

Meeting Minutes, Chili Public Library Board of Trustees Meeting - APPROVED November 27, 2012

Board of Trustees: Steve Grogan (President), Judith Kharbas (Vice President), James Lechner (Memorial Fund Treasurer), Jill Wynn (Secretary), Sue Ackerman, Lorraine Ahearn, Barbara Sickles
Library Director: Jeff Baker
Town Board Liaison: Michael Slattery
Friends Representative: Nancy Stein (per schedule, not present tonight)

Vice President Judith Kharbas convened the meeting at 6:05 PM. President Steve Grogan arrived shortly after. Sue Ackerman took minutes for Jill Wynn, who arrived shortly after the start of the meeting.

Approved the meeting agenda by five in favor, none opposed.

Approved the minutes for the September 25, 2012 meeting by five in favor, and none opposed.

Approved the abstract (\$17,027.60) by seven in favor, none opposed.

Communications

Guests/Public: None present

Town Board Liaison: Mike Slattery commented on 2 points:

1. A new book, *Historic Barns of Chili*, is out and available. Jeff mentioned that the book is for sale at the library.
2. Mike was to attend a meeting tonight regarding how to get the word out to seniors about assessment discounts through the STAR program.

Friend's representative: A representative will attend the April, August and December board meetings.

Director's Report

Discussion and Actions as Noted

General Information:

- **Friends of the CPL Board** – The next Friends Board meeting has been moved to Tuesday, December 11th. Jill Wynn to attend.
- **Save the Dates!**
 - CPL Holiday Party, Friday, December 14, 2012 from 5:30pm – 7:30pm.
 - Supervisor's Staff Holiday Lunch, Friday, December 21, 2012 from 12pm-2pm. Chili Senior Center.
- **CPL Statistics** –

October	2012	2011	% change
Circulation	29,126	27,640	5%
Library visits	14,670	14,888	-1%
Reference questions	2,245	2,195	2%
Programs	44	50	-12%
Program attendance	1,185	1,050	13%
	Nov 2011 – Oct 2012	Nov 2010 – Oct 2011	
Circulation	328,154	363,527	-10%
Library visits	168,282	185,627	-9%
Reference questions	25,599	26,989	-5%
Programs	496	536	-7%
Program attendance	13,586	13,750	-1%

Old Items:

- **Children’s renovation Project** – Creative Library Concepts is scheduled to complete the library’s Children’s Renovation Project on November 27. They will be installing new metal shelving, a Children’s Depot sign, new end panels and countertops, a children’s reference desk and a children’s computer table and chairs.

New Items:

- **Approval of 2012 Budget Transfer of Library Funds**
Request to transfer \$3,500 from account 03.7410.4000.000 (Contractual) to account 03.7410.2000.000 (Equipment).
- **Approval of 2012 Budget Transfer of Library Funds**
Request to transfer \$1,000 from account 03.7410.4000.000 (Contractual) to account 03.7410.4083.000 (Travel/Conference).
- **Approval of 2012 Budget Transfer of Library Funds**
Request to transfer \$1,500 from account 03.7410.4000.000 (Contractual) to account 03.7410.4001.0000 (Lib/Town Building Operation).

Board Action Requested: Approve these 3 budget transfer of 2012 library funds .

A motion was made to approve these 3 budget transfer of 2012 library funds . The motion was passed by seven in favor, none opposed.

- **Approval to Amend the Library’s 2012 Adopted Budget**

Amend library appropriation to \$1,117,955 from the 2012 Adopted Budget amount of \$1,112,955.

- **Approval to Amend the Library's Appropriated Fund Balance for the 2012 Adopted Budget**
Amend library appropriated fund balance to \$5,000 from the 2012 Adopted Budget amount of \$0.

Board Action Requested: Approve to Amend the Library's 2012 Adopted Budget and Amend Appropriated Fund Balance for the 2012 Adopted Budget

A motion was made approve to Amend the Library's 2012 Adopted Budget and Amend Appropriated Fund Balance for the 2012 Adopted Budget. The motion was passed by seven in favor, none opposed.

- **Approval to Amend the Library's 2013 Preliminary Budget**
Amend library appropriation to \$1,153,496 from the 2013 Preliminary Budget amount of \$1,149,566.
- **Approval to Amend the Library's Appropriated Fund Balance for the 2013 Preliminary Budget**
Amend Library appropriated fund balance to \$11,622 from the 2012 Preliminary Budget amount of \$7692.

Board Action Requested: Approve to Amend the Library's 2013 Preliminary Budget and Approve to Amend Appropriated Fund Balance for the 2013 Preliminary Budget

A motion was made approve to Approve to Amend the Library's 2013 Preliminary Budget and Approve to Amend Appropriated Fund Balance for the 2013 Preliminary Budget. The motion was passed by seven in favor, none opposed.

- **Approval of the Smartphone Apps in Place of Library Cards MCLS Policy**
At the November Directors' Council meeting, the DC approved the Smartphone Apps in Place of Library Cards Policy. It allows patrons the use of smartphone apps in lieu of traditional library cards

Board Action Requested: Approve the Smartphone Apps in Place of Library Cards MCLS Policy

A motion was made approve to : Approve the Smartphone Apps in Place of Library Cards MCLS Policy. The motion was passed by seven in favor, none opposed.

- **Approval of the Monroe County Library System Direct Access Plan**
The Direct Access Plan of Service is an agreement between the Monroe County Library System and the State Education Department's Division of Library Development and is required by the Commissioner of Education Regulations 90.3 (a) through (d) (4). The plan asserts the position of the Monroe County Library System that all residents of Monroe County will have access to direct or

on-site service in any of the system's member libraries, and will not be subject to discrimination on the basis of age, cultural, economic, or civic status. The Plan does assert the right of member libraries to identify and place restrictions on excessive or unfair use of resources that have a negative impact on services rendered to residents of their chartered service area. This Plan also addresses the issue of use of MCLS resources by non-Monroe County residents.

Board Action Requested Approve the MCLS Direct Access Plan as presented in order to satisfy the requirement from DLD.

A motion was made approve to : Approve the MCLS Direct Access Plan as presented in order to satisfy the requirement from DLD. The motion was passed by seven in favor, none opposed.

- **Review of the CPL Goals for 2012** – The CPL Long Range Planning Committee reviewed the CPL goals for 2012. Most goals were completed; some are to be completed in 2013. To be completed in 2013 include:
 - **Assess need for carpet replacement**
 - **Complete updated accounting manual**
 - **Outline a strategy for developing a marketing plan for the library and identify the resources needed to complete the plan**
 - **Assess procedures for how staff are evaluated and reinstate a director's evaluation**
 - **Perform network audit**
 - **Complete scanning of Library Board minutes**
- **NY3Rs E-Book Pilot** – MCLS along with sixteen other libraries across New York State are participating in a shared E-book user driven program. The eBooks available through the library's online catalog are more scholarly than those provided by OverDrive.
- **Facility improvement** – To improve the facility, the town has provided the library a concrete trash receptacle for in front of the library. We have also received three additional fire extinguishers (two for the staff area and one for the server room).
- **Conference summary provided** - Jenn Lindsey (Adult Services Librarian) and Cathy Kyle submitted a report summarizing the 2012 NTLA conference they attended. Board members were invited to review and propose discussion items for the agenda as desired.

System News:

- **Legislative Thank You Breakfast** – Jill Wynn along with Jim Lechner and Jeff Baker attended the Legislative Thank You Breakfast on November 26 at the Henrietta Public Library. It was a highly successful event with over 100 library advocates attending. Assemblyman Harry Bronson was in attendance and Jill and Jim were able to advocate for the library.

State news:

- None to report

Meetings and Workshops:

MCLS Digital Resources Users Group Meeting – 11/24/12
MGM Meeting – 11/25/12
Legislative Thank You Breakfast – 11/26/12
MGM Meeting – 12/1/12
CPL Full Staff Meeting – 2/2/12
CPL Long Range Planning Team – 2/5/12
Directors' Council Meeting – 2/7/12
Friends of CPL Meeting – 2/7/12
Town Library Directors Council Meeting – 2/15/12
MGM Meeting – 2/15/12
MCLS Special Services Operations Committee Meeting – 2/16/12
MCLS Board Meeting – 2/19/12

Committees

None

Old Business

None

New Business

1. Jim Lechner proposed formally recognizing retired librarian Sue Henderson for her substantial monetary donations to the CPL. Jeff will write a letter to Ms. Henderson, have it framed, and invite her to a presentation of the letter at the beginning of the December board meeting. Discussion was also held about if anyone else should also be recognized in this way; none were identified.

A motion was made to formally recognizing retired librarian Sue Henderson for her substantial monetary donations to the CPL. The motion was passed by seven in favor, none opposed.

2. Jim Lechner proposed that effective January 2013, when each of our CDs come due, that we renew the CDs and increase the amount from \$4,000 to \$5,000.

A motion was made to renew existing CDs and increase the amount from \$4,000 to \$5,000. The motion was passed by seven in favor, none opposed.

Miscellaneous

None

Adjourn: approximately 7:40

Next meeting date/time: **December 18** @ Chili Public Library Barbara Ireland Community Room.
6pm.