

Chili Public Library Board of Trustees Meeting Approved Minutes for June 28, 2016

Chili Public Library Mission Statement

The Chili Public Library is the center of lifelong learning for our community, and a welcoming responsive place people come to for the discovery of new ideas, the joy of reading and the power of information.

Board of Trustees: Susan Ackerman (President) Judith Kharbas (Vice-President), Lorraine Ahearn (Secretary), James Lechner (Memorial Fund Treasurer), Andrew Lucyszyn, Karen Reifenstein, Jeffrey Stoiber

Library Director: Jeff Baker
Town Liaison: Mary Sperr

Absent: None
Excused: Susan Ackerman

Meeting convened by Vice-President Kharbas @ 6:00

Approval of agenda: Motion made by Jim; 2nd by Karen
In favor 6; opposed 0; abstained 0

Approval of minutes of May 24, 2016. Motion made by Andrew; 2nd by Jeff
In favor 6; opposed 0; abstained 0

Communications

- Guests/Public: None
- Town Board liaison: The Spray Park opening was a success. The Town is ready for the July 4th Chil-E Fest. Randy Marra has been hired as a part-time building inspector.

Director's Report:

General Information:

- **Friends of the CPL Board Meeting** – The next Friend's Board meeting is Tuesday, July 12,, 2016 at 6pm, Karen Reifenstein has volunteered to attend. At their June meeting the Friends Board approved \$260 in Summer Reading incentives for Youth Services, and \$200 in Summer Reading incentives for Adult Services. They also approved \$699 to pay for the Library's Program Registration software. The Board appreciates all The Friends do. The summer incentives are an important part of the program. Jeff gave us a follow up to Eagle Scout Jakob Weismore's Little Free Library project. The project was a coordinated effort between Jacob, CPL, The Friends, the Recreation Dept. and Building and Grounds. The Little Free Library has been put in Union Station Park next to the playground. CPL will help stock the library with donated books. An opening ceremony will be scheduled after the Chil-E Fest.

CPL Statistics –

Month	May 2016	May 2015	% of change
Circulation	20,165	21,467	-6%
Library Visits	11,348	11,596	-2%
Reference Questions	1,325	1,337	-1%
Programs	47	40	15%
Program Attendance	984	1,010	-3%
Overdrive	1,602	1,383	16%
Meeting Room	74	66	12%
Website Visits	5,565	4,893	14%
Website Pageviews	9,055	8,668	4%
	June 2015 – May 2016	June 2014 - May 2015	% of change
Circulation	282,290	305,675	-8%
Library Visits	152,187	154,385	-1%
Reference Questions	18,547	20,376	-9%
Programs	542	543	-.2%
Program Attendance	14,805	14,952	-1%
Overdrive	18,774	15,690	20%

Most categories have remained fairly stable. Circulation and reference questions have been on a downward trend within the MCLS. The Circulation Committee (Jeff, Jenn, LeeAnn and Richard) is looking at data using Dewey Decimal Numbers to see what is circulated as well as tracking circulation of new purchases. One area that seems to be under circulated is poetry Jeff would like to have display units highlighting materials available to be viewed as people are standing in the checkout area. CPL now allows DVDs and CDs to circulate in the system after 6 months. The Circulation Committee will give mini reports to keep us apprised of its findings.

- Jeff gave us a copy of the feedback reports from Jill, Marcia, Patty, and Vangie on their attendance at the New York State Library Assistants' Association 38th Annual Conference. All attendees thanked us for the opportunity to participate and had generally favorable comments about the various sessions.
- Cathy Kyle the Library's Youth Services Librarian took part in the 2016 Teen Book Festival at Nazareth College. 3,000 teens and adults took part in the festival that day.
- **Chil-E Fest** – The Library will have CPL-on-the-Go! at this year's Chil-E Fest. At the booth patrons will be able to sign up for the Library's Summer Reading Program and get a free book! We will also have a float in the parade.
- **Sprayground Grand Opening at Union Station Park** – The Library took part in the Town of Chili's Sprayground grand opening on June 11th. The Library's CPL-on-the-Go! table was there as well as a Library Story Walk.

Old Items:

- **Teen Area Renovation Project** – The estimate for completion of the Teen Renovation Project is the end of August. The Director will schedule a ribbon cutting for September. Senator Ranzenhofer, The Gates-Chili Chamber of Commerce and other dignitaries will be invited to attend.

New Items:

- **Personnel Update** – Cindy Flynn resigned on June 14th as a part-time library clerk. Veronica Gartley has been hired as a part-time clerk at \$10 per hour. She had been working as a Library Page. Veronica's start date is June 25, 2016. The question was raised concerning the narrowing of pay between pages and the new clerk pay scale. Jeff will be supplying the Board with current payroll information.
- **Judith called for a motion** to endorse the hiring of Veronica Gartley as a part-time clerk at \$10 per hour. Motion made by Jeff; 2nd by Lori
In favor 6; opposed 0; abstained 0
- **New York State Summer Reading Program - On Your Mark, Get Set... Read!** – The theme of this year's New York State Summer Reading Program is On Your Mark, Get Set...Read! The emphasis is to tie in reading and exercise as healthy habits for all ages. The Chili Public Library's Summer Reading Program begins Monday, July 27th and goes through Friday, August 5th. The rules of the Program are as follows:

For kids: Children ages 0-5 need to read or exercise for 15 minutes in order to color in a state on their U.S. map. Children ages 6-11 need to read or exercise for 30 minutes in order to achieve the

same thing. We will total up their states on a weekly basis and count the number of states as miles.

For teens and adults: Teens ages 12-18 or adults 18 and over can earn a raffle ticket for every book they read, every mile they run/walk/swim/bike, or for every 30 minutes of other physical activity. These will each count as a mile, and we will add these miles together on a weekly basis.

The kids will be competing against the teens and adults to see who can go the farthest in miles across the U.S. We will chart their progress over the summer on a large United States map. As of right now, the winning department gets bragging rights. A further incentive may be added. Over 200 kids have already signed up for the program.

- **Summer Reading School Visits:** In order to spread the word about the Library's Summer Reading Program the Youth Services department visited the following schools.
 - St. Pius Elementary on June 6th. Met with 180 students.
 - Florence Brassier Elementary (Gates Chili Central School District) on June 7th. Met with 400 students.
 - T.J. Connor Elementary (Wheatland-Chili Central School District) on June 14th. Met with 550 students.
 - Chestnut Ridge Elementary (Chrchville Central School System) on June 17th. Met with 600 students.

The Board received an example of a visitation schedule to one school. The students appeared to have favorable reactions to the presentations.

- **MCLS Supported Wireless Service** – Through the federal e-rate program, MCLS is providing support for community wireless services in MCLS member libraries. This will increase the Library's bandwidth speed from 7 MBPS to 30 MBPS. A required component under E-rate regulations is the installation of Internet filtering support that meets Consumer Internet Protection Act (CIPA) guidelines at all participating MCLS library locations. The Chili Public Library will be using ZyXel content filtering for its public wireless. The annual cost will be about \$160.
- **Chili Public Library Budget Committee Report** – The CPL Budget Committee met and will present at the June Library Board meeting its recommendation to the full board of the draft 2017 budget proposal for review.

MCLS News:

- No news to report

State News:

- No news to report

Meetings and Workshops and Outreach:

Director's Council – 6/1/16
CPL Full Staff Meeting – 6/3/16
Library Tour Pet Wehner – Passero Associates – 6/6/16
Chili Sprayground Grand Opening – 6/11/16
Gates Chamber of Commerce Board Meeting – 6/14/16
Friends of the Chili Public Library Board Meeting – 6/14/16
Supervisor Department Heads Meeting – 6/15/16
Town Library Directors Council Meeting – 5/12/16
Meeting with the Gates Chili Central School District Coordinator of Professional Development and Community Engagement – 6/16/16
CPL Circulation Meeting – 6/16/16
LibCal Webinars – 6/20/16, 6/21/16, and 6/22/16
Gates Chili Chamber of Commerce Golf Tournament Meeting – 6/21/16

Committees:

- CPL Budget Committee - Draft of proposed 2017 Budget - The Board received a copy of the proposed 2017 budget from the CPL Budget Committee. Discussion: There will probably be a drop in fees and charges revenue due to decrease in holding fee, though an increase in the number of holds. Our MCLS cost share will decrease due to increase in State aid. We no longer spend on datamailers because of email and text messaging. The pension and medical is less due to reduction in staff that occurred last year. Material funding has been down and is an area needing increase. It is recommended the materials budget increases in 2017 through the use of surplus funds. Personal services would go up by 2%. It is assumed there may be 0% tax levy increase. Jeff would like the Board to consider the proposed budget and vote on it during the July Board meeting.

- Long Range Planning Committee - Andrew Lucyszyn -Focus Groups Results.
The board was given a printout of the survey takeaways. A recap of the main points follows;
- The library could implement other marketing techniques to promote its events and services across all the channels it has: email, social media, signage in the building, etc. A listing of all upcoming events and dates/times with a longer list of services appears to be completely warranted and desired by patrons.
- Being more proactive about how patrons borrow e-books and how different systems work with Overdrive would be a good use of time and resources.
- “Jargon,” such as “data” needs to be eliminated as it often prevents patrons from getting the information they’re looking for or from even being aware of the services at the library.
- There was interest in a checkout station at the children’s information desk that would be appreciated by both family and adult patrons.

- The library should more actively seek requests from the community about materials for the collection.
- Transparent information about how the collection gets created could be made available on the website.
- More space for computers and more tablets in the children's area would be appreciated.
- There was interest in having more children's programs in the evening or on weekends.
- The low-frequency user group was particularly interested in making the library more of a destination by better integrating the outdoor space with some playground equipment to provide additional use of the facility and gardens.
- There were requests for more quiet areas to study or meet in small groups.

Judith called for a motion (Jim's suggestion) to thank Andrew for his time and effort. Made by Jim: 2nd by Jeff.
In favor 5; opposed 0; abstained 1(Andrew)

Old Business: None

New Business:None

Additional Comments from Audience: None

• **Review of CPL Budget spreadsheet and Memorial Fund spreadsheet:**

The decrease in fines was not because of the summer hold fee change as it was not in effect yet.
There was no other unusual activity.

Approval of Library Fund abstract amt. \$19,205.33: Motion made by Karen ; 2nd by Jim
In favor 6; opposed 0; abstained 0

Approval of Memorial Fund Expenditures amt. \$287.60: Motion made by Lori; 2nd by Karen
In favor 6; opposed 0; abstained 0

Approval of Memorial Fund Donations: No donations were received.

Judith called for a motion to adjourn at 7:30. Motion made by Karen; 2nd by Lori
In favor 6; opposed 0; abstained 0

Next meeting date/time: July 26, 2016 @ Chili Public Library Barbara Ireland Community Room. 6:00pm.