

Cape Charles Memorial Library
201 Mason Avenue
Cape Charles, VA
Regular Library Board Meeting
Wednesday April 8, 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 March 11, 2015 Minutes**

5. **Monthly Financial Report**

6. **Director's Report and Library Statistics**

7. **Old/Unfinished Business**
 - A. Floor cleaning
 - B. TV/AC/electrical outlets 2nd floor
 - C. By laws
 - D. Calendar year vs. fiscal year
 - E. Miscellaneous

8. **New Business**
 - A. Board Responsibility

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 May 13, 2015

CAPE CHARLES MEMORIAL LIBRARY
Board Meeting
March 11, 2015

The March meeting of the Cape Charles Memorial Library Board was called to order at 5:10 P.M. by Chairperson Jackie Chatmon. Members present included Dianne Davis, Kim Dunton, Linda Schulz and Greg Jones; Asst. Librarian. Absent were Sue Panek, Valerie Travis, Tom Godwin, Ann Rutledge; Librarian and Sharon Silvey; Asst. Librarian. A quorum was established. There was no one present from the public to speak. The Agenda was reviewed and approved. The minutes were reviewed.

MOTION: Linda moved, Dianne seconded and the minutes were unanimously approved with 2 corrections being made. The date was changed to February 11 and the word *to* was added to the 3rd sentence under New Business.

The Financial Report was reviewed and discussed. The HVAC project is to be completed sometime this quarter. Electrical work needs to be done prior to the HVAC installation.

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

The Director's Report and Library Statistics were then discussed. Greg stated that library attendance was down this month due to the weather. The library was closed 4 additional days due to the snow. Several of those unscheduled closings fell on Thursdays when the Preschool/Toddler Reading Program was held, causing program numbers to be down as well.

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

OLD BUSINESS: Kim presented additional information about the war memorial plate from another company located in VA Beach. She recommended using this company because of the style of the plate. The Board was in agreement that a black plate with gold etching should be purchased. The cost should be around \$50 not including shipping. Discussion followed as what fund the money should be designated from. The Board decided to allow Anne to use her discretion on this matter. The TV/AC/electrical outlets installation for the second was floor was tabled until the April meeting. The 2015 Action Plan was presented by Linda and was reviewed.. Noted were the revised changes that were made at the February meeting, including the first two bullets under Membership, the 2nd and 3rd bullet under Facility. After discussion it was unanimously decided to remove the 2nd bullet under Membership. Greg questioned the new job descriptions created by a town advisory team several weeks ago. Kim volunteered to get a copy of the newly revised job descriptions from the town for the board to review. The board also requested the word *goal* to be replaced by the word *plan* under the Personnel section. It was noted that when Sue became a member, Jackie put together an orientation book for her. This should be done for every new member.

MOTION: Linda moved, Dianne seconded and the 2015 Action Plan was unanimously approved with the following corrections being made: The second bullet under Membership be removed and to replace the word *goal* with the word *plan* in the Personnel section.

The board then reviewed the CCML policy: Friends of the Cape Charles Memorial Library. It was

stated that the board needed to review the Friends' 501C3 form to see how funds were designated to be spent.

MOTION: Linda moved, Kim seconded and the board unanimously approved the policy.

The By Laws review was tabled until next month.

It was noted that the library floor cleaning was never done. The company did not arrive the day it was scheduled. It was also noted that Jackie did attend February's Friends meeting.

There being no further business, the meeting was adjourned at 6:45P.M.

Respectfully submitted,
Kim Dunton
Secretary