

**Cape Charles Memorial Library  
201 Mason Avenue  
Board of Trustees Meeting  
Wednesday, January 9, 2019  
5 -6 PM**

- 1. Call to Order**
  
- 2. Public Comments**
  
- 3. Endorsement of the Agenda**
  
- 4. Approval of the December 2018 Minutes**
  
- 5. Old Business**
  - Update on odor concern- Town manager – Larry Di Re
  - 100<sup>th</sup> Anniversary Year Events Update
  - Scholarship
  
- 6. New Business**
  - Monthly Report and Statistics  
New model Discussion: Back up for Secretary and Chairperson Positions
  
- 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](mailto:karen.mahaffy3@gmail.com) if you will be unable to attend this  
January 9 2019, meeting

Cape Charles Memorial Library  
Board of Trustees  
December 12, 2018

President Roger Moyer called the meeting to order at 5:01 p.m.

**Present:** Karen Mahaffy, Chris Bannon, Dianne Davis, Ellen O'Brien, Librarian Ann Rutledge. Assistant Librarian Bobby Harmon

In attendance: Town Manager Larry DiRe and Co-Chair Friends Linda Paultz

Absent Nancy Vest, Cathy Fox

No Public Comment

Agenda Approved by a Majority  
Minutes approved by a Majority

President Moyer made positive comments on the gathering at the Oyster Farm for town employees and Committee members

**100<sup>th</sup> Anniversary**, Committee has put together a yearlong celebration with monthly programs on the second Friday of each month. A town read of the, "The Magnificent Ambersons" and a free showing of the film on February 17 2019. The Library and Peach Street Books have copies. The centennial banner has been raised on the front of the Library. The Centennial Quilt Made by Julia Hallberg is on display in the Library and is being used as a fund raiser. You may purchase raffle tickets one ticket \$5.00 three for \$10:00. The library staff and the Town Recreation Director Jen Lewis participated in "Festive Fridays" with varied programs leading up to Christmas. The Friday December 7th with Mrs. Claus reading to the children. 230 children and adults were in attendance'

This is the last meeting that Roger Moyer will conduct the board meetings. Karen Mchaffe has accepted the leadership and will gavel the meeting to order in January. There was general agreement that the board should have another member of the board to lead the meeting when Ms Mahaffy is not able to attend.

Linda Paultz co-chair of Friends spoke of the relationship with the board and sees a healthy relationship. The Friends of the Library who sponsored the scholarship last year have been asked if they will again sponsor the scholarship. The amount

has not been settled on. The Library board brought up the possibility of requesting donations toward the scholarship which would enable the possibility of an additional scholarship which was the consensus of the board.

Town Manager, Larry DiRe shared his insights into the Library. Staffing, programs, outreach and space. There was a back and forth with the Town Manager which was very positive.

Motion to adjourn made by Ellen O'Brien, second by Dianne Davis.

No objections meeting closed at 6:20 pm.

Volunteer Scribe: Chris Bannon

# Cape Charles Memorial Library

## Monthly Report, December 2018

### Youth Programs

Toddler Storytime (2 programs)	23
Preschool Storytime (2 programs)	19
Lego Club (1 programs)	10
Festive Friday Winter Wonderland & Candlelight Stories (2 program)	340

### Adult Programs

Garden Knitters (1 program)	1
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**Total 393**

### • Library Services

- The Library collected canned food and pet food during December. For each can of food donated, we waived \$1.00 of overdue (\$10.00 maximum).
- Book orders of 50 books and 35 books were ordered this month.

### • Meetings

- Friends of the Library meeting on Monday, 12/3 at 5:00.
- Library Board Meeting on Thursday, 12/12 at 5:00.
- Met with Library Board and Friends of the Library to discuss the Festive Fridays at the library and other upcoming programs.

### • Marketing & Communication

- Our December displays featured books on Christmas for children and adults.
- The library was decorated with the help of the Library Board with live greenery at all the windows.
- Updating of the CC website, ESPL website, and the Friends calendar online.

### • Outreach

### • Facility

- There is still an odor in the Library. It has been very bad recently and we have had numerous complaints.

### • Technology

### • Continuing Education

### • Youth Services

- Toddler Storytime and Preschool Storytime were held at 10:30am on Thursday, 12/6-12/13. We took a 2 week break from storytime between Christmas and the new year.
- LEGO Club, held every Thursday, 5:00 pm-6:00pm.
- Festive Friday, Winter Wonderland on December 7 & 14.
- Staff is beginning to plan the summer reading Program and Has been contacting publishers and vendors about donating materials.

- **Adult Programs**
  - The Garden Knitters met in the Library once this month on Friday morning.
- **Friends of Cape Charles Memorial Library & Cape Charles Memorial library**
  - Festive Fridays, Candlelit Children's Christmas Stories with refreshments at 6:30pm. Presented by the Friends of the Library and the Library Board. This was the first event celebrating the 100<sup>th</sup> anniversary of the Library and it was very successful with 250 attending.
  - Commemorative tote bags celebrating the 100th anniversary of the library the Library and raffle tickets for the 100<sup>th</sup> anniversary quilt continued to be sold this month.
  - Computer Tutor help provided by the Friends. This help is free and they will accommodate your schedule.
- **Volunteers**
  - We have had 144.5 volunteer hours this month.

### **Upcoming Events**

- Friends Meeting, Monday, January 7, 5:00.
- Eastern Shore Public Library Trustee meeting, January 8, 2:30.
- Library Board Meeting, January 9 at 5:00.
- Lego Club, Thursdays. 5:00-6:00 pm
- Knitting Club, Friday, 10:30.
- Cape Charles Town-wide Read , The Magnificent Ambersons, January – Mid-February
- Celebration Friday with author Jeanette Treadwell Darnell, January 11, 7:00

