

**Cape Charles Memorial Library
Board of Trustees Meeting
Cape Charles, Virginia
Wednesday July 8, 2020
5 PM**

Board Members Present: Chris Bannon, Dianne Davis (via phone), Cathy Fox, Karen Mahaffy, Ann Rutledge, Sharon Silvey

The meeting was called to order at 5:13 pm.

Karen Mahaffey welcomed new Town Manager, John Hozey to the meeting.

There were no public comments.

The Agenda was presented with two additions to be added at the end of New Business. It was moved by Dianne Davis and seconded by Cathy Fox and unanimously carried that the Agenda be approved.

Chris Bannon moved and seconded by Cathy Fox that the June 10, 2020 CCML Board meeting minutes were approved as amended.

Old Business:

Roger Moyer will take the minutes of the September meeting. The Friends of the Cape Charles Library have cancelled all events. We will not have a joint meeting with the Friends in September.

New Business:

Karen Mahaffy again welcomed John Hozey, Town Manager to our meeting. Mr. Hozey thanked the Board and apologized for not getting to one of our meetings sooner.

Ann Rutledge reported that the Library is still in Phase 2. The library has all the supplies needed to open with some minor details. Curb side delivery is still being offered. The computer lab is open. Sharon has put together 20 Take and Make bags for the children. Construction on the lobby to allow the library to be closed and the restrooms available to the public will begin soon. The Town will move into Phase 3 when all adjustments are made. The lobby will be open until 10 pm. The library hours will be 10 to 2, allowing 2 patrons in at a time. Restrooms will be cleaned every four hours.

Dianne Davis reported on her research on the minutes of the Cape Charles Memorial Library Board. She asked those taking minutes in the future to refer to the Robert's Rule of Order guidelines. Her report is attached to the minutes

Cathy Fox announced that her terms expires on August 7, 2020. She will not be serving another term due to personal reasons. Her last meeting will be August 5, 2020.

Parting Shots:

Cathy Fox thanked Ann and Sharon for all their hard work during the shut down. Dianne Davis thanked Ann and Sharon as well. Karen Mahaffy thanked John Hozey for attending the meeting.

It was moved by Dianne Davis and seconded by Cathy Fox that the meeting adjourn at 5:45 PM.

Respectfully submitted,

Karen Mahaffy, Chair

Cathy Fox, Acting Secretary