

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

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

Present: Jill Wynn, Judith Kharbas, Susan Ackerman , Lorraine Ahearn, Jim Lechner, Barbara White
Library Director: Jeff Baker
Town Board Liaison: Mary Sperr

Absent: none; Barbara arrived at 5:50
Excused: Andrew Lucyszyn

Jill Wynn convened the meeting at 5:32

Approval of agenda: Motion made by Judith; 2nd by Jim
In favor- 5 ; opposed- 0; abstained- 0

Approval of minutes of September 23, 2014: Motion made by Jim; 2nd by Lori
In favor- 5; opposed- 0; abstained- 0

Approval of abstract amt \$ 19,552.46 : Motion made by Lori ; 2nd by Judith
In favor- 6; opposed- 0; abstained- 0

Communications

- Guests/Public: none

- Town Board liaison: Mary said, “Thanks” to Board members who attended the Legislative breakfast on Friday October 24. She reminded us that the Veteran’s celebration breakfast date is Saturday November 1 at the Senior Center at 9:30am.

- Friends representative--- A representative will attend the April, August and December board meetings.

Director’s Report

- **Friends of the CPL Board Meeting** – The next Friend’s Board meeting is Tuesday, November 11th at 6pm. No Library Trustee is scheduled to attend at this time. The Friends Board had a successful Membership Drive in October informing the public on what they do as an organization. The Friends Board annual meeting was held Oct 27. The Friends Council Regional Meeting was held at the Chili Public Library on October 20th and had over 30 people in attendance.

- **CPL Statistics -**

Month	September 2014	September 2013	% of change
Circulation	24,778	26,193	-5.40%
Library Visits	13,321	13,138	1.39%
Reference Questions	1,686	1,882	-10.41%
Programs	35	31	12.90%
Program Attendance	574	320	79.38%
Overdrive	1,259	851	47.94%
Website Visits	2,754	2,689	2.42%
Website Pageviews	4,609	4,600	.20%
	Oct 2013 - Sep 2014	Oct 2012 - Sep 2013	% of change
Circulation	314,894	332,821	-5.39%
Library Visits	157,183	163,216	-3.70%
Reference Questions	23,006	24,156	-4.76%
Programs	554	559	-.89%
Program Attendance	22,770	17,327	31.41%
Overdrive	15,045	7,071	112.77%

- **Gates Chili Chamber of Commerce Annual Business Meeting** – Bob Pacer, representing the Friends of the Chili Public Library, and the Director will accept the Golf Tournament check presentation at the Chamber of Commerce annual business meeting on Tuesday, November 18th.
- **CPL Holiday Party** -The CPL holiday party is Friday, December 5th at 5:30pm. Library Board, Town Board, CPL Friends Board, staff and volunteers are welcome to attend.

- **The Town's Annual Staff Holiday Party** – The Town's Staff Annual Holiday Party is Friday, December 12th from 12pm-2pm at the Senior Center. Library Board and library staff are welcome to attend.
- **Christmas Parade** – On Friday, December 5th the Town of Chili will be holding its first annual Christmas lights Parade. The parade will take place from approximately 6:15-6:45 pm be followed by the lighting of the Community Christmas Tree at the Senior Center. The Library and the Friends Board are committed to having a float in the parade.
- **3rd Annual Legislative Thank You Breakfast** – The Director and some members of the Library Board members attended the legislative thank you breakfast at the Henrietta Public Library on Friday, October 24 from 8:30 - 10 am. They advocated NYS Senators and Assembly members on how important libraries and library systems are to their constituents.
- **Not for Profit Revitalization Act- Keeping It Legal Workshop** – The Director and some member of the Library Board will be attending a Keep It Legal workshop held at the Henrietta Public Library after the November Library Board meeting. Anita L. Pelletier, attorney at Nixon Peabody LLP to inform library trustees, directors and friends about changes in the Not for Profit Revitalization Act.
- **Gates-Chili Community Events Newsletter** – Representatives from the Chili and Gates libraries, recreation departments, the Gates Chili School District and Westside Family YMCA have produced a monthly online newsletter of events they will distribute to residents on the Westside.
- **2014 CPL Goals in Review** – The CPL Long Range Planning Committee met and reviewed the goals that were accomplished by the library in 2014. The director will share this document at the October Library Board meeting.
- **Personnel Update** – Benjamin Lewis and Nicole Johnston have resigned as library pages. They have been replaced by Melissa Husted and Bryn McGrath. Their starting date was October 6th.
- **Holds for New Books Service** – The library is providing a new service to our patrons. They are now able to select from a list of popular adult fiction authors those they would like to have holds automatically placed for them. Assistant Director Lee Ann Sperling will be overseeing this new service.
- **2014 CPL Staff Retreat Feedback** – The CPL staff had their annual staff retreat on October 13th. It was hugely successful. The theme of the day was team building. Patty Uttaro, MCLS/RPL Director spoke in the morning about what makes successful teams and how charters help teams stay focused and accomplish their goals. This was followed by a two hour workshop given by Randal Simonetti from Ignition Consulting. He presented data which helped staff determine what negotiation conflict styles they possess and tools they can use to successfully move a team toward achieving its goals. In the afternoon there was a team building exercise that proved to be fun and educational

New Items:

- **Approval of the Proposed Chili Public Library Social Media Policy** – The Chili Public Library social media offerings are intended to create a welcoming and inviting online presence where library users will find useful and entertaining information. To that end the

Library Board is asked to approve the proposed Chili Public Library Social Media Policy. The policy spells out the procedures, staff responsibilities and public terms of use of the library's social media sites.

Action Requested: The Library Board approves the proposed Social Media Policy.

Discussion:

The first line of the second paragraph was amended to say, "Chili Public Library Social Medias offering are defined as any web application, site or account used by the library to facilitate the sharing of opinion and information about library related subjects and issues."

• **A motion was made to Approve of the Proposed Chili Public Library Social Media Policy**

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

System News:

- None to report

State news:

- None to report

Meetings and Workshops:

Directors' Council Meeting - 10/1/14

Supervisor's Department Heads Meeting - 10/2/14

Ancestry Training - 10/3/14

MGM Meeting - 10/6/14

Gates-Chili Chamber of Commerce Golf Tournament Fundraiser Meeting - 10/7/14

MCLS Special Services Operations Committee Meeting - 10/8/14

CPL Friends Committee Meeting - 10/14/14

Town Board Meeting - 10/15/14

Supervisor and Library Board President Annual Meeting - 10/17/14

MCLS Library Board Meeting - 10/20/14

MGM Meeting - 10/20/14

Friends Council Meeting - 10/20/14

Gates Chili School District Communications Meeting - 10/21/14

CPL Trustees Long Range Plan Committee - 10/22/14

MCLS Legislative Breakfast - 10/24/14

MGM Meeting - 10/27/14

Committees:

The Long Range Planning committee presented and reviewed a 5 page handout for the 2014 year in review from the CPL Long Range Plan 2014-2018. The Board and Town Council Representative were impressed with the number of accomplishments recorded for the year and would like to express thanks to the CPL staff for all their efforts.

Old Business – none

New Business- none

Adjourn 6:34

Next meeting date/time: November 18, 2014 @ Chili Public Library Barbara Ireland Community Room. 6pm.