

Approved
Meeting Minutes, Chili Public Library Board of Trustees Meeting
November 26, 2013

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

Present: Jill Wynn, James Lechner, Lori Ahearn, Barbara Sickles, Andrew Lucyszyn
Library Director: Jeff Baker
Absent: Judith Kharbas
Excused: Susan Ackerman

President Jill Wynn convened the meeting at 6:02.

Approval of agenda: Motion made by Andrew, 2nd by Lori
In favor-5; opposed-0; abstained-0

Approval of minutes of October 22, 2013 motion made by Barbara, 2nd by Andrew
In favor-5; opposed-0; abstained-0

Approval of abstract amount of \$45,095.84: Motion made by Barbara, 2nd by Jim
In favor-5; opposed-0; abstained-0

Communications

- Guests/Public: None present.
- Town Board liaison: Mike Slattery – Mike showed the board the Lego League flyer.

Director's Report

General Information:

- **Friends of the CPL Board Meeting** – The next meeting of the Friend's Board is Tuesday, December 10th. at 6pm. Andrew Lucyszyn has volunteered to attend.
At the November 19th Gates-Chili Chamber of Commerce annual meeting it was announced that the Chili Public Library and the Gates Public Library will be recipients of funds raised at the 18thGates-Chili Chamber of Commerce Charity Golf Tournament to be held on August 4, 2014.
 - **CPL Holiday Party** –The CPL holiday party is Friday, December 6th
Board, Town Board, CPL Friends Board, staff and volunteers are welcome.
 - **The Town's Annual Staff Holiday Party** – The Town's Staff Annual Holiday Party is Friday, December 13th
 - **Hold Cards** – Until the end of November, there is a CPL Holds Card sale. Six hold cards for \$5.00.

CPL Statistics

October	2013	2012	% change
Circulation	27,703	29,126	-5%
Library visits	14,148	14,607	-4%
Reference questions	2,160	2,245	-4%
Programs	58	44	32%
Program attendance	1,463	1,185	23%
OverDrive	1,074	665	62%
	Nov 2012- Oct 2013 -	Nov 2011 - Oct 2012	% change
Circulation	331,396	328,154	1%
Library visits	24,071	25,599	-6%
Reference questions	24,071	25,599	-6%
Programs	573	488	17%
Program attendance	17,607	13,596	30%
OverDrive	10,406	7,151	46%

• **Approval of Senator Ranzenhofer Bullet Aid Expenditures** – The director requests the library board approve the following expenditures of the Senator Ranzenhofer Bullet Aid not to exceed \$9,000.

- New projector in the Ireland Room,
- New Multimedia Podium in the Ireland Room
- Four new tables for the Ireland Room
- New 2 Day Quick Loan DVD service
- Replacement of the library's BrightBoard
- New subscription to Constant Contact

Action Requested: Approve the expenditures of the Senator Ranzenhofer Bullet Aid.

Motion made by Jim, 2nd by Andrew

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

New Items:

• **Approval of 2013-14 Family Literacy Program Payment** – As part of the MCLS 2013-14 Literacy Grant, each member library will receive \$222. It is requested the library board approve the claim voucher that is in this amount.

Action Requested: Approve the 2013-14 Family Literacy Program Payment in the amount of \$222.

Motion made by Jill , 2nd by Lori

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

• **Approval of Professional Services Contract for Phase One of a Network Infrastructure Virtualization Project** - It is proposed the library board award The Pinpoint Group with a professional services contact for phase one of building a new desktop virtualization solution. A virtualization environment will reduce hardware costs and improve ease of support and administration. It will also allow for faster, less expensive upgrades and increased security. The Chili Public Library currently has a user environment consisting of 24 public workstations and 20 staff workstations operating in a Windows 7 system environment. The staff machines are

currently stand-alone workstations which are domain member machines. Staff moves between workstations and having all their information available at any workstation has been a challenge.

The Chili Public Library requires a virtualization solution that will provide virtual desktop capability to staff and patrons. This will take place in a two phase approach. For phase one it is proposed the vendor will build a new server that will function as the Virtualization Host for virtualized staff desktops, replacing the current server that is four years old. The new server will also be upgradable for future use as a Virtual Desktop Infrastructure (VDI) host for patron machines. The server will be configured as a Server 2012 R2 server with HyperV. An additional Windows 2012 server will be built to function as the Remote Desktop Services manager. The server will be purchased with Microsoft Windows Server 2012 installed and ready for configuration. The vendor will replace the 12 staff workstations with thin client desktops which connect to the Virtual Desktop server to provide desktop access.

Based on the ability to meet the Chili Public Library requirements, and previous experience working in MCLS network environments of the competitive quotes received, The PinPoint Group is recommended for award of the professional services contract for the upgrade of the CPL's network infrastructure. The PinPoint Group has considerable experience with similar projects and provided the lowest quote.

Total project cost for phase one of the project is not to exceed \$11,857.32 with the expectation of project completion within four weeks.

In 2014 the director will request the library board approve the implementation of phase two of the network infrastructure virtualization project whereby the patron and reference desks computers will be migrated to the virtual platform.

Action Requested: Approve the Professional Services Contract for Phase One of a Network Infrastructure Virtualization Project to The Pinpoint Group as described above and not to exceed 10% in addition to the contract award.

Motion made by Lori , 2nd by Andrew

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

• **Approval use of Purchase of Checkpoint DiscMate Single DVD Cases** – The library currently uses DVD Safers to ensure our popular DVD collection is not stolen. The DVD's are placed in the plastic Safer cases which are locked. Though secure, the Safer cases are expensive; take up needed shelf space and makes it difficult to read the information on the DVD cases. The director requests \$2,000 of the equipment fund be used toward the purchase of 1,000 Checkpoint DiskMate Single locking DVD cases. \$500 in Memorial Fund donations will also be spent on obtaining the locking cases. The DiscMate cases cost less per unit than the Safer cases. By using the DiskMate locking DVD cases we will still prevent theft, allow for more DVDs on each shelf and make it easier for patrons to read the information on the DVD cases.

Action Requested: Approve the purchase of 1,000 Checkpoint DiscMate Single DVD Cases.

Motion made by Andrew, 2nd by Lori

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

System News:

• **Trustee Training** – Trustee workshops were offered at the Gates Public Library on November 18 and the Webster Public Library on November 20.

• **OverDrive increased checkouts and holds** – Now that the OverDrive collection has grown over the years, the Directors' Council recently approved increasing OverDrive checkout to

12 and OverDrive holds to 8.

• **Legislative Thank you Breakfast Held October 26th** – From RRLC “Over 100 representatives from libraries and library systems of the greater Rochester area met with local legislators and their staff at the 2nd Annual Legislative Thank You Breakfast to thank them for being ‘Library Champions’. Legislators and their staff who attended included Assemblymen Harry Bronson, Steve Hawley, Mark Johns and staff member Rich Turner, and Brian Kolb; Senators Patrick Gallivan and staff member Annie Chwiecko, Ted O’Brien, Michael Ranzenhofer and staff member John McNulty, and Joe Robach. Also attending were Nate Kerstein, Assemblyman Joe Morelle’s office, and Barbara Collins, Assemblyman Bill Nojay’s office. Those attending viewed recorded video clips of the Legislators talking about the importance of libraries and each legislator was presented with a certificate of appreciation

State news: None to report.

Meetings and Workshops:

Chamber of Commerce Golf Tournament Fundraiser Meeting – 10/23/13
RRLC Legislative Thank You Breakfast - 10/25/13
Full Staff Meeting – 11/1/13
Directors’ Council Meeting – 11/6/13
CPL Friends Board – 11/12/13
Town Library Directors Council Meeting – 11/14/13
MCLS Special Services Operations Council Meeting – 11/15/13
Gates-Chili Chamber of Commerce Annual Meeting – 11/19/13

Committees

• **CPL Long Range Planning Committee – Review of 2013 Goals**

It was suggested that we find a cost effective way to solicit funds such as sending out postcards asking for tax deductible contributions before year end.

Second idea was to have someone come (Webster library has had a successful program) and present ideas to get donations.

This should be addressed the first quarter of 2014.

Old Business: None to report

New Business:

Jeff Baker was recognized for donations made on 6/7/13 & 11/22/13.

Cockroaches were found in the library and the Highway department has set traps.

Adjourned at 6:50pm.