

Cape Charles Memorial Library
201 Mason Avenue
Cape Charles, VA
Regular Library Board Meeting
Wednesday May 13, 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 April 8, 2015 Minutes**

5. **Monthly Financial Report**

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

7. **Old/Unfinished Business**
 - A. Floor/carpet cleaning update
 - B. TV/AC/electrical outlets - 2nd floor update
 - C. Water fountain update
 - D. Rest room cleaning update
 - E. Baby changer update
 - F. ESPL Board Representative
 - G. Plaque Payment update
 - H. Wheels on kiddy stacks update
 - I. ESPL agreement update

8. **New Business**
 - A. 2015 Action Plan
 - B. Miscellaneous

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 June 10, 2015

Cape Charles Memorial Library
Board Minutes
April 8, 2015

The meeting was called to order at 5:00PM by chairman Jackie Chatmon. Those present included Kim Dunton, Dianne Davis, Linda Schulz, Sue Panik, Greg Jones, Asst. Librarian and Sharon Silvey, Asst. Librarian. Absent members included Valerie Travis, Tom Godwin and Ann Rutledge, Librarian. A quorum was established. Changes to the agenda included the addition of bathroom cleaning and, under New Business, the tabling until May of Board Responsibility. Emily Cullen, President of the Friends group spoke briefly about the success of the Book Reading held in March and thanked the library for their support of the project. She mentioned the Friends group was in the planning stages for several fund raising events, including a 50/50 raffle. Jackie questioned the legalities of holding a raffle within the library and volunteered to talk with the town lawyer. The minutes were then reviewed.

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

The Monthly Financial Report, Director's Report and Library Stats were then reviewed.

MOTION: Kim moved, Dianne seconded and all reports were unanimously approved.

OLD BUSINESS: The carpet, main and bathroom floors are rescheduled to be cleaned Saturday April 11, to be continued on Sunday April 12th if necessary. The baby changing table has arrived and needs to be installed. The HVAC work is scheduled to begin April 13. Electrical service needs to be completed before that takes place. The library owns a large flat TV screen which will need to be hung after the electrical work is completed. The draft of the CCML Bylaws was reviewed. The plate has been installed under the War Memorial Plaque on the library wall. Discussion of the CCML Bylaws draft was then discussed.

MOTION: Linda moved, Sue seconded and the Bylaws were unanimously approved with two changes: a June 30 term expiration date instead of August 8 and rewording under the Duties of Officers to read, The officers shall have such duties as customarily pertain to such offices.

The calendar year vs. fiscal year discussion was tabled until the May meeting.

NEW BUSINESS: Discussion began about the responsibility of cleaning the bathroom. Pete and his crew clean the toilets and sinks in all town offices. The Board decided that Ann should purchase the necessary cleaning items and a schedule be worked out among the library staff for the remaining cleaning. Greg stated he would be willing to do the cleaning if supplies were purchased and on hand when needed. Jackie will contact the town about cleaning procedures in other town buildings. The town is purchasing and installing a water fountain to enable the library to have purified water. It was noted that Ann did submit an application to the county for the vacant seat on the ESPL Board but has not heard from them at yet. Jackie asked if the library had a copy of the memorandum of understanding /contract for services between the ESPL and the CCM Library. Sharon volunteered to research that. The board also discussed the possibility of putting rollers on the children's book shelves to facilitate moving. This would allow the library to create more space when programs are held. Sharon informed the Board she would be speaking to the Cape Charles Business Association this month, hoping to reintroduce the library and it's programs to the members. Jeff Holland will be

speaking on May 18 at the library on the CBB Tunnel.

The Cape Charles Memorial Library's 2015 Action Plan will be addressed at the May meeting. There being no further business, the meeting was adjourned at 6:10 P.M.

Respectfully Submitted,
Kim Dunton
Secretary

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

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

Preschool Story time -weekly	26 (2 storytimes canceled due to construction)
Toddler Storytime - weekly	45
Chess Club – weekly	25
Easter Pictures with Easter Bunny	170
Kid’s Craft for Spring Break	7
Poetry Reading Program	12
TOTAL	285

2. This month Sharon Silvey attended the Cape Charles Business Association Meeting to re-introduce the library, it’s servoces and programs.

3. On April 8 the Library presented an Evening of Poetry in celebration of **National Poetry Month**.

4. On May 15 the Friends of the Library will be having a **Used Book Sale** at the Civic Center from 10:00 to 3:00.

5. The 2015 Summer Library Reading Program, **Read to the Rhythm** will begin on June 15 and will include live music, storytelling, animals, a mime, and many other exciting programs.

6. For additional information about library programs and library related information check out our **Facebook** page.

