

Cape Charles Memorial Library Board / Friends Joint Meeting
February 10, 2016

Call to Order at 5:00 PM

A quorum was established. Present were Jackie Chatmon; Chairman, Kim Dunton, Dianne Davis, Tom Godwin, Nancy Vest, Roger Moyer, Ann Rutledge; Librarian, Sharon Silvey; Asst. Librarian. Absent was Sue Panek. Sixteen members of the CCML Friends Group were also present.

The agenda was approved.

There were no speakers from the public.

Two new members to the library board were introduced; Nancy Vest and Roger Moyer.

The minutes were presented.

MOTION: Dianne moved, Tom seconded and the December minutes were unanimously approved as read. No meeting was held in January.

The Financial Report was unavailable at meeting time. However, the Director's report and Library Statistics report was presented. The iPhone Help class and the Teas, sponsored by the Friends, have been well received. Ann thanked the Friends group for all their volunteer hours with these projects. The library staff has been working on the budget. Ann noted that she has met and talked with the new director of the ESPL. She also noted that 3 of the 4 new computers ordered are up and running and that all other computers have been reimaged. Four older computers have been put in to storage. Adult attendance has been up, child attendance down and program attendance down since the beginning of the year. The weather may be playing a factor in the attendance numbers. It was also noted that the library statistic form needs to be reformatted to reflect the library's fiscal year. Friends monthly volunteer hours need to be included on the form.

MOTION: Roger moved, Dianne seconded and the Director's and Library Statistic Reports were unanimously approved.

The meeting was turned over to the Friends Group. Issues discussed included:

The Cape Charles School Association donated \$1000 to the Friends Group. It was directed to be used towards children's programs and books.

Discussion followed about the Employability Workshop, beginning in March and the Customer Service Certification being offered in April.

The Teas have been successful, attendance wise, with all being sold out, with the exception of the April Tea.

There will be an Author/Lecture Series which will begin in May and continue through October.

There are 2 Book Sales scheduled for the summer. The “Little Library” in the park needs repair.

The Friends group received a Certificate of Appreciation from the town.

There will be additional names added to the Friends Supporter plaque located in the library hallway.

The Friends Meeting was then adjourned. OLD

BUSINESS:

Jackie reported that the Library Standards of Excellence have been completed. She then lead a discussion with the Friends group concerning their responsibilities to the Board and the Library Staff. In addition, it was noted that the room upstairs, used for many classes, needs many repairs and upgrades.

Ann has been in contact with the town manager and town maintenance staff several times about the work needing to be completed in order to create a safer environment. At present, no work has been started. Town finances have been blamed. Ann said she would try to find some money in the budget to address **some** of these issues. Kim and Nancy volunteered to meet Thursday morning , make notes of the room condition and needed repairs and set a plan of action in place for the Library Board to address these issues with the town manager. The board would like to be a “lending hand” to the library director and her staff in this matter.

MOTION: Nancy moved, Dianne seconded and the board unanimously approved a motion for Kim and Nancy to address the condition of the room with the town manager, stress the need for the repairs to begin due to safety issues and state the board will close the room if a plan/ and or repairs are not begun within 30 days.

The bathrooms were also addressed. Kim had talked with the town and was told the library bathrooms are cleaned daily. The toilets and sinks are cleaned, trash cans emptied and towels and toilet paper restocked. The floors, however, are not mopped every day. It was noted that the floors are marked and scuffed, always appearing dirty. Tom Godwin volunteered to talk with someone he knows about having the floors professionally cleaned. Ann reported that the proposed budget for 2017 had been submitted to the town. There being no further business, the meeting was adjourned at 6:25PM.

Respectfully submitted,

Kim Dunton Secretary