

Cape Charles Memorial Library
500 Cape Charles Civic Center
Board of Trustees Meeting
Wednesday July 8, 2020 5- 6 PM

- 1. Call to Order**
- 2. Public Comments**
- 3. Endorsement of the Agenda**
- 4. Approval of the June 2020 minutes**
- 5. Old Business**
 - **Volunteers for taking board minutes-Sept and October**
 - **Joint board meeting of CCML Board and Friends -Not scheduled yet due to Current COVID -19 Guidelines**
- 6. New Business**
 - **Welcome New Town Manager: John Hozey**
 - **Discussion by Board and library staff of impact of COVID on library**
 - **Status update of construction in library (current projects) to meet guidelines for Phase 3.**
 - **Library Monthly Report and Statistics**
- 7. Parting Shots**
- 8. Adjournment**

Mission Statement

The mission of the Cape Charles Memorial Library is to inspire lifelong learning, advance knowledge and strengthen our community.

Please email karen.mahaffy3@gmail.com if you will be unable to attend this meeting

Cape Charles Memorial Library
201 Mason Avenue
Board of Trustees Meeting
Wednesday, March 11, 2020
5 -6 PM

1. **Call to Order** - The meeting was called to order by Chairperson Karen Mahaffy at 5:00 p.m. Members present:
 - Chairman: Karen Mahaffy
 - Chris Bannon
 - Dianne Davis
 - Cathy Fox
 - Lisa Gomez
 - Roger Moyer
 - Ellen O'Brien
 - Sharon Silvey
2. **Public Comments**
 - None
3. **Endorsement of the Agenda**
 - Agenda adopted as presented
4. **Approval of the Feb. 2020 Minutes**
 - Minutes reviewed and approved
5. **Old Business**
 - Town Wide Read (Feb 23) Program wrap up Roger Moyer
 - Total attendees: ~35
 - Financials:
 - Theatre rental: \$350; Donations = \$202; Shortfall = \$148
 - Projectionist Fee = \$75 (paid by private donation)
 - **Total shortfall = \$148** (private donation will cover this)
6. **New Business**
 - Roger asked about meeting protocol specifically "Endorsement" and "Approval" verbiage – Dianne to review Roberts Rules of Order to see what is appropriate
 - April 6th at 5 PM Joint Board meeting/dinner - \$12 per person, to be held at St Charles Catholic Church Parish Hall
 - Volunteers for Secretary minutes for next 2 months:
 - Monday April 6th minutes – Cathy to take notes at joint meeting & dinner at 5pm with Friends at St Charles Catholic Church Parish Hall.
 - May 13th minutes – Roger will take notes
 - Library Monthly Report and Statistics - Sharon

- 6 programs last month, including:
 - Storytime program
 - Local History
 - Saturday “Growing Up Rural”- “with 18 children attending
- April Poetry Readings- 4/15
- Accepted into Free Comic Book day – will get lots of free stuff for the day

7. Parting Shots

- Cathy is working with Capital One on an initiative partnering with Libraries and local banks to help people learn how to do on-line banking, payments, etc. Group discussion on prevalent use of cash versus other forms of payment and if this would be something of value. Some merchants do take Square, etc. Decided this is something to think about a little more.
- Sharon – with census, folks can now complete form online and Library may see lots of folks coming in to fill in census form on-line. Sharon said library staff will provide assistance
- Cathy – getting public bathrooms (permanent port-a-potties) across from Baileys Tackle shop
 - Library will still need to offer public restroom on the weekends; Library had to hire someone last year to man this over the summer and town paid for this person
- Roger – Carolyn Wegner (co-President of Friends) has contracted to sell her house. Might be nice to do something for her at joint meeting 4/6
- Roger – Last few months we have adjourned early - are we missing something as meetings have been shorter than in the past?
 - Karen has asked Ann what other support she needs and nothing has come up yet
 - Sharon said volunteers needed to help fill in for emergencies, etc.
 - Roger helped the team last week
 - Lisa has offered to be on call if help is needed
 - Kim Dunton (previous board member) has offered to help and Sharon will ask her
 - Sharon will send out monthly opportunity list to get folks to sign up

8. Adjournment

- The meeting adjourned at 5:37pm

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