

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

- 1. Call to Order**
- 2. Public Comments**
- 3. Endorsement of the Agenda**
- 4. Approval of the November Minutes**
- 5. Old Business**
 - **Veteran's Observance Feedback**
 - **Standards for Virginia Libraries: Standard 7 - Collections and Standard 9 - Technology, Sue Panek presenting**
- 6. New Business**
 - **Monthly Report and Statistics**
 - **December 10th Town Council Meeting Feedback**
 - **Should we respond in some way to a school district that bans books?**
- 7. Parting Shots**
- 8. Adjournment**

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

Next meeting: January 11, 2017

CAPE CHARLES MEMORIAL LIBRARY

**Board Meeting
November 9, 2016**

Members present:, Roger Moyer, Chairman, Kim Dunton, Sue Panek, Jackie Chatmon, Ann Rutledge, Librarian. Absent included Dianne Davis, Chris Bannon, Nancy Vest, Sharon Silvey and Greg Jones, Asst. Librarians. Also Present, Emily Cullen, Friend representative.

The meeting was called to order by Chairman Roger Moyer at 5:00 P.M. In the absence of the Secretary, Kim agreed to take minutes. There were no public comments. The agenda was endorsed.

MOTION

Jackie moved, Sue 2nd and the minutes were unanimously approved.

OLD BUSINESS:

Both Roger and the Friends group have been contacted by Bill Stramm, Commander of American Legion Post 56, Cheriton. to help assist with plans for the WWII Memorial Service on December 8. This program will be streamed live from Richmond to the American Legion. Veterans will be invited to view the ceremony and enjoy a continental breakfast. Help with breakfast items and transportation of veterans will be offered by our board and the Friends group.

The board completed a study the Standards of Excellence for VA Libraries last year, rating our library against those standards. In order to complete our review process, it was determined that the board would address the library's areas of non-compliance within the next few months. The schedule is as follows:

**Standards 7 & 9 will be presented by Sue in December
Standards 10 & 11 will be presented by Kim in January
Standard 8 will be presented by Roger and Ann in February.**

Usable library space was, again, discussed. The town purchased the

present building and moved the library into it about 3 years ago. There is additional space in the mezzanine and upper floors. However, those areas need handicapped accessibility as well as remodeling. The town will be holding a Strategic Planning Meeting on Dec. 10. The building is on the agenda for discussion.

MOTION:

Jackie moved, Kim seconded and the board unanimously approved waiting until after the December meeting to see if the town has its own plans to use any areas within the building before the board addresses how it to could use the available areas.

NEW BUSINESS:

Greg will be leaving the end of December. Ann is in the process of updating the Library Assistant job description. Nassawadox library is also advertising for a library assistant and agreed to share its applicants with us. Since both libraries are advertising for part time positions, the question of feasibility of the same person working at both libraries was discussed.

Ann will be taking vacation December 22-27. The town agreed to allow Greg extra work hours so that he and Sharon can adequately cover for Ann. Volunteers will be needed as well.

ESPL is using the program One Click Digital to download E books and audio, replacing the program Overdrive. Program kinks are still being worked out.

The hard drive has been replaced in the desk computer.

Ann reported that STEM (Science, Technology, Engineering and Math) will be incorporated in this year's summer programs.

Book weeding continues. A wish list for a display case on wheels was given to the Friends group.

PARTING SHOTS:

A reminder that the Afternoon Teas, sponsored by the CCML Friends Group will begin on Monday, November 14.

Ann stated the staff will decorate the library for the Christmas season.

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

Respectfully submitted,

Kim Dunton

**Roger Moyer
Chairman**

Cape Charles Memorial Library Monthly Report, November 2016

- **Youth Programs**

Preschool Storytime (3 programs)	40
Toddler Storytime (3 programs)	26
Chess Club (3 programs)	30
Paws for Reading	1
Festive Friday	105

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

Afternoon Tea	60
Computer Classes (1)	6
Total	268

- **Library Services**

- The Eastern Shore Public Library is doing an inventory of the collection and CC in the process of doing our collection.

- **Meetings**

- Ann Rutledge met with the Northampton County members ESPL Board of Trustees to discuss how to approach the citizens and supervisors of Northampton county about contributing to the library in Parksley. 11/3
- Staff attended Friends of the Library meeting, 11/7
- Staff attended ESPL Trustee meeting at the Main Library, 11/7
- Staff attended Library Board meeting 11/9

- **Marketing & Communication**

- Book displays for this month\featured books about presidents and the presidential election and another display featuring books with turkey recipes.
- 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**

- **Technology**

- The printer in the lab was no longer working and was replaced by Chesapeake Bay Communications.

- **Adult Programs**

- See Friends of the Library:

- **Friends of the Library Adult Programs**

- Friends of the Library presented One-On- One Computer Training. 11/10 and 11/12
- Friends of the library presented their first Afternoon Tea of the season, with representatives from New Ravenna as guest speakers. 11/14
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- **Youth Services**

- Fall Storytime was held on Thursday mornings at 10:30.
- Chess Club was held at 5:00 on Thursday.
- Paws for Reading was held on third Saturday. 11/19

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- **Volunteers**
 - Volunteers performed 108 hours of service this month.

- **Personnel**
 - Library Assistant, Greg Jones will be moving and turned in his registration effective Dec. 30. An ad had been placed in the newspaper.

- **Upcoming Events**
 - Kids Christmas Crafts on Festive Friday. 12/2
 - The Eastern Shore Public Library Trustee meeting will be held at 2:00 on 12/5.
 - The Friends of the Library will meet on Monday, December 5. 12/5
 - Barrier Island Center presents Hog Island Sheep in a Twisted Christmas Tale.12/12
 - The Library Board will meet on December 14. 12/14.
 - One-On-One Computer Training. 12/8 & 12/10
 - Friends of the Library Afternoon Tea with Barrier Island Center 3:00. 12/12
 - Paws for Reading held every third Saturday of the month from 10:45 to 12:00. 12/17
 - Lego Build for Kids, 11:00-12:00 12/21 & 12/27

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	\$70.80	\$0.00	\$1,038.40			
Faxes	\$48.50	\$72.00	\$39.00	\$33.00	\$52.00	\$27.50	\$60.00	\$68.00	\$61.50	\$63.50	\$87.00	\$0.00	\$612.00			
TOTAL	\$144.65	\$221.75	\$141.10	\$113.80	\$128.35	\$130.50	\$137.55	\$158.25	\$137.20	\$179.45	\$157.80	\$0.00	\$1,650.40			
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	405	0	5738			
Non-fiction	184	136	142	126	135	173	150	201	377	104	102	0	1830			
DVDs	196	204	152	115	121	194	214	169	114	137	117	0	1733			
TOTAL 2016	883	876	794	711	735	968	952	972	1032	754	624	0	9301			
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	402	0	5422			
Non-Fiction	3	62	143	85	94	128	189	104	74	85	132	0	1099			
DVDs	60	50	65	60	69	123	162	144	80	80	54	0	947			
TOTAL 2016	390	461	725	647	582	947	1255	967	300	606	588	0	7468			
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	1212	0	16769			
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	732	0	12712			
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	13	0	195			
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	268	0	2591			
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	136	0	2289			
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	10	0	180			
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	150.00	108.50	0.00	2999			
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			