

**Meeting Minutes, Chili Public Library Board of Trustees Meeting -
APPROVED
December 18, 2012**

Chili Public Library Mission Statement

The Chili Public Library is the center of lifelong learning for our community, and a welcoming responsive place people come to for the discovery of new ideas, the joy of reading and the power of information.

Board of Trustees: Steve Grogan (President-absent), 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: Diana Romeo

Vice President Judith Kharbas convened the meeting at 6:00 PM. President Grogan was absent because of a death in the family. Additionally, he submitted his resignation due to a new job assignment requiring him to relocate. The Library Board will vote on a new President

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

Approved the minutes for the November 27, 2012 meeting by six in favor, and none opposed.

Approved the abstract (\$52,415.22) by six in favor, none opposed.

Communications

Guests/Public: Certificate of appreciation presented to Susan Henderson by Judith Kharbas for her contribution to the library. Susan was presented with a plaque by the Library Board, which was read by Judith.

Town Board Liaison: Mike Slattery mentioned that the Town of Chili has two vacancies; one in the highway department and one in the recreation department. Details about the positions are online. The new highway garage is almost complete. The expected move in date is January 6th, 2012.

Friends Representative: The Friends held their annual meeting. New officers were selected. They are as follows:

Sandy Roether: President
Diana Romeo: Vice President
Carol Lavell- Secretary
Lucy Flint-Treasurer
Nancy Stein- Membership

Diana mentioned that the Book Sale will take place from January 31st -February 3rd, 2012. Diana reported the Friends sold \$3350 in raffle ticket sales for the 50th Anniversary. They have also formed a new

subcommittee to work on increasing new membership. The Friends meeting topic in January will be fundraising. The December 2012 meeting is Diana's last meeting as Friends President. Sandy Roether will attend all future meetings.

Director's Report

Discussion and Actions as Noted

General Information:

- **Friends of the CPL Board** – The next Friends Board meeting is Tuesday, January 8th.
- **Save the Date!**
Supervisor's Staff Holiday Lunch, Friday, December 21, 2012 from 12pm-2pm at the Chili Senior Center.
- **Sign-up Sheets** - The CPL Board sign-up sheets for 2013 full staff meetings and 2013 Friends meeting dates will be distributed.
- Irodequoit is scheduled to build a new library in their community.

- **CPL Statistics –**

November	2012	2011	% change
Circulation	27,376	28,504	-4%
Library visits	13,353	14,282	-7%
Reference questions	1,944	2,049	-5%
Programs	40	39	3%
Program attendance	838	1,136	-26%
	Dec 2011 – Nov 2012	Dec 2010 – Nov 2011	
Circulation	327,026	360,436	-9%
Library visits	167,353	183,612	-9%
Reference questions	25,494	26,814	-5%
Programs	497	527	-6%
Program attendance	13,23	13,718	-3%

New Items:

- **Central Library Tour** – The director arranged to have all reference and circulation staff take part in a tour of the Central Library either on November 14th and 28th. The tour showed staff the behind the scenes activities which takes place at the Central Library, such as Library Automation Services, Cataloging, and Lower Stacks.
- **Statistics** - The director will be sharing circulation statistics broken down by patrons who have our town code and the libraries they visit.

- **Approval of Proposal for Professional Services by Bonn, Dioguardi & Ray to Perform the Library's 2012 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 three year proposal by Bonn, Dioguardi & Ray not to exceed \$4,500 for audits for years 2012, 2013 and 2014.

Action requested: Approve the Proposal for Professional Services by Bonn, Dioguardi & Ray to perform the library's audits for years 2012, 2013 and 2014.

	2012	2013	2014
Bonn, Dioguardi & Ray	\$4,500	\$4,500	\$4,500
EFP Rotenberg, LLP	\$6,500	\$6,725	\$6,950
FreedMaxick	Declined	Declined	Declined

A motion was made to approve a proposal for professional services by Bonn, Dioguardi & Ray to perform the Library's 2012 audit. The motion passed six in favor, none opposed.

The Library Board suggested that future vender contracts be considered for one year agreements rather than multiple year agreements.

- **Approval of Recommended Chili Public Library Long Range Goals for 2013-2017**
The Director reviewed recommended 2013-2017 goals submitted by the CPL Long Range Planning Team.
Board Action Requested: Approve the Recommended Chili Public Library Long Range Goals for 2013-2017 as described.

A motion was made to approve recommended Chili Public Library Long Range Planning Goals for 2013-2017. The motion passed six in favor, none opposed.

- **Safety and Security Procedure-** Jim Lechner requested that the Library Director, Director of MCLS and Town Supervisor research the practicality and use of an armed deterrent at the library. Jeff will provide current security procedure and begin discussion/research to determine what other measures may be warranted.

System News:

State news:

- None to report

Meetings and Workshops:

MCLS Digital Resources Users Group Meeting – 11/29/12
 MGM Meeting – 11/29/12
 MCLS ePortal Team – 12/3/12
 Directors' Council Meeting – 12/5/12
 MGM Meeting – 12/6/12
 Reference and Circulation Meeting – 12/7/12
 Friends of CPL Meeting – 2/10/12
 OGS Webinar – 12/12/12
 eBooks Webinar – 12/12/12
 MGM Meeting – 12/13/12
 MCLS Board Meeting – 12/19/12

Committees

- The Nominating Committee nominated Jill Wynn for Library Board President. Jill was unanimously elected for Library Board President.
- The Nominating Committee nominated Sue Ackerman for Library Board Secretary. Sue was unanimously elected for Library Board Secretary.

Old Business

None

New Business

None

Miscellaneous

Jim Lechner will be excused from Library Board meetings for the months of January, February and March.

Meeting Adjourned at 7:09 pm

Next meeting date/time: January 22, 2013 @ Chili Public Library Barbara Ireland Community Room. 6pm.