

**Cape Charles Memorial Library
201 Mason Avenue
Board of Trustees Meeting with Friends having been invited to attend
Wednesday, October 12, 2016
5 PM**

- 1. Call to Order**
- 2. Public Comments**
- 3. Endorsement of the Agenda**
- 4. Trek to the Third Floor**
- 5. Discussion of Library Space Requirements**
- 6. Approval of the September Minutes**
- 7. Old Business**
 - **Veteran's Observance Update**
- 8. New Business**
 - **Monthly Report and Statistics**
- 9. Parting Shots**
- 10. Adjournment**

Please email vpatriot@baycrk.net if you will be unable to attend this October meeting.

Next meeting: November 9, 2016.

CAPE CHARLES MEMORIAL LIBRARY

201 Mason Ave.

Board of Trustees Meeting

September 14, 2016

The Cape Charles Memorial Library Board meeting was called to order by the chairman, Roger Moyer at 5:10 p.m. Members present were: Roger Moyer, Kim Dunton, Jackie Chatmon, Nancy Vest, Chris Bannon, Dianne Davis; Librarian Ann Rutledge. Absent: Sue Panek.

Chris Bannon was welcomed to our Board as the representative from the Town Council.

There were no comments from the public.

The agenda was approved as presented.

It was properly moved by Nancy Vest and seconded by Kim Dunton that the minutes be approved as presented.

Old Business

December 8 Veterans Observance. Roger Moyer talked to William (Bill) Stramm about the anniversary. Nancy Vest talked to the Historical Society and they are planning to do some type of activity for the observance. Kimb Denny has talked to Ann about having a display in our library. There is a traveling exhibit that is in need of a location.

William Stramm suggested that we try to help. Kim Dunton talked to the members at the Ladies Auxiliary meeting about the activity. It was suggested that streaming could possibly be done in the Civic Center. The streaming is scheduled from 9:30 a.m. – 11:30 a.m. It was suggested that someone talk to the veterans about this activity.

It was suggested that we combine our activities with the American Legion and the Historical Society. Roger Moyer has his father's Bible that he had when he was fighting in World War II that could be used.

On September 26 there will be artifacts accepted at our museum. Roger Moyer suggested that we do something to help on that day.

Monthly Reports and Statistics (July and August)

July 2016 - August. Ann Rutledge reported that we had a great summer. The most popular activity was the Virginia Living Museum. NASA did a story time that was also good. The Friends sponsored a Lunch and Learn activity that was successful.

Thank you cards were sent to all organizations and others for their support of our activities.

We now have 15 working computers and of the 15, 4 of them are new. Two of the computers were placed in the lab as a replacement, one for the card catalog, and one on Ann's desk. There will be 11 computers that will be wiped clean and disposed of by Chesapeake Bay Communications.

New Business

Addressing the Standards for Virginia Public Libraries. Jackie Chatmon discussed what we have done thus far on the Standards. We have worked on the A Level which is the basic and mandated services.

We are waiting to get a copy of the Eastern Shore Public Library's policy. At this time, they are in the process of making some adjustments to their policy.

Chairman Moyer stated that we need to get the Standards of Excellence in order starting in December and ready for the town budget in May. With consensus, it was agreed that we would begin working on the Standards.

The summary of the Standards of Excellence done last year was presented to the Board by Jackie Chatmon, former Board Chair), with 92 percent viewed as in compliance.

We are still planning to meet with the Friends and tour the other floors of the library. The walk through and discussion will be October 12, 2016.

Parting Shots

Chris Bannon – Reminder of the Cookie Trail

Ann Rutledge – Thanked everybody for all that they do

Computer Tutoring

Afternoon Teas

Lounge need to be made presentable for the staff to use

With no further business, the meeting was adjourned at 6:40 p.m.

Sincerely submitted,

Roger Moyer, Chairman

Dianne Davis, Secretary

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

Youth Programs

Preschool Storytime (4 programs)	49
Toddler Storytime (4 programs)	14
Chess Club (3 programs)	22
Paws for Reading	1

Adult programs (provided by the Friends)

Friends Author Event-Tribute to Judi McCoy	23
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Total **109**

Library Services

- Now that summer is over we are organizing the shelves; and shifting and weeding material for better usage.

Meetings

- Staff attended Friends of the Library meeting, 9/7.
- Staff attended ESPL Trustee Meeting at the Accomack Library, 9/12
- Staff attended the Library Board meeting 9/14

Facility

Marketing & Communication

- September is Library Card Sign Up month and the beginning of school; the Library is celebrating with posters and book displays.
- Banned Book Week is October 1 through October 7 and the Library has posters and book displays of banned books for children, teens, and adults. Each banned book on display has a bookmark explaining when and why it was banned or challenged.
- Staff continues to update the Cape Charles Memorial Library Facebook page including Friends of the Library programs, the Town website (capecharles.org) and the ESPL website when needed.

Outreach

- Staff attended the Kiptopeke Elementary School Open House from 12:00 -2:00 on Thursday.9/1

Technology

Continuing Education

- Sharon Silvey will be taking the STEM training offered by the Library of Virginia.

Adult Programs (See Friends of the Library Adult programs)

Friends of the Library Adult Programs

- The Friends of the Library presented their last program in the Author/Lecture Series: A Tribute to Judi McCoy. 9/12

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Youth Services

- Fall Storytime began. 9/8
- Paws for Reading had 1 child to attend, 9/17

Volunteers

- Volunteers performed 417 hours of service this month.

Upcoming Events

- The Eastern Shore Public Library Trustee meeting will be held at 2:00.10/3
- The Friends of the Library will hold a meeting with Library Staff. 10/3
- The Library Board will hold their monthly meeting. 10/12
- Friends Medicare Seminar, 10/15
- Breast Cancer Program, 10/18
- Friends Computer/Smartphone Class, 10/20 & 10/29
- Paws for Reading is held every third Saturday of the month from 10:45 to 12:00.
- Library will participate in Trunk or Treat, 10/29

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	\$75.70	\$8.00	\$0.00	\$0.00	\$859.65			
Faxes	\$48.50	\$72.00	\$39.00	\$33.00	\$52.00	\$27.50	\$60.00	\$68.00	\$61.50	\$3.50	\$0.00	\$0.00	\$465.00			
TOTAL	\$144.65	\$221.75	\$141.10	\$113.80	\$128.35	\$130.50	\$137.55	\$158.25	\$137.20	\$11.50	\$0.00	\$0.00	\$1,324.65			
Deposit																
BOOK CIRC-ADLT																
Fiction	503	536	500	470	479	601	588	602	541	0	0	0	4820			
Non-fiction	184	136	142	126	135	173	150	201	377	0	0	0	1624			
DVDs	196	204	152	115	121	194	214	169	114	0	0	0	1479			
TOTAL 2016	883	876	794	711	735	968	952	972	1032	0	0	0	7923			
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	146	0	0	0	4579			
Non-Fiction	3	62	143	85	94	128	189	104	74	0	0	0	882			
DVDs	60	50	65	60	69	123	162	144	80	0	0	0	813			
TOTAL 2016	390	461	725	647	582	947	1255	967	300	0	0	0	6274			
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	1332	0	0	0	14197			
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	921	26	0	0	11067			
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	13	0	0	0	165			
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	109	0	0	0	2199			
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	182	2	0	0	1998			
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	12	2	0	0	148			
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	441.50	1.50	0.00	0.00	2742			
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			