

Cape Charles Memorial Library Board Meeting
December 9, 2015

Call to Order at 5:00 PM

A quorum was established. Present were Jackie Chatmon; Chairman, Kim Dunton, Sue Panek, Tom Godwin, Ann Rutledge, Librarian, Sharon Silvey, Asst. Librarian. Carolyn Weigner represented the Friend's Group.

The agenda was approved.

Roger Moyer, resident of Cape Charles, stated he was interested in the library and it's meeting procedures. He was present to observe the meeting. Ann talked with him for several minutes about the library's history.

The minutes were presented.

MOTION: Sue moved, Tom seconded and the minutes were unanimously approved as presented.

The Financial Report was reviewed. Ann clarified that although the financial report shows 19% of the books/subscriptions being spent, approximately 75% has been spent. At present, not all bills have been received.

MOTION: Approval of the financial Report was unanimous.

The Directors Report/Library Stats were presented. Ann explained the new book ordering system is making ordering easier. There were 22 people present for the Hog Island Sheep book reading, 88 and 110 people present for the Festive Friday programs. Stats overall are slightly down from last year but the number of programs has increased.

MOTION: Kim moved, Tom seconded and the reports were unanimously approved.

OLD BUSINESS: Jackie reported that the new Library Board member, Debra Crockett, has resigned her position. Ann is currently working on the 5 Year Strategic Plan 2015-2020. Under the Standards of Excellence, our weakest area is the facilities. Due to town understaffing and lack of money, the bathroom facilities are being partially cleaned 2-3 times / week. Kim volunteered to talk with the town manager to better understand and present concerns about this situation. Several other areas listed in the Standards are currently in process of correction and upgrading. The adopted version of the CCML By-laws were distributed to each member. The 2016 Library Action Plan was then presented. After discussion, changes were made with wording in several areas of the Action Plan. A motion was then made that the Action Plan be passed with the recommended changes discussed.

MOTION: Kim moved, Sue seconded and the motion was unanimously approved

NEW BUSINESS: The board reviewed the CCML Library Policies compliance with the recommended state policies. The board unanimously agreed that electronic meetings (via phone, email, etc.) would not be used by the CCML Board. Due to Jackie's absence, the January meeting will be chaired by secretary Kim Dunton. All materials for discussion will be sent to her prior to the meeting.

The meeting was adjourned at 6:35 PM.

Respectfully submitted,

Kim Dunton
Secretary