

**Final
Meeting Minutes, Chili Public Library Board of Trustees Meeting
May 27, 2014**

Board of Trustees: Jill Wynn (President), Judith Kharbas (Vice President), James Lechner (Memorial Fund Treasurer), Susan Ackerman (secretary), Lorraine Ahearn, Barbara Sickles, Andrew Lucyszyn
Library Director: Jeff Baker
Town Liaison: Mary Sperr

Present: Judith Kharbas, Susan Ackerman , Lorraine Ahearn, Andrew Lucyszyn, Jim Lechner, Jill Wynn, Barbara Sickles

Library Director: Jeff Baker

Town Board Liaison: Mary Sperr

Absent: none

Excused: none

Jill Wynn convened the meeting at 6:15 (Board photograph taken beforehand)

Approval of agenda: Motion made by Judith 2nd by Barbara

In favor- 7 ; opposed- 0; abstained- 0

Approval of minutes of April 22, 2014: Motion made by Lori ; 2nd by Andrew

In favor- 7; opposed- 0; abstained- 0

Approval of abstract amt \$ 43,251.78: Motion made by Judith; 2nd by Barbara

In favor- 7; opposed- 0; abstained- 0

Communications

- Guests/Public: none

- Town Board liaison: Mary reported that Jim Martin resigned as planning board chair

- Friends representative--- A representative will attend the April, August and December board meetings.

Director's Report

General Information:

- **Friends of the CPL Board Meeting** – The next meeting of the Friend's Board is Tuesday, June 10th at 6pm. Jim Lechner has volunteered to attend.

- **CPL Statistics -**

Month	April 2014	April 2013	% of change
Circulation	27,266	29,713	-8.24%
Library Visits	14,081	14,983	-6.02%
Reference Questions	1,947	2,090	-6.84%
Programs	63	62	1.61%
Program Attendance	2,017	1,418	42.24%
Overdrive	1,321	860	53.60%
Meeting Room	79	64	23.44%
Website Visits	2,331	3,031	-23.09%
Website Pageviews	3,935	4,738	-16.95%
	May 2013 -		
April 2014	May 2012 -		
April 2013	% of change		
Circulation	323,561	334,107	-3.16%
Library Visits	157,753	164,268	-3.97%

- **Chili Public Library 2014 Rochester Regional Library Council (RRLC) Public Library of the Year Award** - RRLC is a multi-faceted library network serving libraries and library systems in the five county Rochester region including, Livingston, Monroe, Ontario, Wayne and Wyoming counties. Forty public libraries, with a total of 338 nominations, were considered for this year's award. The judges remarked on the Chili Library's large number of heartfelt nominations and all agreed that, "The staff and the library are loved by their community." The Chili Library was also bestowed this honor in 2010. Judges for this year's award were Sara Kelly Johns, President of the New York Library Association (NYLA); Geoff Kirkpatrick, President Elect, NYLA; and Todd Butler, President and CEO of the Ad Council of Rochester. The Chili Library, along with the University of Rochester River Campus Libraries (2014 RRLC Academic Library of the Year) and the Brockport High School Library (2014 RRLC School Library of the Year) will be honored at the RRLC's Annual Meeting at Casa Larga on June 5. Jill and the Board thanked Jeff and his staff for all their work.
- **CPL Teen Photo Contest** - Cathy Kyle, Chili Public Library's Young Adult Librarian and program coordinator, announced the winners of the library's Seventh Annual Teen Photo Contest at the award ceremony held on May 3rd. Thirty-one teens from all over Monroe County submitted 59 photos to the contest, which ran from February 1 - March 31. The judging panel, comprised of local photographers, selected winners for each age division and special categories. The winning photographers in the age 12-15 division are: Tirzah Schneider, First Place; Robert Cook, Second Place; and Jagger Proietti, Third Place. Winners in the age 16-18 division are: Juliana Cole, First Place; Jeanie Wolfs, Second Place; and Kaela Sittig, Third Place. Special awards went to Juliana Cole for Best Altered Photo and to Olivia Wehle, winner of the Viewer's Choice Award. There were also ten Honorable Mention winners.

- **The 2013 Annual Report to the Community** – The director distributed the 2013 Annual Report to the Community at the May Library Board meeting. Jen Lindsey created the hard copy trifold; the information will also be posted on the web site.
- **Computers and Libraries Conference Report** – The Teen Librarian attended the Annual Computers and Libraries Conference. Her report will be distributed at the May Library Board meeting.
- **MCLS Trustee Training** – There will be a MCLS trustee training at the Penfield Public Library on Wednesday, June 11 and at the Ogden Farmer’s Library on Thursday, June 12. The training begins at 7pm. These are open to all trustees; Sally Snow will present; no reservation is required.
- **Legacy at Parklands Book Club** – To celebrate the five years that the library has held a book club at Legacy, members of Legacy held their May book club at the library. Chili staff Deb Amesbury has led the book club for the past five years.

New Items:

- **Approval of the Chili Public Library Art Exhibit Policy** – The CPL Decorating Team recommended to the Director that the wall adjacent to the staff workroom in the public area would be an appropriate location to hang artwork within the library. The artwork would add to the library’s welcoming atmosphere and would give the public the opportunity to showcase its local artists. An Art Exhibit Policy has been written that defines the policy and procedures for an art exhibit area in the library.

Action item: Approve the Chili Public Library Art Exhibit Policy as written.

Discussion: Jeff stated that the Town attorney gave his approval as written. Barbara requested that we add “by the exhibitor” to the second point in the “period of display” bullet. It should read: “If a piece of work is removed before the end of the exhibition period, it should be replace by another piece *by the exhibitor.*”

A motion was made to Approve the Chili Public Library Art Exhibit Policy as amended.

Motion made by Jim; 2nd by Lori
In favor- 7; opposed- 0; abstained- 0

- **Approval of the CPL Barring Policy** – The library board is requested to approve a barring policy that spells out the guidelines and procedures used for barring from the library patrons for minor and serious offenses.

Action item: Approve the Chili Public Library CPL Barring Policy as written.

Discussion: There were some suggestions for changes in wording throughout the document. It was requested that this item be put on hold until next meeting; Jeff modify the wording and share with Town attorney.

- **Meeting with Gates Chili School District Superintendent** – The Director recently had a positive meeting with Gates-Chili School District Superintendent Kim Ward; the director of the Gates Public Library, the heads of Recreation Departments for both Chili and Gates. An outgrowth of the meeting is that the school will help promote library events and programs. There will be another meeting scheduled for June.

System News:

- None to report

State news:

- None to report

Meetings and Workshops:

Director Evaluation Meeting with the Library Board President - 5/1/14
Full Staff Meeting – 5/2/14
Gates Chili Chamber of Commerce Golf Tournament Fundraising Meeting – 5/5/14
Gates Chili School District Superintendent Meeting – 5/6/14
Directors' Council Meeting – 5/7/14
MGM Meeting - 5/12/14
CPL Friends Board Meeting – 5/13/14
Town Board Meeting – 5/14/14
Town Library Directors Council Meeting – 5/15/14
MCLS Special Services Operations Committee Meeting – 5/16/14
Gates Chili Chamber of Commerce Golf Tournament Fundraising Meeting – 5/19/14
MGM Meeting - 5/19/14
Workplace Violence Training/Sexual Harassment Training – 5/22/14

Old Business

Personnel Policy- Jeff will send the revised policy out in email again; we will discuss it at the June meeting.

New Business

Adjourn 6:47pm (Executive session 6:49pm – 7:20pm)

Next meeting date/time: June 24, 2014 @ Chili Public Library Barbara Ireland Community Room. 6pm.