

Meeting Minutes, Chili Public Library Board of Trustees Meeting  
January 25, 2011

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: Sandy Roether

President Myers convened the meeting at 6:00 PM. Mr. Ziblut and Mr. Lechner were absent.  
**Approved** the meeting agenda by five in favor, none opposed.  
**Approved** minutes of December 14, 2010 meeting by four in favor, one abstained.  
**Approved** abstract: \$10,954.05 by five in favor, none opposed.

### Communications

**Guests/Public:**

None.

**Friends of CPL Report:**

Sandy Roether reported updates on cookbook sale fundraiser.

**Town Board Liaison:**

Michael Slattery. Mike has been reappointed the Library Liaison from the town board.

### Director's Report

*Discussion and Actions as Noted*

**General Information:**

- **CPL Full Staff Meeting** – Friday, March 4<sup>th</sup> at 9am, Judith Kharbas is scheduled to attend.
- **Friends Board Information** – The next Friends Board meeting is Tuesday, February 8, 2011 from 6:00-7:00pm. Jim Myers is scheduled to attend. The next book sale will be held February 4 - 6, 2011. Friday: Friends Preview Sale 2 pm - 5 pm. Saturday: Open to the public 9 am - 4 pm. Sunday: Bag sale 1 pm - 4 pm. The Friend's Board has approved a \$5,000 Director's request to support full funding for programming in 2011.
- **CPL Statistics** –Review of year end 2010 statistics. In 2010, circulation decreased 2.5% from last year to 386,330 items. Door count decreased .7% from last year to 199,843 visits and reference questions increased 5% to 278,911. Program attendance increased 3% from last year to 13,745.

- **Statistics** – The Director lead the board through an analysis of December 2010 and 12 month financials.
- **Senator Alesi Visit** – The Monroe County Library System Office has scheduled a meeting to meet with Senator Alesi on February 4, from 1:30pm-2:30pm. The Director is scheduled to attend.

**Old Items:**

- *A brief discussion was held on 2011 summer hours. Agreement that this topic will be considered in budget discussions for 2012.*

**New Items:**

- **Authorize Memorial Fund Expenditure for a New Library Logo Design** –The current library logo was created by staff from clip art. As part of the library’s 2011 goal to develop a new library webpage and in preparation of the Library’s 50<sup>th</sup> anniversary in 2012, a new Library logo should be designed. The director has arranged for Maureen Manley, a graphic artist to design a new library logo at a cost of \$250. Upon Library Board approval she will create 3 initial concepts for review, up to 4 revision rounds on the chosen concept, and a final ‘packaging of files provided on CD.

**Board Action Requested: Authorize Memorial Fund expenditure in the amount of \$250 for a new library logo design.**

*A motion was made and approved to authorize the expenditure not to exceed \$250, as described by five in favor, none opposed.*

- **Authorize Memorial Fund Expenditure for a Conceptual Study of the Children’s Area** –It is accepted that the current configuration in the Children’s area is limiting and does not accommodate an expanding collection. Lothrop Associates will complete a conceptual Children’s Library Study at a cost of \$750. Upon Library Board approval they will verify the existing children’s library floor plan; prepare a current floor plan of the area in CAD format; prepare up to three design schemes; and meet with the Library representatives to present the design schemes. The deliverable will be in an 11x17 format.

**Board Action Requested: Authorize the use of Memorial Fund expenditure in the amount of \$750 for a conceptual study of the Children’s area.**

*A motion was made and approved to authorize the expenditure not to exceed \$750, as described by five in favor, none opposed.*

- **Authorize Memorial Fund Expenditure for a Conceptual Study of the Teen Area and the Conference Room** –The library has a Teen Area but it lacks identifying elements, and flexible furnishings. Also the Conference Room is underutilized and is under consideration to be used as a patron quiet room. Lothrop Associates will complete a conceptual study of the Teen Area and Conference Room at a cost of \$500. Upon Library Board approval they will verify the existing conditions of the Teen Area; prepare a current floor plan of the area in CAD format; prepare a design concept for a reconfigured Teen Area; prepare a design concept to redefine the Conference Room as a part-time quiet room; and meet with the Library representatives to present the design schemes.
- **Board Action Requested: Authorize the use of Memorial Fund expenditure in the amount of \$500 for a conceptual study of the Teen Area and the Conference Room.**

*A motion was made and approved to use the Memorial Fund for the amount not to exceed \$500, as described by five in favor, none opposed.*

- **Authorize Staff Training Event in May** –Off-site training event scheduled for Friday, May 27, to cover security, first aid, office decluttering, etc.  
**Board Action Requested: Authorize the use of Memorial Fund expenditure in the amount not to exceed \$1,000.**

*A motion was made and approved to authorize the expenditure for training as described by five in favor, none opposed.*

- **Special Trustee Meeting on Budgets** – February 5, 2011, from 1:00 – 5:00, at the Henrietta Library, trustees are invited to a special meeting to discuss budget issues, system services, etc.

#### Committee Reports

None

#### Old Business

None.

#### New Business

James Myers has been named Board President  
Judith Kharbas has been named board Vice President  
James Lechner has been named Treasurer of Memorial Fund  
Chris Reece has been named Secretary

Mr. Myers requested renewal of CD xxx4809 for 18 months. A motion was made and approved for the renewal by five in favor, none opposed.

Meeting Adjourned 7:34 PM.

Next meeting date/time: February 22, 2011 at 6:00 PM – CPL Barbara Ireland Room.