

Meeting Minutes, Chili Public Library Board of Trustees Meeting February 26, 2013

Board of Trustees: Jill Wynn (President), Susan Ackerman, Lori Ahearn, Judith Kharbas, James Lechner, Barbara Sickles
Library Director: Jeff Baker
Town Liaison: Michael Slattery

Present: Jill Wynn (President), Judith Kharbas (Vice President), Susan Ackerman (secretary), Lorraine Ahearn, Barbara Sickles
Library Director: Jeff Baker
Town Board Liaison: Michael Slattery

Absent:
Excused: James Lechner (Memorial Fund Treasurer)

President Jill Wynn convened the meeting at 6:01PM.

Approval of agenda: Motion made by Barbara, 2nd by Judith.
In favor- 5; opposed- 0; abstained- 0

Approval of minutes of January 22, 2013: Motion made by Barbara, 2nd by Lori.
In favor- 5; opposed- 0; abstained- 0

Approval of abstract amt \$17,977.78 : Motion made by Judith, 2nd by Lori.
In favor- 5; opposed- 0; abstained- 0

Communications

- Guests/Public: none
- Town Board liaison: Mike mentioned that equipment is still being moved into the new highway facility; the grand opening is still to be scheduled.
- Friends representative--- A representative will attend the April, August and December board meetings.

Director's Report

- **Friends of the CPL Board** – The next Friends Board meeting for March 12, 2013 has been canceled. The Friends Book sale at the end of January brought in \$1,997 in sales and \$295 in membership.
- **The CPL staff meeting** will be held this week on Friday; Lori to attend. They will be having a “chili cook-off”.

- **NYLA's SnapshotNY** - CPL took part the NYLA's SnapshotNY during the week of February 15-23. The purpose of the initiative is to provide the public, administrators, state and local funders with factual data and testimonials that detail the essential nature of libraries to our communities, schools and colleges. Photos have been submitted; entries will be viewed at the March meeting.
- **Sixth Annual Spring Teen Photo Contest** – Between February 1 and April 1, 2013, the Chili Public Library will be accepting photos for our Sixth Annual Teen Photo Contest! 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 can be either color or black and white. For questions and entry information call 889-2200 and ask for Chili's teen librarian, Cathy Kyle.
- **A stats sheet of all the Monroe County libraries** was presented for January 2013 for information comparison purposes. CPL was in top 3 for % increased used as compared to January of 2012.
- **The Budget spread sheet was reviewed.** There was discussion about money allocated for books. Jeff will put this topic on a future agenda. A "dusty book report" for the CPL adult collection will be done; this helps the librarians in charge of purchasing books.
- **CPL statistics:**

December	2013	2012	% change
Circulation	28,429	25,164	10%
Library visits	13,729	12,815	7%
Reference questions	2,208	2,319	-13%
Programs	59	26	127%
Program attendance	986	450	119%
	Jan 2012 – Dec 2012	Jan 2011 – Dec 2011	
Circulation	324,503	352,338	-8%
Library visits	166,844	180,459	-8%
Reference questions	25,115	26,527	-5%
Programs	512	516	-1%
Program attendance	13,618	13,795	-1%

Old News:

- **Staff Evaluations** – The director has completed the staff evaluations covering 2012.

New Items:

- **Approval of the Town Library Liaison Professional Services Agreement** – Per the MCLS Member Agreement, the Directors' Council selects a town library director to represent them on the MCLS/RPL Management Team. Jeff Baker, the Chili Library Director, was selected by the Council for a three year term (2012-2013). The liaison is required to do the following:

- a. Participate in the MCLS Strategic Planning Process and annual work plan development.
- b. Attend meetings of the RPL/MCLS Management Team and other appropriate management meetings as necessary.
- c. Facilitate all meetings of the Town Directors' Council, solicit input on issues either under consideration or recommended by the RPL/MCLS Management team, and consult with the Council on System management issues under discussion.
- d. Represent the concerns of the Town Director's Council at MCLS/RPL Management Team meetings and function as an equal partner in decisions and discussions on matters pertaining to MCLS and its member libraries.
- e. Develop written reports concerning Management Team meetings for distribution to the Directors' Council.
- f. Attend MCLS Board meetings and make reports as necessary.
- g. Attend System Services and Operations Committee meetings and produce and distribute the Directors' Council agenda.
- h. Facilitate all meetings of the MCLS Directors' Council.
- i. Supervise and direct the activities of system teams as designated by the CMLS strategic Plan of Service.
- j. Work a minimum of 6 hours per week on MCLS Liaison activities, including using office space available at the Central Library.

An agreement with the Chili Public Library, for 2013 and 2014 will run through December 31, 2014. The Chili Public Library will be paid \$15,777 each year, funded from the 2013 and future MCLS (2014) Professional Services Budget, for an amount not to exceed \$31,554.

Board action Requested: Authorization to enter into a contract with the Monroe County Library System for Jeffrey Baker's work as MCLS Town Liaison for 2013 and 2014 at a cost not to exceed \$31,554.

Board Action Requested: To approve the town librarian liaison professional services agreement to support Jeff's third year of his term.

A motion was made to approve the town librarian liaison professional services agreement to support Jeff's third year of his term.

Motion made by Lori, 2nd by Barbara.

In favor- 5; opposed- 0; abstained- 0

- **Review of CPL Policies and Procedures Timeline** – The director will share a recommended timeline for when the library's policies and procedures should be annually reviewed.

- **ReferenceUSA** – The Monroe County Library System is now subscribing to ReferenceUSA to which the Chili Public Library has access. ReferenceUSA is a research tool for public and academic libraries, and offers database access to U.S. and Canadian businesses and residential listings, as well as U.S healthcare, consumer and movers databases.
- **Children's Room Intern** –Valerie Scheg, one of the library's pages, is the enrolled in the master's degree program in library science at the University at Buffalo. The director has assigned her 15 hour per week to intern in the Children's Room. This will allow her to acquire credit in preparation for the civil service test she will take when she graduates. The library will in turn benefit from her working the children's reference desk, and assisting in children's programming. Children's Librarian Stacey Martin will oversee her duties.

System News:

- None to report

State news:

- This following message is from the New York Library Association:

NYS Budget 2013-14

We are pleased to report that Governor Cuomo included \$81.6 million in Library Aid in his FY 2013-14 Executive Budget. This is equal to the level of funding enacted in the FY 2012-13 budget. While not an increase, it allows us to move forward without having the fight for restorations. Library Construction Aid was include at the same level as the previous year at \$14 million.

The time for library advocates to reach out to their elected representative and voice their support for Library Aid funding is NOW. NYLA provides you with a quick and easy means of showing your support. Go to the NYLA website (www.nyla.org). Click on Advocacy, then Contact your Elected Officials, then Take Action. Edit the supplied advocacy message as you like, enter your name and address, and hit 'send message'. Your message will automatically be delivered to your NYS Senator and Assemblymember.

Meetings and Workshops:

Joint MCLS and RPL Library Board Meeting – 1/24/13
 EAB Taskforce Program Meeting – 1/24/13
 MGM Meeting – 1/25/12
 MCLS ePortal Team – 1/25/13
 RefUSA webinar – 1/30/13
 Senator Ranzenhofer Meeting – 1/30/13
 MGM Meeting – 1/31/13
 Reference and Circ Staff Meetings – 2/1/13
 Directors' Council Meeting – 2/6/13
 Gave Kindle Class – 2/6/13
 MGM Meeting – 2/7/13
 MCLS Policies Review Meeting – 2/12/13
 Friends of CPL Meeting – 2/12/13
 MGM Meeting – 2/14/13
 MCLS Special Services Operations Committee – 2/14/13
 Gave Kindle Class – 2/20/13
 MGM Meeting – 2/21/13

MCLS Library Board Meeting – 2/25/13
 State of the Town Address – 2/26/13

Committees

- CPL Trustee Nominating Committee: the committee interviewed 2 qualified candidates to fill the appointment vacated by Steven Grogan, term ending in December 2015. Judith will contact Andrew Lucyszyn and let the board know if he will accept.

Old Business- none

New Business

- Review of Policies and Procedures Timeline; Jeff presented the policies and when they were last approved. A discussion produced the following information.

Policy	Last Approved	Recommended Review	By
Community Rooms Use Policy and Form	Jun-09	March 2013 meeting	Staff
Trustee's Bylaws	Oct-10	April 2013 meeting	Barb, Judith, Jeff
General Collection Development	Apr-00	May 2013 meeting	Staff
Children's Weeding	Jan-06	May 2013 meeting	Staff
Children's Collection Development	2008?	May 2013 meeting	Staff
Public Confidentiality Policy	Dec-01	June 2013 meeting	Staff
Public Fax Policy	Mar-06	July 2013 meeting	Staff
Tutoring Policy	Nov-07	July 2013 meeting	Staff
Code of Conduct	Mar-08	August 2013 meeting	Trustees/Staff
Bulletin Board Usage Policy	May-08	September 2013 meeting	Staff
Display Case Usage Policy	Jan-09	September 2013 meeting	Staff
Internet Usage Policy	Jun-09	October 2013 meeting	Trustees/Staff
Personnel Policy	Mar-10	To Be Determined	Trustees/Staff
Wireless Internet Policy	Jul-10	December 2013 meeting	Staff
Children's Programming Policy	Oct-11	December 2013 meeting	Staff

Adjourn: 7:00pm

Next meeting date/time: March 26, 2013 @ Chili Public Library Barbara Ireland Community Room. 6pm.