

Chili Public Library Board of Trustees Meeting
Approved Minutes for January 26, 2016

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:
Excused: Jim Lechner

Meeting convened by President Ackerman @ 6:03

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

Approval of minutes of December 15, 2015. Motion made by Karen; 2nd by Jeff
In favor 6; opposed 0; abstained 0

Communications

- Guests/Public: None
- Town Board liaison/Chamber of Commerce liaison: James Valerio and Mike Nyhan have been appointed to the Zoning Board. The Sidewalk plan has been accepted. Reserve funds will be used to complete work as needed. The Chamber of Commerce introduced a new “Shop Local” campaign. Mary had some handouts to give us that will also be available in the library.

Director’s Report:

- **Friends of the CPL Board Meeting** – The next Friend’s Board meeting is Tuesday, February 9, 2016 at 6pm, Andrew Lucyszyn has volunteered to attend. Sue is going to attend the February meeting and Andrew will attend the March meeting.
- **CPL Statistics** –

Month	December 2015	December 2014	% of change
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Circulation	21,649	23,825	-9%
Library Visits	11,339	12,299	-8%
Reference Questions	1,292	1,080	20%
Programs	25	40	-38%
Program Attendance	649	684	-5%
Overdrive	1,526	1,231	24%
Meeting Room	50	48	4%
Website Visits	4,575	0*	n/a
Website Pageviews	7,665	0*	n/a
	January 2015 - December 2015	January 2014 - December 2014	% of change
Circulation	290,462	312,870	-7%
Library Visits	152,413	158,031	-4%
Reference Questions	18,874	21,701	-13%
Programs	544	555	-2%
Program Attendance	14,954	15,736	-5%
Overdrive	17,512	15,283	15%

* Changed Library's website software resulting in new way website visits and pageviews are counted.

- Our decrease in circulation is in line with other system libraries. Andrew asked if there is data available to show what effect Overdrive has had on our circulation and if there is a particular area where circulation is down. Jeff doesn't believe the data shows that specific information but will share the raw data with Andrew so "new eyes" can look at the information we have.

- **Simply Stories with Assemblyperson Harry Bronson** – On Thursday, January 14th Assemblyman Harry Bronson and his chief of staff Jennifer Skoog-Harvey joined the Library for a special storytime. Assemblyman Bronson read from a picture book and then afterwards met with the Director and Library Trustees Judith Kharbas and Lori Ahearn, and Executive Director of the Rochester Regional Library System, Kathy Miller to discuss Governor Cuomo’s proposed 2016-2017 State Budget as it relates to library funding.

Discussion: Assemblyman Bronson would like to see the percentage increase in monies for libraries equal to that of education increases. Libraries are at the forefront in providing equality of opportunity. The state is focusing on three areas: Anti-poverty, Work Force Development and Education. Libraries support all these areas. After the meeting The Assemblyman visited the Children’s Area. He was impressed with the number of children busily engaged in various activities.

Old Items:

- **New Thinkpad Laptops** – The Library has purchased six new Thinkpad laptops paid for from Senator Ranzenhofer’s bullet aid. The laptops are being used for public training (Ancestry classes for example), programs (Minecraft Mondays), and staff training.
- **Dedicated Teen Space** - The Director is working with Creative Library Concepts to create a dedicated Teen space in the Library. This is the same vendor that provided furnishings and signage for the Children’s renovation project.
- **Personnel Update** – The Civil Service title of Youth Services Librarian Cathy Kyle has been upgraded from Temporary Librarian II to Permanent Librarian II effective December 29, 2015.

New Items:

- **Authorization of Funds for Staff Training Day on Friday, March 4, 2016** – The Library Board has approved a training day for staff to be held on Friday, March 4, 2016. The director requests funds to pay for this training.
Board Action Requested: Authorize the use of CPL Memorial Fund expenditures for Staff Training Day to be held on Friday, March 4, 2016 in the amount not to exceed \$1,000.

Motion called for by Sue **to** authorize the use of CPL Memorial Fund expenditures for Staff Training Day to be held on Friday, March 4, 2016 in the amount not to exceed \$1,000.

Motion made by Judith; 2nd by Jeff
In favor 6; opposed 0; abstained 0

- **Wireless Printing** – The Library has a new mobile printing service patrons can use on their personal computer or mobile device to print to the library's printer from anywhere inside or outside the library. They simply go to <http://www.printeron.net/cpl/chiliavenue> or download the PrinterOn app. After submitting their documents for printing, they stop by the library's Checkout

Desk to have the print jobs released. Print jobs will be held in the print queue for 48 hours from the time they send the job and can be picked up during library hours. There is a charge for printing: \$.20/page for black and white prints, \$1.00/page for color prints.

- **Bathroom Tile and Floor Cleaning** – On Saturday, January 23rd Belview Floorcare cleaned and sealed the tile and floors of the Library’s public and staff bathrooms.
- **New Book Discussion Groups** – The following three new book discussion groups started in January.

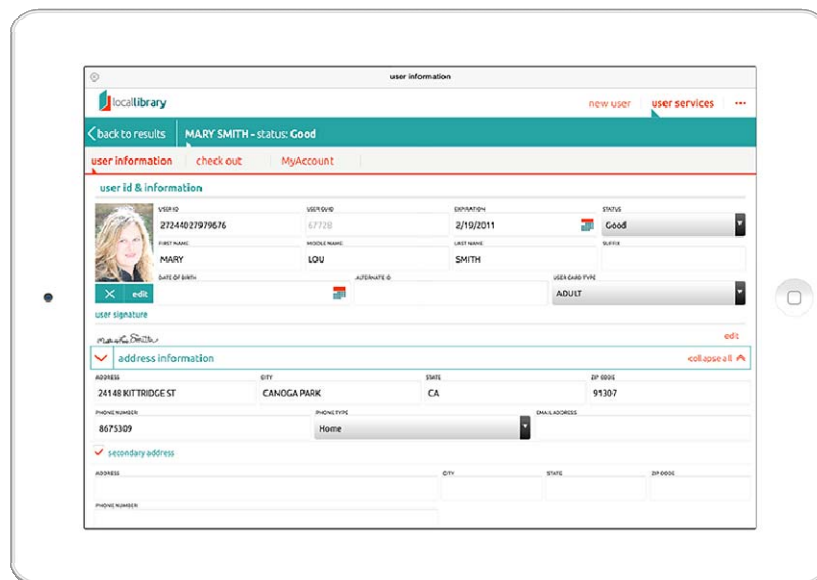
The Explorers (ages 6-9). Meets the third Wednesday of the month. Kids can either choose the graphic novels on top of the rolling display in front of adult reference or choose one from the Children's Graphic Novel section. They need to have their book read by the first meeting.

The Cliffhangers (ages 10-14). Meets the fourth Monday of the month. This group chooses one of the two books on the rolling display cart to read before the first meeting on January 25th at 4:30pm. The choices are Greenglass House or The Night Gardener. They only need to read ONE of them.

Teen Fiction Addiction (ages 15 and up). This group is for older teens AND adults who like Teen fiction. The Young Adult staff choose a book to be read each month.

Discussion: We now have a book discussion group for all segments of our population.

- **Using Carl Connect for CPL on the Go!** - CARL•Connect is the newest product line of TLC, the vendor that provides the Libraries online catalog. CARL•Connect allows libraries to enhance their service offerings and engage users by allowing staff to use a tablet or smartphone to access the library system’s circulation module. Chili Public Library’s CPL on the Go! service uses CARL•Connect to sign up patrons for library cards at remote locations, but now can also check out our Library materials to patrons remotely. CARL•Connect connects our library with our users, the community, and our collection.



- **Tour of the Library** – Following the January Library Board meeting, the Director will give an in depth tour of the Library to the Library Board

Meetings and Workshops and Outreach:

CPL Holiday Party – 12/18/15
Gates Chili Chamber of Commerce Golf Tournament Committee – 1/12/16
Gates Chili Chamber of Commerce Board Meeting – 1/12/16
Friends of the Chili Public Library Board Meeting – 1/12/16
Assemblyperson Harry Bronson – 1/14/16
Gates Chili Chamber of Commerce Event – 1/19/16

Committees: None

Old Business: None

New Business: None

Additional Comments from Audience:

Mary Sperr: The State of the Town address is on February 23, 2016.

CPL Budget Spreadsheet:

Board members expressed concern that the materials budget for 2015 was underspent. Jeff said part of the reason that budget line was underspent was that charges for replacement for lost books are added back into the materials budget. Also materials ordering stops in mid-November for accounting purposes. Jeff has a plan now for working with the library's book vendor to allow for purchasing materials in November and December and for expending funds that get added back into the materials budget for replacement costs.

- Fax and copier revenues are above projected amount.
- The State Retirement System cost is less than projected.
- Salaries: Actual 2.5% increase differs from budgeted 2%. There were three pay periods in December.

CPL Memorial Fund Spreadsheet:

Sue asked what determines whether money is taken from the budget or the Memorial Fund. Jeff said that sometimes money is donated for specific items. There are some items not in the budget but would be useful. For example the Adopt a Book for Newborns is taken from this Fund.

Approval of Library Fund abstract amt. \$11,657.21: Motion made by Lori ; 2nd by Karen
In favor 6; opposed 0; abstained 0

Approval of Memorial Fund Expenditures amt. \$174.42: Motion made by Andrew; 2nd by Judith
In favor 6; opposed 0; abstained 0

Approval of Memorial Fund Donations amt. \$950.00: Motion made by Judith ; 2nd by Jeff
In favor 6; opposed 0; abstained 0

Sue called for a motion to adjourn at Motion made by Karen; 2nd by Jeff
In favor 6; opposed 0; abstained 0

**Next meeting date/time: February 23, 2016 @ Chili Public Library Barbara Ireland
Community Room. 6:00pm.**