

**Chili Public Library Board of Trustees Meeting**  
**Approved Minutes for October 27, 2015**

**Board of Trustees:** Susan Ackerman (President), Judith Kharbas (Vice-President), James Lechner (Memorial Fund Treasurer), Lorraine Ahearn (Secretary), Andrew Lucyszyn, Karen Reifenstein

Library Director: Jeff Baker

Town Liaison: Mary Sperr

**Meeting convened** by President Ackerman @ 6:00.

**Approval of agenda:** Motion made by Judith; 2nd by Jim

In favor - 6; opposed 0; abstained 0

**Approval of minutes** of September 27, 2015: Motion made by Andrew; 2nd by Judith.

In favor 6; opposed 0; abstained 0

**Communications**

- **Town Board liaison/Gates Chili Chamber of Commerce liaison:** Mary shared the completed 2016 Golf Tournament brochure with the Board. Copies will be available at the library. The Tournament Committee is actively looking for 10-12 companies to sponsor the event.

**Director's Report**

**General Information:**

- **Friends of the CPL Board Meeting** – The next CPL Full Staff meeting is Friday, November 6 at 9am and the next Friend's Board meeting is Tuesday, November 10 at 6pm. Jim Lechner has volunteered to attend both meetings. At their October meeting the Town Board approved a resolution proclaiming October 18-25, 2015 as Friends of Libraries week in Chili, New York and thanking the Friends Board for all they do to make our library and community so much better. Bob Pacer volunteered his services to help staff clean every upholstered chair in the Ireland and Conference Rooms with a professional grade carpet cleaning machine. The recent Friends Booksale raised \$2,413.  
Discussion: Jeff included a copy of the resolution in our packets. He gave kudos to Bob Pacer for his help in cleaning all the upholstery. Our librarian Richard and Jeff also cleaned upholstery.

· **CPL Statistics –**

Month	September 2015	September 2014	% of change
Circulation	22,795	24,778	-8%

<b>Library Visits</b>	12,101	13,321	-9%
<b>Reference Questions</b>	1,447	1,686	-14%
<b>Programs</b>	43	35	23%
<b>Program Attendance</b>	934	574	63%
<b>Overdrive</b>	1,440	1,259	14%
<b>Meeting Room</b>	70	60	17%
<b>Website Visits</b>	4,459	2,754	62%
<b>Website Pageviews</b>	8,474	4,609	84%
	October 2014 - September 2015	October 2013 – September 2014  Month 2014	% of change
<b>Circulation</b>	292,082	314,894	-7%
<b>Library Visits</b>	153,578	157,183	-2%
<b>Reference Questions</b>	18,967	23,006	-18%
<b>Programs</b>	536	554	-3%
<b>Program Attendance</b>	16,818	22,772	-11%
<b>Program Contest Attendance</b>	55	1,478	--
<b>Overdrive</b>	16,635	15,045	11%

Jeff further broke down Program Attendance into Program Attendance and Program Contest Attendance to give a clearer picture of what occurs. Comparing Program Attendance figures in 2015 to 2014 will not show an accurate % of change because of the differences in reporting.

- **4<sup>th</sup> Annual Legislative Thank You Breakfast-** Staff, trustees, volunteers, and friends are invited to attend a legislative thank you breakfast at the Henrietta Public Library on Friday, October 30 from 8:30 - 10 am. The theme is "Libraries Are Education". This event is sponsored by RRLC, Monroe County Library System, Pioneer Library System, the area's five School Library Systems, and the Friends and Foundation of Rochester Public Library.

- **Barnes and Noble Greece – Chili Public Library Bookfair Fundraiser** – The Greece Barnes and Noble Bookstore will be hosting a Bookfair on Saturday, November 21<sup>st</sup> from 1pm-4pm. A percentage of the net sales which utilize the Library's Bookfair ID number during the bookfair (in-store sales, including Café sales, and cheesecake/dessert sales paid during 11/21-11/25) will be contributed to the Friends of the Chili Public Library. At the Bookfair the library will be having a storytime for children, an Art Ross style demonstration, Civil War Reenactors, and Happy the Clown Magic Show.  
Discussion: The Bookfair ID number, which is only good for the specified dates, should be on our website. Jeff will take care of doing this. The CPL will receive gift cards based on sales using the ID number. In addition to the Bookfair, cheesecakes from the Cheesecake Factory are being sold to be picked up at the Greece Barnes and Noble during the fair as a fundraiser.
- **Gates Chili Rotary Club Fundraiser** – The Library is selling tickets to the Sunday, November 15<sup>th</sup> Gates Chili Rotary Italian Pasta Dinner to be held Sunday, November 15<sup>th</sup>. The Club will donate \$1 to the Chili Public Library and Gates Public Library for each ticket sold in advance at the libraries.
- **Holiday Parties** –The CPL holiday party is Friday, December 18<sup>th</sup> at 5:30pm. Library Board, Town Board, CPL Friends Board, staff and volunteers are welcome to attend. The Town's Staff Annual Holiday Party is Friday, December 11<sup>th</sup> from 12pm-2pm at the Senior Center. Library Board and library staff are welcome to attend.

#### **Old Items:**

- **2015 CPL Staff Retreat Feedback** – The CPL staff had their annual staff retreat on October 12<sup>th</sup>. It was very well received. The theme was twofold. In the morning staff undertook a SWOT analysis in order to provide feedback on the Library's strengths, weaknesses, opportunities, and threats. The outside facilitator that was to lead the analysis was unable to attend the retreat due to an unforeseen circumstance. Cindy Flynn, our part-time clerk, was familiar with the SWOT analysis process and did an excellent job taking over the facilitation of the morning's activity. The director will present this feedback to the CPL Long Range Planning Committee to help formulate the Library's long range plan. In the afternoon April McCloud, who works for the Wilmot Library at Nazareth College presented a Safety and Security at the Library workshop.  
Discussion: Jeff feels a retreat is more successful when activities can be combined with lectures. The Board agreed that it would be beneficial for us to be participate in a SWOT analysis. Jeff and Sue will work out when this should occur. Staff input strongly suggested next year's retreat should not be on Columbus Day. As a result next year's retreat will be on the first Friday in March. The library is already scheduled to be closed in the morning for the monthly staff meeting. An additional afternoon library closing will provide a full day for the retreat.

#### **New Items:**

- **Personnel Update** – Marcia Johnson has been hired as a part-time library assistant at a rate of \$18 per hour. She had been working as a part-time library clerk. Marcia's start date was October 5, 2015. Lacy Stagles has been hired as a part-time library clerk at a rate of \$10 per hour to fill the vacancy left by Marcia Johnson. Her start date was October 19, 2015.
- **Action Item: Endorse Personnel Updates.**

**Motion to Endorse Personnel Updates.** Motion made by Jim; 2<sup>nd</sup> by Judith  
In favor - 6; opposed - 0; abstained - 0

· **Approval of Chili Public Library Collection of Fines and Fees Policy.** – Library materials at the Chili Public Library are purchased for the use of all library cardholders. Cardholders are responsible and accountable for the materials they borrow. The Director has updated the draft policy and guidelines as recommended by the Library Board.

**Action item: Approve the Chili Public Library Collection of Fines and Fees Policy as presented.**

**Discussion: The Board felt that we should state only CPL fines and fees and not fees and fines of exceptions in the system. It was agreed to delete non CPL fees and fines from the policy.**

**Motion to Approve the Chili Public Library Collection of Fines and Fees Policy presented with changes agreed upon in our discussion.**

Motion made by Andrew; 2<sup>nd</sup> by Karen.  
In favor - 6; opposed - 0; abstained - 0

· **Approval of Chili Public Library Proposed 2016 Closed Dates:** The Director is proposing that the library be closed the following dates for 2016.

January 1\* - Friday - New Year's Day  
January 18\* - Monday - Martin Luther King Day  
February 15\* - Monday - President's Day  
March 4\*\* - Friday - Staff Retreat  
March 27 - Sunday - Easter  
May 28 - Saturday - Memorial Day weekend  
May 30\* - Monday - Memorial Day  
July 4\* - Monday - Independence Day  
September 5\* - Monday - Labor Day  
November 11\*\*\* - Friday - Veterans Day  
November 23 - Wednesday - Close @ 5PM  
November 24\* - Thursday - Thanksgiving Day  
November 25 - Friday - Day after Thanksgiving  
December 24 - Saturday - Christmas Eve  
December 25 - Sunday: Christmas Day  
December 26\* - Monday: Christmas (observed)  
Closed Saturdays: June 4 – September 3  
Closed Sundays: May 1 – September 25

\*8 paid holidays

\*\*Staff Training Day

\*\*\* paid holiday for staff who are veterans

**Action Requested: The Library Board approves the proposed 2016 closed dates for Chili Public Library.**

**Motion to approve the proposed 2016 closed dates for Chili Public Library.**

Motion made by Judith; 2nd by Karen

In favor - 6; opposed 0; abstained 0

**Approval of Proposed CPL Board of Trustees 2016 meeting dates:**

January 26 Barbara Ireland Community Room  
February 23 Barbara Ireland Community Room  
March 22 Barbara Ireland Community Room  
April 26 Barbara Ireland Community Room  
May 24 Barbara Ireland Community Room  
June 28 Barbara Ireland Community Room  
July 26 Barbara Ireland Community Room  
August 23 Barbara Ireland Community Room  
September 27 Barbara Ireland Community Room  
October 25 Barbara Ireland Community Room  
November 15 Barbara Ireland Community Room  
December 13 Barbara Ireland Community Room

**Action requested: The Library Board approves the proposed CPL Board of Trustees 2016 meeting dates as presented**

**Motion to approve the proposed CPL Board of Trustees 2016 meeting dates as presented.**

**Action requested:** Motion made by Jim; 2nd by Lori

In favor - 6; opposed 0; abstained 0

**Meetings and Workshops and Outreach:**

Tech Tutoring – 9/25/15  
Full Staff Meeting – 10/2/15  
Gates Chili Chamber of Commerce Golf Fundraiser Committee Meeting – 10/6/15  
Full Staff Meeting – 9/4/15  
Rochester Regional Library Council – Public Libraries Focus Group – 10/7/15  
Directors Council = 10/7/15  
Visit to New Irondequoit Public Library - 10/8/15  
MCLS Metrics Analysis Workshop – 10/9/15  
Gates Chili Chamber of Commerce Board Meeting – 10/13/15  
Town Board Meeting – 10/14/15  
Chili Town Wellness Fair – 10/15/15  
CPL Friends Board Meeting – 10/20/

**Committees**

**Trustees Nominating Committee:**

- Action requested: Board approves the selection of Jeffrey Stoiber to complete the term ending In December, 2017 of resigned Trustee Jill Wynn.**

Jeff has both his BA in Media Studies and his Masters of Library Science from the State University of New York at Buffalo He is an assistant curator of The L. Jeffrey School of

Film Preservation at the George Eastman Museum. Jeff is in charge of the operating budget for the school. Jeff develops the curriculum used in Museum classes and school visitation programs.

**The board approved the selection of Jeffrey Stoiber to complete the term ending In December, 2017 of resigned Trustee Jill Wynn by a vote of 6 in favor and none opposed.**

- **Action Requested: The Library Board will endorse the reappointment of new terms for Judith and Andrew.**

**Motion: Endorse the reappointment of new terms for Judith and Andrew.**

Made by Jim; 2<sup>nd</sup> by Karen

In favor - 6; opposed 0; abstained 0

Reappointments are made by the Town Board.

#### **Old Business:**

- Jeff will be meeting with Space Planner Scott Bova from the MRB Group to get information on cost of consultation to develop a teen area and placement of library computers within the library. He has other names of Space Planners to contact as well.

#### **New Business:**

- Jim thanked the Board for the well wishes sent to him during his recent illness. We all expressed our happiness at having him looking well at our meeting.

Additional Comments from Audience: None

**Approval of Library Fund Abstract of \$15,296.48:** Motion made by Judith ; 2<sup>nd</sup> by Lori  
In favor - 6; opposed 0; abstained 0

**Approval of Memorial Fund Expenditures of \$255.32:** Motion made by Lori; 2<sup>nd</sup> by Jim  
In favor - 6; opposed 0; abstained 0

**Approval of Memorial Fund Donations of \$755:** Motion made by Andrew; 2<sup>nd</sup> by Judith  
In favor - 6; opposed 0; abstained 0

**Sue called for a motion to adjourn at 6:45**

**Motion to Adjourn:** Made by Karen; 2<sup>nd</sup> by Lori  
In favor - 6; opposed 0; abstained 0

**Next meeting date/time: November 17, 2015 @ Chili Public Library Barbara Ireland  
Community Room. 6:00pm.**