

Final
Meeting Minutes, Chili Public Library Board of Trustees Meeting
December 17, 2013

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

Present: Jill Wynn, Judith Kharbas, James Lechner, Susan Ackerman , Lorraine Ahearn, Barbara Sickles, Andrew Lucyszyn
Library Director: Jeff Baker
Town Board Liaison: Michael Slattery

Absent: none
Excused: none

President Jill Wynn convened the meeting at 6:04

Approval of agenda: Motion made by Judith; 2nd by Barbara
In favor- 7; opposed- 0; abstained- 0

Approval of minutes of November 26, 2013: Motion made by Andrew; 2nd by Lori
In favor- 7; opposed- 0; abstained- 0

Approval of abstract amt \$ 13,536.62: Motion made by Jim; 2nd by Judith
In favor- 7; opposed- 0; abstained- 0

Communications

- Town Board liaison: Mike announced that he is now going to be the liaison for the town's Historic Preservation Society. He introduced Mary Sperr, who will be the new liaison for the Library Board. Jeff, Jill, and the Board thanked Mike for his years of support and welcomed Mary.
- Friends representative--- A representative will attend the April, August and December board meetings. Bob Pacer, new Friends president as of November 2013 attended. The theme for this year is "step up and do something"; they want to encourage more Friends members to be active; they currently need a recording secretary/publicity. There will be a change this year to the Chamber Golf Tournament; the Chili and Gates library Friends will receive the funds raised. The tournament will be August 4 at the Brooklea Country Club.

Director's Report

General Information:

- **Friends of the CPL Board Meeting** – The next meeting of the Friend's Board is Tuesday, January 14th at 6pm. The Friends Board has decided the next library booksale will be February 6-10, 2014. The group is now looking for a larger venue to hold the booksale.
- **CPL Statistics** –

November	2013	2012	% change
Circulation	26,381	27,386	-4%
Library visits	12,117	13,353	-7%
Reference questions	1,739	1,944	-11%
Programs	47	40	18%
Program attendance	839	837	0%
OverDrive	1,246	687	81%
	Dec 2012 – Nov 2013	Dec 2011 – Nov 2012	% change
Circulation	330,393	327,036	1%
Library visits	161,458	167,353	-4%
Reference questions	23,896	25,494	-6%
Programs	580	489	19%
Program attendance	1,608	13,296	32%
OverDrive	10,965	7,619	44%

- **Sign-Up Sheets** - The director distributed the CPL Board sign-up sheet for library trustees to attend the 2014 CPL full staff meetings and the CPL Friends Board meetings.
- **Chili Public Library's First eNewsletter** – The first Constant Contact newsletter was sent out the week of December 15th. It was sent to 8,658 email recipients on Dec 17; 2,205 opened it on Dec 17; 750 bounced back (those email addresses will be removed from the distribution list); 100 people chose to unsubscribe on Dec 17. Archived issues will be available on the library web site.
- **Donation of a 19" screen LCD Magnifier** – The library received a generous donation of a Merlin LCD magnifier, 19" screen, by Enhanced Vision. It is in new condition and they sell for around \$2,900 new. It will be a valuable tool for those with low vision to be able to read books and documents within the library. It is now located near the fireplace.
- **The MCLS Directors Retreat** – The retreat will be held January 16 at the Chili Public Library and will include a discussion of service barriers and emerging technology.
- **Delivery Efficiencies** – (from the MCLS Director's MCLS Board Report) Shipping & Delivery Supervisor, Frank Russo, recently completed a survey of member libraries' experiences with his department. A copy of the survey results is included with the report this month. Russo has noted a

decline in the number of items going through delivery, which can very likely be linked to the increase in the holds fee. Overall, satisfaction with system delivery is above average, with the department maintaining a 24-48 hour turn-around time for most materials. Russo and his staff were rated high in the survey for communication and efficiency, which can be attributed to the strong teamwork and work ethic exhibited by the Shipping & Delivery staff.

- **Wireless Access Network** – (From the MCLS Director’s MCLS Board Report) Finance Director Brie Harrison and Computer Operations Supervisor Brenda LaCrosse spent time this month exploring alternatives and opportunities for system management of the wireless networks in each member library. For several years, each member library has been responsible for their internal wireless network. Most libraries use a free Time Warner roadrunner connection, using an internal wireless router to provide wireless access inside their buildings. Some larger libraries have recently found that use of this free connection has grown considerably, resulting in slow response time and insufficient bandwidth. Harrison and LaCrosse began discussion with telecom vendors to determine if there is an opportunity for the system to assume responsibility of wireless networks for member libraries. At this time, it is not deemed efficient for the system to take this on, due primarily to the fact that the majority of the member libraries are not having issues with wireless bandwidth, and there would be little, if any, cost savings for the few members that are experiencing difficulties.

New Items:

- **Digital Impact Survey** – The impact survey from the University of Washington Information School and the Bill and Melinda Gates Foundation is a free online tool that public libraries can use to find out how their communities benefit from access to the technology resources they offer. The study makes the complex job of surveying patrons easy and fast at no cost to library staff. The Chili Public library will be offering the survey to its patrons the first half of January.

The survey results will allow us to:

- Evaluate our library's technological services;
- Identify areas that are working well or need improvement;
- Improve resource allocation and long range planning;
- Advocate for increased technology services and resources;
- Generate reports, charts and graphs that can be shared to increased community support.
- A report will be generated and present to the library board in January or February when completed.

System News:

- None to report

State news:

- **Proposed Trustee Training Legislation** – The New York Library Association Committee has been developing a proposal that would require all new trustees appointed to a library board to fulfill 6 hours of training on library law, board responsibilities, etc. in their first year in order to keep their seat on the board.

New business:

- Jim requested to be excused for the next 3 months while he is out of town.
- Barb's appointment to the board expired in December.

A motion was made to approve Barbara for a 5 year term.

Motion made by Lori, 2nd by Judith.

In favor- 7; opposed- 0; abstained- 0

Adjourn: 6:25; went into executive session.

Adjourn: 6:47

Next meeting date/time: January 28, 2014 @ Chili Public Library Barbara Ireland Community Room. 6pm.