

**Cape Charles Memorial Library
201 Mason Avenue
Board of Trustees Meeting
Wednesday, September 14, 2016
5 PM**

1. Call to Order

2. Welcome to our newest Board Member – Chris Bannon

3. Public Comments

4. Endorsement of the Agenda

5. Approval of the August minutes

6. Old Business

- **The December 8th Veteran’s Observance – Progress to Date**
- **Monthly Reports and Statistics Documents for July and August**

7. New Business

- **Addressing the Standards for Virginia Public Libraries**

Note: It is possible to see these standards online. However please do not have a heart attack if you look at them. These Standards can be seen on the website listed below. We will have to find a reasonable way of understanding and addressing them.

<http://www.lva.virginia.gov/lib-edu/dnd/standards/PFLE.pdf>

- **Planning a future meeting with the Friends to discuss upcoming projects and goals. As an added incentive for that meeting, we can hopefully visit “The Third Floor.”**

8. Parting Shots

9. Adjournment

Please email vtpatriot@baycrk.net if you will be unable to attend this August meeting.

Next meeting: October 12, 2016.

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And Library Staff**

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CAPE CHARLES MEMORIAL LIBRARY
201 Mason Avenue
Combined Board of Trustees and Friends of the CCML Meeting
Minutes
August 10, 2016

The Combined Board of Trustees and Friends of the CCML meeting was called to order by the Chairman, Roger Moyer. Members present from our Board were: Roger Moyer, Kim Dunton, Nancy Vest, Sue Panek, Dianne Davis, and Ann Rutledge, Librarian and Sharon Silvey, Assistant Librarian. Absent – Jackie Chatmon. Visiting us was Ms. Cara Burton, Director of the Eastern Shore Public Library.

Technological Demonstration

Emily of the Friends introduced us to the new microphone system, and the television that we now have in the foyer.

A quorum was established. There were no speakers from the public.

The minutes were approved as presented.

Old Business

A Timely Project. Nancy attended the initial meeting of the Virginia World War I and World War II Commemoration Commission's meeting in Richmond.

On December 8, 2016 the 75th Anniversary of our entry into World War II will be celebrated. We would like for veterans to come to the library so that they can be honored.

Nancy informed us as to what Richmond is doing for the anniversary, and it will be streamed. Chairman Moyer suggested doing some oral histories with our veterans that participated in the war. We could include their discharge papers, letters from home, etc. Also, it was mentioned that a mobile van could be requested.

Nancy will work on the December 8th project for the 75th Anniversary of our entry into World War II. She informed us that there were grants available that we can apply for. In order to make this a joint effort it was suggested that we communicate with VFW, American Legion - Post 56, Friends, the library staff, and the Board. Kim Dunton will talk to the members of the American Legion – Post 56 to see if they will be interested in participating in this activity.

Other anniversaries given to us were:

November 11, 2018 (1918)
WWI Armistice – 100 years

CCML Founding Anniversary 1919
100 years

May 8, 2020 (1945)
V-E Day – 75 years

September 2, 2020 (1945)
Japanese Surrender – 75 years

Monthly Reports

With general consensus the monthly reports were tabled until the September meeting.

Cara Burton – Director of the Eastern Shore Public Library

Cara Burton, Director of the Eastern Shore Public Library discussed the following:

1. The discontinuance of the Overdrive was done because of lack of use and hard to maintain.
2. E-books have a limit of three years and really could be used more by the patrons. They have tried different ways to promote e-books.
3. There is a need for a staff member to work with youth services.
4. They need professional staff in order to reach out to the community.
5. They would like to focus on early childhood development.
6. The new library is needed so that they can provide better system services in their shipping and receiving, warehouse, local history room, etc. They just don't have enough space in order to maintain the needs for the different libraries in the two counties.
7. A diagram of the new library was shown to us, and it will be located in the old Bayshore Market building once renovations have been completed. On October 1, 2016, there will be a campaign to launch the new library.

FYI

The Friends informed us that they would be having a Book Sale on August 12, 13, and 14 (Friday – Sunday).

Chairman Moyer would like to have a meeting with the two groups to discuss things such as the other floors in this building. He suggested that sometime during the week of September 19th could be a time for us to just talk.

With no further business, it was properly moved by Dianne Davis and seconded by Kim Dunton that we adjourn at 6:30 p.m.

Respectfully submitted

Roger Moyer, Chairman

Dianne Davis, Secretary

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

Youth Programs

Preschool Storytime (3 programs)	7
Toddler Storytime (3 programs)	25
Chess Club (2 programs)	8
Paws for Reading	3
Kiptopeke State Park	10
Lego Build	23
Imagine Create	2
Crafts after Storytime (4 programs)	22
NASA	30
Eastern Shore Soil & Water Conservation	5
Friends Childrens Author Event-Anna Burger	16

Adult programs (provided by the Friends)

Friends Author Event-Lothar Haselberger	51
Friends Author Event -Nancy Naigle & Grace Greene	16
Friends Lunch & Learn- Joe Fehrer on History of Assateague Island	17
Art Schwarzschild from Anheuser	20

Total 255

Meetings

- Staff attended ESPL Trustee Meeting at the Accomack Library, 8/8
- Staff attended the joint Friends of the Library and Library Board meeting 8/10

Facility

- We have again been noticing a bad smell coming from the front restroom and the lobby.
- We received two new small wooden book shelves purchased by the Friends of the Library.

Marketing & Communication

- Staff has compiled statistics for the Summer Reading Challenge and is preparing flyers and PR for Fall/Winter programs.
- Our wide screen TV in the lobby has pictures from the Summer Reading Challenge.

Outreach

- Staff attended the Friends of the Library Author/Lecture with Nancy Naigle & Grace Greene.
- Staff attended the Eastern Shore Public Library Cocktail Party at the Regional Library Campaign Fundraising Headquarter in Onley. Guests included Library Trustees, Friends of the Library, Library Foundation members, and member of all fundraising committees.8/31

Technology

The library has 4 new computers: 2 in the computer lab, 1 at the front desk, and 1 to replace the card catalog. Only 1 old computer remains in the lab.

Adult Programs(See Friends of the Library Adult programs)

Friends of the Library Adult Programs

- Friends of the Library presented “From the Parthenon to the Cape Charles Coffee House” with Lothar Haselberger. 51 attended. 8/3
- Friends presented Lunch & Learn, with Joe Fehrer on recent history of Assateague Island. 8/6
- Friends of the library presented an author program on Monday night with romance writers Nancy Naigle and Grace Greene. 16 attended. 8/15
- Friends presented the final Lunch & Learn, with Art Schwarzschild, Coast Reserve long term Ecological Program, 20 attended.8/20
- Monster Book Sale, 8/12-14

Friends of the Library Youth Programs

- Presented children’s author Anna Berger reading her book *Pea Soup and the Seafood Feast*. 8/9

Youth Services

- Lego Build was held on Wednesday with 23 participants. 8/2
- NASA visited the library and 30 attended the program.8/3
- Kiptopeke State Park presented a program for children at 11:00 on Tuesday called. 18 attended. 8/16
- Imagine/Create. 2 attended8/16
- ES Soul & Water Conservation presented a program on Birds, 5 attended. 8/17
- Paws for Reading were held on Saturday from 10:45 to 12:00. 3 attended. 8/20
- Quick Craft for preschoolers was held on 8/4., 8/11., 8/18. 22 attended
- Storytime took a break for 2 weeks, it resumes 9/8. Chess will resume mid-September.
- Great Summer Reading Challenge with 242 children signing up to read.
 - 188 were local children, 52 were guests
 - 123 children read over 100 minutes
 - 502 prizes awarded for reading
 - 175 ice cream cones rewarded
 - 15 children & \$110.05 fines were forgiven for reading over 200 minutes

Volunteers

- Our longtime volunteer Christina Gist has moved to the west coast and we are looking for a new shelving volunteer.
- 253.50 volunteer hours for this month.

Upcoming Events

- The Eastern Shore Public Library Trustee meeting will be held at 2:00.9/ 12
- The Friends of the Library will hold meeting. 9/7
- Friends Author/Lecture Series:Tribute to Judi McCoy. 9/12
- The Library Board will hold their monthly meeting. 9/14
- Friends Medicare Seminar, 10/15
- Friends computer/Smartphone Class, 10/20 & 22
- Paws for Reading held every third Saturday of the month from 10:45 to 12:00.

				AUGUST 2016				
	Donations	COPIES	FAXES	BOOKS\$	LIBRARY CARDS	LIBRARY ATTENDANCE	PROGRAMS	PROGRAM ATTENDANCE
8/1/2016		\$4.70				63		
8/2/2016		\$4.60				75	1	23
8/3/2016		\$6.70	\$1.00		2	70	2	81
8/4/2016		\$3.90	\$2.50		3	73	4	19
8/5/2016		\$0.40	\$5.00	\$1.00		57		
8/6/2016				\$3.00		79	1	17
8/7/2016								
8/8/2016		\$7.40			1	50		
8/9/2016		\$1.10	\$14.50			47		
8/10/2016		\$1.80				53		
8/11/2016		\$5.65	\$4.50	\$3.00	1	63	4	37
8/12/2016		\$0.90	\$4.50		4	71		
8/13/2016		\$0.40	\$2.00			26		
8/14/2016								
8/15/2016		\$4.70	\$2.00			43	1	16
8/16/2016		\$1.20	\$3.00			54	2	12
8/17/2016		\$5.70	\$3.00	\$2.00	3	68	1	5
8/18/2016		\$5.50	\$3.00	\$4.00		72	3	6
8/19/2016				\$6.00		73		
8/20/2016				\$2.00		49	2	23
8/21/2016								
8/22/2016		\$2.40	\$1.00			50		
8/23/2016		\$3.40	\$3.00	\$3.00	2	73		
8/24/2016		\$0.80	\$3.00	\$2.00	1	56		
8/25/2016		\$7.20	\$3.50			98		
8/26/2016		\$6.10	\$7.50		1	66		
8/27/2016		\$1.90	\$1.00			25		
8/28/2016								
8/29/2016		\$9.70	\$3.00		1	34		
8/30/2016		\$3.10	\$1.00			51		
8/31/2016		1.00			1	35		
TOTALS	\$0.00	\$90.25	\$68.00	\$26.00	20	1574	21	239

	PROGRAM/CLASS NAME	COMPUTER USE	INTERNET USE WIFI	COMPUTER CLASSES	CLASS ATTENDANCE	F	JF
8/1/2016		12					
8/2/2016	lego build(23)	12					7.00
8/3/2016	NASA(30)/Friends Author talk(51)	12					5.00
8/4/2016	story(tod(8)pre(2)/crafts(6)/chess(3)	13					10.00
8/5/2016		8					3.00
8/6/2016	Lunch and learn(17)	5					
8/7/2016							
8/8/2016		14					1.00
8/9/2016		16					2.00
8/10/2016		13					4.00
8/11/2016	story(pre(5)tod(13))/craft(14)/chess(5)	11					8.00
8/12/2016		8					2.00
8/13/2016		3					
8/14/2016						3.00	
8/15/2016	author program(16)	9					1.00
8/16/2016	Kiptopeke State Park(10)/Imagine Create(2)	4					
8/17/2016	ES Water and Soil(5)	8					3.00
8/18/2016	storytime(tod(4)Pre(0)/crafts(2)	16				1.00	6.00
8/19/2016		5					2.00
8/20/2016	paws for reading(3)/Lunch and learn(20)	0					
8/21/2016							
8/22/2016		15					
8/23/2016		11					
8/24/2016		10					
8/25/2016		14					
8/26/2016		19					
8/27/2016		2					
8/28/2016							
8/29/2016		7					
8/30/2016		4					
8/31/2016		13				598	665
TOTALS		264	0	0	0	602	719

	CIRCULATION				Volunteer	
	NF	JNF	DVD	JDVD	Hours	
8/1/2016				3		
8/2/2016				1		
8/3/2016		2.00		1	3.00	Trudi
8/4/2016					2.50	Tristan
8/5/2016				2		
8/6/2016						
8/7/2016	1.00		3			
8/8/2016						
8/9/2016						
8/10/2016						
8/11/2016				1	1.50	Tristan
8/12/2016				3		
8/13/2016			1			
8/14/2016						
8/15/2016						
8/16/2016			2			
8/17/2016		2.00				
8/18/2016				1		
8/19/2016						
8/20/2016						
8/21/2016						
8/22/2016						
8/23/2016						
8/24/2016					2.50	Trudi
8/25/2016						
8/26/2016						
8/27/2016					27.00	lib board
8/28/2016					214.00	friends
8/29/2016						
8/30/2016						
8/31/2016	200	100	163	132	3.00	Trudi
TOTALS	201	104	169	144	253.50	

CAPE CHARLES MEMORIAL LIBRARY 2016

	January	February	March	April	May	June	July	August	September	October	November	December	YTD			
INCOME:																
Copier/Prt	\$96.15	\$149.75	\$102.10	\$80.80	\$76.35	\$103.00	\$77.55	\$90.25	\$8.30	\$0.00	\$0.00	\$0.00	\$784.25			
Faxes	\$48.50	\$72.00	\$39.00	\$33.00	\$52.00	\$27.50	\$60.00	\$68.00	\$0.00	\$0.00	\$0.00	\$0.00	\$400.00			
TOTAL	\$144.65	\$221.75	\$141.10	\$113.80	\$128.35	\$130.50	\$137.55	\$158.25	\$8.30	\$0.00	\$0.00	\$0.00	\$1,184.25			
Deposit																
BOOK CIRC-ADLT																
Fiction	503	536	500	470	479	601	588	602	0	0	0	0	4279			
Non-fiction	184	136	142	126	135	173	150	201	0	0	0	0	1247			
DVDs	196	204	152	115	121	194	214	169	0	0	0	0	1365			
TOTAL 2016	883	876	794	711	735	968	952	972	0	0	0	0	6891			
Books Circ. 2015	764	708	702	740	742	979	1042	962	782	711	666	792	9590			
BOOKS CIRC-JUV																
Fiction	327	349	517	502	419	696	904	719	0	0	0	0	4433			
Non-Fiction	3	62	143	85	94	128	189	104	0	0	0	0	808			
DVDs	60	50	65	60	69	123	162	144	0	0	0	0	733			
TOTAL 2016	390	461	725	647	582	947	1255	967	0	0	0	0	5974			
Books Circ 2015	488	443	600	610	589	1358	1279	773	507	707	373	523	8250			
TOTAL 2016	1273	1337	1519	1358	1317	1915	2207	1939	0	0	0	0	12865			
Total Circ. 2015	1252	1151	1302	1350	1331	2337	2321	1735	1289	1418	1039	1315	17840			
ATTENDANCE 2016	879	896	1193	1056	1047	1536	1939	1574	89	0	0	0	10209			
Attendance 2015	901	707	1047	1372	1124	1754	2449	1765	1079	1171	886	931	15186			
PROGRAMS 2016	13	14	17	17	16	24	30	21	0	0	0	0	152			
Programs 2015	9	6	50	13	14	19	28	18	9	18	10	18	212			
PROG. ATTEND 2016	163	228	250	226	200	297	487	239	0	0	0	0	2090			
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			
INTERNET USE 2016	196	224	253	218	195	275	189	264	25	0	0	0	1839			
Internet use 2015	222	160	196	229	184	279	377	365	308	284	211	155	2970			
LIBRARY CARDS 2016	9	16	12	22	11	26	18	20	2	0	0	0	136			
Library cards 2015	11	5	16	25	10	32	22	16	21	23	10	7	198			
Voulnteer Hours 2016	298.00	264.00	364.75	349.50	171.75	366.00	231.50	253.50	0.00	0.00	0.00	0.00	2299			
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			

	CAPE CHARLES MEMORIAL LIBRARY 2016 "FRIENDS"												
	January	February	March	April	May	June	July	August	September	October	November	December	YTD
INCOME:													
Donations	\$0.00	\$0.00	\$27.75	\$0.00	\$0.00	\$5.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$32.75
Book\$	\$11.00	\$29.00	\$25.00	\$6.00	\$25.00	\$33.00	\$26.00	\$26.00	\$4.00	\$0.00	\$0.00	\$0.00	\$185.00
TOTAL	\$11.00	\$29.00	\$52.75	\$6.00	\$25.00	\$38.00	\$26.00	\$26.00	\$4.00	\$0.00	\$0.00	\$0.00	\$217.75