

Final
Meeting Minutes, Chili Public Library Board of Trustees Meeting
January 28, 2014

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

Present: Jill Wynn, Judith Kharbas, Susan Ackerman , Lorraine Ahearn, Barbara Sickles, Andrew Lucyszyn
Library Director: Jeff Baker
Town Board Liaison: Mary Sperr

Absent: none
Excused: Jim Lechner

President Jill Wynn convened the meeting at 6:02

Approval of agenda: Motion made by Lori; 2nd by Barbara
In favor- 6; opposed- 0; abstained- 0

Approval of minutes of December 17, 2013: Motion made by Judith; 2nd by Andrew
In favor- 6; opposed- 0; abstained- 0

Approval of abstract amt \$ 19,319.57: Motion made by Susan ; 2nd by Barbara
In favor- 7; opposed- 0; abstained- 0

Communications

- Guests/Pulic: none
- Town Board liaison: Mary gave information about the Chamber golf tournament; August 4, 2014 at Brooklea Country Club. Non-golfers can participate by attending the dinner after golfing is complete. Jill encouraged Board members to try to participate in some way.
- Friends representative--- A representative will attend the April, August and December board meetings. Bob Pacer reiterated the importance of the golf tournament; the funds raised will be donated to the CPL and Gates library Friends groups. Volunteers are needed for many tasks. The winter book sale is February 6-9; the leftover books will be donated to the Salvation Army and a group assisting Vietnamese families.

Director's Report

General Information:

- **Friends of the CPL Board Meeting** – The next meeting of the Friend's Board is Tuesday, February 11th at 6pm. Andrew Lucyzyyn to attend. The Friends Board book sale is February 6-9. 2014.

- **Jenn Lindsey Adult Reference Librarian Report** – The Director will be having different staff members introduce themselves and give reports to the library board throughout the year. Jenn Lindsey, th Adult Reference Librarian for the library, spoke at this meeting.

Jenn talked about herself and her position at the library for a few minutes. She has been at CPL for 11 years; she was the Children’s librarian and is now the Adult librarian. She purchases the nonfiction and biographies. She organizes the adult and “new adult” programs. Jenn assists Jeff with statistics and revision of policies, outreaches monthly to a senior center and the community, and is on the decorating and long range planning committees. She is the point person for the “collection development project: and just took over the supervision of the pages. Jenn has attended “emerging leaders” workshops and hope to participate in a 3 year NYLA leadership academy which includes taking 10 classes offered in June and at the NYLA fall conference.

- **CPL Statistics –**

December	2013	2012	% change
Circulation	24,187	23,607	2%
Library visits	10,995	11,247	-2%
Reference questions	1,588	1,629	-3%
Programs	22	41	-46%
Program attendance	525	946	-45%
OverDrive	1,213	700	73%
	Jan 2013 – Dec 2013	Jan 2012 – Dec 2012	% change
Circulation	330,973	326,386	1%
Library visits	161,206	165,930	-3%
Reference questions	23,825	25,406	-6%
Programs	561	488	15%
Program attendance	17,187	13,414	28%
OverDrive	11,478	7,794	47%

- **CPL 2013 Audit** - The 2013 audit will be completed the first week of February and results reported by Bonn, Dioguardi & Ray, LLP at the library board’s April meeting.
- **Seventh Annual Spring Teen Photo Contest** – Between February 1 and March 31, 2014, the Chili Public Library will be accepting photos for our Seventh Annual Teen Photo Contest. 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.
- **2014 SnapShotNY:** The library will be joining New York’s libraries in SnapShotNY: A Day in the Life of a Library by collecting photographs and videos on Thursday, January 23rd. On that day we will track the following statistics: How many patron visits?, How many people used our public computers?, How many reference questions did our staff answer?, How many children participated in programs (including school visits as well as library-sponsored programs)?, How many adults

participated in programs?, What was the total circulation for the day?, How many hits did our website receive? This information will be uploaded to the protectnylibraries.org website.

- **State Aid:** State aid from the Governor may be cut by 4.7%. Community members are encouraged to contact elected representatives now to support restoring library aid funding in the FY14-15 budget. See this web site for information:
http://www.nyla.org/max/4DCGI/cms/review.html?Action=CMS_Document&DocID=58&MenuKey=advocacy

New Items:

- **Chili Public Library Lost and Found Policy.**
The library does not have a lost and found policy. The director distributed CPL Lost and Found Policy for review and discussion. Discussion items included: should “flash drives” be addressed and what happens to books that belong to other libraries? Jeff will make some changes and bring it back to the Board next month.
- **Authorization of funds for Staff Training Day on October 13, 2014** – The Library Board has approved a training day for staff to be held on October 13th when the Library is closed to the public. The director requests funds to pay for this training.
Board Action Requested: Authorize the use of Memorial Fund expenditures for Staff Training Day to be held on October 13, 2014 in the amount not to exceed \$1,000.

Discussion: Jeff said that the staff training committee will start making plans in March/April for the training event.

A motion was made to approve the use of Memorial Fund expenditures for Staff Training Day to be held on October 13, 2014 in the amount not to exceed \$1,000.

Motion made by Lori, 2nd by Judith
In favor- 6; opposed- 0; abstained- 0

- **Approval of use of the Wickins Fund** - Approval of use of the Wickins Memorial Fund to purchase two new Virco Text Mobile Tilt-Top Tables in the amount of \$1,432 to compliment the four tables purchased from bullet aid last year, and to purchase 1,000 checkpoint Discmate single DVD security cases in the amount of \$2,500 for the Children’s area for a total of \$3932.
Board Action Requested: Approve the use of Wickins Memorial Fund in the amount of \$3,932 to purchase two new tables and 1,000 DVD security cases.

Discussion: Jeff let the Board know that these items are not in the standing library budget. The remaining old tables will be put out for sale at the Friends book sale in February. The Wickins Memorial Fund is currently a \$5,000 CD that is not due yet; taking the funds early will incur a \$6.00 fee for early withdrawal.

A motion was made to the use of Wickins Memorial Fund in the amount of \$3,932 to purchase two new tables and 1,000 DVD security cases.

Motion made by Judith, 2nd by Barbara
In favor- 6; opposed- 0; abstained- 0

Committee Reports:

The Personnel committee has organized an evaluation procedure for the CPL Director. It will gather information from CPL employees, the Board, and the Director. The committee asked Board members to evaluate the CPL director in hard copy or electronically. A hard copy of the evaluation was handed out at the meeting, to be completed and returned by the February 25th meeting.

System News: None to report

State news: None to report

Meetings and Workshops:

MCLS Special Services Operations Committee Meeting – 12/20/13
CPL Full Staff Meeting – 1/3/14
Gates-Chili Chamber of Commerce Golf Fundraiser Meeting– 1/6/14
Oversaw Adult Book Discussion Program – 1/7/14
Directors’ Council Meeting – 1/8/14
MGM Meeting – 1/12/14
CPL Friends Board Meeting – 1/14/14
PinPoint Meeting – 1/15/14
MCLS Director’s Retreat – 1/16/14
CPL Personnel Committee Meeting – 12/17/13
MCLS Special Services Operations Committee Meeting – 1/17/14
CPL Friends President Meeting – 1/21/14
RPL/MCLS Joint Board Meeting – 1/22/14
Gates-Chili Chamber of Commerce Golf Fundraiser Meeting– 1/23/14
MGM Meeting – 1/27/14

Adjourn 6:46pm

Next meeting date/time: February 25, 2014 @ Chili Public Library Barbara Ireland Community Room. 6pm.