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Meeting Minutes, Chili Public Library Board of Trustees Meeting
Approved June 28, 2011

Board of Trustees: James Myers (President), Steve Grogan, James Lechner (Memorial Fund Treasurer), Judith Kharbas (Vice President), Christina Reece (Secretary), Jill Wynn, Steven Ziblut
Library Director: Jeff Baker
Town Board Liaison: Michael Slattery
Friends Representative: Diana Romero

President Myers convened the meeting at 6:05 PM. Mr. Ziblut was absent.

Approved meeting agenda by five in favor, none opposed. (Ms. Wynn arrived late)

Approved minutes of May 24, 2011 meeting by five in favor, one abstained. (Ms. Wynn arrived late)

Approved abstract: \$15,552.23 by six in favor, none opposed.

Communications

Guests/Public:

None

Friends of CPL Report:

Sandy Roether said the American Girl continues as great fundraiser and more furniture is being made to support this program. The Friends will be at the Chili Farmer's Market on August 27th and September 10th, selling the remaining cookbooks. The book sale is scheduled for August 17-19th.

Town Board Liaison:

Mike Slattery suggests the Friends think about selling cookbooks at Chili-E Fest to reach new audience.

Director's Report

Discussion and Actions as Noted

- **Friends of the CPL Board** – The Friend's Board next meeting is Tuesday, July 12th. Jim Lechner will attend.
- **CPL Full Staff Meeting** – Friday, July 1st at 9am, Steven Ziblut is scheduled to attend.
- **The Top High School Seniors Have Library Cards** - The top 20 high school seniors based on grade point average from the Churchville-Chili High School and Gates-Chili High School were recently listed in the Gates-Chili Post. 100% of the seniors on the list from Churchville-Chili High School have library cards, 80% of the seniors on the list from the Gates-Chili High School have library cards. Congratulations to our seniors who Read to Succeed.

- **CPL Statistics -**

May	2010	2011	% change
Circulation	28,678	*26,511	-7.6%
Library visits	15,000	*14,134	-5.8%
Reference questions	1,951	*2,198	12.7%
Programs	45	*52	15.6%
Program attendance	1,050	*1,067	1.6%

- Due to upgrade of CARL X, Library was closed an extra day, and the circulation statistics was run only up to May 27th.

	June 2009- May 2010	June 2010- May 2011	% change
Circulation	396,102	379,979	-4.1%
Library visits	201,300	195,231	-3.0%
Reference questions	27,676	27,588	-.3%
Programs	506	518	2.4%
Program attendance	13,313	14,229	6.9%

- **CPL Booth at Chil-E Fest** -The Chili Public Library will have a booth at this year's Chil-E Fest. It is a great opportunity to inform patrons of the programs and services of the library and introduce them to the Library's Summer Reading Program.
- **Successful staff training day** - The Director will distribute comments from staff regarding what they learned from the staff training day retreat.
- **CARL Web and Catalog Plus** -The Monroe County Library System catalog has been upgraded to CARL X. The new upgrade offers our patrons an enhanced version of the Classic Catalog, and an entirely new searching option with CatalogPlus. Catalog Plus is an entirely new, enhanced catalog featuring a more visual, dynamic, and interactive experience. Catalog Plus is used to create a personalized username and password to access your account, search for materials, find recommendations, read and write reviews, and create and save lists. There is also a LS2 Mobile Library App now available which allows you to search our catalog and renew materials using an iPod Touch, iPad and Smartphone. The Director gave a demonstration of the new CatalogPlus.
- **Summer Reader Software** - The Summer Reading Program will be July 5 – August 12 for children and teens, and June 27 – August 12 for adults. The online Summer Reader software is in place and is now accessible online.
- **Summer Reading Visits by the Children's Staff** - On Thursday, June 9, library staff went to Chestnut Ridge Elementary School in the Churchville Chili School District to talk about the upcoming summer reading program and do storytime. Two large assembly style presentations, each containing about 350 students were given.

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On Thursday, June 10, two second grade classes from the Florence Brasser School had a field trip to the library.

On Monday, June 13, summer reading presentations were conducted at the St. Pius X School in Chili. This was the second year the library has done outreach to this school and it was extremely successful and well received. The morning was spent visiting individual classrooms from preschool to third grade. About 300 children attended, and fliers were left for the remaining grades that were not visited.

On Thursday, June 16, staff spent the entire day at the Florence Brasser School in the Gates Chili School District where they received individual classes. Over the course of the day staff saw all of the 300 students at that school from kindergarten to fifth grades.

On Wednesday, June 15 and Friday, June 17, staff spent time at the Paul Road Elementary School in the Gates Chili School District visiting various classrooms as they came to the media center for their library time. Overall, eight classrooms were talked to and fliers were distributed for the remaining students at that school.

On Tuesday, June 8, staff performed a monthly storytime at the Childtime Daycare Center in North Chili.

Old Items:

- **Distribution of the 2010 Financial Audit** – The Library director distributed the final copy of the 2010 financial audit.
- **2009 Financial Audit Update** – Last year the Library Director inadvertently filed late the Form 990 which covered tax period ending December 31, 2009. The IRS has notified the Library in a March 28, 2011 letter that the Library would not incur a penalty.
- **Carpet Cleaning** - The carpets were cleaned by Executive Carpets on May 28th. The company will be also cleaning the Library's upholstery.
- **CPL Logos** - The Director asked the Library Board for feedback regarding five possible CPL logos that a graphic artist has rendered for the Library. Feedback suggests additional work should be done to better represent CPL.

New Items:

- **Approval of the Monroe County Library System Document of Understanding January 1, 2012-December 31, 2012**
The Monroe County Library System Library Board contract with member libraries has been updated and reviewed by the Director's Council. It will be approved by the MCLS

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Library Board at their November meeting. Member libraries are asked to approve the document. The contract covers January 1, 2012 – December 31, 2012.

Board Action Requested: Approve the Monroe County Library System Document of Understanding January 1, 2012-December 31, 2012.

A motion was made to approve the Monroe County Library System Document of Understanding January 1, 2012-December 31, 2012. The motion was passed by six in favor, none opposed.

- **Approval of the Budget Amendment to increase Operations/Programs budget line by \$300 to account for 2011 State Summer Reading Grant**

Board Action Requested: Approve the Budget Amendment to increase Operations/Programs budget line by \$300 to account for 2011 State Summer Reading Grant.

A motion was made to approve amending the Operations/Programs budget line by \$300 to account for 2011 State Summer Reading grant. The motion was passed by six in favor, none opposed.

- **Approval of the Budget Amendment to increase Equipment budget line by \$2,778 to account for sale of Hewlett Packard replaced computer equipment.**

Board Action Requested: Approve the Budget Amendment to increase Equipment budget line by \$2,778 to account for Hewlett Packard trade-in of replaced computer equipment.

A motion was made to approve the budget amendment to increase the Equipment budget line by \$2,778 to account for sale of Hewlett Packard replaced computer equipment. The motion was passed by six in favor, none opposed

Committee Updates:

- Budget committee met this month. Goal is to bring realistic budget proposal to July board meeting. President Myers has scheduled a meeting with Supervisor Dunning to discuss budget process/plans.

Meeting Adjourned 7:20 PM

Next meeting date/time: July 26, 2011 at 6:00 PM – CPL Barbara Ireland Room.