

Approved  
Meeting Minutes. Chili Public Library  
Board of Trustees Meeting

November 18, 2014 @ 6:00 PM in the

**Board of Trustees:** Jill Wynn (President), Sue Ackerman, Lori Ahearn, Judith Kharbas, James Lechner, Andrew Lucyszyn, Barbara White

Library Director: Jeff Baker  
Town Liaison: Mary Sperr

**Present:** Jill Wynn, Lori Ahearn, Judith Kharbas, Andrew Lucyszyn, Barbara White

**Absent:** Sue Ackerman, James Lechner  
Jill Wynn convened meeting at 6:05 pm

**Approval of agenda:** Motion made by Judith; 2<sup>nd</sup> by Lori  
In favor- 5 ; opposed- 0; abstained- 0

**Approval of minutes:** of October 28, 2014: Motion made by Lori; 2<sup>nd</sup> by Barbra  
In favor- 5 ; opposed- 0; abstained- 0

**Approval of abstract:** \$32,489.84 Motion made by Lori; 2<sup>nd</sup> by Andrew  
In favor- 5 ; opposed- 0; abstained- 0

#### Communications

- Guests/Public: none
- Town Board liaison: Mary reported that
  - The chamber board will be changing in December
  - A Spray Park is being built at Union Station Park using funds from Rep. Ranzenhofer.
- Judith Kharbas gave a report from the Friends meeting held November 11th:
  - Golf Tournament Report
  - There are 206 Friend members
  - The next Book Sale will be March 24-28. Since the book sale is the same time as March Board meeting, the BOT meeting will be moved to the conference room.

#### Director's Report

- **Friends of the CPL Board Meeting** – The next Friend's Board meeting is Tuesday, December 9<sup>th</sup> at 6pm. No Library Trustee is scheduled to attend at this time. Judith volunteered to attend.

- **CPL Statistics –**

Month	October 2014	October 2013	% of change
<b>Circulation</b>	26,884	27,703	-3%
<b>Library Visits</b>	13,610	14,148	-4%
<b>Reference Questions</b>	1,546	2,160	-28%
<b>Programs</b>	60	58	3%
<b>Program Attendance</b>	1,386	1,463	-5%
<b>Overdrive</b>	1,281	1,043	23%
	Nov 2013 - Oct 2014	Nov 2012 - Oct 2013	% of change
<b>Circulation</b>	314,075	331,398	-5%
<b>Library Visits</b>	156,645	162,694	-4%
<b>Reference Questions</b>	22,392	24,071	-7%
<b>Programs</b>	556	573	-3%
<b>Program Attendance</b>	22,693	17,605	29%
<b>Overdrive</b>	15,044	10,098	49%

- **Gates Chili Chamber of Commerce Annual Business Meeting** – Bob Pacer, representing the Friends of the Chili Public Library, and the Director accepted the Golf Tournament check presentation at the Gates Chili Chamber of Commerce annual business meeting on Tuesday, November 18<sup>th</sup>.
- **CPL Holiday Party** –The CPL holiday party is Friday, December 12<sup>th</sup> 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 19<sup>th</sup> from 12pm-2pm at the Senior Center. Library Board and library staff are welcome to attend.
- **Christmas Parade** – On Friday, December 5<sup>th</sup> the Town of Chili will be holding its first annual Christmas lights Parade. The parade will take place from approximately 6pm-6:45 pm be followed by the lighting of the Community Christmas Tree at the Senior Center. The Library will have a float in the parade.
- **The Chili Public Library Pop-Up Library** - At their last meeting the Friends agreed to support the following:
  - Implementing the Pop-Up Library concept

- Replacing VHS tapes with DVD's for the library's Homeschooling kits

The Friends support the library director's proposed new concept of community engagement for the residents of Chili. The "Pop-Up Library" provides much of what our traditional library provides, but on a smaller scale. The portable library will visit local schools, festivals, daycare centers, businesses, senior living communities, etc. in order to distribute books and offer story time to children, circulate library materials for residents of all ages, issue and update library cards, teach people how to use our electronic services, and provide reference service. To encourage reading, the library will giveaway children's books purchased through bookdepot.com. The giveaway books will be marked as coming from the Friends of the Chili Public Library. Selected library materials will be available for adults and teens to check out. Both adult and children will be on the committee.

The Friends have agreed to pay for the cost to replace the VHS tapes in the library's Homeschooling kits with DVDs.

- **CPL Marketing Meeting** – Library Board member Andrew Lucyszyn met with the library director and Library Assistant Patty Bruno to discuss a marketing strategy for the library. It was agreed that the director will oversee an internal communications audit. The audit will describe the communications tasks and the tools used by the library to complete those tasks, who is responsible for each task and the time these tasks need to be completed. This activity will help Andrew, the director, and Patty determine best practices for each task.

#### **New Items:**

- **Approval of the Proposed Staff Internet Usage Policy** – The director requests the library board approve the Staff Internet Usage Policy as written.  
**Action Requested: The Library Board approves the proposed Staff Internet Usage Policy.**  
Motion made by Andy; 2<sup>nd</sup> by Judith  
In favor- 5; opposed- 0; abstained - 0
- **Approval of the Proposed Staff Use of Personal Cell Phones Policy** – The director requests the library board approve the Staff Use of Personal Cell Phones Policy as written.  
**Action Requested: The Library Board approves the proposed Staff Use of Personal Cell Phones Policy.**  
Motion made by Lori, 2<sup>nd</sup> by Judith  
In favor- 5; opposed- 0; abstained - 0
- **Approval of the 2014 Bullet Aid in the Amount of \$10,000 Received from the Office of Senator Michael H. Ranzenhofer** – The Monroe County Library System has received \$10,000 in bullet aid for the Chili Public Library from the Office of

Senator Michael H. Ranzenhofer. The director requests the library approve the voucher of this payment from MCLS to the Chili Public Library.

**Action Requested: The Library Board approves the proposed 2014 Budget Aid in the Amount of \$10,000 received from the Office of Senator Michael H. Ranzenhofer Policy.**

Motion made by Judith; 2<sup>nd</sup> by Lori

In favor- 5; opposed- 0; abstained – 0

**System News:**

- None to report

**State news:**

- None to report

**Meetings and Workshops:**

Gates Chili Chamber of Commerce Golf Fundraiser Meeting – 11/3/14

MGM Meeting – 11/3/14

CPL Marketing Team Meeting – 11/4/14

Directors' Council Meeting – 11/5/14

Full Staff Meeting – 11/7/14

CPL Friends Committee Meeting – 11/12/14

Town Libraries Directors Council Meeting – 11/13/14

MCLS Library Board Meeting – 11/17/14

MGM Meeting – 11/17/14

Gates Chili School District Communications Meeting – 11/18/14

Gates Chili Chamber of Commerce Annual Meeting – 11/18/14

**Committees**

None to report

**Old Business**

None

**New Business**

None

**Adjourn:** 6:49 pm

**Board went into Executive Session**

**Next meeting date/time: December 16, 2014 @ Chili Public Library Barbara Ireland Community Room. 6pm.**