

1-22-Meeting Minutes, Chili Public Library Board of Trustees Meeting January 22, 2013

Board of Trustees: Jill Wynn (President), Judith Kharbas (Vice President), James Lechner (Memorial Fund Treasurer) excused, Susan Ackerman (secretary), Lorraine Ahearn, Barbara Sickles
Library Director: Jeff Baker
Town Board Liaison: Michael Slattery
Friends Representative: Nancy Stein (per schedule, not present tonight)

President Jill Wynn convened the meeting at 6:02 PM.

Approved the meeting agenda by five in favor, none opposed.

Approved the minutes for the December 18, 2012 meeting by five in favor, and none opposed.

Approved the abstract (\$11,839.13) by five in favor, none opposed.

Communications

Guests/Public: None present

Town Board Liaison: Mike Slattery commented:

1. The town highway garage is ready to be moved into; a ribbon cutting ceremony will be soon.

Friend's representative: A representative will attend the April, August and December board meetings.

Director's Report

Discussion and Actions as Noted

General Information:

- **Friends of the CPL Board** – The next Friends Board meeting is Tuesday, February 12th. Barbara Sickles to attend. The Friends membership drive is currently underway; library staff are wearing buttons to advertise. Interested parties can sign up at circulation desk or book fair.
- **2013 RRLC Library of the Year Contest** - The Rochester Regional Library Council (RRLC) RRLC will again this year celebrate National Library Week (April 14 - 20) by conducting a "Library of the Year" contest. This year's contest will run March 1 – 20. Patrons will be able to nominate our library on our library's website. There will also be paper nomination forms in the library.

- **CPL Statistics** – Jeff reported that these statistics are comparable to what is being reported by other regional libraries.

December	2012	2011	% change
Circulation	23,607	24,257	-3%
Library visits	11,247	12,670	-11%
Reference questions	1,629	1,717	-7%
Programs	41	42	-2%
Program attendance	946	828	14%
	Jan 2012 – Dec 2012	Jan 2011 – Dec 2011	
Circulation	326,376	358,716	-9%
Library visits	165,930	183,212	-9%
Reference questions	25,406	26,675	-5%
Programs	496	531	-7%
Program attendance	13,046	13,805	-3%

Old News:

- **CPL 2012 Audit** - The 2012 audit will be completed the first week of March and results reported by Bonn, Dioguardi & Ray, LLP at the library board’s April meeting.

New Items:

- **Review of the Emergency Procedures at CPL** - The Director reviewed the library’s emergency procedures. On January 22nd the Director, our adult librarian Jenn Lindsay, and library trustee Susan Ackerman attended a Shooter Awareness workshop given by Homeland Security Management Institute. On January 24th Richard Gagnier will attend a Safety in the Community workshop provided by the City of Rochester through the Rochester Psychiatric Center.

Board discussion included:

- The Jan 22 training emphasized rehearsals of actions to take in an emergency; Board discussed eliciting staff and page ideas about training to include possible emergency scenarios and what to do
- The Jan 22 training did not suggest or discuss placing armed guards at facility doors
- There was a suggestion to further discuss placing “panic buttons” at circulation and/or reference desks
- It was noted that CPL does have functioning security camera
- **Shifting Project Non-Fiction Areas** - The long range goal for 2013 of adjusting the shelves in the adult non-fiction print area and reshifting that collection has been completed.

- **Authorization of Staff Training Day Event in October** – The Library Board has approved a training day for staff to be held on October 14th when the Library is closed to the public. The director requests funds to pay for this training.

Board Action Requested: Authorize the use of Memorial Fund expenditures for Staff Training Day in the amount not to exceed \$1,000.

A motion was made to approve the funding of this staff training. The motion was passed by five in favor, none opposed.

- **Director’s Retreat** – On January 10th the Director took part in a MCLS Director’s Retreat. The topic of the day was reviewing the MCLS strategic plan and Transformation through Data-Driven Decision-making. The Director will present to the Library Board a summary of the retreat.
- **OverDrive Core Competencies** – The Director shared the list of competencies circulation desk staff and reference staff are responsible for knowing when assisting the public.
- **Bed Bugs Training** – The director shared the information he distributed at the full staff meeting on how to recognize and treat bed bug infestation. The library does not have this problem but it is important to have staff prepared to recognize the signs.
- **CPL Mobile Website** – Cathy Kyle our young adult librarian has created a mobile website of the library’s homepage <http://mobile.dudamobile.com/site/chilibrary>. It allows for easier use of our website on mobile devices such as iphones and ipads. “Boopsie” will be out in March, for use with mobile devices.

System News:

- **Visit to Assemblyman Harry Bronson** - The director and Jill Wynn visited Assemblyman Harry Bronson at his Rochester office with other representatives from the Henrietta Library, RRLC and MCLS to advocate for state funding of library systems in New York State.

State news:

- None to report

Meetings and Workshops:

MGM Meeting – 12/27/12
 Directors’ Council Meeting – 1/2/13
 MGM Meeting – 1/3/13
 Full Staff Meeting – 1/4/13
 MCLS Policies Review Team – 1/8/13
 Friends of CPL Meeting – 1/8/13
 Directors’ Retreat – 1/10/13
 Assemblyman Harry Bronson – 1/11/13
 MGM Meeting – 1/17/13
 MCLS Special Services Operations Committee – 1/18/13

Committees

- The CPL Trustee Nomination Committee
This committee will meet tonight after the board meeting to discuss 5 interested candidates for the open board seat.

Old Business

None

New Business

None

Miscellaneous

None

Adjourn: 7:02

Next meeting date/time: February 26, 2013 @ Chili Public Library Barbara Ireland Community Room. 6pm.