

Meeting Minutes, Chili Public Library Board of Trustees Meeting May 28, 2013

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: Michael Slattery

Present: Jill Wynn, Judith Kharbas, James Lechner, Susan Ackerman, Lorraine Ahearn, Barbara Sickles, Andrew Lucyszyn
Library Director: Jeff Baker
Town Board Liaison: Michael Slattery

Absent: none
Excused: none

President Jill Wynn convened the meeting at 6:00pm

Approval of agenda: Motion made by Judith, 2nd by Barbara
In favor- 7; opposed- 0; abstained- 0

Approval of minutes of April 23, 2013: Motion made by Jim, 2nd by Lori
In favor- 7; opposed- 0; abstained- 0

Approval of abstract amt \$37,288.05: Motion made by Lori, 2nd by Barbara
In favor- 7; opposed- 0; abstained- 0

Communications

- Guests/Public: 11 students from a Senior Government class at Churchville High School attended the meeting.
- Town Board liaison: nothing to mention tonight
- Friends representative--- A representative will attend the April, August and December board meetings.

Director's Report

- **Friends of the CPL Board** – The next Friends Board meeting is June 11, 2013. Sue Ackerman is scheduled to attend.
- **Executive Carpet Cleaning** –The library's rugs were cleaned by Executive Carpet Cleaners on May 25th.
- **The 2012 Annual Report to the Community** – The director distributed the 2012 Annual Report to the Community. It will also be posted on the CPL web site.

- Town budget workshops will be held soon; Jill and Jeff will attend.
- **CPL Statistics**

April	2013	2012	% change
Circulation	29,713	28,395	5%
Library visits	14,983	13,718	9%
Reference questions	2,090	2,040	2%
Programs	62	42	48%
Program attendance	1,418	1,796	-21%
	May 2012 – Apr 2013	May 2011 – Apr 2012	
Circulation	334,107	335,731	-.5%
Library visits	164,268	175,606	-6%
Reference questions	24,274	26,416	-8%
Programs	548	508	8%
Program attendance	13,911	13,128	6%

Old News: none

New Items:

- **Approval of the CPL Community Rooms Usage Policy Draft Revision** – The director requests the library board approve the draft revision of the library’s Community Rooms Usage Policy as written.

Action Requested: Approve the CPL Community Rooms Policy Draft Revision.

A motion was made to approve the draft revision of the library’s Community Rooms Usage Policy adjusted to remove the wording “or other.....accommodations” as it appears twice from Use Policy of the Ireland Room and the Conference Room as a Meeting Room, bullet point A. on the first page.

Motion made by Jim, 2nd by Barbara.

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

- **Approval of the CPL Collection Development Policy Draft Revision** – The director requests the library board approve the draft revision of the library’s Collection Development Policy as written.

Action Requested: Approve the CPL Collection Development Policy Draft Revision.

A motion was made to approve the draft revision of the library’s Collection Development Policy as written.

Motion made by Andrew, 2nd by Lori.

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

System News:

- No News to report

State news:

- No News to report

Meetings and Workshops:

MCLS Board Meeting – 4/24/13
Volunteer Luncheon – 4/24/13
MGM Meeting – 4/26/13
MGM Meeting – 4/30/13
Directors' Council Meeting – 5/1/13
Full Staff Meeting – 5/3/13
MGM Meeting – 5/7/13
TLDC Meeting – 5/9/13
MGM Meeting – 5/14/13
CPL Friends Board Meeting – 5/14/13
CPR Class – 5/16/13
MCLS SSOC Meeting – 5/17/13
MCLS Policies Team – 5/20/13
MCLS Board Meeting – 5/20/13
MGM Meeting – 5/28/13

Committees:

- The By-Laws subcommittee requested that Board members review and compare the old version and proposed revisions to be discussed at the June meeting.

Old Business:

- The Board reviewed the standing committee list in order to determine a committee opportunity for new member Andrew. There was a discussion about how many people may be on a committee; Jeff will check with the Town Council. An updated committee list will be verified at the June meeting.

New Business

- CPL Website Usage Analysis Update: Board member Andrew gave a presentation on his voluntarily performed analysis of the CPL web site using existing capabilities on the site. He discussed a number of points contained in a PowerPoint handout, including: number of visits and visitor behavior; sources of web site traffic; and suggestions for next steps.

Adjourn: 6:58pm

Next meeting date/time: June 25, 2013 @ Chili Public Library Barbara Ireland Community Room. 6pm.