

**Cape Charles Memorial Library**  
201 Mason Avenue  
Cape Charles, VA  
Regular Library Board Meeting  
Wednesday December 10, 2014  
5:00 PM

1. **Call to Order**
  - A. Roll Call
  - B. Establish quorum
2. **Consent Agenda**
3. **Matters of the Public (3 minutes per speaker)**
4. **Approval of November 12, 2014 Minutes**
5. **Monthly Financial Report review and discussion**
6. **Director's Report and Library Monthly Statistics**
7. **Old/Unfinished Business**
  - A. ID plaque update
  - B. PR contact list and process guidelines update
  - C. Nominating Committee report
  - D. Prioritized 2015 Needs/Wants list for Friends January joint meeting
  - E. Questionnaire and Adult Program Survey – discussion
  - F. Floor cleaning update
8. **New Business**
  - A. Grants
  - B. 2015 Programs suggestions - List of 12 to 14
    - Knitting class
    - Smocking class
  - R. West Cape Charles Ferries presentation
  - Kentoya Garcia Black history month presentation
9. **Action Summary**
10. **Adjournment**

**To ensure quorum requirement is met, call Jackie (331-4044) if unable to attend**

CAPE CHARLES MEMORIAL LIBRARY  
Board Meeting  
November 12, 2014

The meeting was opened at 5:06 P.M. with chairman Jackie Chatmon presiding. Members in attendance included Dianne Davis, Valerie Travis, Kim Dunton, Linda Schulz, Tom Godwin, Town Council Representative, Ann Rutledge; Librarian and Greg Jones; Asst. Librarian. Sue Panic was introduced to the board. She is our newest member, replacing Michael Flanagan. A quorum was established.

Public Comments: Chris Bannon spoke briefly on the use of the Library's laminator stating that it is the only one in town now that Sullivan's Office Supply Store closed. The library laminator has always been available for town use and he requested the library consider allowing the public to use it as well. He shared the laminating price list from Sullivans store. The Board agreed to add this to the agenda and thanked Chris for his presentation.

The Agenda was presented with the laminator use included.

**Motion:** Dianne moved, Valerie seconded and the agenda was unanimously approved.

The September minutes were presented and reviewed.

**Motion:** Dianne moved, Valerie seconded and the minutes were unanimously approved.

The Financial Report was reviewed by the board. It was noted that book purchases have been corrected. Also noted was the Library Program line item is not in deficit.

**Motion:** The Financial Report was unanimously approved.

The Directors Reports were then reviewed. Estimates for the library floor cleaning had been obtained and given to the Friend's Group for approval. However, there were some inconsistencies in the estimates. The friends asked for complete details of services from each company before a decision could be made. Ann reported that the library participated in the Birding Festival. The Friend's Week celebration held at the library had a small attendance. The Library Questionnaire was tabled until next month so the board had time to review it.

**Motion:** The Director's Report was unanimously approved.

***UNFINISHED BUSINESS:***

Information concerning the identification plate for the WW1 plaque is still being researched and was tabled until next month. Dianne reported that after further investigation, there is no one certified to teach the AARP driver course on the Eastern Shore. Discussion followed about developing a PR list the library can use when advertising projects and programs. Dianne and Kim volunteered to co-ordinate a booklet of PR information to be kept in the library for staff and members to use.

***NEW BUSINESS:***

After much discussion, the board decided that the town will continue to have use of the laminator. There will be no advertising for public use. If someone from the public asks about laminating, the library staff will choose a time for it to be done and will use the price list the board agreed upon. Linda and Sue volunteered to be the nominating committee for the 2015 board members. It was noted that Linda will be presenting a planning session for the board in 2015. Dianne explained to the group that the statistics she collects monthly from board members includes actual meeting time plus any time spent for preps for any library function or meeting.

There being no further business, the meeting was adjourned at 6:25 P.M.

Respectfully submitted,

Kim Dunton, Secretary

From: Ann Rutledge  
To: Town Council  
Date: December 5, 2014  
Subject: Library Report for **November 2014**

1. We provide weekly storytimes for children and a weekly Chess Club. Lego Club is every other week. Below is the monthly attendance for programs held during November 2014:

Preschool Storytime - weekly	44
Toddler Storytime - weekly	24
Chess Club – weekly	19
Lego Club – biweekly	4
<b>TOTAL</b>	<b>91</b>

2. On December 9 at 11:00 author **Andrew Barbour** will be reading his children’s book *The Hog Island Sheep in a Twisted Christmas Tale*.

3. On December 14 from 2:00 to 4:00 the **4<sup>th</sup> Annual B & B Cookie Trail** will be held in Cape Charles. The event begins at the library and continues through all of the B & B’s in town. The B & B’s will be providing cookies and beverages as well as a tour. Participants are asked to donate a puzzle, a classic board game or card game, a children’s DVD, an audio books or a monetary donation.

4. As of today our Facebook page has 454 likes, with 2 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
<b>INCOME:</b>													
Copier/Prt	\$40.90	\$71.20	\$68.10	\$126.90	\$72.70	\$52.00	\$45.00	\$71.70	\$69.30	\$80.10	\$72.80	\$0.00	\$770.70
Faxes	\$16.50	\$17.50	\$25.50	\$39.30	\$34.60	\$47.00	\$29.00	\$43.50	\$40.80	\$42.50	\$59.00	\$0.00	\$395.20
<b>TOTAL</b>	<b>\$57.40</b>	<b>\$88.70</b>	<b>\$93.60</b>	<b>\$166.20</b>	<b>\$107.30</b>	<b>\$99.00</b>	<b>\$74.00</b>	<b>\$115.20</b>	<b>\$110.10</b>	<b>\$122.60</b>	<b>\$131.80</b>	<b>\$0.00</b>	<b>\$1,165.90</b>
Deposit													
<b>BOOK CIRC-ADLT</b>													
Fiction	378	388	393	434	422	495	611	517	500	539	465	0	5142
Non-fiction	135	150	114	110	135	166	143	191	132	156	141	0	1573
DVDs	184	162	202	169	171	167	314	246	189	134	85	0	2023
<b>TOTAL 2014</b>	<b>697</b>	<b>700</b>	<b>709</b>	<b>713</b>	<b>728</b>	<b>828</b>	<b>1068</b>	<b>954</b>	<b>821</b>	<b>829</b>	<b>691</b>	<b>0</b>	<b>8738</b>
Books Circ. 2013	844	0	0	576	538	777	1014	1020	841	804	650	711	7775
<b>BOOKS CIRC-JUV</b>													
Fiction	293	340	338	351	332	680	981	795	530	526	399	0	5565
Non-Fiction	73	111	88	47	53	73	112	109	140	123	88	0	1017
DVDs	77	67	112	76	41	114	193	213	121	99	59	0	1172
<b>TOTAL 2014</b>	<b>443</b>	<b>518</b>	<b>538</b>	<b>474</b>	<b>426</b>	<b>867</b>	<b>1286</b>	<b>1117</b>	<b>791</b>	<b>748</b>	<b>546</b>	<b>0</b>	<b>7754</b>
Books Circ 2013	541	0	0	336	400	808	978	822	735	762	597	549	6528
<b>TOTAL 2014</b>	<b>1140</b>	<b>1218</b>	<b>1247</b>	<b>1187</b>	<b>1154</b>	<b>1695</b>	<b>2354</b>	<b>2071</b>	<b>1612</b>	<b>1577</b>	<b>1237</b>	<b>0</b>	<b>16492</b>
Total Circ. 2013	1385	0	0	912	938	1585	1992	1842	1576	1566	1247	1260	14303
<b>ATTENDANCE 2014</b>	<b>819</b>	<b>912</b>	<b>1019</b>	<b>951</b>	<b>1062</b>	<b>1323</b>	<b>2005</b>	<b>2234</b>	<b>1154</b>	<b>1355</b>	<b>951</b>	<b>0</b>	<b>13785</b>
Attendance 2013	656	575	675	718	756	1418	2160	1586	1131	1180	936	919	12710
<b>PROGRAMS 2014</b>	<b>9</b>	<b>13</b>	<b>17</b>	<b>16</b>	<b>20</b>	<b>15</b>	<b>26</b>	<b>20</b>	<b>9</b>	<b>15</b>	<b>10</b>	<b>0</b>	<b>170</b>
Programs 2013	8	6	9	10	8	14	20	13	13	14	12	14	141
<b>PROG. ATTEND 2014</b>	<b>83</b>	<b>156</b>	<b>143</b>	<b>195</b>	<b>189</b>	<b>152</b>	<b>525</b>	<b>500</b>	<b>66</b>	<b>168</b>	<b>91</b>	<b>0</b>	<b>2268</b>
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
<b>INTERNET USE 2014</b>	<b>237</b>	<b>217</b>	<b>214</b>	<b>283</b>	<b>280</b>	<b>256</b>	<b>293</b>	<b>411</b>	<b>239</b>	<b>273</b>	<b>286</b>	<b>0</b>	<b>2989</b>
Internet use 2013	200	162	207	201	172	333	510	414	335	306	221	252	3313
<b>LIBRARY CARDS 2014</b>	<b>19</b>	<b>14</b>	<b>9</b>	<b>9</b>	<b>13</b>	<b>14</b>	<b>27</b>	<b>25</b>	<b>25</b>	<b>13</b>	<b>11</b>	<b>0</b>	<b>179</b>
Library cards 2013	6	9	8	7	7	26	52	32	24	14	15	22	222
<b>Voulnteer Hours 2014</b>	<b>31.50</b>	<b>29.50</b>	<b>38.49</b>	<b>47.00</b>	<b>76.00</b>	<b>62.50</b>	<b>40.15</b>	<b>44.75</b>	<b>99.50</b>	<b>109.25</b>	<b>35.50</b>	<b>0.00</b>	<b>614.14</b>