

Chili Public Library Board of Trustees Meeting Approved Minutes for February 24, 2015

Board of Trustees: Jill Wynn (President), Sue Ackerman (Secretary), Lori Ahearn, Judith Kharbas (Vice President), James Lechner (Memorial Fund President), Andrew Lucyszyn, Karen Reifenstein

Library Director: Jeff Baker

Town Liaison: Mary Sperr

Present: Jill Wynn (President), Lori Ahearn (Acting Secretary), Judith Kharbas, Andrew Lucyszyn, Karen Reifenstein

Library Director: Jeff Baker

Town Liaison: Mary Sperr

Absent: none

Excused: Sue Ackerman, James Lechner

Jill Wynn convened the meeting at 6:33pm

Approval of agenda: Motion made by Andrew, 2nd by Judith

In favor - 5; Opposed - 0; Abstained - 0

Approval of minutes of January 27, 2015: Motion made by Andrew, 2nd by Lori

In favor - 5; Opposed - 0; Abstained - 0

Approval of abstract amt \$21,338.10: Motion made by Judith, 2nd by Karen

In favor - 5; Opposed - 0; Abstained - 0

Communications

- Guests/Public
- Town liaison:
 - The brochure and posters for the August 3rd Chamber of Commerce golf tournament are printed. The tournament committee would like to acquire tournament sponsors to increase the profit margin. Jeff and Bob Pacer are designing a template to send to companies.
 - A community forum discussing building and property maintenance gathered many thoughts from the public. There will be revision of some policies to reflect concerns. The architectural committee will become a subset of the planning board

Auditor' s Report

Bonn, Dioguardi & Ray, LLP - Missy Empey, CPA Audit Manager

- In the opinion of the auditors it was a “clean” audit.

- Deferred wages of \$29,289, due to pay period out of sync with fiscal year is reflected on page 2 under Assets, Due from Other Governments, page 6 under Cash flows from operating activities due to other funds and page 7 under Agency Transactions.
- Deferred revenues from \$10,000 "Bullet" aid is reflected on page 2 under current liabilities and page 7 under deferred revenues.
- The library has a \$3,000 increase in net assets due primarily to staff retirement.
- The cash register at the front desk and the transaction spreadsheet had some minor discrepancies due to errors in data entry. Jeff is refining the cash flow policy procedures to alleviate this in the future.

Director's Report

General Information:

- **Friends of the CPL Board Meeting** – The next Friend's Board meeting is Tuesday, March 10, 2015 at 6pm. Lori Ahearn is scheduled to attend. The Friend's next Booksale is on the following dates: March 25th (3pm-8pm Friend's preview), March 26th (12pm-8pm), March 27th (9am-4pm), March 28th (9am-4pm), March 29th (1pm-4pm bag sale)
- **CPL Statistics –**

Month	January 2015	January 2014	% of change
Circulation	25,144	25,994	-3.27%
Library Visits	10,886	12,151	-10.41%
Reference Questions	1,783	1,947	-8.42%
Programs	59	60	-1.67%
Program Attendance	1,398	1,065	31.27%
Overdrive	1,450	1,527	-5.0%
Meeting Room	72	64	12.50%
Website Visits	2,298	2,895	-20.62%
Website Pageviews	3,688	4,965	-25.72%

	February 2014 - January 2015	February 2013 - January 2014	% of change
Circulation	312,020	328,538	-5.03%
Library Visits	156,766	159,628	-1.79%
Reference Questions	21,537	23,744	-9.29%
Programs	526	562	-6.41%
Program Attendance	22,346	17,268	29.41%
Overdrive	15,206	11,433	33.00%

- **Legislative Visit with Assemblyman Harry Bronson** – Lori Ahearn and Jeff Baker met with Assemblyman Harry Bronson at the Rochester International Academy to advocate for Library System support. Members of the City School District, the Rochester Public Library and the Rochester Regional Library Council were also at the meeting. The Assemblyman noted that there has been a refinement in the way libraries advocate over the past five years.
- **Take your Child to the Library Day** – On Saturday, February 7th the library took part in the nationwide celebration Take Your Child to the Library Day. We provided programming that highlighted all of the resources that we have available to children and parents. Attendees also had an opportunity to send feedback about their library to the governor.
- **Staff evaluations** – The library director completed the yearly evaluation of staff. He requests the library board personnel committee meet to review the template form that is used for staff evaluations in order to determine if there should be changes to the form.
- **Eight Annual CPL Teen Photo Contest** – The library will be conducting our eighth annual teen photo contest this year. The purpose of this program is to get the teens of Monroe County and especially those in Chili more involved in their community and library. One way to do this is by having them take a look at their community through the viewfinder of a camera. This contest is open to all teens ages 12-18 years of age and living in Monroe County. The contest will be divided into two age divisions: 12-15 years and 16-18 years. Photos will be available for public viewing during the month of April and winners will be announced in May. We are planning an

awards reception for May 2nd. We have lots of wonderful teens and their very enthusiastic parents that attend.

- **2015 SnapShotNY:** On Monday, February 9th, the library took part in this year's NYLA 'SnapShotNY 2015: A Day in the Life of a Library' by collecting photographs and submitting statistics regarding our library activity for that day. Though it was a cold snowy day, the library was full of activity. The library circulated 501 items for the day and had two children's programs along with a teen program. Photos of the day can be seen at the following website: <https://www.pinterest.com/nsnapshotny2015/>

New Items:

- **Approval of 2014 Financial Audit** – A report by Bonn, Dioguardi & Ray, LLP on the 2014 CPL financial audit will be given and reviewed at the February 24, 2015 meeting.
Action Requested: Approve the 2014 Financial Audit as presented.

A motion was made to approve the 2014 Financial Audit as presented
Motion made by Andrew, 2nd by Karen
In favor - 5; Opposed - 0; Abstained - 0

- **Approval of the CPL Credit Card Policy for Library Employees** – The library uses credit cards in order to purchase goods and services directly from vendors when those items are needed, but it is not expedient, practical, or desirable to have either a check or cash available when payment is required.
Action Requested: Library Board approves the CPL Credit Card Policy for Library Employees as written.

A motion was made to approve the CPL Credit Card Policy for Library Employees as written.
Motion made by Karen, 2nd by Lori
In favor - 5; Opposed - 0; Abstained - 0

- **Approval of the Following Credit Card Limits for the Following Staff Accounts.**
 - Library Director, Jeff Baker - \$4,000
 - Children's Librarian, Stacey martin - \$500
 - Children's Services, Deb Amesbury - \$500
 - Adult Services Librarian, Jennifer Lindsey - \$500
 - Teen Librarian, Cathy Kyle - \$500
 - Principal Library Clerk, Donna Belliveau - \$500
 - Cleaner, Doug Collinge - \$500
- **Action Requested:** Library Board approves the CPL Credit Card Limits for the Staff Accounts described above.

A motion was made to approve the CPL Credit Card Limits for the Staff Accounts described above

Motion made by Judith, 2nd by Lori
In favor - 5; Opposed - 0; Abstained - 0

Authorization of funds for Staff Training Day on October 12, 2015 – The Library Board has approved a training day for staff to be held on October 12th when the Library is closed to the public. The director requests funds to pay for this training.

Board Action Requested: Authorize the use of Memorial Fund expenditures for Staff Training Day to be held on October 12, 2015 in the amount not to exceed \$1,000.

A motion was made to Authorize the use of Memorial Fund expenditures for Staff Training Day to be held on October 12, 2015 in the amount not to exceed \$1,000.

Motion made by Judith, 2nd by Karen

In favor - 5; Opposed - 0; Abstained - 0

Approval of the Professional Services Contract for the Pinpoint Group to update the Library's patron PC's infrastructure in order to provide additional performance, manageability, and lifespan.

It is proposed the library board award The Pinpoint Group with the professional services contract for work associated with updating the Library's patron PC's infrastructure to provide additional performance, manageability, and lifespan. The vendor will perform a hardware update to the existing patron PCs in order to improve performance and reliability. The patron PC's will receive a fresh Windows 7 image with the latest version of Microsoft Office, several standard applications, and necessary patron management from Envisionware. The patron PC's will be moved to the 'staff' domain. The security settings of the staff domain will be updated to allow patrons to safely be in the same domain and have no access to any protected information. The existing 'patron' domain will be shut down and repurposed to give additional server storage.

Based on the ability to meet the Chili Public Library requirements, and previous experience working in MCLS network environments, the PinPoint Group is recommended for award of the professional services contract for the upgrade of the CPL's patron PC network infrastructure. The PinPoint Group has considerable experience with similar projects and has provided service to the Library at reasonable cost. Total cost for the professional services contract for the project is not to exceed \$6,400 with the expectation of project completion within four weeks.

Action Requested: Approve the Professional Services Contract for the Pinpoint Group to update the Library's patron PC's infrastructure as described. The cost not to exceed \$6,400.

Discussion: Funds are from the "Bullet" aid.

A motion was made to approve the Professional Services Contract for the Pinpoint Group to update the Library's patron PC's infrastructure as described. The cost not to exceed \$6,400.

Motion made by Andrew, 2nd by Lori

In favor - 5; Opposed - 0; Abstained - 0

· **Approval of the purchase of 22 solid state drives for the patron PC's infrastructure upgrade project**

The Chili Public Library will perform a hardware update to the existing patron PCs to improve performance and reliability. This includes replacing the exiting hard drives with solid state drives.

Action Requested: Approve the purchase of 22 solid state drives from the State Contract for the patron PC's infrastructure upgrade project, not to exceed \$3,000.

A motion was made to approve the purchase of 22 solid state drives from the State Contract for the patron PC's infrastructure upgrade project, not to exceed \$3,000.

Motion made by Judith, 2nd by Karen

In favor - 5; Opposed - 0; Abstained - 0

System News:

- None to report

State news:

- Governor Cuomo, despite having an extra \$5.5B in revenue this year and proposing up to a 4.8% increase in state education funding, proposed **FLAT** funding for our community libraries. Last year's enacted state budget included a 5.7% increase in education funding, but a mere 1.2% increase in local library aid. New York State Education Law requires library aid for FY 2015-2016 to be \$102.6M. This figure is based on the most recent census data. The Governor's flat funding proposal puts state library aid at \$86.6M, equivalent to 1997 funding and \$16M short of where it should be.

Meetings and Workshops and Outreach:

Assembly Harry Bronson Meeting – 1/30/15

Directors' Council Meeting – 2/4/15

CPL Circulation and Reference Staff Meeting – 2/6/15

CPL Friends Board Meeting – 2/10/15

Gates Chili Chamber of Commerce Golf Tournament Meeting – 2/11/15

State of the Town Address – 2/24/15

Committees

Old Business

New Business

Adjourn: 7:39 pm

**Next meeting date/time: March 24, 2015 @ Chili Public Library Barbara Ireland
Community Room. 6:30pm.**