

**Cape Charles Memorial Library  
201 Mason Avenue  
Joint Library/Friends Meeting  
Wednesday, February 10, 2016  
5 PM**

- 1. Call to Order**
  - A. Roll Call
  - B. Establish quorum
- 2. Consent Agenda**
- 3. Matters of the Public (3 minutes per speaker)**
- 4. New Trustees**
- 5. Approval of December 9, 2015 Minutes  
(No meeting held in January)**
- 6. Monthly Financial Report**
- 7. Director's Report and Library Statistics**
- 8. Old/Unfinished Business**
  - A. Updated Board of Trustees information
  - B. Work in Progress
- 9. Friends**
- 10. New Business**
  - A. Budget 2017 – Ann
- 11. Adjournment**

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

**Next Meeting March 9, 2016**

Cape Charles Memorial Library Board Meeting  
December 9, 2015

Call to Order at 5:00 PM

A quorum was established. Present were Jackie Chatmon; Chairman, Kim Dunton, Sue Panek, Tom Godwin, Ann Rutledge, Librarian, Sharon Silvey, Asst. Librarian. Carolyn Weigner represented the Friend's Group.

The agenda was approved.

Roger Moyer, resident of Cape Charles, stated he was interested in the library and it's meeting procedures. He was present to observe the meeting. Ann talked with him for several minutes about the library's history.

The minutes were presented.

MOTION: Sue moved, Tom seconded and the minutes were unanimously approved as presented.

The Financial Report was reviewed. Ann clarified that although the financial report shows 19% of the books/subscriptions being spent, approximately 75% has been spent. At present, not all bills have been received.

MOTION: Approval of the financial Report was unanimous.

The Directors Report/Library Stats were presented. Ann explained the new book ordering system is making ordering easier. There were 22 people present for the Hog Island Sheep book reading, 88 and 110 people present for the Festive Friday programs. Stats overall are slightly down from last year but the number of programs has increased.

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

OLD BUSINESS: Jackie reported that the new Library Board member, Debra Crockett, has resigned her position. Ann is currently working on the 5 Year Strategic Plan 2015-2020. Under the Standards of Excellence, our weakest area is the facilities. Due to town understaffing and lack of money, the bathroom facilities are being partially cleaned 2-3 times / week. Kim volunteered to talk with the town manager to better understand and present concerns about this situation. Several other areas listed in the Standards are currently in process of correction and upgrading. The adopted version of the CCML By-laws were distributed to each member. The 2016 Library Action Plan was then presented. After discussion, changes were made with wording in several areas of the Action Plan. A motion was then made that the Action Plan be passed with the recommended changes discussed.

MOTION: Kim moved, Sue seconded and the motion was unanimously approved

NEW BUSINESS: The board reviewed the CCML Library Policies compliance with the recommended state policies. The board unanimously agreed that electronic meetings (via phone, email, etc.) would not be used by the CCML Board. Due to Jackie's absence, the January meeting will be chaired by secretary Kim Dunton. All materials for discussion will be sent to her prior to the meeting.

The meeting was adjourned at 6:35 PM.

Respectfully submitted,  
Kim Dunton  
Secretary

**Cape Charles Memorial Library**  
**Monthly Report**  
**January 2016**

1. Below is the monthly attendance for **programs** held at the Library in January 2016.

**\*Children's Programs (weekly)**

Preschool Story time	48
Toddler Storytime	25
Chess Club	28

**Adult programs provided by the Friends**

Friends Afternoon Tea	59
IPhone	4
Windows	6
Total	170

1 During the month of January the **Friends of the Library** again presented three classes: **iPhone Help, Intro to Windows, and Android Smartphone Help.**

2. Staff attended the **Eastern Shore Public Library Trustee** meeting on Monday, January 4 and the **Friends of the Library Meeting** at 5:00. The **Library Board** did not meet this month.

3. Staff and Emily Cullen, president of the **Friends of the Library**, met with representatives from the Eastern Shore Community College to discuss the upcoming classes on Employability and Customer Service Certification. The Employability class will begin on March 22. Applications are available at the library and online.

5. Staff is working on the new budget.

6. Staff finished cleaning out our back closet for better organization and to provide more storage room. The renovation of the upstairs meeting room is still pending.

6. The **Friends of the Library** held an **Afternoon Tea** at the Civic Center on January 11. They had 54 people attend. The topic was "**Dreaming with Intention**" The next two teas in February and March are sold out! The final tea will be on April 11 "**Spring into Fashion**" where you can learn how to accessorize your wardrobe.

7. This week Chesapeake Bay Communications planned to reimage our computers and install the 4 new computers but they ran into a licensing problem.

8. The Library continued to collect canned goods for the **Cape Charles Food Pantry** through January 14. For each can of food patrons will receive \$1.00 off on fines.

9. Staff is beginning to plan for the summer reading program by contracting performers and networking with local businesses.

10. Due to income tax time the computer lab has been busy.

	CAPE CHARLES MEMORIAL LIBRARY 2016												
	January	February	March	April	May	June	July	August	September	October	November	December	YTD
<b>INCOME:</b>													
Copier/Prt	\$96.15	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$96.15
Faxes	\$48.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$48.50
<b>TOTAL</b>	<b>\$144.65</b>	<b>\$0.00</b>	<b>\$144.65</b>										
Deposit													
<b>BOOK CIRC-ADLT</b>													
Fiction	503	0	0	0	0	0	0	0	0	0	0	0	503
Non-fiction	184	0	0	0	0	0	0	0	0	0	0	0	184
DVDs	196	0	0	0	0	0	0	0	0	0	0	0	196
<b>TOTAL 2016</b>	<b>883</b>	<b>0</b>	<b>883</b>										
Books Circ. 2015	764	708	702	740	742	979	1042	962	782	711	666	792	9590
<b>BOOKS CIRC-JUV</b>													
Fiction	327	0	0	0	0	0	0	0	0	0	0	0	327
Non-Fiction	3	0	0	0	0	0	0	0	0	0	0	0	3
DVDs	60	0	0	0	0	0	0	0	0	0	0	0	60
<b>TOTAL 2016</b>	<b>390</b>	<b>0</b>	<b>390</b>										
Books Circ 2015	488	443	600	610	589	1358	1279	773	507	707	373	523	8250
<b>TOTAL 2016</b>	<b>1273</b>	<b>0</b>	<b>1273</b>										
Total Circ. 2015	1252	1151	1302	1350	1331	2337	2321	1735	1289	1418	1039	1315	17840
<b>ATTENDANCE 2016</b>	<b>879</b>	<b>0</b>	<b>879</b>										
Attendance 2015	901	707	1047	1372	1124	1754	2449	1765	1079	1171	886	931	15186
<b>PROGRAMS 2016</b>	<b>13</b>	<b>0</b>	<b>13</b>										
Programs 2015	9	6	50	13	14	19	28	18	9	18	10	18	212
<b>PROG. ATTEND 2016</b>	<b>163</b>	<b>0</b>	<b>163</b>										
Prog. Attend 2015	82	48	159	115	169	211	650	372	109	172	200	334	2621
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
<b>INTERNET USE 2016</b>	<b>196</b>	<b>0</b>	<b>196</b>										
Internet use 2015	222	160	196	229	184	279	377	365	308	284	211	155	2970
<b>LIBRARY CARDS 2016</b>	<b>9</b>	<b>0</b>	<b>9</b>										
Library cards 2015	11	5	16	25	10	32	22	16	21	23	10	7	198
<b>Volunteer Hours 2016</b>	<b>22.50</b>	<b>0.00</b>	<b>22.5</b>										
Volunteer hours 2015	32.8	73.5	180.8	164	147	165.25	36.5	38.5	120.5	262.25	128.75	258.00	1607.85