

Meeting Minutes, Chili Public Library Board of Trustees Meeting- APPROVED July 23, 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: Judith Kharbas, James Lechner, Susan Ackerman, Lorraine Ahearn, Barbara Sickles, Andrew Lucyszyn
Library Director: Jeff Baker
Town Board Liaison: Michael Slattery

Absent: none
Excused: Jill Wynn

Vice President Judith Kharbas convened the meeting at 6:00pm

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

Approval of minutes of June 25, 2013: Motion made by Lori, 2nd by Andrew
In favor- 6; opposed- 0; abstained- 0

Approval of abstract amt \$11,213.84: Motion made by Barbara, 2nd by Andrew
In favor- 7; opposed- 0; abstained- 0

Communications

- Guests/Public: none
- Town Board liaison: nothing to report
- Friends representative--- A representative will attend the April, August and December board meetings.

Director's Report

- **Friends of the CPL Board** – The next meeting of the Friend's Board on Tuesday, August 13. Jill Wynn has volunteered to attend.
- **Chil-E Fest Parade** – The Library had a booth at the Chil-E Fest on July 4th and had close to 30 people marching for the library in the Chil-E Fest Parade.
- **Senator Ranzenhofer Library Event** - Over fifty residents attended Senator Ranzenhofer's Meet & Greet on July 9th. Senator Ranzenhofer hosted the event at the Chili

Public Library to give residents an opportunity to meet with their representative in State government. Jeff reported that the CPL should be receiving a letter in September regarding “bullet aid” to be used for needs other than personnel.

- **CPL Statistics**

June	2013	2012	% change
Circulation	25,868	26,339	-2%
Library visits	12,156	12,285	-1%
Reference questions	2,009	2,166	-7%
Programs	31	31	0%
Program attendance	2,183	1,906	15%
	Jul 2012 – Jun 2013	Jul 2011 – Jun 2012	
Circulation	332,839	328,330	1%
Library visits	163,511	171,462	-5%
Reference questions	23,743	25,861	-8%
Programs	559	506	10%
Program attendance	14,158	13,398	6%

- **Summer Reading** – As of July 16th 800 children have signed up for the Summer Reading Program! Jeff reported that there are usually about 600 children involved; the increase may be due to going back to in-person participation rather than on-line.
- **Read to Me Bags** – New to the Children’s area are Read to Me Bags. They include two board books, a music CD and a toy. We have had a great response from families so far! Jeff reported that the \$1000 donation from Sue Henderson was used to create these bags.

New Items:

- **Approval of the CPL Fax Policy Revision** – The director will ask the library board to approve a recommended draft revision of the library’s Fax Policy.
Action Requested: Approve the CPL Fax Policy Revision.

Discussion: Andrew pointed out that we should probably also have a scanning policy.

A motion was made to approve the library’s Fax Policy.

Motion made by Barbara, 2nd by Lori

In favor- 6; opposed- 0; abstained- 0

- **Approval of the CPL Tutoring Policy Revision** – The director will ask the library board to approve a recommended draft revision of the library’s Tutoring Policy.
Action Requested: Approve the CPL Tutoring Policy Revision.

Discussion: Susan suggested that the words “without reservation” be added to the third bullet point statement “...may use the Conference Room *without reservation* for up to two hours daily...”

A motion was made to approve the CPL Tutoring Policy as amended.
Motion made by Jim, 2nd by Andrew
In favor- 6; opposed- 0; abstained- 0

System News:

- None to report.

State news:

- From Bernard A. Margolis, Assistant Commissioner for Libraries and State Librarian. As was announced during the ALA Annual Conference in Chicago, the Institute of Museum and Library Services (IMLS) and the Centers for Medicare and Medicaid (CMS) will be working together to help connect patrons to information about health coverage options and to trained ‘navigators’ who will assist them with enrollment. The IMLS is working to get more information from CMS about online resources for libraries (training materials, etc. not consumer information) and about the mechanics and specifics of connecting libraries to local resources.

Meetings and Workshops:

MGM Meeting – 7/2/13
Chil-E Fest – 7/4/13
MGM Meeting – 7/9/13
Senator Ranzenhofer Meet and Greet – 7/9/13
MCLS Contact Subcommittee Meeting – 7/10/13
CPL Staff Training Day Meeting – 7/10/13
MGM Meeting – 7/16/13
Supervisor Meeting – 7/17/13
MCLS Special Services Operations Committee Meeting – 7/19/13
MCLS Meeting – 7/23/13

Committees:

Budget subcommittee: The library board was asked to discuss and approve the proposal. The town departments are to submit their budget proposals to the Supervisor by August 1st. Jill and Jeff will meet with the Town Supervisor and financial director.

The following are the proposal’s salient points

- Pension and Medical will increase by \$30,347 (figure received from town’s Finance Director)
- Personnel - We are proposing a 2% rate increase (\$13,688)

- Expenditures – Removing Pension, Medical, and Personnel from the equation, the library is decreasing its expenditures by \$12,796
- The library is asking for an increase in the municipal contribution of \$30,923 (2.93%). This will allow the library not to have to cut its materials budget by \$9,843.
- The library plans to use \$14,788 of its surplus fund. \$10,000 of its memorial fund. \$5,000 in Friends donation. Additional revenue through fines and fees, etc. will be \$71,857.

Discussion: Jim told the group that he asked Senator Razenhofer why the pension portion of the budget was still “so out of whack”; he didn’t really have an answer but said he would look into it. Jim also brought up that the state has cut the library budget for the past 7 years. Judith clarified that the surplus fund has \$107,000 now; we will need to use over \$14,000 this year. Jim added that the in-house book sale money goes into the memorial fund; it accounts for about 70% of the total. Judith asked if there will be less programming due to planning for \$5,000 from the Friends group rather than \$6,500; Jeff said no, they plan to move money for food out of this area and request it separately as needed; the \$\$ for programming would remain intact.

The expected revenue: \$1,171,797.

The expected expenses: \$1,186,585.

The difference of \$14,788 will be taken out of the surplus fund.

A motion was made to endorse the proposed budget for fiscal year 2014 for submission to the Town Supervisor for approval.

Motion made by Jim, 2nd by Lori

In favor- 6; opposed- 0; abstained- 0

Old Business: none

New Business: Susan asked to be excused from the next 4-5 meetings in the months of Aug-Nov (and possibly Dec depending on the date). Barbara and Lori agreed to share the minute-taking responsibilities in Susan’s absence.

Adjourn: 6:56

Next meeting date/time: August 27, 2013 @ Chili Public Library Barbara Ireland Community Room. 6pm.