

**Final
Meeting Minutes, Chili Public Library Board of Trustees Meeting
June 24, 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 (arrived 6:05)
Library Director: Jeff Baker
Town Board Liaison: Mary Sperr

Absent: none
Excused: none

Jill Wynn convened the meeting at 6:01

Approval of agenda: Motion made by Judith 2nd by Lori
In favor- 6 ; opposed- 0; abstained- 0

Approval of minutes of May 27, 2014: Motion made by Andrew ; 2nd by Jim
In favor- 6; opposed- 0; abstained- 0

Approval of abstract amt \$ 14,561.13: Motion made by Judith; 2nd by Barbara
In favor- 7; opposed- 0; abstained- 0

Communications

- Guests/Public: none
- Town Board liaison: Mary reported that the next golf tournament meeting is tomorrow; chili Fest on July 4th will be 25th year.
- 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, July 8th at 6pm. Susan Ackerman has volunteered to attend. The Friends will be having a float in this year's Chil-E Fest parade. The public is welcome to join the library in the parade.

- **CPL Statistics -**

Month	May 2014	May 2013	% of change
Circulation	23,237	25,768	-10%
Library Visits	12,362	12,222	1%
Reference Questions	1,573	1,500	5%
Programs	50	61	-18%
Program Attendance	913	997	-8%
Overdrive	1,213	853	42%
Website Visits	1,738	2,621	-33%
Website Pageviews	2,988	4,229	-30%
	June 2013 – May 2014	June 2012 - May 2013	% of change
Circulation	320,450	333,970	-4%
Library Visits	158,145	165,013	-4%
Reference Questions	24,002	23,908	0%
Programs	568	552	3%
Program Attendance	19,026	13,771	38%
Overdrive	13,385	9,042	48%

- **Rochester Regional Library Council (RRLC) Annual Meeting -** The Library Staff attended the RRLC Annual Meeting on June 5th and accepted the 2014 RRLC Public Library of the Year Award. At the meeting the library received a plaque, a banner, a State legislative resolution from Senator Ranzenhofer congratulating the library, and a \$100 gift card.
- **Town Board Recognition -** At the June 18th Town Board meeting, Jill Wynn, Lori Ahearn and the Director accepted a certificate of recognition on behalf of the library for the 2014 Rochester Regional Library Council Public Library of the Year Award.
- **Davis Park Day of Play Event Saturday June 14th -** Deb Amesbury and Jill Sutter represented the library at the Davis Park Day of Play event on June 14th. 75 people came to their area where they handed out tattoos and provided storytime. It was a nice event overall.
- **NYLA Leadership and Management Academy Report-** Jennifer Lindsey attended the first of three workshops from the NYLA Leadership and Management Academy on June 2-6, 2014. Her report is as follows:

Budgeting Workshop - Instructor: Tom Lawrence, Poughkeepsie Public Library District

In this six-hour class, we gained knowledge of the basics of budgeting, reading a financial statement, creating a budget document, and the usefulness of a program budget versus a line item budget. We learned the importance of aligning your budget to your strategic plan and that a budget is one of the biggest communication pieces a library will ever produce. We learned how various types of libraries are funded and where the biggest areas of expense lie for public libraries. We examined sample budgets and balance sheets that are given to library boards each month. We also talked about the importance of having a financial policy in place to ensure that the library is in compliance with auditing standards.

Partnerships, Collaborations and Relationships Workshop - Instructors: Claudia Depkin, Haverstraw King's Daughters Public Library and Cassie Guthrie, Pioneer Library System

This six-hour class focused on emotional intelligence, conflict management, and internal and external partnerships. With emotional intelligence we need to have self-awareness in order to manage distressing emotions and situations and therefore have effective relationships with those we work with. We have to also be aware of the emotions that motivate us and that is what drives us to reach goals. Conflict happens due to a variety of reasons and we need to see the constructive value in airing differences to hopefully reach a mutual understanding involving trust and respect. We discussed internal partnerships as the relationships we have with our Boards and Friends groups. We also discussed external partnerships that we have achieved with other libraries, school districts, historical societies, and businesses in our communities. These external partnerships are important for raising awareness of what libraries do and for helping continue our mission.

- **2014 Summer Reading Program at the CPL** – The library will be offering a variety of programs and events all summer long. Below is a description of the Summer Reading Program themes for each age group at the library.
 - **Adult Summer Reading Program – “Literary Elements” - June 30-August 8.**

For every book read during the Summer Reading Program, patrons can fill out and submit one coupon for weekly drawings on Fridays. The first drawing will be on Thursday, July 3. The grand prize drawing will be on Friday, August 8.
 - **Teen Summer Reading Program – “Harry Potter “Summer School” - June 30-August 15.**

Each week throughout the summer teens can win gift cards by doing things based on certain popular "classes" in the seven Harry Potter books. They can enter a raffle by completing each week's a Hogwarts-themed activity and/or by reading a book and submitting an entry form.
 - **Children's Summer Reading Program - "Fizz, Boom, READ!" - June 30-August 15.**

Children ages 12 and under, including toddlers and preschoolers, can participate. For every 5 days that children read or are read to for 15 minutes or more, they will earn a special prize. Each week that a child earns a prize they may also enter into a raffle for several grand prizes to be awarded at the end of the program in August. Children will also be encouraged to enter Assemblyman Bronson's Summer Reading Program as well. The Children's Librarian has visited St. Pius School, Florence Brassler Elementary School, T. J. Connor Elementary, and Paul Road Elementary to spread the word about the library's summer reading program. Next week she will visit Chestnut Ridge Elementary, and provide flyers to Caledonia-Mumford Elementary & Fairbanks Road Elementary.
- **Teen Creative Writing Group** – The library will be hosting a weekly Teen Creative Writing Group every Friday from July 11 through August 15. Teens who participate will get a chance to explore creative writing across a variety of genres. Each member of the group will receive their own tote bag with a special notebook, pen, and book about creative writing.

New Items:

- **Approval of the CPL Barring Policy** – Based on feedback received from the May 2014 library board meeting, the Barring Policy that was previously submitted for approval has been rewritten. The director requests the library board approve the updated draft CPL Barring Policy.

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

Discussion: Town attorney was given this; Jeff has not yet heard back but wants to vote tonight. May need to revisit.

A motion was made to approve **the Chili Public Library CPL Barring Policy as written.**

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

- **Approval of the CPL Revised CPL Personnel Policy** – The CPL Policy Team is recommending to the library board that it approve the recommended revisions of the CPL Personnel Policy as was distributed to the library board.

Action item: Approve the Chili Public Library Revised CPL Personnel Policy.

Discussion: Extensive update was done by Jeff and personnel committee. Lori and Jill thanked Jeff and committee for work done.

A motion was made to approve **the Chili Public Library Revised CPL Personnel Policy**

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

System News:

- None to report

State news:

- None to report

Meetings and Workshops:

MCLS Contract Committee – 5/28/14

Conversations on Race – 5/29/14

MGM Meeting - 6/2/14

Gates Chili Chamber Golf Tournament Fundraiser Meeting – 6/3/14

Directors' Council Meeting – 6/4/14

RRLC Annual Meeting – 6/5/14

CPL Staff Meeting – 6/6/14
MCLS Circulation Policies Meeting – 6/9/14
PinPoint Meeting – 6/10/14
CPL Friends Board Meeting – 6/10/14
MCLS Board Meeting – 6/16/14
MGM Meeting – 6/16/14
Gates Chili School District/Recreation/Libraries Meeting – 6/17/14
Town Board Meeting – 6/18/14
CPL Budget Subcommittee Meeting – 6/19/14

Old Business- none

New Business

1. Budget subcommittee met on June 19; Jill mentioned that the committee wants to be fiscally responsible but wants to make sure funds are available for materials and staff compensation. Jeff will gather information from other libraries to find out how they manage their limited funds. Proposal should be sent to Town supervisor by end of July. Jim mentioned that it might be advantageous to meet with county legislator Mary Valerio and Jeff Addair.
2. Jim mentioned that at the Trustees training he recently attended they discussed that it is recommended that Board members be covered by liability insurance. Mary said she thinks the Town has this coverage in place.
3. Jim also suggested that we have a written policy for donations and endowments.

Adjourn 6:42

Next meeting date/time: July 22, 2014 @ Chili Public Library Barbara Ireland Community Room. 6pm.