

Meeting Minutes, Chili Public Library Board of Trustees Meeting October 22, 2013

Board of Trustees: Jill Wynn (President), Judith Kharbas (Vice President), Susan Ackerman (secretary), James Lechner (Memorial Fund Treasurer), Lorraine Ahearn, Barbara Sickles, Andrew Lucyszyn

Library Director: Jeff Baker
Town Liaison: Michael Slattery

Present: Jill Wynn, Judith Kharbas, James Lechner, Lorraine Ahearn(acting secretary), Barbara Sickles, Andrew Lucyszyn
Library Director: Jeff Baker

Absent: none
Excused: Susan Ackerman

President Jill Wynn convened the meeting at 6:00.

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

Approval of minutes of September 24, 2013 with correction under Committees to read after the first sentence as follows: The Board endorsed the director evaluation forms.
In favor-6; opposed-0; abstained-0

Approval of abstract amount of \$14832.35: Motion made by Andrew, 2nd by Judith
In favor-6; opposed-0; abstained-0

Communications

- Guests/Public: None present.
- Town Board liaison: None present.

Director's Report

General Information:

- **Friends of the CPL Board Meeting** – The next meeting of the Friend's Board will be Tuesday, November 12 at 6pm. Lori will attend the November meeting. Andrew will attend the December meeting.
- **The Gates Chili Chamber of Commerce** - Jeff and Bob Pacer, Friends president, and their Gates Library counterparts met with members of the Gates Chili Chamber of Commerce to discuss the possibility of both libraries receiving the proceeds from the Chambers annual golf tournament fund raiser. Jeff will keep us informed.

CPL Statistics –

September	2013	2012	% change
Circulation	26,193	25,799	2%
Library visits	13,138	13,064	1%
Reference questions	1,882	1,858	1%
Programs	31	40	-23%
Program attendance	320	1,331	-76%
OverDrive	851	665	28%
	Oct 2012 – Sep 2013	Oct 2011 – Sep 2012	% change
Circulation	332,821	326,676	2%
Library visits	163,216	168,500	-3%
Reference questions	24,156	25,549	-5%
Programs	559	494	13%
Program attendance	17,329	13,461	28%
OverDrive	9,993	6,486	54%

Jeff commented that program attendance fluctuates depending on the timing of particular programs from year to year.

Kathy Kyle, teen librarian and Face Book account facilitator, has set up a CPL Pinterest account. This will be used, particularly with the teens, to help access interests of the library users. It should be helpful when developing collections and programs.

- **Executive Carpet Cleaning** –The library’s rugs were cleaned by Executive Carpet Cleaners on October 14th. We all thought our meeting room rug cleaned up very nicely.
- **Town Hall/Library Complex Parking Lot** –The parking lot in front of the library, the town hall side, and behind the complex was paved on October 24th. The library side of the parking lot will be paved in 2014.
- **Senator Ranzenhofer Bullet Aid** – The library received its check of the Senator Ranzenhofer bullet aid in the amount of \$9,000. The director plans on using the money to create a two day-loan quick release DVD collection and upgrade the Ireland Room furniture and equipment. The consensus was that these upgrades will be a good use of the aid. Jeff also asked and received board agreement to use the aid to pay an annual fee of between \$600 and \$700, to “Constant Contact” an online marketing company. It could be used to create online newsletters, manage e-mail surveys, and publicize events online. Andrew works in this field and has taken out a free trial to see the benefits to CPL in using this service before the purchase is made.

- **Staff training** – The Staff Retreat Team consisting of the director, Stacey Martin, Donna Belliveau and Cathy Kyle developed the staff retreat training program which was held on October 14th. At the retreat the Town Historian Bonnie Moore spoke about Chili history, the Department of Environmental Conservation spoke about recycling, and there was a team building Airigami workshop. The staff thanks the library board for their support of this training. Jeff commented that it was one of the best trainings they have had.

New Items:

- **Approval of the CPL Printing, Copying, Scanning, and Faxing Policy** – The director asked the library board to approve the library’s Printing, Copying, Scanning, and Faxing Policy.
Action Requested: Approve the CPL Printing, Copying, Scanning, and Faxing Policy.

A motion was made to Approve the CPL Printing, Copying, Scanning, and Faxing Policy.
Motion made by Andrew, 2nd by Jim
In favor- 6; opposed-0; abstained0

- **Approval of the CPL Bulletin Board Usage Policy** – The director asked the library board to approve the library’s CPL Bulletin Board Usage Policy.
Action Requested: Approve the CPL Bulletin Board Usage Policy.

A motion was made to approve the CPL Bulletin Board Usage Policy.
Motion made by Barb, 2nd by Lori
In favor-6; opposed-0; abstained-0

- **Approval of the CPL Display Case Policy** – The director asked the library board to approve the library’s Display Case Policy.
Action Requested: Approve the CPL Display Case Policy.

A motion was made to approve the Display Case Policy.
Motion made by Judith, 2nd by Jim
In favor-6; opposed- 0; abstained-0

System News:

- **The Legislative Thank You Breakfast-** The event is October 25 and will be held at the Henrietta Public Library. All members of the CPL Board plan to attend.

State news: None at this time.

Meetings and Workshops:

Meeting with Eric Vail – 10/2/13
Meeting with PinPoint – 10/2/13
CPL Reference and Circulation Staff Meeting – 10/4/13
Supervisor Meeting – 10/7/13
MGM Meeting – 10/8/13
CPL Friends Board – 10/15/13
CPL Long Range Planning Meeting – 10/16/13
MCLS Board Meeting – 10/21/13
MGM Meeting – 10/22/13

The CPL Staff Christmas Party will be on December 6, 2013 @ 5:30.

Jill convened an Executive Session at 6:45. The Board reconvened in open session at 7:00.

Adjourned at 7:00.

**Next meeting date/time: November 26, 2013 @ Chili Public Library Barbara Ireland
Community Room. 6pm.**