

Approved
Meeting Minutes, Chili Public Library Board of Trustees Meeting
February 25, 2014

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: Mary Sperr

Present: Jill Wynn, Judith Kharbas, Susan Ackerman , Lorraine Ahearn, Barbara Sickles, Andrew Lucyszyn
Library Director: Jeff Baker
Town Board Liaison: Mary Sperr

Absent: none
Excused: Jim Lechner

President Jill Wynn convened the meeting at 6:04

Approval of agenda: Motion made by Lori; 2nd by Judith
In favor- 6; opposed- 0; abstained- 0

Approval of minutes of January 28, 2014: Motion made by Andrew; 2nd by Judith
In favor- 6; opposed- 0; abstained- 0

Approval of abstract amt \$13,511.82 : Motion made by Lori; 2nd by Barbara
In favor- 7; opposed- 0; abstained- 0

Communications

- Guests/Pulic: none
- Town Board liaison: Golf tournament planning is moving along. Non-golfers may be interested in the dinner and/or auction; this is a nice fund opportunity.
- Friends representative--- A representative will attend the April, August and December board meetings.

Director's Report

General Information:

- **Friends of the CPL Board Meeting** – The next meeting of the Friend's Board is Tuesday, March 11th at 6pm. Judith Kharbas has volunteered to attend.

- **Cathy Kyle Teen Librarian Report** – Throughout the year the Director will be having different staff members introduce themselves and give reports to the library board.

Cathy is the teen librarian; she feels they need a strong voice. At this time there is no dedicated space for teens; staff are trying to find a solution. Cathy works with the Churchville-chili middle school librarian; she goes to the school on occasion. Cathy is on the “teen book festival committee”; 30 authors from around the country will attend this system-wide event on Sat. May 17 at Nazareth College. The photo contest for teens will be the first Saturday in May this year. Cathy is interested in technology; she is in charge of the CPL web site and is interested in using social media with patrons. Cathy also: presented on usability to MCLS staff; is a “15 minute tech tutor” at CPL; and is in the MCLS “emerging leaders” group.

- **CPL Statistics –**

January	2014	2013	% change
Circulation	25,994	28,429	-9%
Library visits	12,151	13,729	-11%
Reference questions	1,947	2,028	-4%
Programs	60	59	2%
Program attendance	1,065	986	8%
OverDrive	1,531	955	60%

- **MCLS Support Staff Conference** –MCLS is offering a Support Staff Conference for support staff (pages, clerks and library assistants) to be held February 26-28. On February 26th Donna Belliveau, the library’s principal library clerk, will be presenting the topic “Navigating UMS with Patrons” in the Barbara Ireland Community Room. On February 28th Library Assistant Jill Sutter, Principal Library Clerk Deb Amesbury, and Page Valerie Scheg will be performing a skit “Direct(or) Communication at the Webster Public Library. These are half-day sessions; locations are: 26th: CPL; 27th: Webster; 28th: Pittsford.
- **CPL 2013 Audit** - The 2013 draft Library audit by Bonn, Dioguardi & Ray, LLP will be distributed at the February meeting. The auditors will give their report to the Library Board at the March meeting.
- **Closing Procedure Due to Weather Conditions, Loss of Electricity or Loss of Water** - The director will share with the Library Board the closing procedure that is currently in place for closing the library due to weather conditions, loss of electricity, or loss of water.
- **Results of Impact Survey** - The library put on its website an online impact survey from the University of Washington Information School and the Bill and Melinda Gates Foundation from January 27 – February 11, 2014. The free online tool is used to find out how residents benefit

from access to the technology resources the library offers. The library director will share the results of the survey. A total of 111 patrons completed the survey.

New Items:

- **Approval of the Chili Public Library Lost and Found Policy.**

The library currently does not have a lost and found policy. The director updated the draft of the policy based on suggestions from the library board at the January meeting. The director requests the library board approve the distributed CPL Lost and Found Policy.

Approve the Chili Public Library Lost and Found Policy as written.

Discussion: none

A motion was made to Approve the Chili Public Library Lost and Found Policy as written.

Motion made by Judith; 2nd by Barbara

In favor- 6; opposed- 0; abstained- 0

- **Approval of 2014-2018 Chili Public Library Long Range Plan** – The Director requests the Library Board approve the draft 2014-2018 CPL Long Range Plan submitted by the Long Range Planning Committee.

Action Request: Approve the Chili Public Library Long Range Plan 2014-2018 as presented.

Discussion: goal 1 of brainstorming for fundraising is an important topic.

A motion was made to Approve the Chili Public Library Long Range Plan 2014-2018 as presented.

Motion made by Andrew , 2nd by Barbara

In favor- 6; opposed- 0; abstained- 0

- **Approval of 2013 Chili Public Library State Annual Report** - Every year, the Chili Public Library must submit a System State Annual Report to the Division of Library Development. The assurance that this “Annual Report” was reviewed and approved by the System Board is required. A system report summary document will be distributed at the meeting and a copy of the full report will be available for review.

Action Requested: Approve the 2013 Chili Public Library System State Annual Report.

Discussion: none

A motion was made to Approve the 2013 Chili Public Library System State Annual Report.

Motion made by Lori, 2nd by Barbara
In favor- 6; opposed- 0; abstained- 0

- **Approval of Tuition Reimbursement for Adult Services Librarian Attending the NYLA Leadership and Management Academy** - The New York Library Association's Library Leadership and Management Academy is an educational program for emerging leaders in the library profession. Participants will gain the skills and knowledge they need to advance up the career ladder in library management. Enrollment in the Library Leadership and Management Academy is limited initially to 40 students each year. Enrollees are required to complete ten courses over a three year period to receive a Leadership and Management Academy Certificate. Qualifying courses are generally offered around the Annual Conference (Oct. - Nov.) and during June in Saratoga Springs. The program cost \$800. The director requests that the library reimburse Jennifer Lindsey up to \$500 from the Memorial Fund to attend the Academy.

Action Requested: Approve Tuition Reimbursement of Adult Services Librarian Attending the NYLA Leadership and Management Academy an amount up to \$800 from the CPL Memorial Fund.

Discussion: The director requested reimbursement of up to \$500; the Board discussed the importance of supporting the development of staff and voiced interested in funding the total amount of \$800. This is a 3 year commitment involving attendance at annual conferences for a total of 6 training sessions. The Director gave his assurance that the Librarian could commit to all sessions. The certificate will provide good training for possible future advancement. Librarian will be required to submit a report to the Board after each training.

A motion was made to Fund Tuition Reimbursement of Adult Services Librarian Attending the NYLA Leadership and Management Academy an amount up to \$800 from the CPL Memorial Fund.

Motion made by Judith, 2nd by Barb
In favor- 6; opposed- 0; abstained- 0

- **Approval of increasing prices of items for in-house book sale.** Currently hard cover books sell for \$1.50 and paperbacks are \$.75. It is requested the prices are raised to \$2 and \$1 respectively. All other items will remain the same price. The change would become effective March 11, 2014.

Action Requested: Increase the prices of the hardcover and paperback books from the inhouse booksale as described.

Discussion: It was noted that this is different than the Friends' book sale.

A motion was made to : Increase the prices of the hardcover and paperback books from the inhouse booksale as described.

Motion made by Judith, 2nd by Barb
In favor- 6; opposed- 0; abstained- 0

System News:

- **Advocacy Visit on February 24th** - The Director and Library Board President are scheduled to meet with Senator Ranzenhofer and other library administrators he represents on February 24th to advocate for State funding for libraries. Senator Ranzenhofer will visit CPL on March 15, 2014.

State news:

- **None to report**

Meetings and Workshops:

Chili Town Department Heads Meeting – 1/29/14
MGM Meeting – 2/3/14
Directors' Council Meeting – 2/5/14
CPL Full Staff Meeting – 2/7/14
MGM Meeting – 2/10/14
CPL Friends Board Meeting – 2/11/14
MCLS Special Services Operations Committee Meeting – 2/21/14
Gates-Chili Chamber of Commerce Golf Fundraiser Meeting– 2/24/14
Senator Ranzenhofer Advocacy Meeting – 2/24/14
MCLS Board Meeting – 2/24/14
Gates-Chili Chamber of Commerce State of the Town Address – 2/25/14

Committees

- Personnel committee: thanked members for submitting Director evaluations; committee will proceed with evaluation.

Old Business

New Business

- Barbara and Jill asked to be excused from the March meeting.

Adjourn 7:15

Next meeting date/time: March 25, 2014 @ Chili Public Library Barbara Ireland Community Room. 6pm.