

**Cape Charles Memorial Library  
201 Mason Avenue  
Board of Trustees Meeting  
Wednesday, February 08, 2017  
5 PM**

- 1. Call to Order**
- 2. Public Comments**
- 3. Endorsement of the Agenda**
- 4. Approval of the January Minutes**
- 5. Old Business**
  - **Library Budget deliberations**
- 6. New Business**
  - **Monthly Report and Statistics**
- 7. Parting Shots**
- 8. Adjournment**

Please email [vtpatriot@baycrk.net](mailto:vtpatriot@baycrk.net) if you will be unable to attend this January meeting

**Next meeting: March 08, 2017**

# CAPE CHARLES MEMORIAL LIBRARY

Board of Trustees Meeting

January 11, 2017

## Minutes

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, Chris Bannon, Sue Panek, Dianne Davis, and Nancy Vest; Ann Rutledge, Library Director, and Joan Natali, President of the Friends. Kim Dunton was absent.

It was properly moved by Chris Bannon and seconded by Sue Panek that the agenda be approved.

It was properly moved by Chris Bannon and seconded by Sue Panek that the minutes be approved as presented.

### Old Business

Compliance With Library of Virginia Standards for Public Libraries. Sue Panek briefly discussed the following guidelines:

Standard 7 - Collections - Level A - We are in compliance with 11 of the 12 guidelines. Ann will discuss the Collection Development Policy for Level A and send the Board a copy for the May meeting. She prefers using the Eastern Shore Public Library's policy.

We want to make sure that all members of the Board understand how we are in compliance with the guidelines for Standard 7.

Standard 9 – Technology – Level A – We are in compliance with 10 of the 12 guidelines for Technology.

TA3 - We are asking our Director to present to the Board the Acceptable Internet Use Policy for final review. The Director is currently following the ESPL's policy and feels that it should be adopted by the Board.

TA6 - In June Ann is asked to give the Board a summary of the downtime for our computers.

It is recommended that all members of the Board understands and can explain how the CCML is in compliance with Standard 9. This can be done by setting aside review time as needed in order for the Director to instruct the Board on the standard and any updates or changes related to compliance.

## New Business

Meeting schedule. It was suggested that we change the combined meetings to March 8, and September 13 (would be a social). Roger will distribute a copy of the meeting schedule for 2017.

Increasing library space. We need to have a specialist to come in to help us to properly utilize the space that we have. It was recommended that we have the town to include an assessment of our library space in their Five-Year Plan (budget).

Library budget – timeline and process. The budget for 2018 was discussed briefly and must be approved by July 1. The Director was asked to submit the budget to the Board in February.

Roger and Ann will ask the town treasurer for an explanation of the financial report. At the February 8 meeting, the findings will be discussed.

Monthly Report and Statistics. The Director discussed a foul odor that they have been having in the library and the citizens are complaining about it.

They had an excellent turnout for the Christmas crafts (86 participants)

The library will be getting 20 to 25 large print books.

## Other Suggestions and Comments

- Roger stated that we will complete the last two standards in the May and June meetings.
- Budget concerns for the Five-Year Plan
- Odor needs to be taken care of
- Focus on budget and space
- Chris suggested that we get the Washington Post, and Ann will check on the subscription for it.
- The 209 Gallery is refinishing the artwork for our walls.

It was properly moved by Chris and seconded by Sue that the meeting be adjourned at 6:35 p.m.

Respectfully submitted

Roger Moyer, Chairman

Dianne Davis, Secretary

## 2017 Library Budget Worksheet

Account Description		Current Budget Year		Recommendations for 2017 - 2018		Town's GL Account Number
Salaries & Wages						100-4730-1000
Part-time Salaries & Wages						100-4730-1200
FICA						100-4730-2000
Retirement						100-4730-2200
Health & Dental	<b>These accounts are not under the purview of the Library Board</b>					100-4730-2300
Life Insurance						100-4730-2210
Disability						100-4730-2220
State Unemployment						100-4730-2100
Worker's Comp						100-4730-2230
IT Services		1700.00		0.00		100-4730-3430
Repair and Maintenance		5000.00		0.00		100-4730-3025
Advertising		300.00		0.00		100-4730-3500
Electric Service		6500.00		0.00		100-4730-5010
Propane and Fuel Oil - Heating		1200.00		0.00		100-4730-5020
Travel - Mileage, Parking, Tolls		650.00		0.00		100-4730-5200
Travel - Lodging and Meals		500.00		0.00		100-4730-5210
Conference		400.00		0.00		100-4730-5220
Dues and Memberships		350.00		0.00		100-4730-5250
Office Supplies		1000.00		0.00		100-4730-6000
Computers, software, electronics < \$5000		3000.00		0.00		100-4730-6150
Program and Event Performers		3000.00		0.00		100-4730-3005
Program and Event Supplies		1500.00		0.00		100-4730-6100
Repair and Maintenance Supplies		3000.00		0.00		100-4730-6225
Books, DVD's, Subscriptions		18000.00		0.00		100-4730-6125
	<b>Total</b>	<b><u>46100.00</u></b>		<b><u>0.00</u></b>		