

Meeting Minutes, Chili Public Library Board of Trustees Meeting-APPROVED  
January 26, 2010

Board of Trustees: James Myers (President), Glenda Melville (Vice-President), James Lechner (Treasurer), Charles Havens (Secretary), Judith Kharbas, Christina Reece, Steven Ziblut  
Library Director: Jeff Baker  
Town Liaison: Michael Slattery  
Friends Representative: Diana Romeo.

President Myers convened the meeting at 6:02 PM. Ms. Reece, Mr. Ziblut and Mr. Lechner absent.

**Approved** minutes of December 15, 2009 meeting by four in favor, none opposed.

**Approved** abstract: \$5,537.47 by four in favor, none opposed.

**Approved** the meeting agenda adding an item for phase II/III re-lamping by four in favor, none opposed.

### Communications

**Guests/Public:** None.

**Town Board Liaison:** None.

**Friends of CPL Report:**

Ms. Roether:

- The next book sale is scheduled for February 5<sup>th</sup> and 6<sup>th</sup>.
- Preparations for a fund raising cookbook are progressing targeting availability next summer for sale at the farmer's market. Solicitations for book themed recipes have been distributed to members of the community at large.

Mr. Baker: the CPL Friend's have generously agreed to fund the 2010 CPL program expense to the amount of \$6,000.

### Director's Report

***Discussion and Actions as Noted.***

**General Information:**

- **Full Staff Meeting** – Friday, March 5<sup>th</sup> at 9:00am. Jim Myers will attend.
- **Friends of the CPL Board Meeting** – Tuesday, February 9 12<sup>th</sup> at 6:30 pm. Jim Myers to attend.
- **Friends of the Chili Public Library Booksale:** The next Friends book sale will be held on February 5 and 6, 2010. Friends Preview Sale will be on Friday, February 5 from 2pm-5pm. The sale will be open to the general public on Saturday, February 6 from 9am-4pm. There will be a \$2 Bag Sale on Sunday, February 7, 1-4pm.

- **CPL Statistics** – In December 2009, circulation increased 3.5% from last year to 32,220 items. Door count increased 10% to 16,622 and reference questions decreased 12% to 2,132.

Over the past five years (2004-2009),

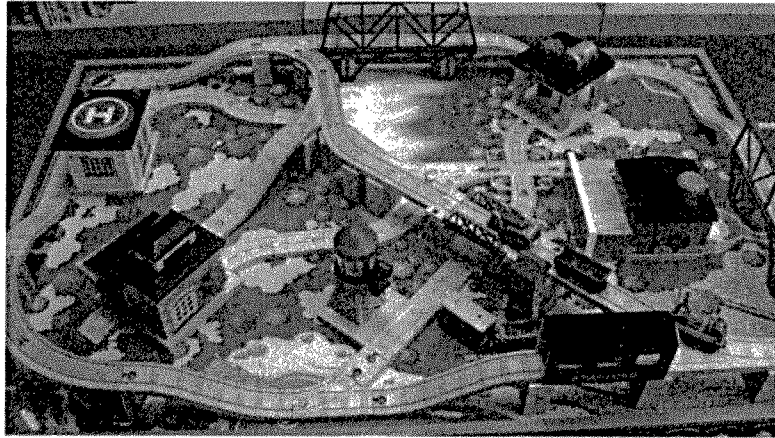
- Program attendance at the library increased 46%
  - Reference questions answered increased 24%
  - Library visits grew 21%
  - Number of items patrons checked out increased by 29%.
- **Town Newsletter** – The Town of Chili Newsletter is available and is on the town's website. Within it are five pages describing the programs offered by the library during Winter/Spring 2010.

*Mr. Baker noted that recreation commissioner Mr. Curley and his staff do an excellent job on this publication.*

- **Library Geocaching**– Chili Public library will be one of several MCLS member libraries taking part in a one month Big Read Library Geocaching activity. The "Your Journey Begins Here" program starts January 25<sup>th</sup>. Geocaching is a worldwide adventure using GPS technology to find hidden treasures or places. The website <http://geocaching.com/> contains coordinates of the participating libraries. By using coordinates on GPS systems or Google Earth, patrons will locate the participating libraries. These libraries will have hidden containers called geocaches filled with trinkets patrons will find. This will introduce a new population of users to the library. If proved successful the library will continue the program after March 1<sup>st</sup>.

#### **Follow Up Items:**

- **Wickins Memorial Book Fund** – The library director will distribute a letter from Ann Caldwell expressing her family's appreciation for the action taken by the library trustees in creating a separate Wickins Memorial Book Fund.
- **"Fancy Nancy" Author Signing** – The Fancy Nancy author signing with Jane O'Connor was a smashing success. The program was held at the Chili Town Hall Meeting Room on Tuesday, December 22. Over 200 people were in attendance.
- **Gates-Chili Rotary Club Donation** – The Gates-Chili Rotary Club has donated a new Train Table Top to replace the old one in the Children's area. The library will formally thank the Rotary Club for the donation at the Rotary's March 31<sup>st</sup> meeting to be held the Ireland Room at 7am.



*A suggestion was made that a mechanism be put in place to recognize this and the many similar donations being made to CPL as way to acknowledge them and to encourage others. Mr. Baker proposed a whiteboard in the lobby.*

- **Cutter numbers** – Cutter numbers are used as one way to catalog non-fiction material. Typically they are used to distinguish items within a large library collection. The Central Library and the Chili Public Library are the only libraries in MCLS that still use cutter numbers. The director has instructed his staff to no longer use cutter numbers to catalog non-fiction material. This will speed up the processing, linking, and re-shelving of our materials, without affecting patron access to the collection. Retrospective labeling of the non-fiction collection will entail a thorough weeding of the non-fiction collection.

#### **New Items:**

- **Approval of 2009 Relamping Proposal** – The library replaces all of its lamps in three phases over a three year period. Last year, the library board approved Schuler-Haas Electric Corporation as the vendor for the cleaning and replacing of lamps and ballasts. Work on the Phase 2 area (Stacks) will begin the week of January 20<sup>th</sup>.

*Mr. Baker: the three year program initiated with Schuler-Haas was inadvertently authorized only as far as phase I in 2009, a motion was made to authorize both the 2010 and 2011 portions of the activity at this time – **Approved four in favor, none opposed.***

- **Upgraded Telephone System** – The town of Chili owns and manages not only the Town Department's telephone equipment but the library's as well. The Town has sent out an RFP to have the telephone system replaced and upgraded early this year.
- **Approval of Proposal for Professional Services by Boychuk & Co to Perform the Library's 2009 Audit** - The Chili Public Library received a proposal by Boychuk & Co to serve as an independent auditor for the Chili Public Library. The director is

recommending the Library Board approve the proposal by Boychuck & Co not to exceed \$4,650.

**Action requested:** Approve the Proposal for Professional Services by Boychuk & Co to perform the library's 2009 Audit

*Mr. Baker and Mr. Myers have met with the auditor and requested that 2009 audit capture the existence of the capital improvement reserve requiring Town Council action for disbursements.*

**Approved:** a motion to retain Boychuk and Company to prepare the 2009 financial audit of CPL not to exceed \$4,650.00 by four in favor, none opposed.

**2010 CPL Memorial Fund Director's Request** - The director will distribute the CPL Memorial Fund Director's Request for 2010.

**Action requested: Approve the 2010 CPL Memorial Fund Director's Request as described.**

*Mr. Myers: the proposed expenses of \$11,162 have been reviewed and approved by Mr. Lechner.*

**Approved:** a motion to fund the items listed from the memorial fund to a total of \$11,162 by four in favor, none opposed.

#### **System News:**

- **No news to report**

#### **State news:**

- **Governor's 2010/11 Budget** - The Governor 2010/11 Executive Budget to close the \$7.4 Billion State Budget Gap includes the following:
  - Library Aid - reduced from \$86.8 million to \$84.45 million or 2.8% reduction.
  - School Aid - reduced by \$1.1 billion or 5% reduction. (This calculation is based on NYS getting \$750 million in federal Race to the Top grant).
  - SUNY Aid - reduced by \$72 million or 4.6%
  - CUNY Aid - reduced by \$32 million or 4.1%
  - \$14 million in public library construction.
- **Assemblymember Susan John** - Assemblymember pronounced Tuesday, January 19<sup>th</sup> she will not seek re-election.
- **Handbook for New York Public Library Directors in New York State** - This is a new publication by the Mid-Hudson Library System. It is developed as a companion to the *Handbook for Library Trustees of New York State*. Though written for the newest administrator, even those with many years as a director will benefit from this fresh review of the job. The Handbook is freely available for review and download at: [http://midhudson.org/directors\\_handbook.pdf](http://midhudson.org/directors_handbook.pdf)

### **Committee Reports**

**None.**

Mr. Baker requested that the Personnel Committee meet soon to discuss policy issues; Mr. Myers asked that he proceed to schedule the meeting.

### **Old Business**

**None.**

### **New Business**

For information, Mr. Myer requested consideration of moving the CPL Board meeting time to 7PM for May through August. Board members present were amenable – no action taken at this time.

Adjourned at 6:47PM.

Next meeting date/time: February 23, 2010 at 6:00 PM - CPL Ireland Meeting Room.