

**Cape Charles Memorial Library**  
**Cape Charles Civic Center**  
**Cape Charles, VA 23310**  
**Joint Library Board and Friends of the Library Meeting**  
Wednesday July 8, 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 June 10, 2015 minutes**
  
- 5. Financial Report review and discussion**
  
- 6. Director's Monthly Report and Library Statistics**
  
- 7. Old/Unfinished Business**
  - A. Update on electrical outlets, pipe cover-up, water fountain and Town cleaning contract
  
- 8. Friends**
  
- 9. New Business**
  - A. Fund Raising - Automatic front door
  - B. Initiation of new Library Programs
  
- 10. Adjournment**

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

**Next Meeting August 12, 2015**

## CAPE CHARLES LIBRARY BOARD MEETING

June 10, 2015

The CML Board meeting was called to order at 5:00 PM by chairman Jackie Chatmon. Members present included Sue Panek, Dianne Davis, Kim Dunton, Linda Schulz, Tom Godwin, Ann Rutledge, Librarian and Greg Jones, Asst. Librarian. Absent member was Valerie Travis. A quorum was established and the agenda was approved as presented. The April minutes were approved.

The financial report was reviewed, discussed and accepted by the board. The Director's Report and Library statistics were reviewed. Sharon will be visiting Kiptopeake Elementary School to "talk up" the summer library programs.

MOTION: Dianne moved, Linda seconded and the Financial Report, Directors Report and Statistics were unanimously approved.

### OLD/UNFINISHED BUSINESS:

The 2<sup>nd</sup> floor electrical outlets are in place. The TV wall has been cleared so that the TV can be hung. Town plans include having the 2<sup>nd</sup> floor AC and water fountain functional by the end of June. Discussion followed about the exposed pipes and the possibility of using library money to cover them. No decision was made. The town is in the process of receiving bids from cleaning companies for services to include the cleaning of the town office, library and water treatment plant. The library board/personnel will be made aware of the hiring decision. Follow-up on the library shelves with wheels was presented. The cost of this type of shelving is expensive. Also to be considered is the fact that the computer wiring (which is located under the present shelves) will interfere with movable racks. The decision to purchase movable shelves was dismissed. A quote for the polishing of the lobby floor, including a sealer, was \$425. Ann then reported on the ESPL Board meeting. The building of a new library was rejected due to cost. Enlargement of the existing building/parking lot is now under discussion. Miles Barnes will be acting Director and will stay on 1day/week until a new director is hired.

### NEW BUSINESS:

The 2015-2020 Strategic Plan was handed out. Ann will be responsible for the completion of the plan. If necessary, board members will stand ready to help.

The Standards of Excellence were then distributed. Each board member was assigned 2 areas within the plan to complete. Tom Godwin volunteered to talk with the new town manager concerning the Library Ordinance and having it included on the next town council' agenda.

There being no further business, the meeting was adjourned at 6:20 P.M.

Respectfully submitted,  
Kim Dunton  
Secretary