

Chili Public Library Board of Trustees  
Approved Minutes for January 27, 2015

Board of Trustees: Jill Wynn (President), Judith Kharbas (Vice President), James Lechner (Memorial Fund Treasurer), Susan Ackerman (Secretary), Lorraine Ahearn, Andrew Lucyszyn  
Library Director: Jeff Baker  
Town Liaison: Mary Sperr

Present: Jill Wynn, Judith Kharbas, Lorraine Ahearn (Acting Secretary), Andrew Lucyszyn

Library Director: Jeff Baker  
Town Board Liaison: Mary Sperr

Absent: none  
Excused: Susan Ackerman, Jim Lechner

Jill Wynn convened the meeting at 6:30pm

Approval of agenda: Motion made by Judith, 2<sup>nd</sup> by Lori  
In favor - 4; opposed - 0; abstained - 0

Approval of minutes of November 18, 2014: Motion made by Andrew; 2<sup>nd</sup> by Judith  
In favor - 4; opposed - 0; abstained - 0

Approval of abstract amount of \$9758.02 : Motion made by Lori; 2<sup>nd</sup> by Judith  
In favor - 4; opposed - 0; abstained - 0

Communications

- Guests/Public
- Town Board liaison:  
Gates Chili Chamber of Commerce Golf Tournament to benefit the libraries will be held on 8/3/15. Brochure is finished. Committee is actively searching for donations.
- Bicycle & Pedestrian Workshop, 2/5/15, 5-7p.m. at the Hwy. Garage

Director's Report

**General Information:**

- **Friends of the CPL Board Meeting** – The next Friend's Board meeting is Tuesday, January 13, 2015 at 6pm. No library trustee is scheduled to attend at this time. The Friend's next Booksale is on the following dates: March 25<sup>th</sup> (3pm-8pm Friend's preview), March 26<sup>th</sup> (12pm-8pm), March 27<sup>th</sup> (9am-4pm), March 28<sup>th</sup> (9am-4pm), March 29<sup>th</sup> (1pm-4pm bag sale)

· **CPL Statistics –**

Month	December 2014	December 2013	% of change
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<b>Circulation</b>	23,825	24,187	-1.50%
<b>Library Visits</b>	12,299	10,995	11.86%
<b>Reference Questions</b>	1,080	1,588	-31.99%
<b>Programs</b>	40	22	81.82%
<b>Program Attendance</b>	684	525	30.29%
<b>Overdrive</b>	1,231	1,213	1.48%
<b>Meeting Room</b>	48	45	6.67%
<b>*Website Visits</b>	N/A	2,055	N/A
<b>*Website Pageviews</b>	N/A	3,472	N/A
	<b>January 2014 - December 2014</b>	<b>January 2013 - December 2013</b>	<b>% of change</b>
<b>Circulation</b>	312,870	330,973	-5.47%
<b>Library Visits</b>	158,031	161,206	-1.97%
<b>Reference Questions</b>	21,701	23,825	-8.92%
<b>Programs</b>	527	561	-6.06%
<b>Program Attendance</b>	22,013	17,189	28.06%
<b>Overdrive</b>	15,283	10,604	44.12%

\*Problem with Google Analytics. Will correct this problem.

Discussion: Currently the CPL website uses the Weebly platform It would cost more to use Weebly instead of Google Analytics for statistics. Decision to stay with Google Analytics for statistics.

- **Legislative Visit Scheduled** – Assemblyman Harry Bronson will meet with the CPL director and representatives from other libraries in his district on Friday, January 30<sup>th</sup> at noon at the Rochester International Academy. The advocacy approach that to be used will be the New York Library Association theme “Libraries ARE Education”.

Discussion: Advocating for increase library funding to the same percentage as education. Current budget proposal is flat for libraries. Jeff and Lori to attend.

- **CPL 2013 Audit** - The CPL 2014 audit will be completed the last week of January and results reported by Bonn, Dioguardi & Ray, LLP at the library board's March meeting.

Discussion: The audit is completed. Results will be reported at the February meeting.

- **New Part Time Library Page** – Matthew Garrett has been hired to replace the part-time page Shaneye Wallace that recently left. Matthew's start date was January 14<sup>th</sup> at a pay rate of \$8.00 per hour.

The board endorses Matthew Garrett to be hired as a page as of January 14 at a pay rate of \$8.00 per hour.

- **Eight Annual CPL Teen Photo Contest** – The library will be conducting our eighth annual teen photo contest this year. The purpose of this program is to get the teens of Monroe County and especially those in Chili more involved in their community and library. One way to do this is by having them take a look at their community through the viewfinder of a camera. This contest is open to all teens ages 12-18 years of age and living in Monroe County. The contest will be divided into two age divisions: 12-15 years and 16-18 years. Photos will be available for public viewing during the month of April and winners will be announced in May. We are planning an awards reception for May 2<sup>nd</sup>. We have lots of wonderful teens and their very enthusiastic parents that attend.
- **RESOLUTION #94 RE: 2015 Budget Amendments – Grants** – At the January 21, 2015 Town Board meeting the following resolution was approved on behalf of the library. 'WHEREAS, on December 30, 2014 on Resolution 277 the Town Board accepted a grant for Bullet Aid from New York State and Senator Ranzenhofer which is to be used to purchase new equipment for the Library, and work has not been completed as of December 31, 2014; and **BE IT RESOLVED**, to amend the 2015 revenue budget L3840 (State Aid for Libraries) by an increase of 10,000.00; amend the 2015 expense budget L7410.4 (Library – Contractual Expense) by an increase of \$10,000.00.'

#### **New Items:**

- **Approval of the CPL Credit Card Policy – Library Patrons** – To expedite library payments and for the convenience of Library patrons, the Chili Public Library accepts Mastercard, Visa, or Discover Cards. This policy spells out the charges that the library accepts from patrons and the accompanying procedures. **Action Requested:** Library Board approves the CPL Credit Card Policy – Library Patrons as written.

Discussion: There is no minimal charge. The MCLS website address will be corrected on the policy.

A motion was made to approve the CPL Credit Card Policy – Library Patrons as written with the correction of the website address. Motion made by Lori; 2nd by Judith  
In favor - 4; opposed - 0; abstained-0

- **Approval of the CPL Credit Card Policy – Library Employees** – The library uses credit cards in order to purchase goods and services directly from vendors when those items are needed, but it is not expedient,

practical, or desirable to have either a check or cash available when payment is required. This policy defines who is authorized to use the credit cards, dollar limits for purchases, and documentation requirements.

**Action Requested:** Library Board approves the CPL Credit Card Policy – Library Employees as written.

Discussion: There has not been a problem with the cards but questions were raised concerning location of cards, dollar amounts and procedures to use the cards. It was decided to table the action. Jeff will edit the policy to reflect the recommendations made during our discussion and present it at our next meeting.

**Action Taken:** Table approval until the policy is rewritten

- **Approval of \$300 CPL Memorial Fund Transaction** – The library accepted a \$500 credit card transaction from a patron who requested that \$300 of the donation goes to the CPL Memorial Fund and \$200 goes to the CPL Friends Board. The director requests the Library Board approve that a \$200 check from the CPL Memorial Fund be written to the CPL Friends Board for this purpose.

**Board Action:** Library Board approves a \$200 check from the CPL Memorial Fund for the CPL Friends.

Motion made to approve a \$200 check from the CPL Memorial Fund for the CPL Friends.

Motion made by Andrew; 2<sup>nd</sup> by Judith

In favor - 4; opposed - 0; abstained-0

- **Approval of \$800 CPL Memorial Fund Transaction** – The library has accepted up to \$800 in donations from patrons in memory of Jan R. Haase, PhD, a frequent library user. The Director would like to apply this money toward replacing worn upholstered chairs in the library.

**Action Requested:** Library Board approves using the money donated to the CPL Memorial Fund in memory of Jan. R. Haase, PhD to go toward replacing worn upholstered chairs in the library.

Discussion: Jill will send a thank you note to Dr. Haase's wife.

A motion was made to approve using the money donated to the CPL Memorial Fund in memory of Jan. R. Haase, PhD to go toward replacing worn upholstered chairs in the library.

Motion made by Andrew; 2<sup>nd</sup> by Judith

In favor - 4; opposed- 0; abstained- 0

#### **System News:**

- None to report

#### **State news:**

- None to report

#### **Meetings and Workshops and Outreach:**

MCLS Special Services Operations Committee Meeting – 12/19/14

CPL Full Staff Meeting – 1/2/15

Directors' Council Meeting – 1/6/15

MCLS Director's Retreat – 1/15/15

CPL Staff Communications Meeting – 1/13/15

CPL Friends Board Meeting – 1/13/15

**Old Business:** None

## **New Business**

### Committees

- CPL Nominating Committee

Action requested: Board approves the selection of Karen Reifenstein to complete the term of resigned Trustee Barbara Sickles White.

Discussion: Karen Reifenstein is an Assistant Professor of Clinical Nursing at the School of Nursing at UR where she also serves as faculty diversity officer. Her Research speciality is breast cancer especially in African-American women. She was formerly Assistant Professor of Nursing at Roberts Wesleyan where she received a teaching recognition award, Karen's experience with grant writing will be valuable to the CPL Board and library. Karen has been active with the Friends of CPL including working on book sales and offering advice preparing grants.

The board Approved the selection of Karen Reifenstein to complete the term of resigned Trustee Barbara Sickles White by a vote of 4 in favor and none opposed.

Meeting convenes to executive session at 7:39

Return to regular session at 8:10

Motion to revise Directors Report to correct as follows: Matthew's start date was January 14<sup>th</sup> at a pay rate of \$8.75 per hour. Motion made by Andrew; 2nd by Judith  
In favor - 4; opposed- 0; abstained- 0

Motion to approve the wage changes recommended by the director during executive session. Motion made by Andrew; 2nd by Lori  
In favor - 4; opposed- 0; abstained- 0

Adjourn 8:15

**Next meeting date/time: February 24, 2015 @ Chili Public Library Barbara Ireland Community Room. 6:30pm.**