

**Cape Charles Memorial Library**  
**201 Mason Avenue**  
**Cape Charles, VA 23310**  
**Joint Library Board and Friends of the Library Meeting**  
Wednesday February 11, 2015  
5:00 P.M.

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 January 14, 2014 minutes**
5. **Previous Month Financial Report review and discussion**
6. **Director's Prior Month Report and Library Statistics**
7. **Old/Unfinished Business**
  - A. Plaque decision
  - B. Status Floor cleaning
  - C. Miscellaneous - updates
8. **New Business**
  - A. 2015 Action Plan
9. **Adjournment**

**To ensure quorum requirement is met, call or e-mail Jackie (331-4044 or jcbchat@msn.com) if unable to attend.**

**Next Meeting March 11, 2015**

CAPE CHARLES MEMORIAL LIBRARY  
January Minutes

The meeting was called to order by Chairman Jackie Chatmon at 5:35 PM following the joint meeting with the Friends of the Library. Present were Jackie Chatmon, Dianne Davis, Linda Schulz, Valerie Travis, Kim Dunton, Ann Rutledge, Librarian, and Sharon Silvey, Asst. Librarian. Absent were Sue Panek and Tom Godwin. A quorum was established. The agenda was approved and there were no matters of public to be addressed.

MOTION: Dianne moved, Linda seconded and the December minutes were unanimously approved with the correction of the spelling of Panek located in the first paragraph.

MOTION: The Financial report and Director's Monthly and Statistics reports were unanimously approved.

Old Business: Kim reported that the cost of the small plaque to be placed under the WWI Memorial will be approximately \$50 or less. She did not have the info with her but promised to email it to Jackie so it could be forwarded to the Library Board members before February's meeting. The PR list that Dianne and Kim have been working on has been completed and will be distributed at the next meeting. Ann reported that the Clearview cleaning crew would be at the library on Jan. 24<sup>th</sup> or 31<sup>st</sup> to begin high cleaning (dusting of chandeliers, etc). The Friends group has agreed to absorb the cost of the floor and rug cleaning. The library will be responsible for the remainder of the bill. The Nominating Committee presented the slate of officers for the 2015 year. Jackie Chatmon- Chairman, Linda Schulz- Co-Chairman and Kim Dunton- Secretary.

MOTION: A motion was made and unanimously approved to accept the slate of officers presented by the Nominating Committee.

New Business: The board will meet on Nov. 4 instead of Nov. 11 due to Veterans Day. Ann will redistributed a "wish list" to the Friends group as soon as she prioritizes it. The Friends group discussed with the town the idea of the town purchasing a water cooler. The Friends group volunteered to supply the water. Sharon completed a Grant Writing class. The board discussed the importance of members learning the computer system in order to help cover lunches, meetings, appointments, etc. Jackie announced that Barbara Cody, ESPL Board Chair, reported a position available on the ESPL Board of Trustees. If any CCML Board members were interested in that position, please notify Jackie. There being no further business, the meeting was adjourned at 6:35 PM.

Respectfully submitted,  
Kim Dunton

From: Ann Rutledge  
To: Town Council  
Date: February 5, 2015  
Subject: Library Report for **January 2015**

1. We provide weekly storytimes for children and a weekly Chess Club. Below is the monthly attendance for programs held during January 2015.

Preschool Story time -weekly	41
Toddler Storytime - weekly	20
Chess Club – weekly	21
TOTAL	82

2. January is generally our slowest month of the year and this year was no different , although we did have an increase in circulation and attendance from last year

3. We have canceled Lego Club until the spring.

4. During this slow time of year we are shifting the book collections, organizing our shelves, and planning our summer programs.

5. As of today our Facebook page has 459 likes, with 5 new likes this month. For additional information about library programs and library related information check out our **Facebook** page.



## **Cape Charles Memorial Library 2015 Board Meeting Schedule**

All meetings shall take place on the second Wednesday of each Wednesday at 106 Mason Avenue, Cape Charles, VA unless otherwise notified.

January 14, 2015                      Bi-annual meeting with Friends

February 11, 2015

March 11, 2015

April 8, 2015

May 13, 2015

June 10, 2015

July 8, 2015                              Bi-annual meeting with Friends

August 12, 2015

September 9, 2015

October 14, 2015

November 4, 2015

December 9, 2015