

Meeting Minutes, Chili Public Library Board of Trustees Meeting APPROVED  
February 23, 2010

Board of Trustees: James Myers (President), Glenda Melville (Vice-President), James Lechner (Treasurer), Charles Havens (Secretary), Judith Kharbas, Christina Reece, Steven Ziblut  
Library Director: Jeff Baker  
Town Liaison: Michael Slattery  
Friends Representative: Diana Romeo.

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TOWN OF CHILI  
SUPERVISOR'S OFFICE

President Myers convened the meeting at 6:00 PM. Ms. Melville and Mr. Lechner absent

**Approved** minutes of January 26, 2010 meeting by five in favor, none opposed.

**Approved** abstract: \$26,732.38 by five in favor, none opposed.

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

### Communications

**Guests/Public:** None. (Ms. Forte did not attend as listed in the agenda because of the state of the town address being made by Supervisor Dunning that evening.)

**Town Board Liaison:**

Mr. Slattery: I want to tell the library board that I have apologized to the other members of the Town Council for not forewarning them of my 2010 budget proposals in the public meeting as I recognize that it didn't provide sufficient time for their analysis and consideration.

**Friends of CPL Report:**

Ms. Roether:

- The book sale was a success yielding \$2,300 in sales and \$340 in new Friends' memberships.
- Preparations for a fund raising cookbook are progressing and she encourages the CPL board members to get their recipes submitted.

Mr. Myers: thank you so much for your support.

### Director's Report

***Discussion and Actions as Noted.***

**General Information:**

- **Financials** – Mr. Baker reviewed the new version of the financial summary which will continue to be shared monthly. It now adds the revenue information to the expense information reported previously. Mr. Baker also circulated a working draft of the CPL Financial Accounting and Reporting Procedures Manual.

*In discussion Mr. Myers proposed that the monthly report should report year to date for the most recent closed month rather than including the partial data for the current month as this can be somewhat misleading. This is particularly so at year end when board meetings are moved to earlier dates to accommodate the holidays. A further proposal was to review the data formally at CPL board meetings after quarters are closed as spending patterns are usually consistent and full discussion on a monthly cycle is not warranted. Any significant events can be called out as needed in the intervening months as has been the practice. The board applauds Mr. Baker's continuing initiatives to improve the financial procedures and reporting.*

- **Full Staff Meeting** – Friday, March 5<sup>th</sup> at 9:00am. Jim Myers will attend.
- **Friends of the CPL Board Meeting** – Tuesday, March 9<sup>th</sup> meeting has been cancelled.
- **CPL Statistics** –Review of January 2010 statistics. In January, circulation decreased 3% from last year to 31,119 items. Door count decreased 4% to 15,972 and reference questions increased 5% to 2,249. The number of programs and program attendance both increased
- **NYLA Lobby Day** - NYLA Library Lobby Day is Tuesday, March 2, 2010. The Monroe County Library System will be disseminating information about sending a bus on Lobby Day to Albany to advocate for library funding. Trustees, library staff, and the public are welcome to attend.

#### **Follow Up Items:**

- **Improved Communication with the Senior Center** – It was noted at the January library board meeting, the same program was scheduled a week apart at the Chili Senior Center and the library. The director has since spoken to Mary Ann Sears at the Senior Center and both organizations have agreed to keep each other aware of plans for programming so as not to repeat programs in the future.
- **Memorial Fund Director's Request** – The following items have been purchased from the Memorial Fund as approved at the January Library Board meeting; a staff server, chair repair, Children's software and programming items, video editing software, book ends, and a vacuum cleaner.
- **Library Geocaching**– It was previously noted the library was taking part in the library system's geocaching program as part of the Big Read. Due to miscommunication from the System Office, the library has decided not to take part in the program, but rather will introduce components of the program as part of a CPL treasure hunt during this year's Summer Reading program,
- **Staff Evaluations** – Staff evaluation were completed during January 2010.  
*Mr. Baker: we have an excellent group meeting or exceeding individual expectations.*
- **Trustee workshops** - MCLS is conducting two trustee workshops: New Trustee Training. Saturday, March 20, 2010, 9:00 am - 12:00 noon, Kate Gleason Auditorium. MCLS Finances Training. Saturday, April 24, 2010. 9:00 am - 12:00 noon. Kate Gleason Auditorium  
*Mr. Myers will attend the MCLS financing meeting. Mr. Ziblut as a new member indicated he will make every effort to attend the new trustee workshop but couldn't fully commit at the time.*
- **Relamping** – Relamping of Phase 2 lighting over the stacks area is complete.

- **2009-2010 Legislative Initiative Grant** – The library has received \$5,000 of the \$20,000 legislative initiative grant. Upon matching \$20,000 in material purchases, the director will submit a final narrative to the State in order to receive the remaining funds of the grant.

**New Items:**

- **Approval of New Library Board Meeting Times and Location for April-August, 2010** – A request has been put forward by the library board president to move April-August 2010 library board meetings to 7pm. The director is also asking that the August 24<sup>th</sup> library board meeting be moved to the Conference Room, to allow for set up of the August CPL Friend's Booksale.  
Action requested: Approve the new library board meeting times and locations for April-August 2010 as described.

*A motion to change the April through August CPL board meeting times was approved by five in favor, none opposed. Meeting location does not need a formal vote.*

- **RochesterWorks! Collaboration** - The Chili Public Library has joined with RochesterWorks! to provide six workshops at the library to help local job seekers in their search for new employment. The workshops will be held from 6:30 - 8:30 p.m., on six consecutive Mondays, beginning March 1. The workshops are: March 1 - Job Search Management; March 8 - "Right" Your Resume; March 15 - Interviewing - Beyond the Basics; March 22 - Marketing Plan: The Best Guide to Your Job Search; March 29 - Negotiating Your Job Offer; and, April 5 - Mock Interviews.
- **Greece Public Library Visit** – The director, Jill Sutter, and Terry Spurling visited the Greece Public Library on February 3, 2010 to review their library's processing of materials. In order to improve workflow, CPL will be moving from typing labels for material to generating labels via a computer.
- **eBooks on OverDrive** - Ebooks and music are available to download from the Monroe County Library System Overdrive website <http://overdrive.libraryweb.org>. The ePub format works with the Sony readers and many smartphones but at this time does not work with the Kindle.
- **MCLS Technology Users Group** – The director attended a MCLS Technology Users Group meeting on February 4, 2010 about Ektron Content Management System. MCLS uses Ektron to manage its webpage [www.libraryweb.org](http://www.libraryweb.org). The library system will allow member libraries to use Ektron software to develop their own webpages at minimal cost. The advantage of using Ektron software is that CPL's webpage is static. The only time content changes is when the webmaster edits the code and saves a new version. Using Ektron software will allow the library's web pages to be dynamic. Dynamic web pages are pages whose content is dynamically generated whenever the web page is requested. It is the library's goal to be using Ektron software by the last quarter of this year.

**System News:**

- **County Legislature** – There has been two general information workshops for County Legislators at Central – Saturday February 20 from 9-12 and Saturday March 20 from 1-4. These workshops will provide general information on MCLS – how the system works, how it's funded, how it's used.

*Mr. Baker: County Legislator Valerio has agreed to attend a session and I will accompany her.*

**State news:**

- None to report

**Committee Reports**

None.

**Old Business**

None.

**New Business**

CD Renewal: based on input from Mr. Lechner, a motion was made to renew CDxxx-5297 \$15,393 expiring March 16, 2010 as follows:

1. \$5,000 in a 12 month CD at the Bank of Castile at 1.54% as the Wicken's Memorial Book Fund;
2. \$6,700 in a 12 month CD at the Bank of Castile at 1.54%;

with the balance used to fund the Memorial Fund purchases authorized in the January board meeting. This was approved by five in favor, none opposed.

Adjourned at 6:50PM.

**Next meeting date/time: March 23, 2010 at 6:00 PM - CPL Ireland Meeting Room.**