

**Final  
Meeting Minutes, Chili Public Library Board of Trustees Meeting  
March 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: Judith Kharbas, Susan Ackerman , Lorraine Ahearn, Andrew Lucyszyn  
Library Director: Jeff Baker  
Town Board Liaison: Mary Sperr

Absent: none  
Excused: Jim Lechner, Jill Wynn, Barbara Sickles

Judith Kharbas convened the meeting at 6:03

Approval of agenda: Motion made by Lori ; 2<sup>nd</sup> by Andrew  
In favor- 4 ; opposed- 0; abstained- 0

Approval of minutes of Feb 25, 2014: Motion made by Andrew; 2<sup>nd</sup> by Lori  
In favor- 4; opposed- 0; abstained- 0

Approval of abstract amt \$ 24,908.33 : Motion made by Andrew; 2<sup>nd</sup> by Lori  
In favor- 4; opposed- 0; abstained- 0

**Communications**

- Guests/Pulic: none
  
- Town Board liaison: Mary thanked Jeff and Jill for hosting Senator Razenhofer at the library on March 15. Preparations for the August golf tournament is moving along. They are getting the brochure ready to send out. Details will be posted on the Chamber web site.
  
- 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, April 8<sup>th</sup> at 6pm. Lori Ahearn has volunteered to attend.

- **Stacey Martin Children’s Librarian Report** – Throughout the year the Director will be having different staff members introduce themselves and give reports to the library board. Stacey Martin visited with the Board for a few minutes and talked about what she does, including the following:
  - Story time with Deb and Jill
  - Special programs
  - Purchasing materials
  - Outreach into the community: 1x/month story time at local day cares; to St. Pius for book talks; nursery schools come to the library for story time
  - Summer reading program; promote this at nursery schools, day cares and St Pius--- this summer’s theme is “Fizz, Boom, and Read” to promote STEM/STEAM programing and critical thinking skills. Introducing “Bed time math”- do a problem every day before bed.
  - Preschool Open House in January at CPL; 7 or 8 preschools had tables where parents could obtain information
  - Open Houses at Churchville Chili and Gates Chili kindergartens to promote CPL
  - Early childhood initiatives in Wheatland Chili and Gates Chili schools
  - Girl scouts and boy scouts meetings- to do crafts
  - Involved in “Read Across America”
  - Acts a consultant and partner to public school librarians
  
- **CPL Statistics** –

Month	February 2014	February 2013	% of change
Circulation	24,096	27,056	-10.94%
Library Visits	12,815	13,858	-7.53%
Reference Questions	1,945	1,909	1.89%
Programs	64	48	33.33%
Program Attendance	1,455	1,029	41.4%
Overdrive	1,141	614	85.8%
	Month 2013 - Month 2014	Month 2012 - Month 2013	% of change
Circulation	325,578	331,678	-1.87%
Library Visits	158,585	165,419	-4.13%
Reference Questions	23,780	24,676	-3.63%
Programs	578	518	11.58%
Program Attendance	17,692	14,100	25.48%
Overdrive	11,816	1,312	800.61%

**Senator Ranzenhofer’s Visit to the Library** – The Library hosted the Senator’s Budget Forum on Saturday, March 15<sup>th</sup>. The crowd was overflowing and the venue was moved to the Town Meeting Room.

**Virtualization Project Progress Report** – The first phase of the Library’s Virtualization Project has been completed. PinPoint Group has built a new server that now functions as the Virtualization Host for the library’s virtualized staff desktops. Thin client desktops have been setup for each user and system upgrades have occurred.

**Rotary Club of Gates-Chili** – The Rotary Club of Gates-Chili donated \$100 to the Library for a Teen Summer Writing Program. It has been shown that the Library’s Summer Reading program helps children maintain their reading levels during the summer. It is our goal to do the same for our resident teens as it relates to writing. The program will assist teens during the summer months to maintain and improve upon their writing skills. The donation will allow us to do this by our providing writing kits for teens attending the group, help pay for a presenter from the Rochester Area Literacy Council, and produce a book of writings by the teens.

**Book Supports Donated** – The Library recently received 288 free book supports to be used as bookends from the State University at Brockport.

- **Consumer Reports** – The Monroe County Library System is now subscribing to the systemwide database Consumer Reports to which the Chili Public Library has access.
- **Volunteers Appreciation Luncheon** – In celebration of our volunteers, the library staff is having a volunteer appreciation luncheon on Wednesday, April 9<sup>th</sup> at 12 noon.

#### **New Items:**

- **Approval of 2013 Financial Audit** – A report by Missy Empey of Bonn, Dioguardi & Ray, LLP on the 2013 CPL financial audit will be given and reviewed at the March 2013 meeting.

**Action Requested:** Approve the 2013 financial Audit as presented.

Discussion: on page 2- unrestricted assets separated out into operating and furniture/equipment was done before so this report continued with this. Page 7- agency transactions was added this year. Page 9- note that copier lease is almost up.

**A motion was made** to Approve the 2013 financial Audit as presented.

Motion made by Lori ; 2<sup>nd</sup> by Andrew  
In favor- 4; opposed- 0; abstained- 0

- **Approval of 2014-2015 Relamping Proposal** – In order to maintain proper lighting standards, the library will replace all of its lamps in two phases over a two year period. The director recommends the Library approve the lowest two year bid.

Relamping	Phase 1 2014	Phase 2 2015	Total
Blackmon-Farrell Electric	\$4,727	\$3,345	\$8,072
Schuler-Hass Electric Corp	\$4,260	\$5,010	\$9,270
Lighting Darkness Electrical Contractors	\$2,642	\$3,880	\$6,522
Hewittt Young	Combined quote		\$15,000

**Action requested:** Approve Lighting Darkness quote for relamping the library. Over two phases (2014/2015) in the amount of \$2,642 in 2014 and \$3,880 in 2015.

Discussion: Lighting Darkness' quote seems low; Jeff confirmed that the quoted price is accurate and they are confident that they can complete the work satisfactorily.

**A motion was made** to Approve the Approve Lighting Darkness quote for relamping the library. Over two phases (2014/2015) in the amount of \$2,642 in 2014 and \$3,880 in 2015.

Motion made by Lori; 2<sup>nd</sup> by Andrew  
In favor- 4; opposed- 0; abstained- 0

#### System News:

- **None to report**

#### State news:

- **Governor's Budget Update** – As of mid-March the Senate has proposed to adjust the Governor's budget by \$8 million for libraries - the \$4 million cut by the Governor, plus an additional \$4 million. The Assembly has proposed to adjust the Governor's budget by \$2 million for libraries – \$2 million of the \$4 million cut by the Governor.

#### Meetings and Workshops:

MCLS Support Staff Conference 2/26/14 and 2/28/14  
Directors' Council Meeting - 3/5/14  
CPL Grants Meeting - 3/5/14  
Full Staff Meeting - 3/7/14  
Golf Tournament Meeting - 3/10/14  
CPL Friends Board Meeting - 3/11/14  
Town Library Directors Meeting - 3/13/14  
Senator Ranzenhofer Budget Forum - 3/15/14

MCLS Board Meeting - 3/17/14  
MGM Meeting - 3/17/14  
MCLS Special Services Operations Committee Meeting - 3/21/14  
MGM Meeting - 3/24/14

**Committees**

none

**Old Business**

none

**New Business**

none

**Adjourn 6:44pm**

**Next meeting date/time: April 22, 2014 @ Chili Public Library Barbara Ireland Community Room. 6pm.**