

Meeting Minutes, Chili Public Library Board of Trustees Meeting
APPROVED April 23, 2013

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: Michael Slattery

Present: Jill Wynn, Judith Kharbas, James Lechner, Susan Ackerman , Lorraine Ahearn, Barbara Sickles
Library Director: Jeff Baker
Town Board Liaison: Michael Slattery

Absent: none
Excused: Andrew Lucyszyn

President Jill Wynn convened the meeting at 6:01

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

Approval of minutes of March 26, 2013: Motion made by Judith 2nd by Lori
In favor- 6; opposed- 0; abstained- 0

Approval of abstract amt \$ 15,503.03: Motion made by Lori, 2nd by Jim
In favor- 6; opposed- 0; abstained- 0

Communications

- Guests/Public: none
- Town Board liaison: The grand opening for the new highway facility; there was a nice turnout of the community. A representative from Louise Slaughter's office attended as well as Harry Bronson.
- Friends representative--- A representative will attend the April, August and December board meetings. Sandy Roether attended; she stated that the winter book sale made about the same amount of money as usual. The next book sale will be in September.

Director's Report

- **Friends of the CPL Board** – The next Friends Board meeting is May 14, 2013 at 6pm. Jim Lechner is scheduled to attend.
- **Volunteers Appreciation Luncheon** – In celebration of our volunteers, the library staff is having a volunteer appreciation luncheon on Wednesday, April 24th at noon.

- **Legacy at Parklands Community Block Party** – On May 18, 2013 Legacy at Parklands is having a Community Block Party. There will be entertainment, refreshments and a book sale to benefit the Chili Public Library. All participants are asked to bring a canned good or non perishable food item for the food cupboard to the Open House.
- **Bug Bonanza; Emerald Ash Borer Awareness Day** – The Chili Public Library in cooperation with the Monroe County Emerald Ash Borer Task Force will present a fun and informative program for children and adults to learn all about bugs with a focus on the Emerald Ash Borer and the potential impact this insect will have on the community. On May 18th from 10am to 12pm, learning stations will be set up for children which will include a craft table, ash tree identification, bug books, insect collections and a special section to learn all about the Emerald Ash Borer. There will also be presentations at 10:30 and 11:30 for homeowners to learn about the potential impacts of the Emerald Ash Borer and how to react if your ash tree is attacked.
- **Sixth Annual Teen Photo Contest** – The Chili Public Library has accepted final entries to the Teen Photo Contest. The awards ceremony will be Saturday, May 11th at 10am. Currently the public can vote for their favorite photo. The photos are being displayed above the in-house booksale.
- **Town Newsletter – The Spring/Summer 2013 Town of Chili Newsletter is available and is on the town’s website**

• **CPL Statistics**

March	2013	2012	% change
Circulation	27,201	26,090	4%
Library visits	13,372	15,788	-15
Reference questions	1,870	2,318	-19%
Programs	59	57	4%
Program attendance	1,733	1,536	12%
	Apr 2012 – Mar 2013	Apr 2011 – Mar 2012	
Circulation	332,779	338,838	-2%
Library visits	163,003	178,184	-9%
Reference questions	24,228	26,639	-9%
Programs	528	519	2%
Program attendance	14,289	12,722	12%

Old News: none

New Items:

- **Approval of 2012 Financial Audit** – A report by Bonn, Dioguardi & Ray, LLP on the 2012 CPL financial audit will be given and reviewed at the April 23, 2013 meeting.

Action Requested: Approve the 2012 Financial Audit as presented

A motion was made to approve the 2012 Financial Audit as presented pending receipt of a copy of the management letter from the town and the audit report.

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

Discussion: The auditor is comfortable with our book keeping system. The board requested that we receive a copy of the management letter from the town auditor (information from the town's audit) before releasing the audit report for the library. Jim also requested documented recommendations of the auditor for CPL in a separate memo.

- **Approval of the 2012 Annual Report to the Community** – The Director will distribute the 2012 Annual Report to the Community to the Library Board.

Action Requested: Approve the 2012 Annual Report as presented.

A motion was made to approve the 2012 Annual Report as presented.

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

Discussion: Jeff is going to get a copy of the summaries of the other libraries; Jim thought it would be useful for our budget committee.

- **2013 Trustee Institute** - On May 3rd and 4th, library trustees will gather for the annual conference organized by the Library Trustees Association. This year's event will be held in Buffalo at the Millennium Hotel. New this year is a session on Friday afternoon to take place just prior to the dinner recognizing outstanding service to libraries.

Conference highlights include programs on:

Creating a Public Library District

New Chapters for Vacant Spaces: Lessons on Adaptive Reuse for Library Design

Getting the Vote Out

Creating the Future @ Your State Library *Presented by Bernard A. Margolis, Assistant Commissioner for Libraries & State Librarian*

To learn more of the event or download a printable brochure or register online go to <http://www.librarytrustees.org/institute.php>.

System News: none

State news: none

Meetings and Workshops:

Pinpoint Meeting – 3/27/13

Supervisor Department Heads Meeting – 3/28/13

MGM Meeting – 4/2/13

Directors' Council Meeting – 4/3/13

Reference and Circ Staff Meeting – 4/5/13

Imagine, Create, Innovate Conference – 4/8/13 and 4/9/13

CPL Friends Board Meeting – 4/9/13

MCLS Policies Meeting – 4/16/13
MCLS SSOC Meeting – 4/19/13
MGM Meeting – 4/23/13

Committees:

Jeff reported that Andrew is going to look at the CPL Web site and give some feedback.
In May the “community use policy” should be discussed; this includes use of the conference room.

Old Business: none

New Business: none

Adjourn: 6:59pm

Next meeting date/time: May 28, 2013 @ Chili Public Library Barbara Ireland Community Room. 6pm.