

**Cape Charles Memorial Library
201 Mason Avenue
Board of Trustees Meeting
Wednesday, May 24, 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 April 13, 2016 Minutes**
- 5. Director's Reports**
 - Monthly Report
 - Library Statistics
 - Monthly Performance 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 to confirm attendance**

Next Meeting June 8, 2016

Cape Charles Memorial Library
Board Meeting
April 13, 2016

The meeting was called to order at 5:00 PM by Jackie Chatmon, Chairman.

Members present included, Jackie Chatmon, Chairman, Roger Moyer, Dianne Davis, Kim Dunton, Sue Panek, Nancy Vest, Ann Rutledge, Library Director. Friends of the Library members included Emily Cullen and Joan Natali. Tom Godwin was absent from the meeting.

A quorum was established.

The agenda was approved after a line item entitled Volunteer Hours was requested to be added under the heading Director's Report.

MATTERS OF THE PUBLIC:

Joan Natali addressed the board asking it to consider increasing the size of the conference room if remodeling of the room is addressed in the future. She also distributed a handout entitled *WHAT'S YOUR FOIA IQ?* to each board member.

The March 9, 2016 minutes were presented.

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

DIRECTOR'S / FINANCIAL REPORTS:

There was no Financial Report available at the time of the meeting. The Monthly and Library Statistics reports were reviewed by the board. Ann reported that the Kiptopeake Elementary School Pre-K grades are scheduled to visit the library as part of their "Meet the Community" tour. Special needs adults from the Eastern Shore Community Services organization visited the library and participated in a book reading. Due to the success of the first Tween Nite, the library will be hosting another Extreme Tween Nite on April 22. Sharon Silvy and Christina Gast will be co-coordinating this event. The Strategic Planning Meeting held at the Eastern Shore Public Library (ESPL) was attended by Ann.

Under building repairs, Ann reported that the covering of the exposed pipes in the upstairs conference room, is under contract and should begin in 3 weeks. An odor from the library bathrooms has been reported to the town maintenance department. The maintenance department determined that the traps for the toilets/sinks may need cleaning or replacing. In the meantime, continual flushing will help to keep the odor at a minimum.

A question as to why volunteer hours are kept was asked. All volunteer hours are considered in-kind and can be used in lieu of dollar amounts when our library applies for grants. Volunteer hours are reviewed when library funding is being determined. The ESPL also uses our volunteer hours when applying for funding and grants. Dianne Davis is responsible for keeping track of the board member's hours.

MOTION:

Roger moved, Dianne seconded and the Director's and Financial Reports were unanimously approved.

OLD BUSINESS:

All board members were not prepared to discuss the Friend's Policy. Kim suggested it be tabled until the May meeting. Jackie stressed the importance of discussing and voting on this policy at the May meeting.

NEW BUSINESS:

Chairman Jackie Chatmon assigned the following responsibilities to board members and instructed them to be prepared to present their findings at the May meeting;

1. Kim and Sue are to review the Library 2016 Goals
2. Nancy and Roger are to review the Computer Policy
3. Dianne and Tom were assigned to be the Nominating Committee. The Chairman, Vice-Chair and Secretary positions need to be filled. These nominations will be due in June.
4. Nancy will review the Board Self Evaluation given to each member to be completed and returned to the May meeting

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

Respectfully submitted

Kim Dunton
Secretary

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

Youth Programs

Preschool Storytime	29
Toddler Storytime	28
Chess Club	13
Tween Program	9
Poetry Reading	21
ESC Service Board Storytime	10

Adult programs (provided by the Friends)

Friends Afternoon Tea	59
IPhone/ Windows	20 8
Dream Class	29
Total	226

• **Meetings**

- Staff attended ESPL Trustee meeting, 4/4
- Staff attended Friends of the Library meeting, 4/4
- Staff attended a special Eastern Shore Public Library Trustee meeting at the Eastern Shore Chamber at 1:00 on April 11 to begin drafting a new strategic plan for the ESPL.
- Staff attended Library Board meeting, 4/13
- Staff met with Emily Cullen, president of the Friends of the Library to discuss the 2016 Summer Reading Program.

• **Facility**

- A contractor has been hired to work on the meeting room and will begin next week.

• **Marketing & Communication**

- Staff has finalized the *2016 Summer Reading Program* and is now working on the prize schedule and the publicity flyers.

• **Outreach**

- Staff attended the last *Friends of the Library Tea: Spring into Fashion* and gave a short talk on library programs and services on 4/11.
- Staff presented a Storytime to “special adults” from the Eastern Shore Community Services board from Exmore.4/12
- Staff attended the Rosenwald School Restoration Initiative spring dinner on Saturday. 4/16

• **Technology**

- The only computer problem this month: Firefox was corrupted on one computer and had to be reinstalled.

• **Adult Programs**

- *Poetry Reading at the Library* was held on 4/12 at 7:00. We had 20 to attend.

• **Friends of the Library Adult Programs**

- *Friends of the Library Tea*, held on 4/11

- Friends of the Library held three classes in the *Computer Tutor Series* this month: iPhone Help, Computer Help, and Smartphone Help.
- *What To Do With What You Dream* was held on 4/16 from 9:30 to 3:00 and 29 attended.
- **Youth Services**
 - *Paws for Reading* was held on Saturday, 4/16 from 10:45 to 12:00 and we had two children read to Diesel the dog.
 - Our second *Tween Extreme Game Night* was held on Friday, April 22 from 7:00 to 9:00 and was another success.
- **Continuing Education: no report**
- **Collection Development**
 - The Library received a donation of genealogical books from a local genealogist for the Local History Room.
- **Upcoming Events**
 - *Smart Beginnings* will present a Storytime on 5/5.
 - May 7 is *Free Comic Book Day*. Staff contacted Diamond Comic Distributors and we received approximately 100 free comics to give away.
 - The Friends of the Library will begin their *2016 Author Series* on May 16 with author and TV producer Jim Baugh at 7:00 at the Civic Center.
 - *Paws for Reading* will continue to be held every third Saturday of the month from 10:45 to 12:00. This is a program that allows children to read aloud to a therapy dog in order to improve reading and communication skills. Registration is required.
 - The 3rd *Tween Extreme Game Night* will be held on 5/20 at 7:00.
 - The *2016 Summer Reading Program* will begin on June 20 and our first programs will be on June 21 with Kiptopeak State park at 11:00 and LEGO Build at 3:00.

APRIL 2016								
	Donations	COPIES	FAXES	BOOKS\$	LIBRARY CARDS	LIBRARY ATTENDANCE	PROGRAMS	PROGRAM ATTENDANCE
4/1/16		\$2.90			1	52		
4/2/16		\$0.50				27		
4/3/16								
4/4/16		\$5.60	\$2.00		2	56		
4/5/16		\$3.70	\$1.00	\$2.00	2	37		
4/6/16		\$6.50		\$2.00	1	54		
4/7/16		\$3.00	\$5.00			78	2	13
4/8/16		\$4.10	\$3.50			38		
4/9/16		\$2.40		\$1.00		26		
4/10/16								
4/11/16		\$3.50				37	1	59
4/12/16		\$1.20			1	43	2	31
4/13/16		\$9.20			4	27	1	8
4/14/16		\$7.50	\$1.50		1	61	2	12
4/15/16		\$4.10	\$1.00		1	29		
4/16/16		\$0.70				22	1	29
4/17/16								
4/18/16		\$1.50	\$10.00		1	36		
4/19/16		\$1.90			2	41	1	20
4/20/16		\$1.60				25		
4/21/16		\$7.00				87	3	33
4/22/16		\$1.10	\$7.00			40	1	9
4/23/16		\$0.40				29		
4/24/16								
4/25/16		\$1.60			1	26		
4/26/16		\$3.70				35		
4/27/16		\$3.80		\$1.00	1	42		
4/28/16		\$1.20			2	56	3	12
4/29/16		\$1.50	\$2.00			27		
4/30/16		\$0.60			2	25		
TOTALS	\$0.00	\$80.80	\$33.00	\$6.00	22	1056	17	226

	PROGRAM/CLASS NAME	COMPUTER USE	INTERNET USE WIFI	COMPUTER CLASSES	CLASS ATTENDANCE	F
4/1/16		8				
4/2/16		8				
4/3/16						2.00
4/4/16		5				
4/5/16		13				
4/6/16		9				5.00
4/7/16	storytime(tod(10)pres(3))/chess cancelled	19				3.00
4/8/16		11				
4/9/16		7				
4/10/16						
4/11/16	friends tea (59)	11				
4/12/16	ESCService Board(10)/Poetry reading(21)	7				
4/13/16	Friends computer class(8)	9				
4/14/16	storytime(pre(8)tod(4))	13				
4/15/16		11				
4/16/16	friends Dream Class (29)	7				
4/17/16						
4/18/16		9				
4/19/16	iphone class (20)	9				
4/20/16		9				
4/21/16	storytime(pres(16)tod(9))/Chess(8)	8				
4/22/16	tween game night(9)	10				
4/23/16		1				
4/24/16						
4/25/16		6				
4/26/16		4				
4/27/16		10				
4/28/16	storytime(tod(5)pres(2))/chess(5)	6				
4/29/16		6				
4/30/16		2				460
TOTALS		218	0	0	0	470

	CIRCULATION					Volunteer	
	JF	NF	JNF	DVD	JDVD	Hours	
4/1/16	10		2	7	3		
4/2/16	5			2	1		
4/3/16							
4/4/16	1			1		2.00	Christina
4/5/16		1		1		1.50	tristan
4/6/16						3.00	trudie
4/7/16							
4/8/16							
4/9/16							
4/10/16							
4/11/16						2.00	chrisina
4/12/16						1.00	tristan
4/13/16						3.00	Trudy
4/14/16						1.00	tristan
4/15/16							
4/16/16							
4/17/16							
4/18/16						2.00	christina
4/19/16						1.50	tristan
4/20/16						2.00	trudy
4/21/16						1.50	tristan
4/22/16							
4/23/16							
4/24/16							
4/25/16						3.50	Christina/tristan
4/26/16							
4/27/16						3.00	trudy
4/28/16							
4/29/16						25.50	lib board
4/30/16	486	125	83	104	56	297.00	friends
TOTALS	502	126	85	115	60	349.50	

Cape Charles Memorial Library

Mission Statement

The mission of the Cape Charles Memorial Library is to inspire lifelong learning, advance knowledge and strengthen our community.

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 Director represents administration and management of the library. Friends of the Library 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 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 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 library should be provided to the 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 Library must be used exclusively to support the Library.

Adopted May 11, 2016

Library Director, Library Board and Friends of the Library Roles and Responsibilities Guidelines			
Responsibilitie ->	Library Director	Library Board	Friends of the Library
General Administrative	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	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.
Policy	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 programs of the library.	Support the policies of the library as adopted by the Library Board
Planning	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
Fiscal	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.
Advocacy	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
Meetings	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.
Networking	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.