

## Chili Public Library Board of Trustees Meeting Approved Minutes for July 26, 2016

### Chili Public Library Mission Statement

The Chili Public Library is the center of lifelong learning for our community, and a welcoming responsive place people come to for the discovery of new ideas, the joy of reading and the power of information

**Board of Trustees:** Susan Ackerman (President) Judith Kharbas (Vice-President), Lorraine Ahearn (Secretary), James Lechner (Memorial Fund Treasurer), Andrew Lucyszyn, Karen Reifenstein, Jeffrey Stoiber

Library Director: Jeff Baker

Town Liaison: Mary Sperr - Not present.

Absent: None

Excused: None

**Meeting convened** by President Ackerman @ 6:00.

**Approval of agenda:** Motion made by Andrew; 2nd by Judith  
In favor 7; opposed 0; abstained 0

**Approval of minutes** of June 27, 2016. Motion made by Jeff . 2nd by Andrew  
In favor 7; opposed 0; abstained 0

### **Communications**

- Guests/Public: None
- Town Board liaison :None

### **Director's Report:**

#### **General Information:**

Jeff encouraged us to “Like” CPL on social media.

- **Friends of the CPL Board Meeting** – The next Friend’s Board meeting is Tuesday, August 9,, 2016 at 6pm, Karen Reifenstein has volunteered to attend. Many years ago the Friends of CPL raffled off theme baskets to the public. They are doing this again. The basket creator, Glenda, is now living in Chili and is able to create beautiful gift baskets to the Friends specifications. On the Circulation Desk is the first of these baskets. There is a sports /exercise theme going along

with the Summer Reading Program theme. Tickets may be purchased at the circulation desk. \$1.00 per ticket or 6 for \$5.00. The basket will be awarded after Summer Reading has ended in August. The Friends Board paid for the repainting of the walls and columns in the Teen Area as part of the renovation. The Gates Chili Chamber of Commerce Golf Tournament and Dinner Auction is Monday, August 1<sup>st</sup>. Library Board members, Friends Board members, staff, volunteers, and patrons are all welcome to attend the dinner/auction which begins at 5pm in support of the library. There are more golfers signed up this year than last year. Many raffle items were secured from businesses. There will be a silent and a live auction. Every golfer will receive a gift valued at \$25 or more.

#### CPL Statistics –

<b>Month</b>	<b>June 2016</b>	<b>June 2015</b>	<b>% of change</b>
<b>Circulation</b>	22,963	24,646	-7%
<b>Library Visits</b>	11,961	12,800	-7%
<b>Reference Questions</b>	1,672	1,601	4%
<b>Programs</b>	32	30	7%
<b>Program Attendance</b>	2,964	2,839	4%
<b>Overdrive</b>	1,563	1,449	8%
<b>Website Visits</b>	5,317	5,116	4%
<b>Website Pageviews</b>	9,059	9,162	-1%
	<b>July 2015 - June 2016</b>	<b>July 2014 - June 2015</b>	<b>% of change</b>
<b>Circulation</b>	280,607	305,686	-8%
<b>Library Visits</b>	151,348	155,546	-3%
<b>Reference Questions</b>	18,618	19,904	-6%
<b>Programs</b>	544	551	-1%
<b>Program Attendance</b>	14,930	15,481	-4%
<b>Overdrive</b>	18,888	16,027	18%

### **Old Items:**

- **Chil-E Fest** – The library had CPL-on-the-Go! at this year's Chil-E Fest. At the booth patrons were given information about the summer reading program, and other library services. We also gave away promotional material and books to children, teens and adults to promote literacy.
- **Teen Area Renovation Project** – There will be a ribbon cutting of the Teen Area renovation to be held on Friday, September 9<sup>th</sup> at 5pm. The date and time were chosen because there is a teen program that night. The Teen Area has been painted. The furniture, tiles etc. are arriving and we are in good shape for the September 9<sup>th</sup> ribbon cutting.
- **Holds Comparison for June** – The Library Board approved reducing the holds fee from one dollar to 50 cents per item. For June 2015 the library received \$460 for holds. A dollar per hold translates to 460 items put on hold. For June 2016 the library received \$381 for holds. 50 cents per hold translates to 762 items. 302 more holds were set aside in June than in the previous year. The change has been received well as shown by the increase in the number of holds for July 2016 compared to July 2015. Several libraries are following suit and reducing fees in the summer. A few libraries are at \$0 but if a hold is not picked up the patron is charged.
- **Library Building Operation** - This July the library's ceiling lamps were replaced in the public area, Ireland Room, and Conference Room. An electrical outlet was put in the column near the entrance to allow the Information Desk staff to greet patrons as they enter the library during times of high attendance and look up information on a laptop.

### **New Items:**

- **Personnel Update** – Laura Sutter has been hired as a part-time library page at \$9 per hour. Laura's start date was July 11, 2016.
- **Sue asked for the Board endorsement of this action.** The board unanimously endorsed the action.
- **Approval of the 2017 Chili Public Library Proposed Budget** – The CPL Budget Committee recommends the library board approve a proposed 2017 CPL Budget. Once approved the budget will be forwarded to the town Supervisor.  
**Action item: Approve the 2017 Chili Public Library Proposed Budget as distributed.**  
Sue called an executive session @ 6:50 to discuss the proposed budget and its impact on personnel.

**Sue ended executive session @ 7:10**

**Sue called for a motion to approve the 2017 Chili Public Library Proposed Budget as distributed.** Motion made by Jim ;2<sup>nd</sup> by Karen  
In favor 7; opposed 0; abstained 0

- **Approval of the Draft Laptops Checkout & Skype Policy** – At times patrons request to use library equipment to perform a live job interview via Skype. The laptops checkout & Skype policy will allow patrons to have a live job interview via Skype in the library without disrupting other patrons.

**Action item: Approve the Draft Laptops Checkout & Skype Policy as Presented.**

**Discussion:** There were questions concerning how The Conference Room Policy might influence this as well as the additional demand on staff time. Patrons should be aware of the Tech Tutors and the need to schedule time if help is needed to use a program. Our Conference Room Policy might need to be a bit flexible at times.

**Sue called for a motion to approve the Draft Laptops Checkout & Skype Policy as Presented.** Motion made by Karen; 2<sup>nd</sup> by Lori  
In favor 7; opposed 0; abstained 0

- **Little Free Library Ribbon Cutting on Friday July 22, 2016** – To promote reading and the love of reading, the Chili Public Library and the Chili Recreation Department, with the help of Boy Scout Jakob Wiesmore and his troop, have installed a Little Free Library in Union Station Park. A Little Free Library is a ‘take a book, return a book’ free book exchange. The most common version is a small wooden box in the shape of a house, filled with books. Anyone may take a book or bring a book to share. There are nearly 40,000 Little Free Libraries worldwide. Jakob oversaw the construction of the library as part of his Eagle Scout project. There was a ribbon cutting on Friday, July 22<sup>nd</sup> at 10am. The Chili Public Library will look after the library filling it regularly with books. The Little Free Library is well constructed and attractive. It will be publicized in our newsletter, as well as information given to the the GC Messenger Post and The Western Regional Library Council.

- **LibCal Calendar of Programs and Events** – The library has improved on the way it communicates with patrons about its programs and events by switching to a new online calendar vender LibCal. The online calendar is easier to use and uses color to distinguish Children, Teen, Adult, and Family programs from one another. Jeff demonstrated some features. Users will be able to view class openings and register directly for classes. There is a widget for the upcoming week.

- **Senator Michael H. Ranzenhofer 2016-2017 Grant** – The Senator has obtained funding from the New York Senate in the amount of \$11,000 for the Chili Public library. It is being awarded to the library for the purpose of children’s programming, updating technology and improving the library. The funding will be administered by the New York State Education Department (SED).

**MCLS News:**

- No news to report

## State News:

- **NYLA 2016 Legislative Session Recap -** (The following is from the New York Library Association) The 2016 Legislative Session finally wrapped up in the early hours of June 17<sup>th</sup>. Each Legislative Session and annual state budget process presents its own unique political, policy, and economic challenges, but this year was particularly difficult to navigate. Together with library advocates from across New York State, NYLA met these challenges head-on, and secured a third consecutive year of impressive, hard-won victories.

### **FY 2016-17 NYS Budget**

This year's enacted state budget and companion legislative resolutions for targeted aid will provide approximately \$22M in new funding for libraries. This represents the largest single-year increase in state appropriations for libraries, and places total state allocations for libraries and library programs at nearly \$135M in FY2016-17 - an unprecedented level.

- **State Library Aid.** Funding for the State Library Aid program will be \$95.6M in FY2016-17. NYLA worked to secure a \$4M increase in funding over what Governor Cuomo contemplated in his Executive Budget proposal, bringing total funding for the State Library Aid program to its highest level since 2009-10. The 4.3% increase in State Library Aid is on par with the 4.4% increase in school foundation aid. In the two years since we implemented our messaging strategy of "Libraries Are Education", State Library Aid has increased in proportion to increases in school foundation aid.
- **State Library Construction Aid.** Funding for the State Library Construction Aid program will be \$19M in FY2016-17, which includes a \$5M increase over what Governor Cuomo proposed. This is the first funding increase for the Construction Aid program in nearly a decade, and is the largest allocation this program has ever received.
- **MTA Payroll Tax Reimbursement.** Libraries and Library Systems that paid MTA Payroll Taxes in FY2015-16 will receive a \$1.3M reimbursement in FY2016-17. Last year, NYLA worked to secure a permanent exemption from these taxes that took effect on January 1<sup>st</sup>, 2016. This will be the last year the reimbursement payment is necessary.
- **Senate "Bullet Aid" for Libraries and Library Systems.** The NYS Senate again allocated \$25M to provide targeted aid for "certain school districts, public libraries, and not-for-profit institutions." In Senate Resolution 6507, more than \$4.9M was awarded to 541 libraries. Both numbers represent significant increases from last year, when 460 libraries received a total of \$3.69M in Bullet Aid.
- **Senate funding for NYS Economic Development Assistance Program.** The NYS Senate provided \$5.03M in Senate Resolution 6508 to continue and institute funding for projects at 18 libraries and library systems. This represents an increase of approximately \$500,000 over last year.
- **Assembly funding for NYS Capital Assistance Program.** The NYS Assembly provided \$8.875M to several libraries under the state Capital Assistance Program in Assembly Resolution 1603. These awards ranged from \$6M for Queens Library to \$375,000 for New

York Public Library. CPL will look toward the legislation for grants to replace carpeting in the Children's and Ireland Rooms.

**Meetings and Workshops and Outreach:**

CPL Full Staff Meeting – 7/1/16  
Chil-E Fest – 7/4/16  
Gates Chili Chamber of Commerce Golf Tournament Meeting – 7/12/16  
Friends of the Chili Public Library Board Meeting – 7/12/16  
Supervisor Department Heads Meeting – 7/12/16  
Town Library Directors Council Meeting – 7/14/16  
Gates Chili Chamber of Commerce Golf Tournament Meeting – 7/19/16  
Little Free Library Ribbon Cutting – 7/21/16  
Gates Chili Chamber of Commerce Golf Tournament Meeting – 7/26/16

**Committees:** Long Range Planning Committee

Patty created book marks listing the resources of the library and where to find us on social media. They will be found at the circulation desk and given out at checkout. Use of LibCal further enhances communication. Jeff has designed a chart showing action items with activities and evaluation methods to share the committee's findings and recommendations of ways to reach our goals at CPL. This will be discussed at the August meeting.

**Old Business:** None

**New Business:** None

**Additional Comments from Audience:** None

**Review of CPL Budget spreadsheet and Memorial Fund spreadsheet:**

Fines, Charges, and Holds decreased. There were two pay periods in June. Our Cost Shares was due.

**Approval of Library Fund abstract of \$16176.87:** Motion made by Jim; 2nd by Judith  
In favor 7; opposed 0; abstained 0

**Approval of Memorial Fund Expenditures** of \$855.96: Motion made by Jeff; 2nd by Karen  
In favor 7; opposed 0; abstained 0

**Approval of Memorial Fund Donations** of \$1500.00: Motion made by Andrew; 2nd by Lori  
In favor 7; opposed 0; abstained 0 This donation was for the Demo Multi-tier Display units.

**Sue called for a motion to adjourn at 7:20 Motion made by Lori; 2nd by Karen  
In favor 7; opposed 0; abstained 0**

**Next meeting date/time: August 23, 2016 @ Chili Public Library Barbara Ireland  
Community Room. 6:00pm.**