

APPROVED

I of 4

Meeting Minutes, Chili Public Library Board of Trustees Meeting
April 26, 2011

Board of Trustees: James Myers (President), Steve Grogan, James Lechner (Memorial Fund Treasurer), Judith Kharbas (Vice President), Christina Reece (Secretary), Jill Wynn, Steven Ziblut
Library Director: Jeff Baker
Town Board Liaison: Michael Slattery
Friends Representative: Diana Romero

President Myers convened the meeting at 6:04 PM.

Approved meeting agenda by seven in favor, none opposed.

Approved minutes of March 22, 2011 meeting by seven in favor, none opposed.

Approved abstract: \$17,690.05 by seven in favor, none opposed.

Communications

Guests/Public:

Tyler Wegman, Churchville-Chili student

Friends of CPL Report:

Diana confirmed the Friends will be at the Chili Farmer's Market several Saturday's selling children's books and paperback books for fundraising.

Town Board Liaison:

Nothing to report.

Director's Report

Discussion and Actions as Noted

General Information:

- **Friends of the CPL Board Meeting** – Tuesday, May 10th, Judith Kharbas will attend.
- **CPL Full Staff Meeting** – Friday, May 6th at 9am, Jill Wynn is scheduled to attend.
- **Volunteers Appreciation Luncheon** – National Volunteer Week was April 10 - 16, 2011 and in celebration of our volunteers, the library staff had a volunteer appreciation luncheon on April 11, 2011. Library's volunteers come in many forms. The library has a volunteer that mend materials, another helps re-shelve DVD's, another helps with the delivery of materials. We have volunteers who are on the Friends of the Chili Public Library Board, as well as volunteers who are on the Library Board.
- **MCLS Trustees Mailing List** - As promised at the March 6 Trustee workshop held at CPL, the MCLS Office has created a mailing for MCLS Trustees that will be used to share important information regarding system issues and services. The address for the list is mclstrustees@libraryweb.org.

- **CPL Statistics –**

March	2010	2011	% change
Circulation	36,873	34,892	-5%
Library visits	18,845	17,636	-6%
Reference questions	2,750	2,499	-9%
Programs	59	63	7%
Program attendance	1,774	2,150	21%

Old Items:

- **CARL X** – In preparation for the CARL X upgrade the library will be closed May 27- May 30, in conjunction with the Memorial Day holiday.
- **Staff Training Day** – The CPL Staff Training Day will be Friday, May 27. The theme of the day is “Feeding your Mind, Body and Soul”. On that day staff will take part in safety training by the Monroe County Sherriff’s Department, and the Chili Volunteer Ambulance Service. There will be a de-cluttering workshop as well as a program on chair yoga.
- **Gutter Project** – The gutter project is complete. There are now two extra downspouts in the front of the library and one in the back of the library. The gutters are larger as well. We have experienced a heavy rain since the gutter project was completed and I am happy to say there was no water overflow.
- **New Computers** – The new computer migration has gone smoothly and the old computers have been traded in.
- **CPL Logo Design** – Now that the library has developed a new mission statement, graphic artist Maureen Manley will create three new draft library logos designs for the Library Board to review and provide feedback. The target date for the draft logo designs is set for June 1.
- **4rd Annual Spring Teen Photo Contest** – The contest will accept entries between April 4 and May 2, 2011, for children ages 12-18 living in Monroe County. The contest is divided into two sections: ages 12-15 years and 16-18 years. There will be prizes supported by the CPL Friends, an awards reception on the afternoon of May 21, and all photos will be displayed in the library throughout the month of June 2011 as well as being featured on our website.

New Items:

- **Outreach** – In March/April, the Children’s staff gave eight tours to A Time to Grow and St. Pius Tenth preschools. The Teen librarian also attended the Churchville-Chili Summer Camp on April 5. She provided information about upcoming library programs and services with the school children and their parents.

APPROVED

3 of 4

- **2011 Trustee Institute** -This year's 2010 Trustee Institute will be held in Albany, New York, April 29th and 30th.
- **2010 MCLS Budget Kit** – The Director will distribute the 2010 Budget Kit to the Library Board.
- **2010 Annual Report to the Community** – The Director will distribute the 2010 Annual Report to the Community to the Library Board.
- **Town Newsletter** – The Spring/Summer 2011 Town of Chili Newsletter is available and is on the town's website. Within the newsletter are four pages describing the programs offered by the library.
- **Summer Reader Software** – The Summer Reading Program will be July 5 – August 12 for children and teens, and June 27 – August 12 for adults. In order to build on the past successes of the program, the Library will utilize the new State Library online registration tool, "Summer Reader". The online tool allows children and teens to report online their own reading progress throughout the program.
- **IRS Audit** - The Library underwent a random IRS audit for budget year 2008. The findings were satisfactory and a report should be available in 60 days.
- **The 2010 Financial Audit** – The 2010 financial audit will be reviewed at the May 24, 2011 meeting.

System News:

- No news to report.

State news:

- **2011 Budget Synopsis** - The Governor proposed a 10% or \$8.4 million cut in Library Aid, which would have reduced funding to \$76 million or below 1994 levels. The 10% cut was in comparison to a 7.3% cut in School Aid and a 2% cut in Municipal Aid. The Senate proposed a \$4.2 million restoration in Library Aid and the Assembly proposed no restoration. The Senate was only able to get the Assembly to agree to a \$3 million Library Aid restoration. In the end, Library Aid was reduced by 6%, or \$5.4 million, leaving \$79 million left intact. The Governor's proposal to make permanent the supplemental system aid and the Education Commissioner's ability to grant waivers from local maintenance of effort requirements was accepted by the Legislature.

Meetings and Workshops:

CPL Emerging Technology Meeting – 3/28/11
New York Summer Reader Webinar – 3/28/11

APPROVED

4 of 4

RRLC Disaster Planning Workshop – 3/30/11
CPL Reference/Circulation Staff Meeting – 4/1/11
Director's Council Meeting – 4/6/11
MCLS Book Discussion Group Policy Meeting – 3/3/11
Tri- Delta Meeting - 4/13/11
Lothrop Associates Meeting – 4/14/11
MCLS Systems Services Operations Committee Meeting – 4/15/11
CPL Emerging Technology Meeting – 4/18/11

Report from Teen Librarian, Cathy Kyle – Ms Kyle introduced the Junior Friends and overview of activities of the group.

Old Items:

None

Committee Reports

- President Myers is looking for volunteers for two standing committees; Budget and Grant committees both need trustee volunteers. Steve Grogan volunteered for Budget committee.

Old Business

None.

New Business

- Feedback from May 5, 2011 MCLS Trustee Workshop – Steve Grogan volunteered to summarize fund-raising topics from the workshop for the board to review and discuss about incorporating at CPL.
- Suggestion was made to reduce costs by re-using envelopes containing Trustee monthly meeting packages, and minimize printing costs of some items, if appropriate.

Meeting Adjourned 7:15 PM to executive session for personnel matters. No action was taken in the session.

Next meeting date/time: May 24, 2011 at 6:00 PM – CPL Barbara Ireland Room.