

Chili Public Library Board of Trustees Meeting Approved Minutes for April 28, 2015

Board of Trustees: Jill Wynn (President), Sue Ackerman (Secretary), Lori Ahearn, Judith Kharbas (Vice President), James Lechner (Memorial Fund President), Andrew Lucyszyn, Karen Reifenstein
Library Director: Jeff Baker
Town Liaison: Mary Sperr

Present: Jill Wynn, Lori Ahearn (Acting Secretary), James Lechner, Andrew Lucyszyn, Karen Reifenstein
Library Director: Jeff Baker
Town Liaison: Mary Sperr

Absent: none

Excused: Sue Ackerman, Judith Kharbas

Jill Wynn convened the meeting at 6:32

Approval of agenda: Motion was made by Andrew; 2nd by Karen

In favor - 5; Opposed - 0; Abstained 0

Approval of minutes of March 24, 2015: Motion made by Jim; 2nd by Andrew

In favor - 5; Opposed - 0; Abstained 0

Approval of abstract amt, \$25,939.68: Motion made by Karen; 2nd by Andrew

In favor - 5; Opposed - 0; Abstained 0

Communications

- Guests/Public: None
- Town Board Liaison: Patrick Pietropaoli has resigned his 30 year tenure as Town Justice. Deputy Town Supervisor Ken Kraus has been appointed to fill the Town Justice position. Councilman Michael Slattery has been appointed to the Deputy Town Supervisor position.
- Friends of the Chili Public Library President Bob Pacer: The attendance at the Friends monthly meetings has consistently increased to around two dozen active members. Financially the Friends has had one of their best quarters, fueled in part by the successful March book sale. With so many active members Bob believes the success of the August Chamber of Commerce Golf Tournament to benefit the Chili and Gates libraries will exceed that of last year. The Friends committee is actively searching for more sponsors. Raffle tickets for a tournament golf package are currently being sold.
Jeff included a full page description of the Tournament in the CPL section of the Town of Chili Newsletter.

Director's Report:

General Information:

- **Friends of the CPL Board Meeting** – The next Friend's Board meeting is Tuesday, May 12, Jim Lechner has volunteered to attend. The Friend's Booksale at the end of March made over \$2,500

with an additional \$780 in membership. This is the most sold at a Friend's Booksale in quite some time.

CPL Statistics –

Month	March 2015	March 2014	% of change
Circulation	26,642	27,631	-3.58%
Library Visits	14,218	13,442	5.77%
Reference Questions	1,688	2,121	-20.41%
Programs	29	40	-27.50%
Program Attendance	463	2,131	-78.27%
Overdrive	1,518	1,354	12.11%
Meeting Room	65	78	-16.67%
Website Visits	5,278	2,528	108.78%
Website Pageviews	8,288	4,430	87.09%
	April 2014 – March 2015	April 2013 - March 2014	% of change
Circulation	309,926	326,008	-4.93%
Library Visits	156,207	158,655	-1.54%
Reference Questions	20,785	24,031	-13.51%
Programs	516	559	-7.69%
Program Attendance	20,334	18,092	12.39%
Overdrive	15,500	12,590	23.11%

Discussion: As the weather became more favorable library visits increased. The decrease in program attendance was due to a large outreach event at Chestnut Ridge and a March Madness Contest.

CPL Teen Photo Contest Reception – All are welcome to attend the Teen Photo Contest reception on May 2nd at 10am. There are quite a number of excellent submissions for this year's event. The Friends are underwriting the costs of this event.

- **OverDrive Magazines** - Patrons can now check out popular magazines from the library system's OverDrive service. Issues stay on the device after download. Patrons can check out three issues at a time which are read through one's Nook app. The app works with most popular devices. To date there are 36 popular magazine titles in the database. No back issues are currently available. Presently these are acquired only through the Nook app.
- **CPL Staff Job Descriptions** – A request by the Library Board was for the Library Director to update the job descriptions for all CPL staff. This task has been completed. Jeff shared a Library Staff Organizational Chart which included staff names and positions

New Items:

- **Approval CPL Security Camera Policy** – The Chili Public Library mission is to provide “a welcoming responsive place people come to for the discovery of new ideas, the joy of reading and the power of information.” To complete this mission, the Library utilizes security cameras in order to provide an environment that is comfortable, and safe where people can use library facilities and collections for intended purposes to the maximum extent possible. The Library Director requests that the Library Board approve the CPL Security Camera Policy.

Action Requested – Approve the CPL Security Camera Policy.

Motion made to approve the CPL Security Camera Policy. Motion made by Jim; 2nd by Andrew.

In favor - 5; Opposed - 0; Abstained - 0

- **Approval of Standard Work Day** – The Chili Public Library hereby establishes the following as standard work days based on the record of activities maintained by the library. This information is submitted to the Town of Chili Finance Department who in turn report days worked to the New York State and Local Employees' Retirement System.

Action Requested – Approve the standard work day for CPL employees as listed in the chart below.

Title	Standard Work Day (hrs/days)
Library Director	7.50
Librarian II	7.50
Librarian I	7.50
Librarian Trainee	7.50
Librarian Assistant	7.50
Principal Library Clerk	7.50
Library Clerk	7.50
Library Page	7.50

Discussion: The chart will become 2.1.1 of the personal policy and stems from a recommendation given by the NYState comptroller's auditor.

Motion to approve the standard work day for CPL employees as listed in the chart above. Motion made by Andrew; 2nd by Karen

In favor - 5; Opposed - 0; Abstained - 0

Approval of Authorized Signers of CPL Memorial Fund – The Chili Public Library hereby authorizes the removal of James Myers and adds Jill Wynn as signers of the CPL Memorial Fund Account.

Action Requested - Approve removal of James Myers and addition of Jill Wynn to be a signer of the CPL Memorial Fund Account along with the current signers James Lechner (Memorial Fund President), Jeff Baker and the bookkeeper Patricia Tindale.

Discussion: Jim Lechner reviewed the procedures of the CD accounts in the Memorial Fund. At the May 22, 2012 library board meeting the board gave Jim, the treasurer, permission to roll over the CD's when they come due. The record of this transaction is shared with the library board at the monthly meetings. In order to make the CD's more liquid for library needs and reduce potential vulnerability for cashing in large CD's early, the accounts are monthly invested in the amount of \$5,000 per account, over a one year or twelve month period.

Motion to approve removal of James Myers and addition of Jill Wynn to be a signer of the CPL Memorial Fund Account along with the current signers James Lechner (Memorial Fund President), Jeff Baker and the bookkeeper Patricia Tindale. Motion made by Lori; 2nd by Karen.

In favor - 5; Opposed - 0; Abstained - 0

Approval Partial Registration Reimbursement for RRLC Lead From Where You Are Institute – The Rochester Regional Library Council is presenting a Lead From Where You Are leadership institute beginning in June 2015. This institute focuses on a personal approach to leadership – defining, integrating, and articulating one's personal leadership style. This training is targeted to emerging leaders. Jennifer Lindsey, Adult Services Librarian, and Stacey Martin Children Services Manager will be attending this Institute. The registration is \$350 per individual. The Library Director requests the Library Board approve partial registration reimbursement of \$175 for each individual.

Action Requested – Approve partial registration reimbursement of \$175 for each Jennifer Lindsey and Stacey Martin to attend the RRLC Lead From Where You Are Institute.

Discussion: Since this was not a budget item Jeff only asked for partial reimbursement. The board strongly feels that it is important for us to support staff when they actively reach out to acquire and develop new professional skills. Therefore the board would like to cover the entire cost of the registration for each participant. Jim said that this would be something that the Memorial Fund could cover. The Board amended the action request as follows: **Approve registration reimbursement of \$350 for each to Jennifer Lindsey and Stacey Martin to attend the RRLC “Lead From Where You Are Institute” to be underwritten by The Memorial Fund. Each attendee will submit a report to the board upon training completion.**

Motion to approve registration reimbursement of \$350 for each to Jennifer Lindsey and Stacey Martin to attend the RRLC “Lead From Where You Are Institute” to be underwritten by The Memorial Fund. Each attendee will submit a report to the board upon training completion. Motion made by Jim; 2nd by Karen.

In favor - 5; Opposed - 0; Abstained - 0

Handout/Pamphlets/Information:

- The Tenth Annual Greater Rochester Teen Book Festival is at Nazareth College on May 16, 2015. Cathy Kyle is one of the organizers of this event.

- The Summer Programs for Adults pamphlet is available. Jeff highlighted some of the offerings.
- The Westside Express Senior Transportation Service, created in partnership with CPL, is now in service.
- On Monday, May 18 there will be a Master Plan for the Chili Center Area Open House held from 6:00 pm - 8:00 pm in the Town meeting room to discuss Community Planning. There are no formal presentations but you will be able to view preliminary project materials and share ideas. Since CPL is a major community presence Jeff encouraged us to participate in the Open House.
- The director was told the state audit will take about 40 work days. The auditor may contact each of the library trustees.

System News:

- None to report

State news:

- The state budget contains a \$5 million dollar, or a 5.8%, increase in aid for public libraries! In addition, the \$14 million dollar public library construction grant program was again included in the budget. It is through the efforts of everyone who contacted our elected officials to advocate for public libraries.

Meetings and Workshops and Outreach:

Usability Workshop – 3/27/15
 Directors’ Council Meeting – 4/1/15
 Gates Chili Chamber of Commerce Golf Tournament Meeting – 4/6/15
 CPL Friends Board Meeting – 4/7/15
 NYS Comptroller’s Audit Meeting – 4/9/15
 CPL Volunteers Luncheon – 4/22/15
 CPL Communications Team – 4/28/15

Committees

- Committee sign up: Tabled until all board members are present.

Adjourn: 7:33

Next meeting date/time: May 26, 2015 @ Chili Public Library Barbara Ireland Community Room. 6:00pm.