

Chili Public Library Board of Trustees Meeting Approved Minutes for November 15, 2016

Chili Public Library Mission Statement

The Chili Public Library is the center of lifelong learning for our community, and a welcoming responsive place people come to for the discovery of new ideas, the joy of reading and the power of information

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

Library Director: Jeff Baker
Town Liaison: Mary Sperr

Absent: None
Excused: None

Meeting convened by President Ackerman @ 6:00.

Approval of agenda: Motion made by Judith; 2nd by Jeff
In favor 7; opposed 0; abstained 0

Approval of minutes of October 25, 2016. Motion made by Judith; 2nd by Andrew
In favor 7; opposed 0; abstained 0

Communications

- Guests/Public: None
- Town Board liaison /Gates Chili Chamber of Commerce: The Town Board approved the Bullet Aid from Senator Ranzenhofer. The Chamber of Commerce Golf Tournament is set for July 31, 2017. The Committee is looking for new sponsors, including a presenting sponsor.

Director's Report

Jeff included the 2017 Golf Tournament brochure in our packet. The brochures will be at the circulation desk. The advertising will include flyers and "Save the Date" post cards. We all appreciate the Chamber's sponsoring this event and thank them for their continuing support.

General Information:

- **Friends of the CPL Board Meeting** – The next CPL Friends meeting is Tuesday, December 13, 2016. The Friends Board had a membership table set up in the library on Monday, October 31st. Friends Board also helped the Youth Services Department with their Halloween Program on Saturday, October 29th. The Friends have become even more actively involved with CPL programs. "Eat Around Rochester" coupon book will again be a fundraiser. For each \$25.00 sale the Friends receive \$10.00. The next Friends meeting is on the same date as our Board meeting.

CPL Statistics –

Month	October 2016	October 2015	% of change
Circulation	22,083	23,430	-6%
Library Visits	11,729	13,791	-15%
Reference Questions	1,622	1,472	10%
Programs	66	43	53%
Program Attendance	1,327	1,246	7%
Items Borrowed (holds)	791	722	10%
Items Loaned (holds)	619	473	31%
Overdrive	1,715	1,466	17%
Meeting Room	80	70	14%
Website Visits	6,289	4,754	32%
Website Pageviews	11,018	8,727	26%
	November 2015 - October 2016	November 2014 - October 2015	% of change
Circulation	274,738	294,712	-7%
Library Visits	147,033	153,759	-4%
Reference Questions	18,595	18,893	-2%
Programs	574	553	4%
Program Attendance	14,210	15,141	-6%
Overdrive	19,643	17,046	15%

Circulation and library visits were down but everything else was up compared to October 2015.

- **Holiday Parties and Parades** –The CPL holiday party is scheduled for Friday, December 16th 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 23rd from 12pm-2pm at the Senior Center. Library Board and library staff are welcome to attend. The Library will have a float in the Town’s Christmas Lights Display Parade is Friday, December 2nd, 2016. We received invitations to the CPL holiday party. The staff and Friends are working on the CPL float.
- **CPL-on-the-Go!** – CPL-on-the-Go! visited the Gates Chili School District Health Fair on October 27th and the Rochester Children’s Festival on November 12th. Pictures are on the CPL Facebook page and on the monitor behind the information desk.
- **2016 Gates Chili Chamber of Commerce Annual Meeting** - The Friends of the Chili Public Library President Bob Pacer and the Director received a ceremonial \$8,000 check at the Gates Chili Chamber of Commerce at the Chamber’s Annual Meeting on November 15th on behalf of the Library. An oversized mock-up of the check from the 2016 Tournament will be hung in the library.
- **Full Staff Training** – At the full staff training on November 4th the Director welcomed Chili Senior Center Department Head Mary Anne Sears, Chili Highway Department Head David Lindsey, and Chili Recreation Department Head Mike Curley to talk about their respective Departments. The staff found the information shared at the training to be very useful and will help them assist patrons in the future.
- **Certificate of Appreciation from Legacy at Parklands** – Legacy of Parkland celebrated their 10 year anniversary in Chili. At the event the Library received a community partner appreciation certificate for Library’s book discussion group held at the senior living center. Deb Amesbury has been leading the book discussion group for the past eight years. Jenn Freese is working with administrators at Legacy to see what programs would interest the residents. If there is a lot of interest in a program the Legacy could use a van to transport people to the event.

Old Items:

- **2016 Annual Legislative Thank You Breakfast**- From the Rochester Regional Library Council. Sponsored by the Library Systems of the Greater Rochester Area and the Friends and Foundation of the Rochester Public Library. Another great turnout at the Legislative Thank You Breakfast held at the Henrietta Public Library on October 28th. Legislators who attended included

Assemblymen Harry Bronson, Mark Johns, and Peter Lawrence; Senators Patrick Gallivan and Joseph Robach. Also attending were Spencer Bernard, Deputy Director for the Finger Lakes Regional Office of the NYS Assembly; Aaron Baker, Assemblyman Peter Lawrence's office; and Sam Friedman, Assemblyman Joe Morelle's office, Alexander Barrette, Senator Rich Funke's office, and Annie Chwiecko, Senator Patrick Gallivan's office. It was a well received event.

- **NYLA Conference, November 2-5.** We received written reports from Cathy Kyle and Valerie Scheg detailing the workshops they attended at the conference. They took away much information and gained specific ideas to use at CPL. The Board appreciated the reports. We remain committed to supporting opportunities for professional development.

New Items:

- **New Supplement to the 2015 Edition of the Handbook for Library Trustees of New York State** – The Library Director shared with the Library Board a new supplement to the handbook. State Librarian Bernard A. Margolis announced the availability of a revised online edition of the Handbook for Library Trustees of New York State. The 2016 revised online version is posted on the State Library's website at: <http://www.nysl.nysed.gov/libdev/trustees/handbook/index.html>

The major addition to the revised 2016 online edition is found in a new appendix: "**The Role of the Public Library Treasurer.**" This new appendix includes background information on this important topic and answers some of the many questions the authors have received over the past year. The 2016 revisions embed links to key State Library hosted webinars of use to trustees, links to NYLA's Field Guide to Civil Service and address other significant issues related to Library Treasurers and Library District Clerks. The Handbook is produced with the assistance of the Public Library System Directors Organization of New York State, the Library Trustees Association of New York State, the New York State Library and the New York Library Association. Discussion: The Board received a copy of this section. We are a municipal library. In reading the information the Director and Board feel the need for clarification. Some questions are: Do we need a finance officer? Do we need an independent treasurer? It was suggested that if there are changes we should discuss them with the auditor. Jeff will take questions to the Town Library Directors Council and see how other libraries are interpreting this advisory.

MCLS News:

- **New MCLS Website** – The goal of MCLS is to have a new and improved website for patrons to use by the end of the year. The Director will show the Library Board at their meeting a draft version of the new website. When the new website is live it will only link to Catalog Plus as the Classic Catalog is no longer supported and will be eliminated by TLC in 2018.

Meetings and Workshops and Outreach:

Legacy at Parkland 10 Year Anniversary Event – 10/27/16
Town of Chili Wellness Fair – 10/27/16
RRLC Legislative Thank You Event – 10/28/16
Gates Chili Chamber of Commerce Golf Meeting – 11/1/16
Directors' Council Meeting – 11/2/16
CPL Full Staff Meeting – 11/4/16
Gates Chili Chamber of Commerce Board Meeting – 11/8/16
CPL Friends Board Meeting – 11/8/16
Gates Chili Chamber of Commerce Program Committee – 11/10/16
MCLS Town Library Directors Council Meeting – 11/10/16
Gates Chili Chamber of Commerce Annual Meeting – 11/15/16

Committees: None

Old Business: None

New Business: None

Review of CPL Budget spreadsheet and Memorial Fund spreadsheet: The \$11,000 Bullet Aid was added to our revenues. We have exceeded our budgeted revenue from printing and faxes. The cost of employee pension is lower than expected. More money has been spent on materials since the report.

Approval of Library Fund abstract amt. \$32698.51: Motion made by Karen ; 2nd by Judith
In favor 7; opposed 0; abstained 0

Approval of Memorial Fund Expenditures amt. \$316.86 : Motion made by Lori; 2nd by Jim
In favor 7; opposed 0; abstained

Approval of Memorial Fund Donations amt, \$20.00: Motion made by Judith; 2nd by Karen
In favor 7; opposed 0; abstained 0

Additional Comments from Audience: Mary supplied additional information about the previous Tournament sponsors.

Sue called us into executive session @ 6:58 to discuss a personnel concern

Reconvened @ 7:00

The Director requested that up to 4 weeks (30 hours) be released from the Sick Day Donation Bank to a part-time employee in need of the time.

Sue called the motion and it was unanimously approved.

Sue called for a motion to adjourn @ 7:05. Motion made by Jeff; 2nd by Lori
In favor 7; opposed 0; abstained 0

**Next meeting date/time: December 13, 2016 @ Chili Public Library Conference Room.
6:00pm.**