

**Cape Charles Memorial Library
Board of Trustees Meeting
Cape Charles, Virginia
Wednesday October 11, 2023
5 PM**

Board Members Present: Tara Ashworth, Richard Burger, Dianne Davis, Mary Beth Eye, Andrew Follmer, Cathy Fox, Karen Mahaffy, Sharon Silvey, Pat Tinkleman, Friends of Cape Charles Memorial Library (CCML).

The meeting was called to order at 5:00 pm. A quorum was established with 6 members present.

A motion carried to approved and accept the agenda.

There were no public comments.

A motion carried to approve the September minutes with one correction.

Library Report:

Sharon Silvey reported that the Library received a grant to establish a STEM program at the library. The grant allows for \$3,000 per kit. Besty Dougherty has compiled the summer statistics and will report on them at the November meeting. Richard Burger will attend the Town Council meeting to report on the grant and summer statistics.

Old Business:

Acknowledgement of Service: Mary Beth Eye spoke with Etta Kay Pruitt concerning board records. Mrs. Pruitt reported that she does not know of any board records. Dianne Davis reported that she spoke with Michael Flanagan. He was able to give her the names of former board members.

Access to town records: Andrew Follmer reported that the town clerk is agreeable to allow access to town records for the purpose of researching former board members. Richard Burger will go to the town offices and begin looking over old minutes.

Fundraising: Tara Ashworth met with Pat Tinkleman to begin discussions about a joint fundraising venture. Karen Mahaffy will reach out to the Friends of CCML regarding a joint dinner and meeting.

Meeting Room Policy: Sharon Silvey has drafted an updated meeting room policy. The policy was last updated in October 2013. Sharon will share the draft policy with John Hozy. Richard Burger will distribute the meeting room policy for review by the board.

Disposition of Funds: Sharon Silvey will follow up with Deborah Pocock about the overdue library fines and copy charges.

Vacation Homeowners Association: Cathy Fox spoke with Jordan Dail who welcomes a library flyer to be added to the welcome packages for the vacationers. Tara Ashworth and Sharon Silvey will create a rack card for the welcome packages.

New Business:

Festive Fridays: The board will participate in a Festive Friday activity at the Library.

The meeting adjourned at 6 pm.

Respectfully submitted,
Cathy Fox, Secretary