

**Cape Charles Memorial Library
201 Mason Avenue
Board of Trustees Meeting
Wednesday, November 9, 2016
5 PM**

1. Call to Order

2. Public Comments

3. Endorsement of the Agenda

4. Approval of the October Minutes

5. Old Business

- **Veteran's Observance Update**
- **Discussion: Next Board Steps re: Standards for Virginia Public Libraries**
- **Discussion: Next Board Steps re: Library Space and Facility**

6. New Business

- **Monthly Report and Statistics**

7. Parting Shots

8. Adjournment

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

Next meeting: December 14, 2016.

CAPE CHARLES MEMORIAL LIBRARY
Board of Trustees Meeting
Minutes
October 12, 2016

The regular monthly meeting of the Board of Trustees for the Cape Charles Memorial Library was called to order by the chairman, Roger Moyer at 5 p.m. Members present were Roger Moyer, Jackie Chatmon, Dianne Davis, Kim Dunton; Ann Rutledge, Librarian. Absent were Sue Panek and Nancy Vest. Also, present were members from the Friends of the Cape Charles Memorial Library.

The agenda was approved with general consensus.

The members and the Friends toured the third floor. After the tour, the Chairman talked about needed space, the Members and Friends talked about different things that we could do to maybe utilize the space on the floor. However, since we had just looked at that particular floor it was suggested that maybe a study should be done, by a professional, to determine the best way to use the space.

The town manager is interested in seeing an assessment done on dealing with the space in the library.

After much discussion, it was moved by Roger Moyer and seconded by Chris Bannon that we discuss the library issue at the next meeting.

Jackie Chatmon suggested that we complete those documents that we have been working on such as the Virginia Standards of Excellence, 5-Year Strategic Plan, etc.

Minutes. It was properly moved by Jackie Chatmon and seconded by Kim Dunton that the minutes be approved with the necessary corrections. Top of page 2 we now have 15 working computers and of the 15, more than half (8) have been replaced within the last two years. Under new business, second paragraph insert the word Internet. It should read we are waiting to get a copy of the Eastern Shore Public Library Internet Policy.

Old Business

Veteran's Observance Update. Roger Moyer and the Friends have volunteered to help with whatever the plans are for the Veterans Observance. Kim Dunton will check with the American Legion Auxiliary that she works with to see what they are doing for the observance.

New Business

Monthly Report and Statistics. There was a brief discussion on the reasons why certain numbers are down in the report. One reason is that the vacationers have now gone, but regardless to the numbers we offered some excellent programs that were enjoyed by all.

Other items discussed were

- Shore Made Music Festival at the old Onancock High School – Ann Rutledge will have a table
- October 28 Ann will be attending the Virginia Library Association Conference at the Homestead of Virginia in Hot Springs, Virginia
- Sharon will be attending a STEMs workshop representing us.
- Cara Burton – Needs volunteers on October 22 to help support the new library (capital campaign).

Parting Shots

Chris – The Friends have donated \$2,000 to the Eastern Shore Public Library.

The Cookie Trail proceeds will be given to the New Roots Youth Garden.

The Town Manager has stated that heat should be in the building by November.

As part of the Friends Week celebration, bookmarks will be given out that were made by Nancy Vest.

Roger - The Board members were asked to support the Friends in their activities.

He would like to come up with a way to share information about the authors that he likes.

Jackie – Suggested that a group could get together and summarize books that they have read.

Ann – In weeding books she stated that they are getting rid of outdated books, and books that are not circulating.

With no further business, it was properly moved by Jackie Chatmon and seconded by Chris Bannon to adjourn the meeting.

Submitted by

Roger Moyer, Chairman

Dianne Davis, Secretary

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

• **Youth Programs**

Preschool Storytime (4 programs)	55
Toddler Storytime (4 programs)	19
Chess Club (4 programs)	25
Paws for Reading	3
Trunk or Treat	

Adult Programs

Breat Cancer Awareness	0
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Adult programs (provided by the Friends)

Medicare Program	14
Computer Classes (2)	8

Total 124

• **Library Services**

- Our e-book service was switched from OverDrive to OneClick Digital through the Eastern Shore Public Library.

• **Meetings**

- Staff attended Friends of the Library meeting, 10/3
- Staff attended ESPL Trustee meeting at the Nassawadox Library, 10/3
- Staff attended Library Board meeting 10/12
- Ann Rutledge attended the Virginia Library Association meeting.10/26

• **Facility**

- A new above ground fuel tank was installed to replace the old underground tank.10/31

• **Marketing & Communication**

- Book displays for this month included a selection of new books on breast cancer presented by the Virginia Breast Cancer Foundation and book displays on Halloween.
- 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**

- Participated in the Birding Festival at Kiptopeke State Park providing a craft for children and books on birds.10/8
- Sharon Silvey attended the STEM training at the Portsmouth Public Library.10/21
- The Eastern Shore Public Library had a table at the Shore Made Music Festival to promote the Capital Campaign and Ann Rutledge volunteered.10/22

• **Technology**

- The hard drive on the new desk computer crashed and had to be replaced.10/25

• **Adult Programs**

- Presented Breast Cancer Awareness Program provided by the Breast Cancer Foundation.10/18

- **Friends of the Library Adult Programs**
 - Friends of the Library presented Understanding Your Medicare Choices. 10/15
 - Friends of the library presented One-On-One computer training. 10/20 & 10/29
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- **Friends of the Library**
 - The week of October 16-22 was Friends of the Library Week.
 - The Friends of the library presented a \$2,000 check to the Eastern Shore Public Library Capital Campaign.10/18
- **Youth Services**
 - Fall Storytime was held on Thursday mornings at 10:30.
 - Chess club was held at 5:00 on Thursday.
 - Paws for Reading
 - The library participated in Trunk or Treat handing out candy to children. 10/29
- **Volunteers**
 - Volunteers performed 138 hours of service for this month.
- **Upcoming Events**
 - The Eastern Shore Public Library Trustee meeting will be held at 2:00 on 11/7.
 - The Friends of the Library will meet on Monday, November 7. 11/7
 - The Library Board will meet on November 9. 11/9.
 - One-on-One Computer Training 11/10 and 11/12
 - Friends of the Afternoon Tea with New Ravenna, 3:00. 11/4
 - Paws for Reading held every third Saturday of the month from 10:45 to 12:00.

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	\$115.95	\$0.00	\$0.00	\$967.60			
Faxes	\$48.50	\$72.00	\$39.00	\$33.00	\$52.00	\$27.50	\$60.00	\$68.00	\$61.50	\$63.50	\$0.00	\$0.00	\$525.00			
TOTAL	\$144.65	\$221.75	\$141.10	\$113.80	\$128.35	\$130.50	\$137.55	\$158.25	\$137.20	\$179.45	\$0.00	\$0.00	\$1,492.60			
Total 2015	\$88.80	\$90.00	\$123.60	\$109.50	\$102.65	\$186.60	\$140.60	\$154.00	\$104.20	\$119.70	\$125.80	\$84.60	\$1,430.05			
BOOK CIRC-ADLT																
Fiction	503	536	500	470	479	601	588	602	541	513	0	0	5333			
Non-fiction	184	136	142	126	135	173	150	201	377	104	0	0	1728			
DVDs	196	204	152	115	121	194	214	169	114	137	0	0	1616			
TOTAL 2016	883	876	794	711	735	968	952	972	1032	754	0	0	8677			
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	441	0	0	5020			
Non-Fiction	3	62	143	85	94	128	189	104	74	85	0	0	967			
DVDs	60	50	65	60	69	123	162	144	80	80	0	0	893			
TOTAL 2016	390	461	725	647	582	947	1255	967	300	606	0	0	6880			
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	1360	0	0	15557			
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	939	0	0	11980			
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	17	0	0	182			
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	124	0	0	2323			
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	157	0	0	2153			
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	24	0	0	170			
Library cards 2015	11	5	16	25	10	32	22	16	21	23	10	7	198			
Volunteer Hours 2016	298.00	264.00	364.75	349.50	171.75	366.00	231.50	253.50	441.50	138.00	0.00	0.00	2878.5			
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			