

**Cape Charles Memorial Library  
201 Mason Avenue  
Board of Trustees Meeting  
Wednesday, April 13, 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 March 9, 2016 Minutes**
- 5. Director's Report**
  - **Monthly Report**
  - **Library Statistics**
  - **Monthly Expense vs. Budget**
  - **Other**
- 6. Old Business**
- 7. New Business**
- 8. Adjournment**

**To ensure quorum requirement is met, please call J. Chatmon at  
331-4044 or e-mail [jcbchat@msn.com](mailto:jcbchat@msn.com) to confirm attendance**

**Next Meeting April 13, 2016**

Cape Charles Memorial Library  
Board Meeting  
March 9, 2016

The Meeting was called to order at 5:00 PM.

A quorum was established. Members present included Roger Moyer, Tom Godwin, Jackie Chatmon, Kim Dunton, Dianne Davis, Ann Rutledge, Librarian. Members absent; Sue Panik and Nancy Vest. Friends included Emily Cullen and Joan Natali.

The agenda was approved with no corrections.

There were no speakers from the public.

The February minutes were presented.

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

The Director's Reports and Library Financial Reports were presented. Ann stated a Tween Program would be held on Friday March 11 beginning at 7:00 PM. Christiana Gast will be supervising. Games and refreshments will be available for the tweens. The Historical Society has volunteered to provide exhibits for the library's curio cabinet monthly. A question was raised about the number of computers located in the library. Ann stated there are 12 public computers, 1 card catalog computer and 3 staff computers. The town council will be meeting March 31 for the first of many meetings to discuss the town's budget. \$2000 will be taken from the library's Book Fund to help with upstairs room renovations. The plumbing problems the library has been experiencing the past 2 weeks has been completed. A blockage was found between the library and the street. A pipe in the street needed repair as well. Ann pointed out that the plumbing issues took president over the upstairs room renovations. Tom followed up on the bathroom floor stripping. However, the town had already been in contact with someone about this issue. It was noted that the maintenance contract monies are down due to furnace repairs.

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

OLD/UNFINISHED BUSINESS:

The approved 2016 Library Action Plan was distributed to all members. Ann has been working on the Policy/Procedure Manual. Our library is waiting for ESPL to approve specific areas of that plan which will then allow CCML to be able to adopt the policy. Ann attended the Friends of the CCML meeting. She reported the following:

1. At present, no one has registered for the classes being sponsored by the ES Community College. A decision will be made on March 15 whether to cancel the classes.
2. There will be summer programs, beginning in June, featuring children's authors.

ESPL will be sharing some summer programs with our library. Also noted; Ann's term on the ESPL board terminates in June. She has volunteered to remain a member for the next term. All the board members were in agreement. Please note the new ESPL Director's name: Cara Burton.

NEW BUSINESS:

Due the time, Jackie asked that each member review the revised Friends Policy and be ready to approve it at April's meeting.

There being no further business, a motion to adjourn was presented at 6:00PM.

MOTION: Dianne moved, Kim seconded and the the motion for adjournment was approved.

Respectfully submitted  
Kim Dunton  
Secretary

**Cape Charles Memorial Library**  
**Monthly Report, March 2016**

**Youth Programs**

Preschool Storytime	71
Toddler Storytime	43
Chess Club	29
Smart Beginnings Storytime	19
Tween Program	28
<b>Adult programs (provided by the Friends)</b>	
Friends Afternoon Tea	<b>54</b>
IPhone/Windows	6
Total	250

- **Meetings**
  - Staff met with Brown Dog Ice Cream to discuss Summer Reading Program incentives, 3/4.
  - Staff attended Eastern Shore Public Library Trustee meeting, 3/7.
  - Library Board meeting, 3/94
  - Staff attended special ESPL Trustee meeting, 3/21.
- **Facility**
  - Water fountain was not working due to an electrical problem and was fixed on 3/22.
  - Kolbush Company cleaned the heating unit on 2/21.
  - We continued to have plumbing problems this month. The problem was fixed on 3/11 but occurred again on March 3/24. The issue was finally resolved on March 29 by the town Facilities Department.
- **Marketing & Communication**
  - Staff continues to update Facebook, the Town website, create PR flyers, contact local schools, and community groups.
- **Outreach**
  - Staff attended the Friends of the Library Tea on 3/14.
  - Staff attended the the Kiptopeak Stream PTA meeting on 3/15. We had a display and signed up people for library cards.
  - Staff read at Christian School for Dr. Seuss Birthday.
- **Technology**
  - Some of the computers in the computer lab were having problems connecting to the printer and was fixed by Chesapeake Bay Communications.
  - The Library of Virginia has provided iPads to use in children's programs and other services for youth.
- **Friends of the Library Adult Programs**
  - Friends of the Library Tea, The Cassatt Collection held on 3/14.
  - Three classes in Computer Tutor Series held this month: iPhone help, Computer help, and Smartphone Help.
  - The Employability Workshop Series scheduled for this month was cancelled due to lack of interest.
- **Youth Series**
  - On 3/25 we received a children's Early Literacy Activity Center from the Library of Virginia. This is bookcase filled with educational toys, games, and puzzles.

- Received 4 nature backpacks provided by a partnership between ESPL, the Library of Virginia, Virginia State Parks, and the Science Museum of Virginia. The backpacks can be checked out for 14 days and are designed to help children and their families learn about nature.
- Work continues on the 2016 Summer Reading Program as staff selects crafts to go with the summer story time programs.
- Tween Extreme Game Night was held 3/ 11 from 7:00 to 9:00 PM.
- On 3/19 the Toddler Storytime was presented by Smart Beginnings, an early literacy program. All of the participants received a free book and book bag.
  
- **Continuing Education**
  - Staff attended a webinar on the Evergreen Circulation system used by the library
  - Staff attended a webinar on press releases.
  
- ***Upcoming Events***
  - Poetry Reading to celebrate National Poetry Month will be held on Tuesday, 4/12 at 7 PM.
  - Beginning on 4/16 will be providing Paws for Reading, a program that allows children to read aloud to a therapy dog in order to improve reading and communication skills.
  - The 2<sup>nd</sup> Tween Extreme Game Night will be held on 4/22 at 7 PM.
  - May 7 is free Comic Book Day and staff has contacted Diamond Comic Distributors to receive approximately 100 free comic to give away.

# Cape Charles Memorial Library

## THE BOARD SELF-EVALUATION

Successful board teams pay attention to the process of how they operate. Just as they evaluate the progress of their library, they must also assess the operation of the board team and determine how they can do the job better.

It's **up to the library board to hold itself accountable for good performance.** To do that correctly, your board should take time every year to formally evaluate board performance. The purpose of the evaluation is not to find fault with board members or the full board, but to examine strengths and weaknesses. The formal self-evaluation should be followed with a plan to improve board performance.

### Does our board prepare to do its job by:

- |    |                                                                                                                                                            |     |    |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| 1. | Conducting a thorough orientation for all new board members?                                                                                               | Yes | No |
| 2. | Integrating new members into the team as quickly as possible?                                                                                              | Yes | No |
| 3. | Participating in continuing education?                                                                                                                     | Yes | No |
| 4. | Providing regular board development activities for all board members?                                                                                      | Yes | No |
| 5. | Performing an annual self-evaluation of board operations?                                                                                                  | Yes | No |
| 6. | Providing all board members with copies of the mission statement, bylaws, ordinance, plan, library laws, and all other important documents of the library? | Yes | No |
| 7. | Touring all facilities at least once a year?                                                                                                               | Yes | No |

### Does our board ensure good meetings by:

- |    |                                                             |     |    |
|----|-------------------------------------------------------------|-----|----|
| 1. | Limiting most meetings to two hours or less?                | Yes | No |
| 2. | Providing a comfortable meeting room conducive to business? | Yes | No |
| 3. | Convening and adjourning on time?                           | Yes | No |
| 4. | Having the board chairperson lead the meetings?             | Yes | No |
| 5. | Sticking to the prepared agenda?                            | Yes | No |

- |     |                                                                                                                   |     |    |
|-----|-------------------------------------------------------------------------------------------------------------------|-----|----|
| 6.  | Ensuring the board has enough information to make decisions?                                                      | Yes | No |
| 7.  | Working for consensus rather than fighting for a majority?                                                        | Yes | No |
| 8.  | Discussing issues cordially, avoiding personal attack?                                                            | Yes | No |
| 9.  | Following a business-like system of parliamentary rules?                                                          | Yes | No |
| 10. | Including the director as a resource for all deliberations?                                                       | Yes | No |
| 11. | Confining all discussion to policy issues and avoiding management issues?                                         | Yes | No |
| 12. | Allowing/ encouraging all board members to participate in discussion and not letting one or two persons dominate? | Yes | No |

**Do individual board members:**

- |     |                                                                                                    |     |    |
|-----|----------------------------------------------------------------------------------------------------|-----|----|
| 1.  | Attend at least 90 percent of all board meetings and committee meetings to which they're assigned? | Yes | No |
| 2.  | Come to meetings prepared?                                                                         | Yes | No |
| 3.  | Come to meetings on time?                                                                          | Yes | No |
| 4.  | Feel free to express even dissenting viewpoints?                                                   | Yes | No |
| 5.  | Leave meetings with a feeling of accomplishment?                                                   | Yes | No |
| 6.  | See them as part of a team effort?                                                                 | Yes | No |
| 7.  | Act as advocates for the library?                                                                  | Yes | No |
| 8.  | Know their responsibility as board members of the library?                                         | Yes | No |
| 9.  | Attempt to exercise authority only during official meetings of the board?                          | Yes | No |
| 10. | Represent the broad interest of the library and all constituents, not special interests?           | Yes | No |
| 11. | Understand that the most effective way to govern is to delegate management to the director?        | Yes | No |

**Does our board plan for the future of the library by:**

- |    |                                                                                           |     |    |
|----|-------------------------------------------------------------------------------------------|-----|----|
| 1. | Annually reviewing and approving the mission statement?                                   | Yes | No |
| 2. | Annually reviewing yearly objectives/work plan?                                           | Yes | No |
| 3. | Annually reviewing progress toward the long-range plan and modifying the long-range plan? | Yes | No |
| 4. | Having board committees work and produce results?                                         | Yes | No |
| 5. | Operating from opportunity rather than crisis to crisis?                                  | Yes | No |

**In which of the major categories above does our board show real strengths?**

**In which of the major categories above does our board need improvement?**

**DATE:** \_\_\_\_\_

**Cape Charles Memorial Library**  
**Friends of the Cape Charles Memorial Library Policy**

The Board of Trustees (Board) of the Cape Charles Memorial Library (Library) looks upon the Friends of the Cape Charles Memorial Library (Friends) as an extremely worthwhile community organization that greatly benefits the Library. As such, they are in the unique position of being able to make enormous contributions in several areas: raising supplementary funding, sponsoring special programs and activities, enhancing and promoting the use of the library, advocacy, volunteerism, and supporting the libraries policies and procedures. Their activities change as needs change.

Trustees represent citizen control and governance of the Library. The library Director represents administration and management of the Library. Friends represent citizen participation and assistance to the Library. It is highly important to the success of the total Library program that all three clearly understand their respective roles and work together toward common goals. (Virginia Public Library Trustee Handbook)

The Board acknowledges that the Friends are an organization separate and apart from the Library. To maintain open communication between the Board and the Friends a liaison from the Board to the Friends will be selected. Neither the Friends of the Library as an organization nor any member or participant thereof may assume any liability or authorize any act on behalf of the Library.

Because the Friends is an organization comprised solely of volunteers distinct and separate from Library personnel, no Library personnel shall be required to perform any duty or take any action on behalf of the Friends, except that Library staff members may act in an advisory capacity for Friends' activities. Library staff, with permission of the Library Director, may perform Friends' computer tasks, computer printing, or copying as assigned by the Library Director.

The Board will meet at least bi-annually with the Friends to discuss how their resources and support might help the Library move forward.

Advance information regarding all Friends Library projects and activities on behalf of the Cape Charles Memorial Library should be provided to the Library Director.

To avoid any concerns of impropriety, no person shall serve on the Library Board and the Friends Board concurrently.

Friends' funds and Library operating funds shall not be co-mingled or integrated. Any and all funds donated by the Friends to the Cape Charles Memorial Library must be used exclusively to support the Library.

**Adopted April 13, 2016**

## Roles and Responsibilities Guidelines

Responsibilities of ->	Library Director	Library Board	Friends
<b>General Administrative</b>	Administer daily operation of the library including personnel, collection development, fiscal, physical plant and programmatic functions. Act as advisor to the board and provide support to the Friends and community groups.	Assist the Town recruit and employ a qualified Library Director; maintain an ongoing performance review process for the Director.	Support quality library service in the community through fund raising, volunteerism and serving as advocates for the library.
<b>Policy</b>	Apprise Library Board of need for new policies, as well as policy revisions. Implement the policies of the library as adopted by the library board.	Identify and adopt written policies to govern the operation and program of the library.	Support the policies of the library as adopted by the Library Board
<b>Planning</b>	Coordinate and implement a strategic plan with library board, Friends, staff and community.	Ensure that the library has a strategic plan with implementation and evaluation components	Provide input into the library's strategic plan and support its implementation
<b>Fiscal</b>	Prepare an annual budget for the library in accordance with town charter.	Seek adequate funds to carry out library operations. Assist in the preparation and presentation of the annual budget in accordance with town charter.	Conduct fund raising to support the library's mission and plans.
<b>Advocacy</b>	Promote the mission of the library within the community. Educate the Library Board, Friends and community regarding local, state and federal issues that impact the library.	Promote the mission of the library within the community. Advocate for the library to legislators.	Promote the mission of the library within the community. Advocate for the library to legislators
<b>Meetings</b>	Participate in Library Board and Friends meetings. Ensure that there is a liaison from the Board to the Friends and vice versa.	Participate in all board meetings. Appoint a liaison to the Friends Board.	Maintain a liaison to the library board.
<b>Networking</b>	Encourage Board and Friends to join state and national professional organizations and make them aware of educational opportunities.	Join National and State Library Organizations as resource for policies, operations and advocacy for libraries	Join National and State Friends Organizations as a resource to better support the library.