

Meeting Minutes, Chili Public Library Board of Trustees Meeting
APPROVED June 25, 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 6:03.

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

Approval of minutes of May 28, 2013: Motion made by Barbara, 2nd by Lori
In favor- 7; opposed- 0; abstained- 0

Approval of abstract amt \$34,261.19: Motion made by Lori, 2nd by Judith
In favor- 7; opposed- 0; abstained- 0

Communications

- **Guests/Public:**
Four CPL library staff assistants (Patty, Jill, Vange, and Deb) attended the NYSLAA conference in Lake Placid June 12-14, 2013. They presented a video and PowerPoint presentation on the conference information they gathered using technology they learned at the conference (I-Movie software and PowerPoint slide show stored on dropbox.com).
- **Town Board liaison:** Mike commented that there is currently construction work on the surface of Paul Road; a "hot replace/recycle".
- **Friends representative---** A representative will attend the April, August and December board meetings. The Friends will not meet in July.

Director's Report

- **Friends of the CPL Board** – The next Friends Board meeting is June 11, 2013. Susan Ackerman attended.

- **Chil-E Fest Parade** – The Library will have a booth at Chil-E Fest from 12pm-4pm and will also be marching in the Chil-E Fest Parade at 5pm. Library trustees, Friends Board, volunteers and the public are welcome to march with the library.

- **CPL Statistics**

May	2013	2012	% change
Circulation	25,768	26,555	-3%
Library visits	12,222	12,856	-5%
Reference questions	1,500	1,874	-20%
Programs	61	50	22%
Program attendance	997	1,027	-3%
	Jun 2012 – May 2013	Jun 2011 – May 2012	
Circulation	333,320	335,755	-1%
Library visits	163,640	174,322	-6%
Reference questions	23,900	26,092	-8%
Programs	559	506	10%
Program attendance	13,881	13,088	6%

- **Reference USA Brochure** – Reference librarian Richard Gagnier has put together an easy to use guide of the new systemwide database Reference USA. Reference USA is a database of businesses and is a great resource for those who are looking for employment.
- **Preparing for Summer Reading** - During the month of June, Children’s Librarian Stacey Martin, Deb Amesbury, and Jill Sutter visited 4 Chili schools to promote the Summer Reading Program at the Chili Public Library. On the visits, they read stories and shared information about summer reading library events and the reading contest with over 1,600 students. They connected with students in grades K-5, at St. Pius, Chestnut Ridge, Brassier, and Paul Road schools. After the presentations, the children were excited about digging into reading at the Chili Public Library!
- **New and Improved CPL inPortal** – MCLS migrated it’s staff portal to a new Ektron software. Following suit Cathy Kyle has migrated the library’s internal portal to the same software. This will allow staff to view both portals at the same time which will improve work efficiency.

Old News:

- **Approval of the CPL By-Laws Revision** – Barbara Sickles, Judith Kharbas and Jeff Baker submitted a draft revision of the CPL By-Laws at the May 2013 meeting. The director requests the library board approve the draft revision of the library’s CPL By-Laws as written.

Action Requested: Approve the CPL By-Laws Revision.

A motion was made to approve the CPL By-Laws Revision.

Motion made by Jim, 2nd by Judith

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

New Items:

- **Approval of the CPL Confidentiality Policy Revision** – The director distributed a recommended draft revision of the library’s Confidentiality Policy.

Action Requested: Approve the CPL Confidentiality Policy Draft Revision.

A motion was made to approve the CPL Confidentiality Policy Draft Revision

Motion made by Lori, 2nd by Barbara

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

- **Endorsement of the MCLS Code of Conduct** – For a patron to be barred from all of the MCLS libraries for egregious behavior a MCLS Code of Conduct needs to be in place. The member library directors have endorsed the draft MCLS Code of Conduct which the director has distributed to the library board. It is requested that member library boards endorse the new policy. The policy then will be presented at the September MCLS Board Meeting for their approval. The policy has been reviewed by the City and County legal departments.

Action Requested: Endorse the MCLS Code of Conduct as written.

Discussion: Jim asked about how libraries know who is barred. Jeff said the MCLS ‘patron alert’ web page is available to library staff. Jill recommended that when informing a person that they are being barred (in person) there should be some safety procedures in place.

A motion was made to endorse the MCLS Code of Conduct as written.

Motion made by Susan, 2nd by Judith

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

- **Discussion - How OverDrive Statistics are Reported** – The Directors’ Council has expressed an ongoing concern about how OverDrive circulation is reported and whether that number accurately represents eBook lending usage. Currently member libraries use a formula based on a library’s previous year’s spending on OverDrive to calculate monthly Overdrive circulation. The OverDrive software is unable to count item owned circulation as does CARL. The MCLS Director has suggested a change in OverDrive circulation reporting since the collection is a system shared resource. The recommendation would be for each member library to report the total OverDrive circulation for the month on their reports rather than a percentage of the total based on a formula. Library directors are being encouraged to discuss this possible change with their library boards. The director will present OverDrive statistics at the meeting to further the discussion.

Questions asked:

- How many CPL patrons take out e-books?
- Is there a town code from Chili?
- How many transactions are there?
- How many unique users are there and how many pieces do they download?

System News:

- **MCLS Mobile** - The Monroe County Library System is pleased to announce the release of the newest effort to provide the best possible service to our users - MCLS Mobile! MCLS Mobile is a free mobile app for use on devices using the Apple and Android operating systems, including iPhones, iPads, Droids, and most tablets. MCLS Mobile allows you to search the catalog, check your account, place holds, search for and download e-books and e-audiobooks, see library events, search for a library near you, and much more. MCLS Mobile let's you download free audio and ebooks from our Overdrive ebook platform to your device. The application is free in the Apple and Android app stores. Search the stores for MCLS Mobile and make sure to select the app that has our blue and white "bridge" logo.

Additional information: On the MCLS employee portal Jeff gave an overview of a staff page that comes up when members log in. This is open to IT staff to make changes.

- **Adult Literacy Services Grant** – MCLS has received an Adult Literacy Services Grant award. The grant will be used for workforce training programs for adults and materials in member libraries over a three year period.

State news:

- No News to report

Meetings and Workshops:

Workplace Violence Workshop – 5/30/13
MCLS Board Meeting – 6/4/13
Directors' Council Meeting – 6/5/13
Reference and Circulation Staff Meeting – 6/7/13
Finance Director Meeting – 6/10/13
MGM Meeting – 6/11/13
MCLS Board Meeting – 6/17/13
MGM Meeting – 6/18/13
MCLS Policies Team – 6/18/13
CPL Budget Subcommittee – 6/18/13
MGM Meeting – 6/25/13

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.
- The CPL budget subcommittee met on June 18.

Old Business: none

New Business: none

Adjourn: 7:31

Next meeting date/time: July 23, 2013 @ Chili Public Library Barbara Ireland Community Room. 6pm.