the Nassawadox branch.

**Financial Reports**

Mrs. Vincent distributed financial reports. During the discussion it was suggested by Mrs. Lawrence that more meaningful reports could be produced easily by using the budget feature in the QuickBooks software. Mrs. Vincent agreed to enter the library budget for FY 2010 in QuickBooks and to produce reports for the next meeting.

**Foundation Documents**

The draft documents were reviewed and changes to be made were noted. Ms. Lucas will revise the documents and will submit them to the Commonwealth to begin the process of establishing a library foundation. It was noted that the approval of the foundation and its tax-exempt status by the IRS will be a lengthy process.

**Civil Engineer's Report**

Tom Nielsen, a civil engineer, has looked at the property behind the Main branch to assess its suitability for constructing an expansion. He prepared a preliminary site plan showing an 18,000 sq. ft. addition and parking on four lots from the subdivision. After some discussion, it was decided that the next step would be to apply for a grant to pay for detailed studies to determine if the land would in fact be

suitable and to purchase four or five lots from the subdivision if the studies are positive. Mrs. Vincent was asked to prepare a draft letter to be sent to the Accomack County and Northampton County boards of supervisors informing them of the plans to establish a foundation and to expand the Accomac branch. She will prepare it for approval at the September meeting.

### **Broadband Letter**

Mrs. Vincent presented a draft letter of support for the Eastern Shore Broadband Authority's application for a grant from Federal stimulus funds. The draft was approved. It will be printed and sent to the Broadband Authority to be included in their grant application.

### **Director's Report**

Mrs. Vincent stated that everything she planned to discuss in her report had been discussed earlier in the meeting.

### **Next Meeting**

The next meeting of the Eastern Shore Public Library Board of Trustees will be on a date to be determined in September at the Main branch in Accomac.

### **Adjournment**

On a motion by Mrs. Lawrence, seconded by Ms. Spencer-Holley, the meeting adjourned at 3:25.