

Chili Public Library Board of Trustees Meeting
Approved Minutes for March 22, 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: James Lechner

Meeting convened by President Ackerman @ 6:00 pm.

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

Approval of minutes of February 23, 2016. Motion made by Karen; 2nd by Andrew
In favor 6; opposed 0; abstained 0

Audit Report – FreedMaxick CPAs - Laura Landers, CPA, MPA

- We received a draft copy of the audit. It contained the basic data. No conclusions were presented at this time.
- During the fiscal year ending on December 31, 2015, the library adopted the provisions of Governmental Accounting Standards Board (GASB) Statement No. 68, *Accounting and Financial Reporting for Pensions - An amendment of GASB Statement No. 27, Statement No. 71, Pension Transition for Contributions Made Subsequent to the Measurement Date; and Statement No. 76; The Hierarchy of Generally Accepted Accounting Principles for State and Local Governments*. This has given a different “look” and length to the audit as compared to previous years.
- As a government entity certain information is required as part of the report.
- A supplemental chart consolidates much of the information as per Jeff’s request.

- Jeff asked if Ms.Landers could tell us what we should hold as a surplus. She did not feel she could give us a percentage though she said common practice is what the organization feels is needed. She did comment that the Board could adopt a fund balance policy. The board can set up capital reserves and commit money for projects.

Communications

- Guests/Public: None

- Town Board liaison: A resolution was passed to do a feasibility study of the former Case-Hoyt building for the development of a new town municipal complex. The Town's Agricultural and Farmland Protection Plan and the Sidewalk Plan were presented. Copies are online on the Town's website. Discussions are underway about the effect merging the Chili, Scottsville, and Henrietta Ambulances would have on Chili. One consideration is the current use of town funds for Chili Ambulance. From 7-9 pm on March 31, 2016 there is a public meeting to discuss progress on the Chili Center Masterplan.

Director's Report

General Information:

- **Friends of the CPL Board Meeting** – The next Friend's Board meeting is Tuesday, April 12, 2016 at 6pm, Judith Kharbas has volunteered to attend. The CPL Friend's had another successful Booksale March 16 - March 20 2016. Profit from the sale is estimated at \$2300.00. Two new Lifetime Memberships were added.

· CPL Statistics –

Month	February 2016	February 2015	% of change
Circulation	22,591	22,991	-2%
Library Visits	11,886	11,480	4%
Reference Questions	1,554	1,626	-4%
Programs	56	65	-14%
Program Attendance	829	1,111	-25%
Overdrive	1,667	1,271	31%
Meeting Room	75	68	10%
Website Visits	4,090	5,067	-19%
Website Pageviews	8,153	8,308	-2%
	Mar 2015 - Feb 2016	Mar 2014 - Feb 2015	% of change
Circulation	288,013	310,915	-7%
Library Visits	154,022	155,431	-1%

Reference Questions	18,749	21,218	-12%
Programs	528	555	-5%
Program Attendance	14,058	15,711	-11%
Overdrive	18,268	15,336	19%

- **Chili Public Library Long Range Planning Survey** – The Library is in the midst of its community survey. The survey will end April 2nd. The Director will share the results of the survey with the Library Board at its April meeting. Responses have been coming in. One use of the results will be to help fine tune focus group questions.
- **Volunteers Appreciation Luncheon** – In celebration of our volunteers, the library staff is having a volunteer appreciation luncheon on Wednesday, April 6th at 12 noon. Please let Jeff know if you are attending.
- **RRLC's Annual Library of the Year Contest** – The RRLC annual contest runs April 5-18, 2015. In recognition of National Library Week, April 13-19, 2016, the Rochester Regional Library Council will name three libraries - one public, one school and one academic/special -- as “RRLC Library of the Year 2015”. Voting begins on April 4th and the library will have a link to the contest on our website.
- **CPL Staff Retreat** – The Library had a productive Staff Retreat on Friday, March 4, 2016. The following workshops were given at the retreat: Monroe County Crime Analysis by Mark Gorthy, Chili Town History by Peter Widener, and Sign Language for the Library by Damita Peace. There was a ‘Leadership’ activity in the morning as well. Jeff thanked the Board for supporting the retreat.
- **Ninth Annual CPL Teen Photo Contest** – It's time for the Ninth Annual Teen Photography Contest at the Chili Public Library... but with a twist! INSTAGRAM! This contest is open to teens ages 12-18 and living in Monroe County. Amateur photographers only. Submissions will be accepted between February 10, 2016 and April 18, 2016. The Photo Contest Reception will be May 21. Teens submitting an Instagram entries should fill out an entry form and submit **up** to two photos direct messaged to [@theCPLTeens](#). Teens submitting a print photo should fill out an entry form and submit a 4×6 hard copy of up to two photos printed by a photo lab. The Chili Public Library has the right to refuse any submission that is deemed obscene or inappropriate.
- **Conceptual Needs Assessment Feasibility Study** – At its March 16th meeting the Town Board approved Supervisor Dunning be authorized to enter into an agreement with Passero Associates

to conduct a conceptual needs assessment, feasibility study, conceptual design and cost estimate for the Town of Chili Community Center, Senior Center, Library & Parks Complex. Jeff handed out a reprint of a March 20, 2016 *Democrat and Chronicle* article. We are crowded in our current space. Some things a larger library would let us do are: incorporate the content of the town historian, have a Friends booksale storage and sale area and more study rooms. The Library Long Range Planning Survey will help us determine and articulate our needs as Chili looks at a new complex.

- **Integrated Library System (ILS) Vendor Recommendation, 2017-2022** – The Monroe County Library System Director, Patty Uttaro has announced after more than a year of research, MCLS has elected to remain a customer of The Library Corporation (TLC) for the Carl Integrated Library System. A letter from Patty Uttaro was in our packet. It explained the reasons for this decision.

New Items:

- **Approval of Expenditure of the 2015/2016 Bullet Aid Received from Senator Michael Ranzenhofer for the Dedicated Teen Area** – The Director will share with the Library Board the proposed design from Creative Library Concepts for the Teen area renovation. It is proposed that the renovation be paid for by utilizing \$7,200 in Bullet Aid received from Senator Ranzenhofer, along with proceeds that were raised from the 2015 Gates Chili Chamber of Commerce Golf Tournament and Dinner Auction, and funds that will be raised by the 2016 Chamber Golf Tournament as well.
- **Action Requested:** Approve expending \$7,200 of the 2015/2016 Senator Ranzenhofer Bullet Aid for the Dedicated Teen Area.

Discussion: The design for the Teen Area was in our packet. The new furniture will be comfortable, bright and utilitarian. The design would be implemented in two phases to accommodate available funds. The second phase would be funded by the 2016 Golf Tournament proceeds. Judith suggested we use money from the Memorial Fund so the project could be completed in one phase. The Board felt this is a good use of the Fund and in line with the Fund's purpose. We agreed that it is better to have everything in place for the opening of the Teen Area rather than a piecemeal approach. The action requested was broken down into two new motions.

- **Motion** called for by Sue to approve expending \$7,200 of the 2015/2016 Senator Ranzenhofer Bullet Aid for the Dedicated Teen Area. Made by Jeff; 2nd by Judith
In favor 6; opposed 0; abstained
- **Motion** called for by Sue to approve the amount from cashing out CD 9778 for the Dedicated Teen Area. Made by Karen; 2nd by Lori
In favor 6; opposed 0; abstained

- **Approval of 2015 Chili Public Library State Annual Report** - Annually, the Chili Public Library must submit a 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 summary of the report document will be distributed at the March Library Board meeting and a copy of the full report will be available for review.
- **Action Requested:** Approve the 2015 Chili Public Library State Annual Report.

Discussion: The Board received the summary of the report document. The total collection has decreased for several reasons. There was an active weeding of books due to space restrictions. Non-fiction books in particular need to be culled. Jenn’s analysis of trends was useful as this was done. There was some underspending of materials which has been corrected.

- **Motion** called for by Sue **to** Approve the 2015 Chili Public Library State Annual Report.
Made by Judith; 2nd by Karen
In favor 6; opposed 0; abstained 0

Meetings and Workshops and Outreach:

- Director’s Council – 3/2/16
- CPL Staff Retreat – 3/4/16
- Gates Chili Chamber of Commerce Golf Tournament Meeting – 3/8/16
- Gates Chamber of Commerce Board Meeting – 3/8/16
- Friends of the Chili Public Library Board Meeting – 3/8/16
- Supervisor Meeting with CPL Staff – 3/14/16
- Gates Chili Chamber of Commerce Event – 2/23/16

Committees: None

Review of CPL Budget spreadsheet and Memorial Fund spreadsheet: No unusual activity.

Approval of Library Fund abstract amt. \$30,036.75: Motion made by Judith; 2nd by Andrew
In favor 6; opposed 0; abstained 0

Approval of Memorial Fund Expenditures: No Expenditures

Approval of Memorial Fund Donations: No Donations.

Old Business: None

New Business: None

Additional Comments from Audience: None

Sue called for a motion to adjourn at 7:35. Motion made by Andrew; 2nd by Karen
In favor 6; opposed 0; abstained 0

**Next meeting date/time: April 26, 2016 @ Chili Public Library Barbara Ireland
Community Room. 6:00pm.**