

**Cape Charles Memorial Library  
201 Mason Avenue  
Board of Trustees Meeting  
Wednesday, March 9, 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. Approval of February 10, 2016 Minutes**
- 5. Director's Report**
- 6. Old/Unfinished Business**
  - A. Friend's Policy
- 7. New Business**
- 11. Adjournment**

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

**Next Meeting April 13, 2016**

Cape Charles Memorial Library Board / Friends Joint Meeting  
February 10, 2016

Call to Order at 5:00 PM

A quorum was established. Present were Jackie Chatmon; Chairman, Kim Dunton, Dianne Davis, Tom Godwin, Nancy Vest, Roger Moyer, Ann Rutledge; Librarian, Sharon Silvey; Asst. Librarian. Absent was Sue Panik. Sixteen members of the CCML Friends Group were also present.

The agenda was approved.

There were no speakers from the public.

Two new members to the library board were introduced; Nancy Vest and Roger Moyer.

The minutes were presented.

MOTION: Dianne moved, Tom seconded and the December minutes were unanimously approved as read. No meeting was held in January.

The Financial Report was unavailable at meeting time. However, the Director's report and Library Statistics report was presented. The iPhone Help class and the Teas, sponsored by the Friends, have been well received. Ann thanked the Friends group for all their volunteer hours with these projects. The library staff has been working on the budget. Ann noted that she has met and talked with the new director of the ESPL. She also noted that 3 of the 4 new computers ordered are up and running and that all other computers have been reimaged. Four older computers have been put in to storage. Adult attendance has been up, child attendance down and program attendance down since the beginning of the year. The weather may be playing a factor in the attendance numbers. It was also noted that the library statistic form needs to be reformatted to reflect the library's fiscal year. Friends monthly volunteer hours need to be included on the form.

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

The meeting was turned over to the Friends Group. Issues discussed included:

The Cape Charles School Association donated \$1000 to the Friends Group. It was directed to be used towards children's programs and books.

Discussion followed about the Employability Workshop, beginning in March and the Customer Service Certification being offered in April.

The Teas have been successful, attendance wise, with all being sold out, with the exception of the April Tea.

There will be an Author/Lecture Series which will begin in May and continue through October.

There are 2 Book Sales scheduled for the summer.

The "Little Library" in the park needs repair.

The Friends group received a Certificate of Appreciation from the town.

There will be additional names added to the Friends Supporter plaque located in the library hallway.

The Friends Meeting was then adjourned.

#### OLD BUSINESS:

Jackie reported that the Library Standards of Excellence have been completed. She then lead a discussion with the Friends group concerning their responsibilities to the Board and the Library Staff. In addition, it was noted that the room upstairs, used for many classes, needs many repairs and upgrades. Ann has been in contact with the town manager and town maintenance staff several times about the work needing to be completed in order to create a safer environment. At present, no work has been started. Town finances have been blamed. Ann said she would try to find some money in the budget to address **some** of these issues. Kim and Nancy volunteered to meet Thursday morning , make notes of the room condition and needed repairs and set a plan of action in place for the Library Board to address these issues with the town manager. The board would like to be a "lending hand" to the library director and her staff in this matter.

MOTION: Nancy moved, Dianne seconded and the board unanimously

approved a motion for Kim and Nancy to address the condition of the room with the town manager, stress the need for the repairs to begin due to safety issues and state the board will close the room if a plan/ and or repairs are not begun within 30 days.

The bathrooms were also addressed. Kim had talked with the town and was told the library bathrooms are cleaned daily. The toilets and sinks are cleaned, trash cans emptied and towels and toilet paper restocked. The floors, however, are not mopped every day. It was noted that the floors are marked and scuffed, always appearing dirty. Tom Godwin volunteered to talk with someone he knows about having the floors professionally cleaned. Ann reported that the proposed budget for 2017 had been submitted to the town. There being no further business, the meeting was adjourned at 6:25PM.

Respectfully submitted,  
Kim Dunton  
Secretary

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

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

**Children's Programs**

Preschool Story time	26
Toddler Storytime	39
Chess Club	27
Smart Beginnings Storytime	12
Andrew Barber Reading to Kids	38

**Adult programs provided by the Friends**

Friends Afternoon Tea	59
IPhone	11
Windows	16
Total	228

1 During the month of February 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, February 1 and the **Library Board Meeting & Friends of the Library Joint Meeting on February 10.** Staff attended the Retirement Party for Miles Barnes, Library Director of ESPL on Friday, February 19.

3. Staff met with the new Eastern Shore Public Library director Cara Burton on Tuesday, February 2 to discuss the Summer reading program, acquisitions, and other policy matters.

4. All of our computers have been reimaged and 4 new computers have been installed in the Computer Lab. We have reconfigured the Computer Lab, removing 3 of the 10 computers to allow for space for patrons. We also removed one of the computers from the Children's Area to allow more space for play.

5. Staff will be holding a **Tween Program "Extreme Game Night** on March 11 from 7:00 to 9:00.

6. The **Friends of the Library** held an **Afternoon Tea** at the Civic Center on February 1. They had 59 people attend. The topic was **"How Our gardens Grow an Overview of the Norfolk Botanical Gardens by CEO Michael Desplaines."**

7 In celebration of **Black History Month** the Cape Charles Historical Society provided a display for our exhibit case on artifacts and books about local African Americans.

8. On Thursday, February 11 Smart Beginnings Eastern Shore (SBES) presented Every day Fun with reading for parents and children at our regular scheduled storytime. The goal of Smart beginnings is school readiness for all young children. Each child received a free book and bag.

9. On Friday, February 12 Andrew Barber with the Barrier Islands Center read his new book *State of Ewe-nion*.

10. The last week of the month we had a plumbing problem, resulting in both restrooms being closed. Work is being done to solve this problem.

11. We continue to work on the Summer Reading Program 2016. As of today we have booked the following:

Kiptopeake State Park, Moonrise Jewelry, Andrew Barbour (Barrier Island Center), the Virginia Living Museum, The Nature Conservancy, and mime Hoopee. We are also working with the Eastern Shore Public Library to share programs.

	CAPE CHARLES MEMORIAL LIBRARY 2016												YTD
	January	February	March	April	May	June	July	August	September	October	November	December	
<b>INCOME:</b>													
Copier/Prt	\$96.15	\$149.75	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$245.90
Faxes	\$48.50	\$72.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.50
<b>TOTAL</b>	<b>\$144.65</b>	<b>\$221.75</b>	<b>\$0.00</b>	<b>\$366.40</b>									
Deposit													
<b>BOOK CIRC-ADLT</b>													
Fiction	503	536	0	0	0	0	0	0	0	0	0	0	1039
Non-fiction	184	136	0	0	0	0	0	0	0	0	0	0	320
DVDs	196	204	0	0	0	0	0	0	0	0	0	0	400
<b>TOTAL 2016</b>	<b>883</b>	<b>876</b>	<b>0</b>	<b>1759</b>									
Books Circ. 2015	764	708	702	740	742	979	1042	962	782	711	666	792	9590
<b>BOOKS CIRC-JUV</b>													
Fiction	327	349	0	0	0	0	0	0	0	0	0	0	676
Non-Fiction	3	62	0	0	0	0	0	0	0	0	0	0	65
DVDs	60	50	0	0	0	0	0	0	0	0	0	0	110
<b>TOTAL 2016</b>	<b>390</b>	<b>461</b>	<b>0</b>	<b>851</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>1337</b>	<b>0</b>	<b>2610</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>896</b>	<b>0</b>	<b>1775</b>									
Attendance 2015	901	707	1047	1372	1124	1754	2449	1765	1079	1171	886	931	15186
<b>PROGRAMS 2016</b>	<b>13</b>	<b>14</b>	<b>0</b>	<b>27</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>228</b>	<b>0</b>	<b>391</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>224</b>	<b>0</b>	<b>420</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>16</b>	<b>0</b>	<b>25</b>									
Library cards 2015	11	5	16	25	10	32	22	16	21	23	10	7	198
<b>Volunteer Hours 2016</b>	<b>298.00</b>	<b>264.00</b>	<b>0.00</b>	<b>562</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