

Chili Public Library Board of Trustees Meeting
Approved Minutes for February 23, 2016

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: Susan Ackerman, James Lechner

Meeting convened by Vice-President Kharbas @ 6:00.

Approval of agenda: Motion made by Andrew; 2nd by Jeff
In favor 5; opposed 0; abstained 0

Approval of minutes for January 26, 2015. Motion made by Jeff; 2nd by Lori
In favor 5; opposed 0; abstained 0

Communications

- Guests/Public: None
- Town Board liaison/Chamber of Commerce liaison: There will be a public hearing to proceed with the town's plan of action for dilapidated structures.
See update of the Chamber of Commerce Golf Tournament under General Information in the Director's Report.

Director's Report

General Information:

- **Friends of the CPL Board Meeting** – The next Friend's Board meeting is Tuesday, March 8, 2016 at 6pm, Andrew Lucyszyn has volunteered to attend. The Gates Chili Chamber of Commerce Golf Tournament and Dinner Auction Committee has secured a hole in one sponsor Doan Buick GMC. This along with the lunch sponsor Clanon & Calnon will guarantee an even more successful golf tournament fundraiser in August. The Friend's next Booksale is on the following dates: March 16th (4pm-8pm Friend's preview), March 17th (12pm-8pm), March 18th (9am-4pm), March 19th (9am-4pm), March 20th (1pm-4pm bag sale)
A presenting sponsor, Campus Construction, has been secured for the 2016 Golf Tournament. Tournament information can be found on the Chamber's website.

- **CPL Statistics** –

Month	January 2016	January 2015	% of change
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Circulation	23,095	25,144	-8%
Library Visits	12,089	10,886	11%
Reference Questions	1730	1,786	-3%
Programs	50	57	-12%
Program Attendance	730	1,344	-46%
Overdrive	1,810	1,450	25%
Meeting Room	57	72	-21%
Website Visits	4,396	2,298	91%
Website Pageviews	8,792	3,688	138%
	December 2015 - January 2016	December 2014 - January 2015	% of change
Circulation	288,413	312,020	-8%
Library Visits	153,616	156,766	-2%
Reference Questions	18,821	21,537	-13%
Programs	537	552	-3%
Program Attendance	14,340	16,015	-10%
Overdrive	17,872	15,206	18%

The Website Pageviews numbers are impacted by a change in tracking mechanism from the 2015 to 2016 report.

- **The Library is now on Instagram** – The Library has two new Instagram accounts - one is for the library as a whole, which is @chilibrary. The other one is just for the Teens, which is @thecplteens. For those of you who aren't familiar with it, Instagram is a social media site/app that is entirely photo-based. Users can 'follow' each other and interact with one another's photos. We are excited to have Chili expanding its social media reach!

· **Simply Stories with Froggy** – On Thursday, February 18th there was a special Simply Stories program at the library. A full size Froggy worn by Bryn our library page visited and helped read books from the Froggy series by Jonathan London to the children.



Old Items:

- **CPL 2015 Audit** - The CPL 2014 audit is completed and the results will be reported by Max Freed Maxick CPAs at the Library Board's March meeting. Jeff passed out information from Max Freed Maxick CPAs to familiarize The Board with the group before the audit results are presented. They are the same auditors used by the Rochester Public Library.
- **Dedicated Teen Space** – On Monday, February 22nd the Director met with Sales Lead Brad Kingsbury and Design Director Nancy Dalzell from Creative Library Concepts to discuss dedicated Teen space plans for the Library. The director will share the design concept with the Library Board.
Discussion: Jeff has discussed some basic parameters with the design team. The designers know the physical constraints of remodeling and the budget available for the project. He said the implementation can be split into two phases earmarking the 2015 and the 2016 Tournament money for each phase. He shared some of the concepts that have been discussed: new Y books and the graphic novel display moved into the teen area, new furniture and shelving, charging stations added, and sound mufflers bordering the area. Three options will be developed to present to the Board by the end of March. Once we have a design plan Jeff believes furnishings and shelving could be ordered in early April and available in May. The area could be completed in time for summer.

New Items:

- **Approve Renewal of Novelist Plus Database** – The Director request the Library Board to approve renewal of Novelist Plus database to cover 3/1/16-2/28/17. Novelist Plus is a premiere literary database that includes expert recommendations, reviews, articles, lists and more. The Library staff use the database regularly to assist patrons in reader's advisory and for collection development purposes.
Action Requested: Approve Novelist Plus database renewal for \$1,925 to cover 3/1/16-2/28/17.

Discussion: Jeff surveyed the staff and found this database is useful to them.

Judith called for a motion to approve Novelist Plus database renewal for \$1,925 to cover 3/1/16-2/28/17. Motion made by Andrew; 2nd by Karen
In favor 5; opposed 0; abstained 0

Approve Subscription to the Beanstack Database – The Director request the Library Board to approve a two year subscription price to Beanstack: A Readers’ Advisory Took for Young Readers. Beanstack is a specialized service for libraries and their patrons that offers personalized book recommendations for young readers based on the young person’s individual interests. These specialized recommendations make reading enjoyable for children as well as help build literacy at an early age. All recommendations are titles already in our library’s catalog. The database also provides learning activities, reading logs, and a badge system to entice young readers to read and maintain their reading.
Action Requested: Approve a two year subscription to the Beanstack database for \$2,574 to cover 3/1/16-2/28/18.

Discussion: This database is used in the Gates and Central libraries. This database helps the Youth Librarians to make recommendations to the public. It has an interactive component which allows readers to earn badges from their home computers as well as a summer reading component. Jeff believes the two year subscription could be covered by the lost and late materials fees.

Judith called for a motion to approve a two year subscription to the Beanstack database for \$2,574 to cover 3/1/16-2/28/18. Motion made by Lori; 2nd by Karen
In favor 5; opposed 0; abstained 0

CPL Budget Spreadsheet: January to December 2015: There is a change in the Employee Benefits accounting report method. It is based on the quarterly cost which should be a more precise accounting. Jeff will ask Dan Knapp, Chili Director of Finance to give us a clearer explanation if the Board feels the need for it.

Memorial Fund Spreadsheet: No unusual activity.

Long Range Planning Committee’s Survey and Focus Group questions - The Director will share with the full Library Board the survey and focus group questions that will be used to help determine the Library’s long range plan. Discussion under Committees

Meetings and Workshops and Outreach:

Senator Michael Ranzenhofer Visit Arnett Branch – 2/29/16
CPL Long Range Planning Team – 2/2/16
Director’s Retreat – 2/3/16
CPL Circulation Staff Meeting – 2/4/16
Gates Chili Chamber of Commerce Golf Tournament Meeting – 2/9/16
Gates Chamber of Commerce Board Meeting – 2/9/16
Friends of the Chili Public Library Board Meeting – 2/9/16
Creative Library Design Meeting – 2/22/16

Committees: CPL Long Range Planning Committee

- The survey should be completed by mid April as the information will be used help develop our 2017 budget.
- The Board looked at the Chili Strategic Planning Survey draft developed by Lee Ann and Jenn. The Board made the following comments/suggestions: The survey covers a comprehensive range of topics.. There needs to be a confidentiality clause included. At the same time there needs to be a way for participants to enter in the Friends Kindle Fire drawing for those completing the survey. Do the questions in the survey include patrons who use the library at off campus sites such as the Lagacy Book Club? Jeff will send the Board the survey copy after it is revised.
- There will be both on-line and hard copies of the survey. It will be publicized in the library, on our website and in our newsletters, on social media and through area news sources. Because of time constraints we will not be able to use the town newsletter.
- The last patron survey was in 2008. We can use “Survey Monkey” through MCLS to collect and organize the information.
- Lee Ann and Jenn also developed focus group questions. Several focus groups will be used to gather additional information. There should be 6-8 members to a group. Groups should include a variety of community members such as frequent library users, occasional users, non users, teens, seniors etc. Professionally Andrew is experienced in facilitating focus groups. Since he knows our library and our community the Board felt he would be an asset in conducting our focus groups. A library employee will be the note taker.

Approval of Library Fund abstract amt. \$10,51838: Motion made by Lori; 2nd by Karen
In favor 5; opposed 0; abstained 0

Approval of Memorial Fund Expenditures amt. \$414.67: Motion made by Karen; 2nd by Andrew
In favor 5; opposed 0; abstained 0

Approval of Memorial Fund Donations amt. \$120.00: Motion made by Andrew; 2nd by Jeff
In favor 5; opposed 0; abstained 0

Old Business: None

New Business: None

Additional Comments from Audience: None

Judith called for a motion to adjourn at 6:55. Motion made by Lori; 2nd by Jeff
In favor 5; opposed 0; abstained 0

**Next meeting date/time: March 22, 2016 @ Chili Public Library Barbara Ireland
Community Room. 6:00pm.**