

CAPE CHARLES MEMORIAL LIBRARY BOARD MEETING  
October 14, 2015

The meeting of the CCML Board was called to order by chairman Jackie Chatmom at 5:07 P.M. In attendance were board members Kim Dunton, Dianne Davis, Sue Panek, Librarian Ann Rutledge, Asst. Librarian Greg Jones and Friends Chairman Emily Cullen.

A quorum was established. Linda Schulz, who recently resigned, expressed her thanks for her time serving with the board and her praises for the work the board has accomplished in the past few years.

The monthly agenda was reviewed and accepted. Ann's report was reviewed and accepted.

The minutes were reviewed.

MOTION: Dianne moved and the board unanimously approved that the minutes be accepted as presented.

The Financial Report was distributed. Ann pointed out that the dollar amounts under Books and Subscriptions is not correct (due to a new booking keeping system at ESPL), but that library spending is on target.

MOTION: The financial report was unanimously approved. OLD

**BUSINESS:**

The water fountain has been installed.

All electrical work is completed upstairs, including heat and AC.

There are 4 new computers to replace the 4 which are not working. The library has a total of 21 computers. All need to be reconfigured. Chesapeake Bay Communications will be contacted to do the reconfiguring.

Ann reported that several meetings have been held upstairs using the new TV.

The town has been approached about covering the exposed pipes in the upstairs rooms. At present, the staff continues to partially clean the bathrooms. Floors, toilets, trash can, and all paper products are being handled by the town. The town is advertizing for cleaning services.

The board decided to wait until the end of the fiscal year and if there is money available, the lobby floor will be polished (\$446). Otherwise it will be included in next year's budget.

**NEW BUSINESS:**

The library facility is being used for Literacy tutoring once a week.

Ann attended the ESPL Board meeting and reported there are 6 candidates that will be interviewed for the Director's position. Plans for a new building are continually being discussed.

Ann and library staff have been working on the 5 Year Strategic Plan. Jackie will review it and have a draft ready for distribution at the next meeting.

Board members have been working on their assigned areas of the Standard of Excellence.

These areas should be completed by the next board meeting.

The draft of the Bylaws was reviewed by all board members.

MOTION: Dianne moved, Kim seconded and the Library Bylaws were unanimously approved.

Jackie reported that the Town Council has interviewed one candidate to fill one of the two positions open on the board.

Kim and Sue volunteered to review the 2015 Library Action Plan for the November meeting.

All members were asked to review the Friends Policy and be prepared to discuss and vote on it at the November meeting.

Emily Cullin presented the CCML Friends group 2015-2016 Program schedule. The board reviewed it and approved the remaining 2015 programs. Tentative approval was given to the 2016 programs, to be reviewed again when the library's 2016 program schedule is presented to the board.

Jackie is reviewing the June 2014 Board Self Evaluation. Discussion will follow at the November meeting.

There being no further business, the board adjourned at 6:25 P.M.

Respectfully submitted,

Kim Dunton  
Secretary