

Meeting Minutes, Chili Public Library Board of Trustees Meeting  
October 25, 2011

Board of Trustees: James Myers (President), Steve Grogan, James Lechner (Memorial Fund Treasurer), Judith Kharbas (Vice President), Christina Reece (Secretary), Jill Wynn, Steven Ziblut  
Library Director: Jeff Baker  
Town Board Liaison: Michael Slattery  
Friends Representative: Diana Romeo

President Myers convened the meeting at 6:01 PM.

**Approved** meeting agenda by six in favor, none opposed. (Mr. Grogan arrived late)

**Approved** minutes of September 27, 2011 meeting by six in favor, none opposed. (Mr. Grogan arrived late)

**Approved** abstract: \$17,656.00 by seven in favor, none opposed.

### Communications

**Guests/Public:**

None.

**Friends of CPL Report:**

Diana Romeo reported their annual meeting was well attended, and that they had a guest speaker. She also reported that fundraising from the Wendy's coupon fundraiser has concluded, and the proceeds will go toward a new DVD cabinet for the library.

The annual Friends membership reminder drive begins next week. Library board trustees are encouraged to join Friends.

**Town Board Liaison:**

Mike Slattery – no update.

### Director's Report

***Discussion and Actions as Noted***

- **Friends of the CPL Board** – The next meeting of the Friend's Board is Tuesday, November 8<sup>th</sup> at 6pm. Chris Reece will attend.
- **CPL Full Staff Meeting** – The next CPL Full Staff meeting is Friday, November 4<sup>th</sup> at 9am, Jim Lechner is scheduled to attend.
- **Save the Date** – The annual Christmas Holiday Party is Friday, December 9, 2010 from 5:30pm – 7:30pm.
- **Staff Exchange** – Nancy Mack and Deb Amesbury took part in the MCLS Staff Exchange program. Nancy visited the Central Library's Circulation Desk, and Deb visited the Central Library Children's Division. The purpose of the Staff Exchange is to allow staff to experience how other libraries perform their duties.

- **CPL Statistics -**

September	2010	2011	% change
Circulation	31,173	27,314	-12%
Library visits	15,869	14,369	-9%
Reference questions	1,931	2,066	7%
Programs	46	38	-17%
Program attendance	1,132	1,008	-11%

	Oct 2009- Sep 2010	Oct 2010- Sep 2011	% change
Circulation	389,779	368,087	-6%
Library visits	200,828	188,085	-6%
Reference questions	28,465	27,022	-5%
Programs	513	518	1%
Program attendance	14,261	13,664	-4%

- **Donations to CPL** – Recently the Library received two generous donations. The Chili Grange #383 having disbanded donated \$1,000 to the Library. The funds will be used to purchase a needed digital wall display unit. The estate of David F. Henderson, Jr. donated \$5,000 to the Library. This donation will go toward the purchase of new end caps for the Children’s Area Renovation Project.

#### Old Items:

- **Timeline of the Children’s Area Renovation Project** – The Director will present the expected timeline of the Children’s Area Renovation Project.

#### New Items:

- **Approval of Proposed CPL Board of Trustees 2012 meeting dates:**

Below are the proposed dates for the CPL Library Board meetings for 2011

Date	Location
January 24	Barbara M. Ireland Community Room
February 28	Barbara M. Ireland Community Room
March 27	Barbara M. Ireland Community Room
April 24	Barbara M. Ireland Community Room
May 22	Barbara M. Ireland Community Room
June 26	Barbara M. Ireland Community Room
July 24	Barbara M. Ireland Community Room
August 28	Barbara M. Ireland Community Room
September 25	Barbara M. Ireland Community Room

October 23 Barbara M. Ireland Community Room  
 November 27 Barbara M. Ireland Community Room  
 December 18 Barbara M. Ireland Community Room

**Board Action Requested: The Library Board approves the proposed CPL Board of Trustees 2012 meeting dates as presented**

**A motion was made to approve the proposed CPL Board of Trustees 2012 meeting dates. The motion was passed by seven in favor, none opposed.**

- **Approval of Chili Public Library Proposed 2012 Closed Dates:** The Director is proposing that the library be closed the following dates for 2012.

January 1	Sunday	New Years Day
January 2*	Monday	New Years Day (observed)
January 16*	Monday	Martin Luther King Day
February 20	Monday	President's Day
April 6	Friday	Good Friday
April 7	Saturday	Easter weekend
April 8	Sunday	Easter
May 26	Saturday	Memorial Day weekend
May 28*	Monday	Memorial Day (observed)
July 4*	Wednesday	Independence Day
September 3*	Monday	Labor Day (observed)
October 8**	Monday	Staff Training Day (Columbus Day)
November 21	Wednesday	Close @ 5PM
November 22*	Thursday	Thanksgiving Day
December 24*	Monday	Christmas Eve
December 25*	Tuesday	Christmas Day
December 31	Monday	Close @ 5PM

Closed Saturdays: June 2 – September 1      Closed Sundays: May 6 – September 30

Only veterans will have Veteran's Day off (Monday November 12<sup>th</sup>) as a paid holiday

\*Paid holidays for full time employees. Prorated holiday pay for part-time staff who works 18.75 or more hours per week.

\*\*Paid staff day.

**Board Action Requested: The Library Board approves the proposed 2012 closed dates for Chili Public Library.**

**A motion was made to approve the proposed 2012 closed dates for Chili Public Library. The motion was passed by seven in favor, none opposed.**

- **Approval of Revised CPL Children's Programming Policy** – The director requests the Library Board approve a revision to the Library's Children's Programming Policy which includes; a statement regarding patrons who repeatedly fail to attend programs they

have registered, and requiring a peanut free environment at programs for children with allergies.

- The policy was reviewed and a minor wording change was suggested as an amendment.

**Board Action Requested: Approve the Revised CPL Children's Programming Policy with amendments.**

**A motion was made to approve the Revised CPL Children's Programming Policy as described. The motion was passed by seven in favor, none opposed.**

- **Approval of a New Chili Public Library Logo** – The director requests the Library Board approve a new CPL logo that will be presented at the meeting.

**Board Action Requested: Approve the New Chili Public Library Logo as Presented.**

**A motion was made to approve the New Chili Public Library Logo as Presented. The motion was passed by seven in favor, none opposed.**

- **eBooks Discussion** – The Director will discuss current and future Library activities as regarding eBooks. The Director will participate in a Director's Council in January on eBooks. He will provide feedback to the board in February 2012.

**Other updates:**

- Mr. Ziblut thanked Diana Romeo and Friends for their support of a down-state library devastated by the recent flood.
- 50<sup>th</sup> Anniversary Plans – Director informed the board that the staff has been meeting to decide on programs to celebrate the 50<sup>th</sup> anniversary. The Supervisor has offered some financial support from the town to go toward the celebration. More details to follow.

Meeting Adjourned 7:07 PM

**Next meeting date/time: November 15, 2011 at 6:00 PM – CPL Barbara Ireland Room.**