

Meeting Notes
Library Board of Trustees Meeting
Cape Charles Memorial Library
201 Mason Avenue
Wednesday, February 9, 2022
5:00 p.m.

Attendees: Chair - Richard Burger, Dianne Davis, Lisa Gomez, Karen Mahaffy, Cathy Fox, Ellen O'Brien, Roger Moyer, Ann Rutledge, Sharon Silvey

Call to Order - 5:00pm – Lisa motioned to call meeting to order, Dianne seconded motion

Public Comments – Per Ellen 3/5 (Saturday) is Cape Charles Day, 10am to 12 noon, Library will be having a table

Approving the December Minutes (January 12th meeting cancelled due to Covid concerns)-
Ellen motioned to accept minutes, Dianne seconded motion

Immediate Concern

- Defining the **Role and the Mission of our Library Board**
 - Questions have been asked as to what Library board does and if it is really needed; also need exists to educate town on value of library
 - Oct 2019 bylaws never presented or formally approved by Town Council – copy given to Board members for review; Ann ***will copy of Orientation Manual and get to Board members***
 - Rich shared various library board missions, etc.
 - Decision to have a 2-hour workshop in library to work through and define Board's mission, purpose statement, etc.; may also review by-laws, etc.
 - Prep – need a clear agenda with list of decisions needed
 - Board agreed to meet on Saturday for 2 hours (1pm-3pm) on 3/12, ***Roger will see if we can use Bay Creek club house***
 - ***Lisa to put together draft agenda (with action items and goals) for review on 3/9; Board members to send comments & suggestions to Lisa by 2/26***

Moving Forward

- Town and Library Strategic Plan- Town has 2021 strategic plan draft on town website (not finalized and approved) – Library cannot create strategic plan until Town plan approved

Other items

- Town Read - Town Read and Zoom discussion - last year ~25 persons participated via Zoom; no date has been set for Zoom meeting yet nor has live meeting been scheduled. Decision made not to meet live but ***Roger will investigate doing a Zoom call by early March***
- Periodical donation – Library does not have space to take these

Ann and Sharon Present their December/January Library News

- ~1300 Grant received for summer reading program
- 3/5 event scheduled in Library with crafts, etc.
- Inclusive education kit received – free programming, books etc. for financial education program
- Looking at surrounding library's programs – unsure at this time what we will do in June thru August
- Sharon has planned some programs in-house with some contingency plans to move to remote based on Covid status
- ***Ellen to ask Town about closing side street for library events***

Action Items

- Miscellaneous follow up/ to-do items noted above in ***italicized bold RED*** text

Adjournment - 6:06 pm - Karen motioned to adjourn meeting, Dianne seconded motion

Sincerely submitted,



Lisa Gomez, Secretary