

Meeting Minutes, Chili Public Library Board of Trustees Meeting-APPROVED  
May 25, 2010

Board of Trustees: James Myers (President), Glenda Melville (Vice-President), James Lechner (Memorial Fund Treasurer), Charles Havens (Secretary), Judith Kharbas, Christina Reece, Steven Ziblut

Library Director: Jeff Baker

Town Liaison: Michael Slattery

Friends Representative: Diana Romeo.

President Myers convened the meeting at 7:02 PM. All present.

**Approved** minutes of April 27, 2010 meeting by seven in favor, none opposed.

**Approved** abstract: \$36,074.03 by seven in favor, none opposed.

**Approved** the meeting agenda by seven in favor, none opposed with the following changes:

- Mr. Myers: add committee reports for Personnel Committee on CPL Board member replacement process, Budget Committee on plans for 2011 budget preparation.
- Mr. Lechner: add two CD renewals to New Business and the expense report for RRLC award celebration to Old Business.

### Communications

#### Guests/Public:

None. Sam Discavage was introduced as a Gates=Chili student observing as part of a course on government.

#### Town Board Liaison:

Mr. Slattery: please be sure to get from Ms. Forte the names of people that have expressed interest in serving on the CPL board.

#### Friends of CPL Report:

Ms. Romeo:

- The fundraising cookbook consisting of 199 recipes has been submitted to the printer after editing by Ms. Kharbas. We will have a preview party August 2<sup>nd</sup> with sale to follow afterward.
- The next book sale is planned for August.

## Director's Report

### *Discussion and Actions as Noted.*

- **CPL has received \$15,000 to complete the \$20,000 State Grant arranged by Assemblywoman John.**
- **Friends of the CPL Board Meeting** – Tuesday, June 8<sup>th</sup> Chuck Havens will attend.
- **CPL Statistics** – Review of April 2010 statistics. In April, circulation decreased 6% from last year to 31,596 items. Door count decreased 7% to 17,139 and reference questions decreased 1% to 2,363.
- **NYSALB Changes Name** - The New York State Association of Library Boards has changed its name to Library Trustees Association of New York State.

### **Old Items:**

- **2010 Public Library of the Year Recognition Event** – On Friday, May 7<sup>th</sup> the library trustees held a recognition event for staff at their monthly meeting. The Supervisor attended the event as well as town board members, and assembly member Susan John. The Supervisor presented a certificate of recognition to the library for their accomplishment.
- **3<sup>rd</sup> Annual Spring Teen Photo Contest** – A reception of the teen photo contest was held on May 22<sup>nd</sup>. There were 71 wonderful entries. Winners were given gift certificates. All of the photos entered in the contest are on the library's Flickr account and will be displayed in the library throughout the month of June 2010.

### **New Items:**

- **CPL's Purchase of E-books on Overdrive** – The library now contributes content to OverDrive. This year library to purchase up to \$500 of downloadable content accessible from the OverDrive website. Each month the library system will provide circulation figures to CPL of its downloadable collection.
- **Job Information Center** - The library has created a Job Information Center in the same area where Civil Service Exam Books are held. All books in this new area now have a "Job Information" sticker on the spine. The location field in the online catalog for these items are designated "JIC". Materials on resume and cover letter writing, and interviewing, and careers are located in the center. Adjacent to the center is a computer with specific job websites on the desktop to assist patrons in their job search.

- **New Telephone System** – The library received all new telephones as part of the town's new telephone system. This new phone system improves the ability for the library to receive more telephone requests from its patrons.

*Mr. Baker: I should also note the system includes a queuing function for calls to the reference desk eliminating the previous busy signal.*

- **Approval of 2009 Chili Public Library State Annual Report** - Every year, the Chili Public Library must submit a System State Annual Report to the Division of Library Development. The assurance that this "Annual Report" was reviewed and approved by the System Board is required. A system report summary document will be distributed at the meeting and a copy of the full report will be available for review.  
**Action Requested:** Approve the 2009 Chili Public Library System State Annual Report.

*A motion was made and passed by seven in favor, none opposed, to approve the 2009 CPL report.*

- **CPL Storytime Online** – The library has created an online video of a storytime session and has it up on YouTube as well as vimeo.com. The online storytime is also on the library's webpage under Children's programs.

#### **System News:**

- None to report

#### **State news:**

- None to report

### **Committee Reports**

#### **Personnel**

Ms. Reece reports that the committee has started to identify candidates and have in hand one resume provided by the Town for a person that has expressed interest. Additional candidates will be identified and the committee will proceed from there to present a recommendation to the CPL board.

#### **Budget**

Mr. Myers reports that the budget committee will meet May 27<sup>th</sup> to start preparation of the 2011 budget request for submission to the Supervisor in the first week of August.

### **Old Business**

Mr. Lechner: the expense for the RRLC Award including the staff recognition was \$1,053.71 which was below the amount approved in last month's board meeting. Feedback from all participants has been very favorable. In particular, letters of appreciation were received from

previous library directors Ms. Dottie Pompa, Ms. Bernadette Foster and Ms. Jennifer Ries-Taggart for their invitation to recognize their earlier contributions.

### **New Business**

#### **CD Renewal:**

At the request of Mr. Lechner, a motion was made and seconded to allow him to renew CD 5565 for \$5,662.57 and CD 1149 \$8,649.99 at the best terms he can secure for short duration CD's with local banks.

*Approved by seven in favor, none opposed.*

The CPL Board sincerely thanks Ms. Melville for her ten year's of service on the CPL board and wish her the very best going forward.

Meeting Adjourned 7:46 PM.

**Next meeting date/time: June 22, 2010 at 7:00 PM - CPL Ireland Meeting Room.**