

Meeting Minutes, Chili Public Library Board of Trustees Meeting
January 24, 2012

Board of Trustees: James Myers (President), Steve Grogan, James Lechner (Memorial Fund Treasurer), Judith Kharbas (Vice President), Christina Reece (Secretary), Jill Wynn, Steven Ziblut
Library Director: Jeff Baker
Town Board Liaison: Michael Slattery
Friends Representative: Diana Romero

President Myers convened the meeting at 6:04 PM. Mr. Ziblut and Mr. Lechner were absent.

Approved meeting agenda by five in favor, none opposed.

Approved minutes of December 13, 2011 meeting by five in favor, none opposed.

Approved 2011 abstract: \$1,194.23 by five in favor, none opposed.

Approved 2012 abstract: \$13,633.05 by five in favor, none opposed.

Communications

Guests/Public: None present

Town Board Liaison: Mike Slattery

Friends representative: Diana Romero reported that the Friends have concluded their Cookbook sale. The collected \$4,170 of which \$2,000 is profit. The remaining 27 books will be donated to the Library for use as gifts. A new raffle will begin in late March for a Kindle. Tickets will sell for \$2.00. Mr. Baker informed the Board the Friends donated \$5,000 in 2011. Mr. Myers thanked the Friends for their great work supporting the Library.

Director's Report

Discussion and Actions as Noted

- **Friends of the CPL Board** – The next meeting of the Friend's Board is Tuesday, February 14 at 6pm. Jim Myers is signed up to attend.

The next Friends book sale will be held February 9 - 11, 2012. Thursday: Friends Preview Sale 5pm- 8pm. Friday: Open to the public 9 am - 4 pm. Saturday: Bag sale 10am-2pm.

The Friend's Board has approved a \$5,000 Director's request to support full funding for programming in 2012.

- **CPL Full Staff Meeting** – The next CPL Full Staff meeting is Friday, March 2 at 9am. Judith Kharbas is scheduled to attend.
- **MCLS Orientation** – Steve Grogan is scheduled to attend a MCLS Orientation Friday, January 27th.
- **CPL Statistics** –

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December	2010	2011	% change
Circulation	25,977	24,257	-7%
Library visits	13,070	12,670	-3%
Reference questions	1856	1717	-7%
Programs	38	741	10%
Program attendance	42	828	11%

	Jan 2010- Dec 2010	Jan 2010- Dec 2011	% change
Circulation	386,217	358,261	-7%
Library visits	199,846	183,212	-8%
Reference questions	27,811	26,675	-4%
Programs	511	522	2%
Program attendance	13,772	13,838	.5%

- **OverDrive Statistics** – The Director reviewed the year end circulation statistics of OverDrive, the service the library provides for patron download of eBooks and eAudiobooks.
- **In-house Booksale Statistics** – The Director gave an overview of in-house book sales for the last seven years.
- **2012 RRLC Library of the Year Contest** - The Rochester Regional Library Council (RRLC) will again recognize three great libraries in the Rochester area: one public library; one academic or special library; and one school library. The contest will run from February 19th to March 16th. Patrons will be able to nominate our library on our library’s website. There will also be paper nomination forms in the library.
- **NYLA’s SnapshotNY** - CPL will take part the NYLA’s SnapshotNY during the weeks of February 12-18, and February 19-25. The purpose of the initiative is to provide the public, administrators, state and local funders with factual data and testimonials that detail the essential nature of libraries to our communities, schools and colleges.

Old Items:

- **Children’s Area Renovation Project Update** –The Director presented the updated timeline for the Children’s Area Renovation Project. Demolition started today!

New Items:

- **Print mailers** – Due to cost to member libraries, coupled with end-of-life equipment in LAS requiring expensive replacement, and the low numbers of patrons receiving print paper mailers, the Director’s Council approved the following recommendations at their January 4th meeting:

1. After February 3rd there will be a stop to printing paper mailers for Holds and Overdue items.
 2. Print paper mailers will be continued for Lost notices.
 3. There will be a switch to printing a postcard for Lost notices as soon as they can be procured and set-up.
- **Director's Retreat** – The Director will take part in a MCLS Director's Retreat January 19th. The topic of the day will be visioning, eBooks and new technology. The Director will present to the Library Board a summary of the retreat.
 - **eBook Training Classes** – The Director and Library Assistant Jill Sutter are alternating Fridays, to teach eBook downloading classes to patrons. The classes are a new service provided by the Library and will prove to be popular due to the influx of new Kindle users.
 - **Section 1. Section 103 of the Public Officers Law** – The law requiring government agencies post certain records which are subject to discussion prior to an open meeting has been passed into law. The Director will review the chapter text of the law with the Library Board.
 - **Installation of Library Table Power Outlets** - In order to provide more outlets for patrons to utilize the library's wireless Internet service. The Director has met with Schuler-Haas Electric Corp to have them install a power pole and (2) pop-up table outlets in two tables by the Job Information Center shelving units for the cost of \$2,500.
 - **Approval to use CD 6086, which matures on February 18, 2012, for \$5,018.95 to pay for Library Table Power Outlets.** Mr. Lechner suggested that CD 6086 be used to pay for the new Library Table Power Outlets, for \$2,500, and the balance of the money to be placed in the general fund.

A motion was made to approve the use of CD 6086, which matures on February 18, 2012, for \$5,018.95 to pay for Library Table Power Outlets. The motion passed by five in favor, none opposed.

- **Approval of 2012-2016 Chili Public Library Long Range Plan** – The Director requests the Library Board approve the draft 2012-2016 CPL Long Range Plan submitted by the Long Range Planning Committee.

A motion was made to approve the Chili Public Library Long Range Plan 2012-2016 as presented. The motion passed by five in favor, none opposed.

- **Approval of Boychuk Audit Proposal for 2012 for \$4,800.** – The Director requests the Library Board approve the Boychuk Audit Proposal for 2012, at a cost of \$4,800.

A motion was made and seconded to approve the Boychuk Audit Proposal for 2012 for \$4,800. The motion passed by five in favor, none opposed.

System News:

- **Advocacy** - The Director along with Judith Kharbas paid a visit to Assemblyman Harry Bronson's office on January 6th to advocate for library system State aid.

State news:

- **Governor's Budget** – From Michael Borges, Executive Director of NYLA. The Governor released his 2012-13 Budget today and Library Aid was kept at \$79 million we received last year (including the \$3 million restoration from the Legislature). So we are starting off from a good position to advocate with the Legislature for securing same 4% increase as schools or getting back to 2010 levels.

Meetings and Workshops:

Greece Public Library Staff – Demo of CPL' Event's Calendar – 12/13/11
MCLS System Services Operations Committee Meeting – 12/16/11
Schuler-Haas Electric Corp Meeting – 12/16/11
Testa Construction Meeting – 12/29/11
Directors Council Meeting – 1/4/12
Meeting with Assemblyman Harry Bronson – 1/6/12
Director of Management Information Services Meeting – 1/10/12
Friends of the Chili Public Library Board – 1/10/12
Management Group Meeting – 1/17/12
MCLS Board Meeting – 1/18/12
MCLS Director's Retreat – 1/19/12
MCLS System Services Operations Committee Meeting – 1/20/12
Management Group Meeting – 1/24/12

Nomination of Officers for 2012 Library Board.

- President – James Myers
 - Vice President – Judith Kharbas
 - Treasure Memorial Fund – James Lechner
 - Secretary – Steve Grogan
- Chris Reece and Steve Ziblut resigned their board seats. The Personnel Committee will be interviewing candidates to fill these two openings.

A motion was made and seconded to approve the 2012 Chili Public Library Board of Trustees. The motion passed by five in favor, none opposed.

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Meeting Adjourned 7:17 PM to Executive Session to discuss pay raises.

Meeting resumed at 7:35 PM from Executive Session.

- **Approval of salary increment increase of 2% for library personnel.** – The Director requests the Library Board to approve the salary incremental increase of 2% for library personnel. Total salary to be paid for all personnel in 2012 is \$627,365.18.

A motion was made and seconded to approve the salary increment increase of 2% for library personnel. The motion passed by five in favor, none opposed.

Meeting Adjourned at 7:37PM.

Next meeting date/time: February 28, 2012 at 6:00 PM – CPL Barbara Ireland Room.