

Cape Charles Memorial Library
201 Mason Avenue
Cape Charles, VA
Regular Library Board Meeting
Wednesday December 9, 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 November 4, 2015 Minutes**

5. **Monthly Financial Report**

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

7. **Old/Unfinished Business**
 - A. Draft 5 year Strategic Plan 2015-2020 - Ann
 - B. 2015 Standards of Excellence Summary - Ann
 - C. Final version By laws - Jackie
 - D. Draft FY2016 Library Action Plan - Kim and Sue

8. **New Business**
 - A. The role of the Friends Policy
 - B. Current list library policies
 - C. Consent Agreement – VA Code 2.2-3708
 - D. Updated Board information
 - E. 2016 Calendar

9. **Adjournment**

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

Next January 13, 2016

CAPE CHARLES MEMORIAL LIBRARY BOARD MINUTES
November 4, 2015

The CCML Board meeting was called to order by Chairman Jackie Chatmon at 5:00 P.M. In attendance were members Sue Panek, Kim Dunton, Dianne Davis, Librarian Ann Rutledge and Asst. Librarian Greg Jones. Absent were members Tom Godwin and Deborah Crockett. A quorum was established and the agenda was approved.

The minutes for the October meeting were reviewed.

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

The Director's Report, Library Statistics and monthly Financial Report were reviewed. Ann stated the volunteer hours have increased due to the Friend's volunteer hours. Ann also noted that an electronic ordering service called *ipage* by Ingram is now available and makes book ordering easier for her and the staff. Also discussed were the ***Festive Fridays*** that will be held in Cape Charles 11/27, 12/4 and 12/18. The library is partnering with the Cape Charles Business Association those Friday evenings to remain open, offering arts & crafts projects for children from 5:30-7 PM while businesses remain open for Christmas shopping.

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

OLD BUSINESS:

The draft of Ann's 5 Year Strategic Plan 2015-2020 was reviewed and discussed at length. It was noted that Ann, Greg and Sharon all had input into this plan. There were a few typos and edits that were noted by the board. It was also suggested that all acronyms be spelled out. Jackie noted that the board members should continue to review this at home and to feel free to talk with Ann about any suggestions they may have. This plan is expected to be completed by December 2015.

The 2015 Standards of Excellence have been completed by library board and staff members. A final summery was distributed and reviewed. There are several areas not applicable to our library and have been noted on the report. These areas have been subtracted from the total number of standards to make a more accurate picture of our library. Ann will continue to work on all areas marked "in process". The recently adopted version of the Library By-Laws was distributed. Discussion followed about replacing the vice chairman position which is now vacant due to a resignation. No member present was interested in filling the position. It was noted there is no procedure on to how to replace a vacancy in the bylaws. Jackie volunteered to research other town board's bylaws on this subject and be prepared to discuss this at the December meeting. These new bylaws will need to be amended on this subject. Kim and Sue presented their review of Library Performance vs 2015 Library Action Plan. There was confusion about calendar vs fiscal year review during the review. Since the board recently adopted a fiscal year usage a lengthy discussion followed about the title of the plan and how long the board has to complete this review. It was decided that the 2015 Library Action Plan title should be changed to the following: Fiscal Year 2016 Library Action Plan. This will give the board more time for it's review. The board then began discussion on items needing revision. Under the Personnel section the board agreed that all the bullets needed a time reference added. Jackie then requested all members to bring any additional revisions/edits of this plan to the December meeting.

MOTION: Kim moved and Sue seconded and it was unanimously approved to change the title to read the fiscal year 2016 Library Action Plan.

NEW BUSINESS:

A copy of the VA Code 2.2-3708 Electronic Communications Meetings was distributed to each member. This Code addresses meetings held electronically, applicability, physical quorum being required, exceptions and notices. In keeping with the state code, the CCML will *not* use this method for meetings.

Due to time restraints, the remainder of the New Business was tabled to the December's meeting.

MOTION: Kim moved, Sue seconded and it was unanimously approved to table the remaining new business until the December meeting.

With no further business to be discussed, the CCML Board meeting was adjourned at 6:50 P.M.

Respectfully submitted,
Kim Dunton
Secretary

Cape Charles Memorial Library
Monthly Report
November 2015

1. Below is the monthly attendance for **programs** held at the Library in November 2015.

Children's Programs (weekly)

Preschool Story time	14
Toddler Storytime	28
Chess Club	27

Adult programs provided by the Friends

Friends Afternoon Tea	42
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TOTAL 111

2. Staff attended the Eastern Shore Public Library Trustee meeting on Monday, November 2. Staff met with the Trustees again on November 16 to vote on the location of the new library in Accomack. Staff also attended the interview for the first applicant for the new Library Director position at ESPL.

3. The **Library Board** met on November 4 at the Library.

4. Staff met with the staff from the Eastern Shore Public Library on Tuesday, November 3 to discuss using the Overdrive System that is used for ebooks and to discuss the new book ordering online system using Ingram's ipage. The new ordering system will allow us to do all of our ordering online and will be much faster.

5. The **Friends of the Library** held an **Afternoon Tea** at the Civic Center on November 9. They had 42 people to attend. The topic was **Soul of a Culture: The Barrior Islands** Story and wonderful refreshments were provided.

6. The interview about the Library with K-LOVE radio aired on Sunday November 8.

7. Staff is working to complete our Policies and Procedures Manuel.

8. Staff met with a book representative from Children's Press, a children's publisher of prebound books.

9. Staff is making an inventory of the books donated to the library by the **Arlington Foundation**. These books will be catalogued and added to our reference collection.

10. On November 27 the Library participated in **Festive Fridays** by providing **Kids' Christmas Craft-acular** holiday crafts for children. We had 88 people to visit the Library for this event.

11. In December the **Friends of the Library** will present three classes: **iPhone Help, Intro to Windows, and Android Smartphone Help.**

12. Andrew Barber, with the Barrior Islands Center, will again be reading his Christmas book, *The Hog Island Sheep in a Twisted Christmas Tale* on December 8, at 11:00.

13. For additional information about library programs and library related information check out our **Facebook** page. **As of today we have over 500 likes on Facebook!**

CAPE CHARLES MEMORIAL LIBRARY 2015													
	January	February	March	April	May	June	July	August	September	October	November	December	YTD
INCOME:													
Copier/Prt	\$57.80	\$48.00	\$63.60	\$67.50	\$56.15	\$78.60	\$87.10	\$81.50	\$69.70	\$61.50	\$71.30	\$5.50	\$748.25
Faxes	\$31.00	\$42.00	\$60.00	\$42.00	\$46.50	\$108.00	\$53.50	\$72.50	\$34.50	\$58.20	\$54.50	\$7.50	\$610.20
TOTAL	\$88.80	\$90.00	\$123.60	\$109.50	\$102.65	\$186.60	\$140.60	\$154.00	\$104.20	\$119.70	\$125.80	\$13.00	\$1,358.45
Deposit													
BOOK CIRC-ADLT													
Fiction	484	422	482	501	500	603	660	567	509	438	418	0	5584
Non-fiction	135	117	103	139	154	153	144	162	79	135	85	0	1406
DVDs	145	169	117	100	88	223	238	233	194	138	163	0	1808
TOTAL 2015	764	708	702	740	742	979	1042	962	782	711	666	0	8798
Books Circ. 2014	697	700	709	713	728	828	1068	954	821	829	691	838	9576
BOOKS CIRC-JUV													
Fiction	357	327	446	427	415	1058	971	546	338	475	235	0	5595
Non-Fiction	85	70	115	120	96	121	146	80	98	114	68	0	1113
DVDs	46	46	39	63	78	179	162	147	71	118	70	0	1019
TOTAL 2015	488	443	600	610	589	1358	1279	773	507	707	373	0	7727
Books Circ 2014	443	518	538	474	426	867	1286	1117	791	748	546	502	8256
TOTAL 2015	1252	1151	1302	1350	1331	2337	2321	1735	1289	1418	1039	0	16525
Total Circ. 2014	1140	1218	1247	1187	1154	1695	2354	2071	1612	1577	1237	1340	17832
ATTENDANCE 2015	901	707	1047	1372	1124	1754	2449	1765	1079	1171	886	230	14485
Attendance 2014	819	912	1019	951	1062	1323	2005	2234	1154	1355	951	1012	14797
PROGRAMS 2015	9	6	50	13	14	19	28	18	9	18	10	7	201
Programs 2014	9	13	17	16	20	15	26	20	9	15	10	12	182
PROG. ATTEND 2015	82	48	159	115	169	211	650	372	109	172	200	160	2447
Prog. Attend 2014	83	156	143	195	189	152	525	500	66	168	91	131	2399
Computer Classes	0	0	0	0	0	0	0	0	0	0	0	0	0
Class Attendance	0	0	0	0	0	0	0	0	0	0	0	0	0
INTERNET USE 2015	222	160	196	229	184	279	377	365	308	284	211	35	2850
Internet use 2014	237	217	214	283	280	256	293	411	239	273	286	190	3179
LIBRARY CARDS 2015	11	5	16	25	10	32	22	16	21	23	10	1	192
Library cards 2014	19	14	9	9	13	14	27	25	25	13	11	12	191
Voulnteer Hours 2015	32.80	73.50	180.80	164.00	147.00	165.25	36.50	38.50	120.50	262.25	128.75	2.00	1351.85

Cape Charles Memorial Library 2016 Board Meeting Schedule

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

January 13, 2016

February 10, 2016 Bi-annual meeting with Friends

March 9, 2016

April 13, 2016

May 11, 2016

June 8, 2016

July 13, 2016

August 10, 2016 Bi-annual meeting with Friends

September 14, 2016

October 12, 2016

November 9, 2016

December 14, 2016