

Cape Charles Memorial Library
201 Mason Avenue
Cape Charles, VA 23310
Joint Library Board and Friends of the Library Meeting
Wednesday October 8, 2014
5:00 P.M.

1. Call to Order
 - A. Roll Call
 - B. Establish quorum
2. Public Comments (3 minutes per speaker)
3. Consent Agenda
4. Approval of September 10, 2014 minutes
5. Financial Report
6. Director's Report and Statistics
7. Old/Unfinished Business
 - A. ID for 1919 Plaque - Kim
 - B. PR contact list - Kim
 - C. AARP November Driver's Ed course - Dianne
 - D. Floor cleaning - Ann
8. Friends
9. New Business
 - A. Status Library questionnaire – Ann/Sharon
 - B. November Meeting
10. Other Comments
11. Action Summary
12. Adjournment

If you cannot make the meeting, please call Jackie at 331-4044

Next Meeting November 12, 2014

CAPE CHARLES MEMORIAL LIBRARY
Board Meeting
September 10, 2014

The meeting opened at 5:05 P.M. with Chairman, Jackie Chatmon presiding. Members present included Dianne Davis, Linda Schulz, Kim Dunton, Ann Rutledge; Librarian and Greg Jones; Asst. Librarian. Members absent included Valerie Travis and Tom Godwin, Town Council Representative. A quorum was established.

There were no public comments.

The Agenda was presented. Discussion followed about the wording for item #9.

MOTION: Dianne moved, Linda seconded and the agenda was unanimously approved with the word change of Other in place of Member under #9 Member Comments.

The minutes for both June and August were presented and reviewed.

MOTION: Linda moved, Kim seconded and the minutes were unanimously approved.

The Financial report was presented and reviewed. It was noted that a new "line item" (Library Programs) has been included on the report. A total of \$800 has been withdrawn from Office Supplies and deposited in the Library Programs line item. The Revenue Detail Sheet was also presented for viewing.

MOTION: Dianne moved, Linda seconded and the Financial Report was unanimously approved.

The Director's Report was presented. Positive feedback was given in regards to the Cape Charles Ferry Program, Gone But Not Forgotten, presented by Ron West. Discussion followed about PR for future programs. Kim volunteered to update her copy of contact people / addresses / telephone numbers for churches in the Cape Charles /Cheriton area, local newspapers, locations to offer flyers for display, etc. with the intent of developing a general process to followed when promoting Library events/programs.

MOTION: Dianne moved, Linda seconded and the report was unanimously approved.

UNFINISHED BUSINESS:

Kim presented printing information for a small identification plate to be placed under the WW1 Memorial Plaque. Dora Sullivan no longer carries these. ES Printing was contacted but they do not do engraving. Kim was directed to continue researching this project.

NEW BUSINESS:

Until the town council enacts an ordinance establishing it's over sight of the library organization, the Friends Policy Statement will be tabled. Discussion followed concerning a Board liaison to attend Friends meetings. It was decided that board

members take turns attending these quarterly meetings. This is an excellent way for each member to become familiar with Friends' members, and vice versa. There will be a joint meeting in October. It was also decided that the board would meet bi-annually instead of quarterly with the Friends group in the months of January and July beginning 2015.

The following Mission Statement was presented for discussion. *The mission of the Cape Charles Memorial Library is to inspire lifelong learning, advance knowledge and strengthen our community.*

MOTION: Kim moved, Dianne seconded and the mission statement was unanimously approved.

Dianne volunteered to investigate holding an AARP Driver's Education class, possibly in November, at the library.

The Birding Festival will be held Oct. 11 from 10 A.M. – 4 P.M. The library will be sponsoring a table located in the CC Firehouse. At the time of meeting, Ann did not know what library responsibilities would be, however, with the Board having agreed to participate in the Festival, it is deemed the Board's program for the month of October.

It was noted that Amazon Smile sponsors a program for non-profit organizations, designating a 0.5% monetary refund for all purchases made through Amazon Smile. The CCML Friends Group has registered the Library as a participating recipient. Anyone using Amazon Smile can direct donations to the Library by designating the CCML as their recipient.

National Friends of the Library Week will be held Oct. 19-25. The Friends group is planning to host a table with refreshments and a raffle.

Ann reported that she was the guest speaker at the Rotary Club the month of August.

A library questionnaire dealing with future adult programs and classes, an adult "wish list", concerns, etc. will be drafted by Sharon and Ann, then reviewed at the October meeting. The questionnaire will be distributed to community.

The meeting was adjourned at 6:20 P.M.

Respectfully submitted,

Kim Dunton
Secretary

From: Ann Rutledge
To: Town Council
Date: October 7 2014
Subject: Library Report for **September 2014**

1. With the end of summer and the beginning of the school year our pace has returned to normal. This is a time when we can reorganize and reevaluate our library collection and services. We are working on a survey to give to the public for feedback.

2. During the fall and winter we provide weekly storytime for children and a weekly Chess Club. We also offer Lego Club every first and third Tuesday of the week. Check our Facebook page for more information. Below is the monthly attendance for programs held during September 2014:

Preschool Storytime - weekly	34
Toddler Storytime - weekly	20
Chess Club –	12
Lego Club -	0
TOTAL	66

2. The Christian School students are now visiting the Library on a weekly basis, one class at a time and we have been providing them with an Introduction to Using the Library. Also, each afternoon we welcome several Social Service workers and their students.

3. In celebration of **National Friends of the Library Week, October 19 through October 25**, the Friends of the Cape Charles Memorial Library will be holding three **free** events for the public.

***On Tuesday, October 21** from 3:00 to 5:00:

Understanding Genealogy

How to Search for Your Ancestry on the Internet

Video: Who Do You Think You Are?

***On Thursday, October 23 from 5:00 to 7:00:**

How to Write a Resume

How to Search for a Job on the Internet

Movie: Eastern Shore Watermen (BIC)

***On Saturday, October 25 from 10a.m. to Noon:**

Introduction to Sign Language

Video: American Sign Language for Kids

Food and refreshments will be served and a drawing for a Kindle Fire HD Tablet will be held!

4. Many thanks to our two tireless volunteers who help out at the desk and shelve books.

7. As of today our Facebook page has 447 likes, 13 new likes this month! For additional information about library programs and library related information check out our **Facebook** page.

CAPE CHARLES MEMORIAL LIBRARY 2014													
	January	February	March	April	May	June	July	August	September	October	November	December	YTD
INCOME:													
Copier/Prt	\$40.90	\$71.20	\$68.10	\$126.90	\$72.70	\$52.00	\$45.00	\$71.70	\$69.30	\$13.60	\$0.00	\$0.00	\$631.40
Faxes	\$16.50	\$17.50	\$25.50	\$39.30	\$34.60	\$47.00	\$29.00	\$43.50	\$40.80	\$5.00	\$0.00	\$0.00	\$298.70
TOTAL	\$57.40	\$88.70	\$93.60	\$166.20	\$107.30	\$99.00	\$74.00	\$115.20	\$110.10	\$18.60	\$0.00	\$0.00	\$930.10
Deposit													
BOOK CIRC-ADLT													
Fiction	378	388	393	434	422	495	611	517	500	0	0	0	4138
Non-fiction	135	150	114	110	135	166	143	191	132	0	0	0	1276
DVDs	184	162	202	169	171	167	314	246	189	0	0	0	1804
TOTAL 2014	697	700	709	713	728	828	1068	954	821	0	0	0	7218
Books Circ. 2013	844	0	0	576	538	777	1014	1020	841	804	650	711	7775
BOOKS CIRC-JUV													
Fiction	293	340	338	351	332	680	981	795	530	0	0	0	4640
Non-Fiction	73	111	88	47	53	73	112	109	140	0	0	0	806
DVDs	77	67	112	76	41	114	193	213	121	0	0	0	1014
TOTAL 2014	443	518	538	474	426	867	1286	1117	791	0	0	0	6460
Books Circ 2013	541	0	0	336	400	808	978	822	735	762	597	549	6528
TOTAL 2014	1140	1218	1247	1187	1154	1695	2354	2071	1612	0	0	0	13678
Total Circ. 2013	1385	0	0	912	938	1585	1992	1842	1576	1566	1247	1260	14303
ATTENDANCE 2014	819	912	1019	951	1062	1323	2005	2234	1154	216	0	0	11695
Attendance 2013	656	575	675	718	756	1418	2160	1586	1131	1180	936	919	12710
PROGRAMS 2014	9	13	17	16	20	15	26	20	9	3	0	0	148
Programs 2013	8	6	9	10	8	14	20	13	13	14	12	14	141
PROG. ATTEND 2014	83	156	143	195	189	152	525	500	66	32	0	0	2041
Prog. Attend 2013	65	74	95	112	67	21	582	199	134	149	199	575	2272
Computer Classes	0	0	0	0	0	0	0	0	0	0	0	0	0
Class Attendance	0	0	0	0	0	0	0	0	0	0	0	0	0
INTERNET USE 2014	237	217	214	283	280	256	293	411	239	32	0	0	2462
Internet use 2013	200	162	207	201	172	333	510	414	335	306	221	252	3313
LIBRARY CARDS 2014	19	14	9	9	13	14	27	25	25	4	0	0	159
Library cards 2013	6	9	8	7	7	26	52	32	24	14	15	22	222
Volunteer Hours 2014	31.50	29.50	38.49	47.00	76.00	62.50	40.15	44.75	99.50	3.00	0.00	0.00	472.39