

Meeting Minutes, Chili Public Library Board of Trustees Meeting **DEC 15 2011**
13 December 2011

TOWN OF CHILI
SUPERVISOR'S OFFICE

Board of Trustees: James Myers (President), Steve Grogan, James Lechner (Memorial Fund Treasurer), Judith Kharbas (Vice President), Christina Reece (Secretary), Jill Wynn, Steven Ziblut
Library Director: Jeff Baker
Town Board Liaison: Michael Slattery
Friends Representative: Diana Romeo

President Myers convened the meeting at 6:00 PM. Mr. Grogan, Ms. Reece, and Ms. Wynn were absent.

Approved meeting agenda by four in favor, none opposed.

Approved minutes of Nov. 15, 2011 meeting by four in favor, none opposed.

Approved abstract: \$24,644.24 by four in favor, none opposed.

Communications

Guests/Public:

None

Friends of CPL Report:

Diana Romeo reported that the Friends made \$305 on the sale of Wendy's coupon booklets as of the end of November. They are seeking other fundraising ideas and will discuss at future Friends Board meetings. A book sale is scheduled for the second week of February..

Town Board Liaison:

Mike Slattery said that the Town had had some available funds for the 2011/2012 budget and he and the Supervisor suggested that they be given to the Library. Council members agreed and the funds in the amount of \$9918 will be added to the materials budget. The Library Trustees all thanked Mr. Slattery for his support of the Library.

Director's Report

General Information:

- **Friends of the CPL Board** – The next meeting of the Friend's Board in January 10 at 6pm. Chris Reece and Steve Grogan are signed up to attend.
- **CPL Full Staff Meeting** – The next CPL Full Staff meeting is Friday, January 6 at 9am. Jim Myers is scheduled to attend.

- **CPL Statistics -**

November	2010	2011	% change
Circulation	31,708	28,504	-10%
Library visits	16,297	14,282	-12%
Reference questions	2,224	2,049	-8%
Programs	45	39	-13%
Program attendance	1,170	1,138	

	Dec 2009- Nov 2010	Dec 2010- Nov 2011	% change
Circulation	387,903	359,981	-7%
Library visits	201,048	183,612	-9%
Reference questions	27,960	26,814	-4%
Programs	512	518	1%
Program attendance	13,934	13,711	-2%

Mr. Baker noted that the regional library directors are looking into the circulation statistics provided by the new LAS system to determine if the circ figures being generated are accurate.

New Items:

- **Approval of Testa Construction's bid for the construction component of the Children's Area Renovation Project**

Bid documents were made available at the Chili Public Library from October 28 – November 18 requesting for sealed bids for a single general contract for construction of alterations in accordance with the documents entitled "Alterations to Chili Public Library, Rochester, New York". The Library received the following two sealed bids for the construction component of the Children's Area Renovation Project.

Testa Construction	\$18,000
Kuitems Construction Inc	\$22,486

The director recommends the Library Board approve the Testa Construction's bid for the construction component of the Children's Area Renovation Project.

Action requested: Approve Testa Construction's bid for the construction component of the Children's Area Renovation Project.

A motion was made and seconded to approve Testa Construction's bid for the construction component of the Children's Area Renovation Project. The motion passed by four in favor, none opposed.

- **Approval of 2011 Budget Transfer of Library Funds**
Request to transfer \$500 from account 03.7410.4000.000 (Contractual) to account 03.7410.4081.000 (Telephone).
Action requested: Approve 2011 Budget Transfer
- **Approval of 2011 Budget Transfer of Library Funds**
Request to transfer \$1,500 from account 03.7410.4000.000 (Contractual) to account 03.7410.4083.000 (Travel/Conference).
Action requested: Approval 2011 Budget Transfer
- **Approval of 2011 Budget Transfer of Library Funds**
Request to transfer \$500 from account 03.7410.4000.000 (Contractual) to account 03.7410.4087.000 (Custodial).
Action requested: Approval 2011 Budget Transfer
- **Approval of 2011 Budget Transfer of Library Funds**
Request to transfer \$900 from account 03.7410.4000.000 (Contractual) to account 03.7410.4089.000 (Other Operations).
Action requested: Approval 2011 Budget Transfer

A motion was made and seconded to approve the four action items authorizing budget transfers of library funds. The motion passed by four in favor, none opposed.

System News:

- No news to report.

State news:

- No news to report.

Mr. Lechner requested approval for his three month absence from Board meetings and the Board President approved the request

Meeting Adjourned 6:30 PM

Next meeting date/time: January 24, 2012 at 6:00 PM – CPL Barbara Ireland Room.