Meeting Minutes, Chili Public Library Board of Trustees Meeting APPROVED June 26, 2012

Board of Trustees: James Myers (President), Steve Grogan, James Lechner, Judith Kharbas (Vice

President), Jill Wynn, Sue Ackerman, Barbara Sickles

Library Director: Jeff Baker

Town Board Liaison: Michael Slattery Friends Representative: Diana Romeo

President James Myers convened the meeting at 6:00 PM. There was no Friends representative for this meeting.

Approved the meeting agenda by seven in favor, none opposed **Approved** the minutes for the May 22, 2012 meeting by seven in favor, none opposed. **Approved** abstract (\$37,143.18) by seven in favor, none opposed.

Communications

Guests/Public: None

Town Board Liaison: Mike made a suggestion to put the book donation opportunity into the Library News Letter. Mike thought a wider audience could be reached by doing this.

Friend's representative: None

Director's Report

Discussion and Actions as Noted

General Information:

- **Friends of the CPL Board** The next meeting of the Friend's Board is Tuesday, July 10 at 6pm. Jill Wynn is scheduled to attend. The Friends have agreed to pay for a CPL ad to appear in the Gates-Chili Post the week before Chil-E Fest.
- **Chil-E Fest Parade** The Library will have a booth at Chil-E Fest from 12pm-4pm. We will also be marching in the Chil-E Fest Parade at 5pm. Library members and the public are welcome to march with the library.
- **2012 Summer Reading Insert** The Summer 2012 Dream Big Read is a recent insert in the Genesee Valley Parent Magazine.

• **Five Star Bank Summer Reading Donation** – Five Star Bank has donated a boys and girls bicycle as grand prize giveaways for the library's summer reading program.

This is the 5th year that Five Star has donated bikes in support of the summer reading program.

CPL Statistics –

May	2012	2011	% change
Circulation	26,555	26,511	0%
Library visits	12,850	14,134	-9%
Reference questions	1,894	2,198	-15%
Programs	50	52	-4%
Program attendance	1,027	1,027	-4%
	Jun 2011-	Jun 2010-	
	May 2012	May 2011	% change
Circulation	335,775	380,321	-11%
Library visits	174,322	195,231	-10%
Reference questions	26,092	27,588	-5%
Programs	510	530	-4%
Program attendance	13,088	14235	-8%

- **Summer Reading Outreach** Throughout May and June 2012, the children's staff visited several schools and daycare centers throughout the Chili community to talk about the upcoming summer reading program, "Dream Big...Read!" The month began with a visit to a fourth grade classroom at the Neil Armstrong School where the children's staff discussed summer reading and then booktalked new titles purchased for the library. The children's librarian visited Childtime Daycare and Fallone's Funtime Center, two local daycares, which she visits monthly, to read stories and distribute summer fliers. The middle two weeks of June were filled with four visits to Paul Road Elementary School, a morning at St. Pius X School, a day at Florence Brasser Elementary, and two large assemblies at Chestnut Ridge Elementary. In total, we saw about 1,730 kids in two weeks. Overall, the staff is extremely hopeful that we were able to energize the children of our area to visit the library this summer and sign up for our summer reading program. In addition to the visits, 43 letters were sent out to local businesses soliciting for donations to aid our summer reading program by providing prizes to participating readers. By receiving donations, we hope to not only provide a way to motivate the children of Chili to read, but also to build lasting relationships between these businesses, our patrons and the library. We were fortunate to receive responses from 21 businesses that are able to help make our reading program a success.
- MCLS Strategic Priorities for 2012 The Director will distribute the MCLS Strategic Priorities for 2012 recently updated and approved by the Directors' Council

Old Items:

- **Executive Carpet Cleaning -**The library's rugs were cleaned by Executive Carpet Cleaners on June 9th.
- **Staff training** The Staff Retreat Team consisting of Jenn Lindsey, Jill Sutter, Richard Gagnier, Ursula Costanzo, and Jeff Baker have developed a training program which will be held at the Staff Retreat on October 8, 2012. The theme is *Nourishing Your Mind, Body and Soul!* Heritage Christian Services will discuss Disability awareness, Tops will provide a Healthy and Hearty Eating workshop, Kathleen Gill will have a program of Tai Chi stress reduction, and retired sheriff Mike Broida will discuss Mental Health awareness.
- Landscaping in Preparation of 50th Anniversary Celebration In preparation for the 50th Anniversary Celebration on October 8th, the town approved the following: Installing new concrete pad for relocated bike rack, new planting beds out front, and cobblestone edging.

New Items:

• Draft Monroe County Library System Document of Understanding and Costshare for January 1, 2012-December 31, 2013

The Directors' Council endorsed a Document of Understanding and Costshare for 2013. The library system is looking for feedback from the library board regarding the document. The library board will be asked to approve the final draft document later in the year.

The director reviewed the 2013 contract.

Approval of the 2012 State Summer Reading Grant – The Monroe County Library System
has received State funding for the Summer Reading Program and has allotted the Chili
Public Library \$300 of the grant per approval of the Library Board.
 Board Action Requested: Approve the \$300 2012 State Summer Reading grant allotted to
the Chili Public Library.

The **board approved** acceptance of the \$300 Summer Reading Grant money. The vote was 7 in favor and none opposed.

System News:

• None to report

State news:

• None to report

Meetings and Workshops:

Staff Training Day Meeting – 5/23/12 MGM Meeting – 5/24/12 Kindle Class – 5/25/12

13th Anniversary Party at the Chili Senior Center – 5/29/12 Staff Training Day Meeting - 5/30/12 Lothrop Associates – 5/31/12 MGM Meeting - 5/31/12 Reference Staff Meeting - 6/1/12 CPL 50th Anniversary Celebration Meeting – 6/4/12 Central Library Reorganization Committee - 6/5/12 MCLS Directors' Council Meeting – 6/6/12 Staff Training Day Meeting - 6/6/12 Kindle Class - 6/6/12 MGM Meeting -6/7/12Gates-Chili Post Meeting – 6/12/12 Nook Class - 6/13/12 MCLS Digital Content Needs Survey Team - 6/14/12 MCLS Digital Resources Collection Development Team - 6//15/12 MCLS Library Board Meeting – 6/18/12 Lothrop Associates – 6/18/12 Department Heads Meeting - 6/19/12 MGM Meeting - 6/21/12

MISC:

Daniel Knapp is the new finance director for the town.

Jeff and staff are in the process of interviewing for the Children's Librarian position.

Jeff is on the MCLS team that is working to develop a digital content strategy.

Next Meeting date/time: July 24, 2012 at 6:00 PM – In the Barbara Ireland Community Room.