

Cape Charles Memorial Library
201 Mason Avenue
Cape Charles, VA
Regular Library Board Meeting
Wednesday March 11, 2015
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 February 11, 2015 Minutes**
5. **Monthly Financial Report**
6. **Director's Report and Library Statistics**
7. **Old/Unfinished Business**
 - A. ID plaque - Kim
 - B. Status installation TV/AC/electrical outlets 2nd floor
 - C. Revised proposed 2015 Action Plan
 - D. Policy review
 - E. By laws review
8. **New Business**
9. **Adjournment**

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

Next Meeting April 8, 2015

CAPE CHARLES MEMORIAL LIBRARY

Board Meeting
February 11, 2015

The February meeting of the Cape Charles Memorial Library was called to order by Chairman Jackie Chatmon. Present included Kim Dunton, Sue Panek, Linda Schulz, Valerie Travis, Dianne Davis, Tom Godwin, Librarian Ann Rutledge and Asst. Librarian Sharon Silvey. Joan Natalie represented the Friends group. A quorum was established and there were no representatives from the public to speak. The agenda was approved after corrections were made.

MOTION: Linda moved, Sue seconded and the motion to reverse items 7 & 8 on the agenda was unanimously approved.

MOTION: Linda moved, Sue seconded and the minutes were unanimously approved. It was noted that the month, day and year should be included in the minute heading.

The financial report was reviewed and discussed. Budgeted items for the HVAC system for the second floor and rack card brochure were noted. The budgeted education item has been used for a Grant Writing Class Sharon participated in.

MOTION: Kim moved, Dianne seconded, and the Director's report and Library Statistics were unanimously approved.

Attendance and usage has been up this month. Ann explained that in order to create space for new books, weeding is done continuously by removing books that have not been checked out in 3-4 yrs.

Old Business: Kim was given permission to order the plate which is to be placed under the wall War Memorial. The library floor is scheduled to be cleaned on Saturday Feb. 16 after 2:00 P.M. This may take several hours. Volunteers are needed be present during this time. Linda volunteered to take the first hour. Ann has applied to fill the vacancy of the CCM L Board representative on the ESPL Board.

New Business: The 2015 proposed Action Plan has been developed by Jackie and Linda. This action plan for the library could comprise a larger part of a library strategic plan. The board reviewed and made corrections. Linda will amend the plan and bring the final copy to the March meeting.

MOTION: Valerie moved, Dianne seconded and the Action Plan was unanimously approved with the noted corrections.

There being no further business, the meeting was adjourned at 6:15 P.M.

Respectfully submitted,
Kim Dunton
Secretary

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

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

Preschool Story time -weekly	27
Toddler Storytime - weekly	10
Chess Club – weekly	11
TOTAL	48 -2 weeks cancelled due to snow

2. The library has a limited supply of the following **tax forms**: 1040A, 1040EZ, and Form 1040. You can also call 1-800-829-3676 to order tax products or visit www.irs.gov for all your tax needs.

3. On March 22, author **Kate Gray** will lead a discussion of her debut novel; *Carry the Sky* at the Cape Charles Civic Center, 500 Tazewell Avenue, Cape Charles, from 2 p.m. to 4 p.m. All who have read her book are invited to attend and participate. Light refreshment will be available.

4. The **Friends of the Library** will be hosting two nationally renowned authors at CCMC, on Monday, March 23, from 7 p.m. to 9 p.m. Each author will read excerpts from their latest novels. Kate Gray from Portland, Oregon, will read from *Carry the Sky* and Sheri Reynolds from Cape Charles; will read from *The Homespun Wisdom of Myrtle T. Cribb* (as well as from her even newer, yet to be published book!) Light refreshments will be available.

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

