

**Cape Charles Memorial Library  
201 Mason Avenue  
Board of Trustees Meeting  
Wednesday, June 8, 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**
  - **Director's 5 Year Plan**
  - **Internet Policy**
- 7. New Business**
  - **Self Evaluation Summary**
  - **Director's Fiscal Year 2017-18 Annual Goals**
  - **Officer Nominations and election**
- 8. Miscellaneous**
  - **Standards of Excellence**
- 9. 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 July 13, 2016**

**CCML Board Meeting Minutes  
May 24, 2016**

**PRESENT:**

Jackie Chatmon, Nancy Vest, Roger Moyer, Dianne Davis, Sue Panek, Ann Rutledge, Sharon Silvey

**OPENING:**

The meeting was called to order at 5pm. A quorum was established. No members of the public were present.

**MINUTES from LAST MEETING:**

Minutes of the April 13, 2016, were reviewed. Jackie requested that Kim add to the April minutes a statement noting that the town manager was contacted to request the inclusion of all library board members in the next FOIA training session. Roger moved that the minutes be approved with the addition, and Nancy seconded. All in favor was unanimous.

Jackie stated that the next board meeting (June 8, 2016) would be the last at which she will be chairman based on the bylaws. At that meeting, the nominating committee, Dianne and Tom, will report on nominees, and the board will vote.

**DIRECTORS REPORT:**

Ann gave the Director's Report. She said that all programs are on track and doing well. The Tween program recently had a successful pizza social. The PAWS for Reading program was received enthusiastically and is continuing.

Sharon reviewed the upcoming summer program calendar, which is being finalized. The very successful Summer Reading Challenge program will be back, and Brown Dog will once again be a sponsor. Planning has involved outreach with many local organizations as well as the Virginia Living Museum. A donation of \$1000 from the Cape Charles High School Association was received by the Friends. It will be used to provide materials for children's programs.

Ann spoke about the success of story time programs for babies up to age 3, and the Toddler program, ages 3-5, and encouraged spreading the word.

Ann stated that the budget is on track and she does not perceive any financial issues.

Jackie thanked Ann for the new report format and its clarity.

**OLD BUSINESS:**

Board members turned in their Board Self Evaluation forms to Nancy. She will analyze and summarize for the next meeting.

There was a discussion about the Friends Policy. It was decided to strike the word "Library" in front of Director, in paragraphs #2 and #4 and in the guideline title.

Roger moved that the Friends Policy be adopted with those changes, and Sue seconded. All in favor was unanimous. Jackie will make the changes and forward copies to board members and library staff.

The board reviewed the Fiscal Year End 2016 Goals Assessment prepared by Kim and Sue. A few revisions were made to bring it up to date. Sue will make the changes and forward to Jackie.

#### NEW BUSINESS:

The CCML mission statement is reviewed annually by the Board. It was reviewed and approved without revision. Sue moved it be approved, and Nancy seconded. All in favor was unanimous.

Jackie gave a summary of the Standards of Excellence. They can be a tool to help develop goals, budgets and programs. It was decided that a separate meeting should be convened in the fall to focus on these standards.

Ann presented the draft of a Strategic Five Year Plan – 2015-2020. It was decided that board members would read it in time for the next meeting and be prepared to discuss.

CCML has an internet use policy identical to ESPLs. Ann handed out copies of the ESPL policy. It was noted that the ESPL policy may not have been reviewed for at least 5 years.

Roger and Nancy were tasked with researching internet use policies used by other libraries, including the Virginia state library to assess modifications, if any, to CCML's existing Internet Policy which is the same as ESPL's internet policy. That policy has not been updated in at least 5 years. They presented the research and resultant considerations to the Board for its review to begin the discussion process. Discussion was tabled until the next meeting in order for board members to read and digest all the information.

#### ADJOURN:

At 6:30 Dianne moved to adjourn, and Nancy seconded. All in favor was unanimous.

NEXT MEETING: June 8, 2016

Due to Kim's absence the minutes were compiled by Sue.

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

**Youth Programs**

Preschool Storytime (4 programs)	54
Toddler Storytime (4 programs)	40
Chess Club (3 programs)	20
Tween Program	12
Kiptopeake School Prek Storytime	33

**Adult programs (provided by the Friends)**

Friends Author Event-Jim Baugh	30
IPhone/IPad (2 programs)	11

Total 200

• **Meetings**

- Staff attended ESPL Trustee meeting, 5/2
- Staff attended Friends of the Library & staff meeting, 5/9
- Staff attended Library Board meeting 5/24
- Staff met with the Friends Children's Author committee to finalize plans for the summer author programs

• **Facility**

- A fuel leak was discovered on May 6 and the library closed early and was also closed on Saturday, May 7. Fuel leaked from the underground tank, located under the sidewalk on Pine Street through cracks in the foundation and into the library basement. It was a small volume and Town staff cleaned the area of the spill and library staff aired out the library. The existing tank will be replaced with an above ground tank to the rear of the library.
- A contractor began working on the meeting room 5/26.

• **Marketing & Communication**

- Staff has begun to send out information about the 2016 Summer Reading Challenge and publicity on the June programs has been distributed. The 2016 Summer Reading Challenge will begin on June 20. Staff continue updating webpages, Facebook, flyers,
- The Cape Charles Public Library has its own page on the Eastern Shore Public Library website and it includes a complete calendar of all of our Library events maintained by the CCML staff.

• **Outreach**

- Staff attended the Friends of the Library Author program Hooked: A Night with Jim Baugh on 5/16.
- Kiptopeake Elementary School brought all of their preK classes to the Library on May 13 and May 20 as part of their Community Week program. Each group was given a tour of the Library and attended a special storytime.

• **Technology**

- A staff computer was infected with ransomware and all files on the computer were encrypted. The computer was not backed up and all files were lost. Chesapeake Bay Communications has installed an automated backup system on the library's network. The deputy clerk's old computer was reformatted to be used in place of the infected computer.

• **Adult Programs**

- (See Friends of the Library)

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

- **Friends of the Library Adult Programs**
  - Friends of the Library presented Hooked: A Night with Jim Baugh on May 16. A book signing followed and refreshments were provided.
  - Friends of the Library held two classes in the Computer Tutor Series this month: iPhone and iPad Help, and Smartphone Help.
  
- **Youth Services**
  - Smart Beginnings presented a storytime on 5/5.
  - Free Comic Book Day was canceled on May 7 due to the Library being closed because of fuel leak.
  - Paws for Reading was held on Saturday, 5/21 from 10:45 to 12:00.
  - Our third Tween Night was held on Friday, May 20 from 7:00 to 9:00 and was another success. This event featured free pizza for all and an open activity.
  - We received two donations of craft supplies for our summer crafts.
  
- **Volunteers**
  - We had 171 volunteer hours for this month.
  
- **Continuing Education: no report**
  
- **Collection Development**
  - Staff is making final book orders as the fiscal year ends.
  
- **Upcoming Events**
  - The Eastern Shore Public library trustee meeting will be held at 1:00 on June 6.
  - The Friends of the Library will hold their monthly meeting on June 6, at 5:00
  - The Library Board will meet on June 8 at 5:00.
  - The Friends of the Library will host their Author Series with JJ Shay and Wendy Higgins June 13 at 7:00 at the Civic Center.
  - The Friends of the Library will be having their Monster Book Sale from June 24-June 26.
  - 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 4th Tween Night will be held on 6/17 at 7:00. This program will feature outdoor activities.
  - The registration for the 2016 Summer Reading Challenge begins on June 20. Our first programs will be on June 21 with Kiptopeak State Park at 11:00. Other June programs include:
    - LEGO Build -6/21, 3:00pm.
    - Craft with MOONRISE Jewelry. Ages 4 up. Preregistration required. 6/22, 10:30 & 11:15
    - Following Storytime, Summer Quick Craft for preschoolers -Ice Cream. 6/23 10:30
    - Local Barrier Islands Center (BIC-On the Road) author Andrew Barbour reads his book "Red, White, & Ewe". 6/28, 11:00.
    - Image/Create-upcycling crafts (best suited for ages 6 and up)
    - Summer Quick Craft for Preschoolers – "Dinosaurs", 6/30.

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	\$149.75	\$102.10	\$80.80	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$428.80
Faxes	\$48.50	\$72.00	\$39.00	\$33.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$192.50
<b>TOTAL</b>	<b>\$144.65</b>	<b>\$221.75</b>	<b>\$141.10</b>	<b>\$113.80</b>	<b>\$0.00</b>	<b>\$621.30</b>							
Deposit													
<b>BOOK CIRC-ADLT</b>													
Fiction	503	536	500	470	0	0	0	0	0	0	0	0	2009
Non-fiction	184	136	142	126	0	0	0	0	0	0	0	0	588
DVDs	196	204	152	115	0	0	0	0	0	0	0	0	667
<b>TOTAL 2016</b>	<b>883</b>	<b>876</b>	<b>794</b>	<b>711</b>	<b>0</b>	<b>3264</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	517	502	0	0	0	0	0	0	0	0	1695
Non-Fiction	3	62	143	85	0	0	0	0	0	0	0	0	293
DVDs	60	50	65	60	0	0	0	0	0	0	0	0	235
<b>TOTAL 2016</b>	<b>390</b>	<b>461</b>	<b>725</b>	<b>647</b>	<b>0</b>	<b>2223</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>1519</b>	<b>1358</b>	<b>0</b>	<b>5487</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>1193</b>	<b>1056</b>	<b>0</b>	<b>4024</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>17</b>	<b>17</b>	<b>0</b>	<b>61</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>250</b>	<b>226</b>	<b>0</b>	<b>867</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>253</b>	<b>218</b>	<b>0</b>	<b>891</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>12</b>	<b>22</b>	<b>0</b>	<b>59</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>364.75</b>	<b>349.50</b>	<b>0.00</b>	<b>1276.25</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