

CAPE CHARLES MEMORIAL LIBRARY
500 Tazewell Ave., Cape Charles Civic Center
Board of Trustees Meeting
Wednesday, January 13, 2021 5-6pm

1. Call to Order:

The regular bi-monthly meeting of the Cape Charles Memorial Library Board of Trustees was called to order by the Chairperson Karen Mahaffy, at 5p.m.

- Board members present were: Richard Burger, Roger Moyer, Dianne Davis
- Dialing in: Lisa Gomez
- Also, in attendance: Library Director, Ann Rutledge

2. Public Comments: no

3. Approval of the Agenda: A motion to approve the Board Agenda was made by Dianne. It was seconded by Roger, and then approved by the Board

4. Approval of the November 2020 Minutes: Motion to approve by Dianne. Second by Roger. The minutes were then approved by the Board.

5. Welcome new Board Member – Richard Burger

- Spent a few minutes at the beginning of meeting sharing a bit about himself; previously with Anne Arundel Board of Education (20+ years)

6. Board and Library staff introductions

- Ann and present board members introduced themselves

7. Old Business:

- **Town wide read update – Roger Moyer**
 - 2 books – To Kill a Mockingbird and Growing up Colored in Cape Charles; Library has 2 copies of Growing up Colored in Cape Charles and Peachtree books has this as well.
 - Timing to complete reading is mid-February
 - May not be able to do screening of To Kill a Mockingbird at Palace Theatre. We do need to wind down from pandemic before we bring folks together for movie.
 - A book discussion on Zoom may be an option.
- **New chairperson for 2021**
 - Chairperson role is still open
 - Ellen has not confirmed for Vice Chair
 - Lisa has taken Secretary role, Roger acknowledged Lisa's role and how she just jumped in to help
 - **Roger is willing to do for one year** (has held role before), wants someone to take it over in a year, need folks that have been on the board to step up and we need ownership.

- Roger/Karen discussed previous activities and things Board has done
- Karen is selling home and is moving out of town
- Big thank you to Roger for stepping up!! Effective with March meeting.
- **Status update on current CCML library construction project(s)**
 - Per Ann
 - Door has been made ADA compliant
 - Light bulbs are being replaced in Chandeliers and lights upstairs
 - Doors between lab and library were not moved as previously planned
 - Book drop container being repaired
 - Still waiting for kitchen refinish (new counter/sink install)
 - Sewage smell eradicated
 - Currently there is a leak above front door that needs to be repaired
 - Ann explained to Rich a bit about Library finance
- **Library update on impact of COVID-19 and current library hours**
 - Per Ann – as of 12/14 curbside service only from 10am – 2pm, currently not running any programs.
 - Friends have done and are planning to do more Zoom programs – many focused on health.
 - Sharon working on “take & make” bags for upcoming program; posting on Facebook
- **Strategic plan – Alignment with Town; last plan was 2015 – 2020**
 - Need to put this topic on next agenda
 - Strategic plan expired 2020
 - Board needs to align with Town Counsel’s plans
 - Ann will work on getting details for this; Chris may also have details from Town Counsel

8. Parting Shots:

- **Rich** – did lots of voiceover in work in past, can help with this if needed
- **Karen** – thanks to Ann and Sharon for all they do

9. **Adjournment:** Karen made the motion that the meeting be adjourned. Roger seconded the motion. The meeting adjourned at 6:02 p.m.

Sincerely submitted,



Karen Mahaffy, Chairperson

Lisa Gomez, Secretary

Mission Statement

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