

**Chili Public Library Board of Trustees Meeting
Approved Minutes for December 15, 2015**

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: Mary excused herself to attend a wake after she gave her report.

Meeting convened by President Ackerman @ 6:04

Jeff added an agenda item, Roc the Day, under new business.

Approval of agenda as modified: Motion made by Jim; 2nd by Lori
In favor 7; opposed 0; abstained 0

Approval of minutes of November 17, 2015. Motion made by Jim; 2nd by Andrew
In favor 7; opposed 0; abstained 0

Communications

- Guests/Public: None
- Town Board liaison/Chamber of Commerce liaison: The Golf Tournament Committee is up and running. In addition to the D&C and the Post, the event has been submitted to the Rochester Business Journal. Presenting Sponsors for the lunch and dinner have been contacted. The Chamber receives 10% of the proceeds with the remainder evenly divided between Chili and Gates libraries. The tree lighting was attended by an estimated 1,000 people. Paul Wazenried, former member of the planning board will now be working with the Building Department in the area of customer service.

Standing Committees and meeting sign up

- Jeff S. will join the Personnel Committee.
- A sheet was sent around to sign up to attend staff meetings and Friends meetings.

Director's Report

General Information:

- **Friends of the CPL Board Meeting** – The next Friend’s Board meeting is Tuesday, January 12, 2016 at 6pm.

- **CPL Statistics –**

Month	November 2015	November 2014	% of change
Circulation	23,464	25,538	-8%
Library Visits	11,813	12,199	-3%
Reference Questions	1,325	1,556	-15%
Programs	47	41	15%
Program Attendance	870	1,028	-15%
Overdrive	1,430	1,259	14%
Meeting Room	60	61	-2%
Website Visits	4,455	734	507%
Website Pageviews	7,843	1,226	540%
	December 2014 - November 2015	December 2013 - November 2014	% of change
Circulation	286,554	313,232	-9%
Library Visits	153,373	156,727	-2%
Reference Questions	18,662	22,209	-16%
Programs	569	537	6%
Program Attendance	15,044	15,577	-3%
Overdrive	16,991	15,265	11%

MCLS Strategic Planning Process - In preparation of developing a five year MCLS Strategic Plan, on January 9th at the Brighton Library from 8:30am-11:00am, MCLS staff will meet with member library trustees in a focus group to ask them questions to determine what issues are facing the libraries, what decisions are facing our libraries, and what aspirations do they have for our libraries. MCLS is looking for no more than two trustees from each library. A save the date email will be sent out to directors and trustees. The questions will be sent out ahead of time so people can think them through. Directors may discuss with the trustees ahead of time to help them focus their responses. The information from this focus group session will come back to the February Directors' Council Retreat so that the Director's Council may choose the priorities for the plan. Once the priorities are chosen, the MCLS planning team will begin drafting the plan with the aim of having the draft to the Directors' Council in May 2016. Andrew and Lori have volunteered to attend

Old Items:

Free Webinar for Library Trustees - Archived Webinars by Jerry Nichols, presented by The New York State Library in partnership with LTA.

- Basic Library Law for Trustees. 11/8/13
- Basics for New Public Library Directors 9/12/14 (Length: 1:03:24)
- The Critical Partnership: Public Library Trustees and Directors. 6/10/14 1:03:24)
- Public Library Finance and the Trustee's Fiduciary Responsibilities. 12/4/15 (Length: 1:21:55)
- The Role of Trustees in Planning and Evaluation: Effective Strategies to Utilize All Your Resources for Success" 11/18/15 (Length: 1:21:55)
- What Every Trustee Should Know. 6/11/13

After the December Library Board meeting the Director will show the Library Board the webinar "The Role of Trustees in Planning and Evaluation: Effective Strategies to Utilize All Your Resources for Success"

New Items:

Approval of Proposal for Professional Services by FreedMaxick to Perform the Library's 2015 Audit - The Chili Public Library received three responses to our RFP for an independent auditor for the Chili Public Library. The director is recommending the Library Board approve the proposal by FreedMaxick not to exceed \$3,850 for audit year 2015,

Bonn, Dioguardi & Ray	\$4,500
EFP Rotenberg, LLP	Declined
FreedMaxick	\$3,850

Action requested: Approve the Proposal for Professional Services by FreedMaxick to perform the Library's 2015 audit.

Discussion: This firm has experience with other libraries within the MCLS.

Motion called for by Sue to Approve the Proposal for Professional Services by FreedMaxick to perform the Library's 2015 audit. Made by Judith; 2nd by Jim
In favor 7; opposed 0; abstained 0

- NYLA Membership** - At the December Directors' Council meeting, a proposal to have the Monroe County Library System coordinate a bulk purchase of organizational NYLA memberships for member libraries. NYLA has offered a 15% discount to systems willing to do this. The system will pay \$1,800 of that, bringing the amount to be divided among member libraries to \$7,500. The total cost for the Chili Public Library with the discount for year 2016, is \$291. MCLS will re-bill each member using the per capita formula. This gives MCLS 136 free individual NYLA memberships plus memberships for all trustees. Each member library will be:

 - Recognized as an organizational member of NYLA,
 - Allocated a set number of personal memberships to assign to individuals of your choosing, CPL will have 7 staff memberships.
 - Eligible to register your Board of Trustee members for complimentary membership, with all the rights and privileges of membership, with the exception of voting in NYLA Council elections. Registering your trustees will provide them with Advocacy Alerts and let them know how they can become engaged as a library advocate.
 - Entitled to NYLA member rates for all NYLA sponsored events, and
 - Eligible for NYLA credit card processing services.

- Monroe County Library System Proposal for My Branch Only** – The Library Director will discuss with the Library Board the Directors' Council decision have the entire library system participate in a test that will eliminate the My Branch Only for holds for a period of three months starting January 2016. This test will help determine if the elimination of My Branch Only improves or hinders borrowing at the member library level. Discussion: This subject has been discussed many times at the Directors' Council. The test will give the Directors specific information concerning borrowing at the member library level.

Meetings and Workshops and Outreach:

- Gates Chili Chamber of Commerce Board Meeting – 12/1/15
- Directors' Council Meeting – 12/2/15
- Full Staff Meeting – 12/4/15
- Town 2nd Annual Festival of Lights – 12/4/15
- Gates Chili Chamber of Commerce Holiday Luncheon – 12/8/15
- CPL Friends Board Meeting – 12/8/15
- Town Holiday Party – 12/11/15

Committees:

Personnel Committee: Director Evaluation.

The same format will be used to evaluate the Director as used previously. Evaluations can be done on line or on a hard copy. Each trustee should complete an individual evaluation. It was deemed as too much to have the entire staff do a yearly evaluation so the staff evaluation will be done by the full time librarians, the head of circulation services and the bookkeeper. Evaluations should be returned to the Personnel Committee by the February 23rd Trustee meeting.

Old Business:

Fee policy change:

Jeff reported that we currently have a tiered fee cost for faxes; those within the 585 area code and those outside of the 585. Most other libraries charge a flat \$1.00 per page for any area code within the US.

International faxes cannot be sent. Jeff would like us be in line with other libraries.

Action Requested: A fee of \$1 per page will be charged for any fax within the US.

Discussion: There will be a minor loss of revenue.

Sue called for a motion to set the fee of \$1 per page for any fax sent within the US.

Motion made by Judith; 2nd by Jeff S.

In favor 7; opposed 0; abstained 0

New Business:

ROC: Rock the Day is a county wide day of giving, usually occurring around December 1st. Jeff would like us to provide a link on our website for patrons that wish to participate in this event. We could also use our newsletter to inform our patrons about this day. There was a consensus for Jeff to investigate this further.

Jim requested and was approved to be excused from the January, February and March meetings.

Sue requested and was approved to be excused from the February meeting.

Additional Comments from Audience: None

Approval of Library Fund abstract amt. \$31,626.43: Motion made by Judith; 2nd by Karen

In favor 7; opposed 0; abstained 0

Approval of Memorial Fund Expenditures amt.\$390.25: Motion made by Andrew; 2nd by Jim

In favor 7; opposed 0; abstained 0

Approval of Memorial Fund Donations: No donations were made.

Sue called for a motion to adjourn at 7:45. Motion made by Judith; 2nd by Karen

In favor 7; opposed 0; abstained 0

Next meeting date/time: January 26, 2016 @ Chili Public Library Barbara Ireland Community Room. 6:00pm.