

Cape Charles Memorial Library
500 Cape Charles Civic Center
Board of Trustees Meeting
Wednesday August 12,2020 5- 6 PM

- 1. Call to Order**
- 2. Public Comments**
- 3. Endorsement of the Agenda**
- 4. Approval of the July 2020 minutes**
- 5. Old Business**
 - **Volunteers for taking board minutes**
 - **Joint board meeting of CCML Board and Friends -Not scheduled yet due to Current COVID -19 Guidelines**
- 6. New Business**
 - **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, June 10, 2020

1. **Call to Order** - The meeting was held at Civic Center, 500 Tazewell. Meeting was called to order by Chairperson Karen Mahaffy at 5:05 p.m.

Members present:

- Chairman: Karen Mahaffy
- Chris Bannon
- Lisa Gomez
- Roger Moyer
- Ellen O'Brien

Members dialed in:

- Dianne Davis
- Ann Rutledge

2. **Public Comments**

- None

3. **Endorsement of the Agenda**

- Agenda adopted as presented

4. **Approval of the March 2020 Minutes**

- Minutes were reviewed and 3 spelling errors were found. Lisa will correct these and send along with 6/10 minutes to Karen.

5. **Old Business**

- Volunteers for taking board minutes:
 - July = Roger
 - August = Chris
- Strategic Plan:
 - per Chris - Town Council has not updated current plan (2015-2020); will keep this item on agenda until addressed
- Plaque placement – plaque has not been moved but work order has been given to John Lockwood. Will be done but timing unknown today

6. **New Business**

- Discussion by board and staff of impact of COVID on library and summer programs
 - Sharon and Ann still working but library is still closed to general public, they are getting 40 hours and have been allowed to use "sick time" to cover time if hours less than 40. Bobby left to be with parents and they

haven't needed him yet. He has also been offered a job with Facilities but has not taken that yet.

- Computer lab is open. Appointment is needed for use. 2 computers are open and rotating times so there is time to clean inbetween. Once used, Ann/Sharon shut it down, clean/sanitize. No children are allowed. Users must wear masks. ½ hour time limit.
- This week Library is starting to allow folks to pick up books that have been on hold. They are setting up table up front for pick up so there will be no contact.
- Next week, they will be starting curbside pickup for books ordered via online system or by calling library.
- Opening
 - Waiting for Town to open and on Town's timeline for opening Library
 - Once open, they have support for cleaning. A cleaner has been hired.
 - Bathrooms – library bath will be open on weekends with cleaner hired by town, also have 2 porta-potties behind library. Lab will be closed on weekends.
 - Ongoing cleaning for library – will be cleaned every 2 hours. They have not established who is doing this yet. There is a plan but it has not been formalized yet. More to come
 - Returned books must be sanitized and held in quarantine for 3 days before going to shelf
 - Requiring masks for all
 - Getting more disinfectant
 - Ordered plexi shields for desks
 - Ordered more sanitizers and getting dispensers
- Summer Reading Program
 - Started Monday, details on Facebook page
 - Titled "Imagine your story" – will be online, application is on BEAN STACK
 - Will have goodie bags for kids to pick up at front table with craft items they can take away and make later
 - Cost sharing with Easter Shore Public Library (ESPL)
- 6/23 virtual program with ESPL
- Library Monthly Report and Statistics
 - No monthly report, doing weekly reports for John which can be viewed on Municipal Corporate Cape Charles web page
 - Finishing up next fiscal years book orders, working with ESPL on this

7. Parting Shots

- Dianne – thank you to Ann and Sharon for all they do and are doing!!

- Karen – will invite new Town Manager to attend next meetings and/or give him an open invitation
- Roger – asked if anyone knew of a COVID case, he said EMT was telling him it is here in town and its bad
- Ellie – shared story of who she knows that dies and also shared current stats
- Ann – reiterated they need to stay vigilant and make sure folks follow the rules set for the library.
- Ann - asked that Board continue to meet at Civic Center
- Karen – will talk with Linda about upcoming joint dinner (with Friends) sometime in September

8. Adjournment

- The meeting adjourned at 5:42pm

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