

Chili Public Library Board of Trustees Meeting
Approved Minutes for May 24, 2016

Board of Trustees: Susan Ackerman (President) Judith Kharbas (Vice-President), Lorraine Ahearn (Secretary), James Lechner (Memorial Fund Treasurer), Andrew Lucyszyn, Karen Reifenstein, Jeffrey Stoiber

Library Director: Jeff Baker
Town Liaison: Mary Sperr

Absent:

Excused: Jeff, Jim, Andrew (joined us at 6:50 after conducting a focus group)

Meeting convened by President Ackerman @ 6:00

Approval of agenda as amended. Motion made by Judith; 2nd by Karen

In favor 4; opposed 0; abstained 0

Discussion: Amend agenda to include approval of IRS Form 990.

Approval of minutes of April 26, 2016 Motion made by Karen; 2nd by Lori

In favor 4; opposed 0; abstained 0

Communications

- **Guests/Public: Friends -Bob Pacer:** Bob commented on how fortunate we are to have all bodies of CPL work together to support our common goals.
- The Friends are rewriting their by-laws to update and to bridge the Friends group and the Teen Friends (through age 21). A Teen rep comes to all Friends meetings.
- The 2016 Golf Tournament has sponsors for the dinner and lunch, Frito-Lay will supply all golf cart snacks, and there are sponsors for three hole in one prizes, including a new Buick. 47 new businesses have been added as contributors to the tournament. Brook Lea is under new management and upgrades have been made to the course and club house.
- The Friends are supporting Boy Scout Jacob Weismore's Eagle project to build a Little Free Library at Union Station Park.

- **Town Board liaison:** Memorial Day parade May 30th @ 8:30. The Spray Park ribbon cutting/opening activities will be held on June 11th from 11:30-2:30. Sen Ranzenhofer will be part of the ribbon cutting ceremony. CPL Youth Services Staff will be at the opening. There will be no Farmer's Market in Chili Center this year.

Director's Report

General Information:

- **Friends of the CPL Board Meeting** – The next Friend’s Board meeting is Tuesday, June 14,, 2016 at 6pm, Lori Ahearn has volunteered to attend. The Friend’s Board is supporting an Eagle Scout project by Jakob Weismore to build a Little Free Library at the Union Station Park. The Friends Board has sent 281 letters to new homeowners welcoming them to the Chili Public Library which has resulted in library card activity from these new homeowners.

· **CPL Statistics –**

Month	April 2016	April 2015	% of change
Circulation	22,825	24,785	-8%
Library Visits	11,757	13,025	-10%
Reference Questions	1,605	1,774	-10%
Programs	47	70	-33%
Program Attendance	980	1,378	-29%
Overdrive	1,652	1,405	18%
Meeting Room	71	86	-17%
Website Visits	6,298	5,401	17%
Website Pageviews	10,173	9,603	6%
	May 2015 - April 2016	May 2014 - April 2015	% of change
Circulation	283,592	307,445	-8%
Library Visits	152,435	155,151	-2%
Reference Questions	18,559	20,612	-10%
Programs	536	552	-3%
Program Attendance	14,831	14,960	-1%
Overdrive	18,555	15,584	19%

Discussion: Program attendance is down from last year. There were less programs this year. Due to budgetary considerations the Youth Services Department reorganization resulted in less staff. Story-time programs now have breaks between sessions to give staff planning and preparation time. These changes contributed to a decrease in programs offered.

- **Chili Public Library Focus Groups** – The CPL Long Range Planning Committee has scheduled four focus groups to meet on the following dates. May 23 at 6:00 pm (high use group), May 23 at 7:30 pm (low use group), May 24 at 6:00 pm (teen use group), May 26 at 6:00 pm (high use group).
- **New VIP Pass** - The Chili Public Library currently has the following museum passes available to patrons to check out: Genesee Village Country Museum, George Eastman House, Memorial Art Gallery, and the Rochester Museum and Science Center. MCLS will add The Susan B. Anthony House as an additional VIP participant later this year, which CPL will make available to patrons.
- **Teen Photo Contest:** A reception was held to announce winners and honor all participants. The Board received a copy of *Teen Scene*, a CPL newsletter which listed the winners.

New Items:

- **Approval of 2016 Relamping Proposal** – In order to maintain proper lighting standards, the library will replace all of its lamps in the public area excluding the pendants. The Library received two of three vendor quotes requested. The director recommends the Library approve the lowest bid from Lighting Darkness Electrical Contractors in the amount of \$2,642.

Relamping of CPL Public Area	Cost
Northeastern Electrical Company	\$3,195
Lighting Darkness Electrical Contractors	\$2,642

Action Requested: Approve the Relamping Proposal from Lighting Darkness Electrical Contractors in the amount of \$2, 642.

Discussion: We were satisfied with the company’s work done last year.

Sue called for a motion to approve the Relamping Proposal from Lighting Darkness Electrical Contractors in the amount of \$2, 642. Motion made by Karen; 2nd by Judith
In favor 4; opposed 0; abstained 0

· **Approval of Teen Area Renovation Proposal** – The Director requests the Library Board approve the proposal presented by Creative Library Design for the Teen Area Renovation. The cost for renovating the furnishings of the Teen area is \$18,798.23, which includes freight and installation. \$7,200 of the cost will be paid from State bullet aid, and the remainder will be paid from CPL Friends funds raised at the 2015 and upcoming 2016 Gates Chili Chamber of Commerce Gold Tournament fundraisers. The Director has worked with the Youth Services Department, Junior Friends of CPL, and Creative Design in selecting types and colors of fabric, vinyl, laminate, and shelving for the furnishings in the renovated Teen Area. Once approved the estimated time the renovation will be completed is 11 weeks.

Action Requested: Approve the Teen Renovation Proposal in the amount of \$18,798.33.

Discussion: Memorial Fund monies used will be replaced with a new CD from the 2016 Tournament proceeds. Furniture is movable and can easily be placed in a different space.

Sue called for a motion to approve the Teen Renovation Proposal in the amount of \$18,798.33. Motion made by Karen; 2nd by Lori
In favor 4; opposed 0; abstained 0

· **Approval of Reducing Holds Fee From \$1 to 50 cents per item during the months of June, July and August during the Summer Reading Program** - In an effort to encourage reading and learning during the summer months the Director requests that the Library's hold fee be reduced from \$1 to 50 cents per item during the months of the Summer Reading Program which is June, July, August.

Action Requested: Approve reducing the Library's Hold Fee from \$1 to 50 Cents Per Item During the Months of June, July and August.

Discussion: Jeff gave us a copy of MCLS Fines and Fees Table - 2016. There is a variety of hold fees within the county. The CPL Holds fees generated approximately \$6,500 last year. We want to encourage reading for all patrons during the summer. The summer is a definitive amount of time to gather data regarding fees. There is the view that reduced fees will generate more hold requests and therefore have little affect total monies collected. We will publicize the reduced fees in our online newsletters, bookmarks given out during book checkout and signs within the library. Thanks to The Greece Library for sharing this idea.

Sue called for a motion to approve reducing the Library's Hold Fee from \$1 to .50 per Item during the Months of June, July and August.

Motion made by Lori; 2nd by Karen

In favor 4; opposed 0; abstained 0

· **Touch Screen Writing Styluses** – The Tech Tutors have found that it can be difficult for patrons to use their fingers on touch screens and they benefit from using writing styluses. CPL could sell styluses at a minimal cost as a service to our patrons.

Action Requested: Approve the selling of Touch Screen Writing Styluses.

Discussion: The cost would be around \$1 each.

Sue called for a motion to approve the selling of Touch Screen Writing Styluses

Motion made by Karen; 2nd by Judith
In favor 4; opposed 0; abstained 0

MCLS News:

- Cost Share Decrease – Due to the 4.3% increase in total State aid to MCLS for 2016-2017, the Directors' Council agreed to MCLS reducing cost shares to member libraries in 2017. The cost share for the Chili Public Library for 2017 will be \$42,292 a reduction of \$1,578. Jeff gave us a chart showing MCLS 2017 Cost shares. Our advocacy was an essential reason for increased state Aid. Education law requires outreach to citizens in jail which impacts the Rochester Public Library.

State News:

- No news to report

Meetings and Workshops and Outreach:

CPL Circulation Meeting – 5/27/16

Director's Council – 5/4/16

Gates Chili Chamber of Commerce Awards Gala – 5/5/16

CPL Full Staff Meeting – 5/6/16

Gates Chili Chamber of Commerce Golf Tournament Meeting – 5/10/16

Gates Chamber of Commerce Board Meeting – 5/10/16

Friends of the Chili Public Library Board Meeting – 5/10/16

Supervisor Department Heads Meeting – 5/11/16

Town Library Directors Council Meeting – 5/12/16

CPL Circulation Meeting – 5/12/16

Teen Photo Contest Reception – 5/21/16

Committees: Long-range Planning Committee: Andrew came to the Board meeting when tonight's focus group was finished. He reported that there have been interesting comments and suggestions from the completed sessions. A full report from the committee will be forthcoming when all focus groups are completed and all collected data is analyze.

Note: The Town of Chili, as part of its long-range planning, has asked the Director of the CPL and other Town Departments to articulate their needs and wants.

Old Business: None

New Business: None

Additional Comments from Audience: None

Review of CPL Budget spreadsheet and Memorial Fund spreadsheet: No unusual activity. We are ahead in our fines collection amount. There is a Shared Cost payment under expenses.

- **Approval of Library Fund abstract** amt. \$42,644.61: Motion made by Judith; 2nd by Lori
In favor 5; opposed 0; abstained 0
- **Approval of Memorial Fund Expenditures** amt. \$287.60: Motion made by Andrew; 2nd by Karen
In favor 5; opposed 0; abstained 0
- **Approval of Memorial Fund Donations** amt. \$500.00: Motion made by Judith; 2nd by Karen
In favor 5; opposed 0; abstained 0
- **990 Form:** As a non-profit we need to file Form 990 with the IRS. FreedMaxick filled out the form after the audit. Sue will sign for the Board.
Action Requested: Approve filing of Form 990 with the IRS.

Sue called for a motion to approve filing of Form 990 with the IRS.
Motion made by Andrew; 2nd by Karen
In favor 5; opposed 0; abstained 0
- **Sue called for a motion to adjourn at 7:15.** Motion made by Lori; 2nd by Andrew
In favor 5; opposed 0; abstained 0

Next meeting date/time: June 28, 2016 @ Chili Public Library Barbara Ireland Community Room. 6:00pm.