

Meeting Minutes, Chili Public Library Board of Trustees Meeting-APPROVED
May 22, 2012

Board of Trustees: James Myers (President), Steve Grogan, James Lechner, Judith Kharbas (Vice President), Jill Wynn, Sue Ackerman, Barbara Sickles
Library Director: Jeff Baker
Town Board Liaison: Michael Slattery
Friends Representative: Diana Romeo

Vice President Judith Kharbas convened the meeting at 6:00 PM. Mr. Myers was absent. Sandy Roether filler in for Diana Romeo

Approved the meeting agenda by six in favor, none opposed

Approved the minutes for the April 17, 2012 meeting by six in favor, none opposed.

Approved abstract (\$17,096.04) by six in favor, none opposed.

Approved the audit report by Boychuk and Co. by six in favor, none opposed

Approved the Blackmon-Farrell Electric quote for relamping the library with six in favor and none opposed

Communications

Guests/Public: None

Town Board Liaison: Welcome to the newest board member, Barbara Sickles

Friend's representative: Sandy Roether notified the board and others in attendance that Diana Romeo had taken quite ill while on vacation in Tennessee. Sandy will provide more information on Diana when it becomes available.

Director's Report

Discussion and Actions as Noted

General Information:

- **Friends of the CPL Board** – The next meeting of the Friend's Board is Tuesday, June 12 at 6pm. Steve Grogan to attend.
- The Friends have agreed to pay the purchase of passes to the following museums: Memorial Art Gallery, Genesee Country Museum, Rochester Museum and Science Center, GEVA and

the George Eastman House. New V.I.P. partners will be Cornhill Navigation, Susan B. Anthony House, Landmark Society and Rochester Historical Society, and ARTISAN works

The passes should arrive in June and patrons are able to check-out the various passes. There were 700+ check-outs of passes across Monroe County libraries last year. CPL is looking to make this program more visible to patrons. Board members provided several ideas on how to accomplish this.

- **CPL Statistics –**

April	2012	2011	% change
Circulation	28,395	31,502	-10%
Library visits	13,718	16,296	-16%
Reference questions	2,044	2,267	-10%
Programs	42	53	-21%
Program attendance	1,796	1,390	30%
	May 2011- Apr 2012	May 2010- Apr 2011	% change
Circulation	344,533	384,469	-10%
Library visits	197,306	177,454	-10%
Reference questions	27,592	26,597	-4%
Programs	514	519	-1%
Program attendance	13,742	13,843	-1%

- **Town Newsletter** – The Spring/Summer 2012 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.

Jeff passed around a copy for the board to review.

Old Items:

- **27th Annual Gates-Chili Chamber of Commerce Awards Dinner** - The event was held Tuesday, April 24th from 5:30pm-8:30pm. It was an enjoyable event. The library received a plaque from the chamber, and a recognition from county legislator Mary Valerio, and Senator Robach.

Jim Lechner and Jeff Baker were in attendance. Jim made a few comments on behalf of the board. Jeff shared a congratulatory letter from Senator Joseph Robach with the board.

- **Public Library Construction Grant** - The New York State Education Department/New York State Library is pleased to announce that our library’s application for the 2011-2014 Public Library Construction Grant Program has been approved for the amount of \$18,262.

Jeff did a brief review of the budget sheet and Memorial Fund Summary for the benefit of the newer board members.

New Items:

- **Approval of 2012 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.

	Phase 1 2012	Phase 2 2013	Total
Relamping Blackmon-Farrell Electric	\$4,502	\$3,186	\$7,688
Schuler-Hass Electric Corp	\$4,054	\$4,636	\$8,690
Lighting Darkness Electrical Contractors	\$3,272	\$5,642	\$8,914

Action requested: Approve Blackmon-Farrell Electric quote for relamping the library. Over two phases (2012/2013) in the amount of \$4,052 in 2012 and \$3,186 in 2013.

To maintain the proper luminescence in the library, a proactive 2 year lamp replacement program is being implemented.

- **Approval of 2011 Financial Audit** – A report by Boychuk and Co on the 2011 CPL financial audit will be given and reviewed at the May 22, 2012 meeting.
Action Requested: Approve the 2011 Financial Audit as presented.

Jack Kosmicki reviewed the audit report and answered numerous questions. Overall, CPL finances were found to be in good order.

System News:

- None to report

State news:

- None to report

Meetings and Workshops:

Volunteer Appreciation Lunch – 4/18/12
MGM Meeting – 4/19/12
MCLS Special Services Operations Committee – 4/23/12
CPL Webpage Training – 4/24/12
Boopsie for Libraries Webinar – 4/24/12
Gates-Chili Chamber of Commerce Awards Dinner – 4/24/12
eReader Class – 4/27/12
Central Library Reorganization Meeting – 4/27/12
Meeting with Highway Department Head – 4/30/12
Difficult Patrons Webinar – 5/1/12
MCLS Directors' Council Meeting – 5/2/12
Difficult Patrons Webinar – 5/3/12

Bomb Threat Workshop – 5/3/12
CPL Full Staff Meeting – 5/5/12
eReader Class - 5/6/12
CPL 50th Anniversary Meeting – 5/7/12
MCLS – Heidi Zimmer Meyer Meeting – 5/8/12
eReader Class – 5/8/12
CPL Friends Board – 5/8/12
Town Library Directors Council Meeting – 5/10/12
Central Library Reorganization Meeting – 5/11/12
Lothrop Associates – 5/11/12

MISC:

Jeff shared letters that were drafted to thank our local New York State Senators and Assembly members for supporting libraries during the budgeting process.

Jim Lechner made the following motion:

To convert the existing CD accounts, into monthly invested CD accounts, at the rate of \$4,000 per account, over a one year or twelve month period.

Acct. 5044 Wickins Memorial will stay as invested.

Monies will come from Acct. 5565, 5297, 7120, 4809 and 0864.

The motion was seconded and **Approved** by the board; 6 in favor and none opposed

Next Meeting date/time: June 26, 2012 at 6:00 PM – In the Barbara Ireland Community Room.