

Approved
Meeting Minutes, Chili Public Library Board of Trustees Meeting
July 28, 2015

Board of Trustees: Jill Wynn (President), Judith Kharbas (Vice President), James Lechner (Memorial Fund Treasurer), Susan Ackerman (secretary), Lorraine Ahearn, Andrew Lucyszyn, Karen Reifenstein
Library Director: Jeff Baker
Town Liaison: Mary Sperr

Present: Jill Wynn, Judith Kharbas (arrived at 6:15), James Lechner, Susan Ackerman, Lorraine Ahearn, Andrew Lucyszyn, Karen Reifenstein
Library Director: Jeff Baker
Town Board Liaison:

Absent: Mary Sperr
Excused:

Jill Wynn convened the meeting at 6:04pm

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

Approval of minutes of June 23, 2015: Motion made by Andrew ; 2nd by Karen
In favor- 6; opposed- 0; abstained- 0

Approval of abstract amt \$ 14,793.89 : Motion made by Lori ; 2nd by Karen
In favor- 7; opposed- 0; abstained- 0

Approval of donations to the Memorial Fund; amt \$ 1,350 : Motion made by Jim ; 2nd by Judith
In favor- 7; opposed- 0; abstained- 0

Communications

- Guests/Public: none

- Town Board liaison: none

- Friends representative--- A representative will attend the April, August and December board meetings. Bob Pacer mentioned that the recent spring book sale raised about \$2500, which is the largest amount in 10 years. He also reminded people that the golf tournament is Aug 3; there are 18 more golfers than last year; 5pm is cocktails and silent auction, 6pm is dinner.

Director's Report

General Information:

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- **Friends of the CPL Board Meeting** – The next Friend's Board meeting is Tuesday, August 11, Sue Ackerman has volunteered to attend. The Gates Chili Chamber of Commerce Golf Tournament and Dinner Auction is Monday, August 3rd. 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.

- **CPL Statistics –**

Month	June2015	June2014	% of change
Circulation	24,646	24,635	.04%
Library Visits	12,800	11,639	9.98%
Reference	1,601	2,073	-22.77%
Programs	30	22	36.36%
Program Attendance	2,839	2,310	22.90%
Overdrive	1,449	1,112	30.31%
Meeting Room	45	40	12.50%
Website Visits	5,116	2,257	126.67%
WebsitePageviews	9,162	4,351	110.57%
	July 2014- June 2015	July 2013- June 2014	% of change
Circulation	305,640	319,807	-4.43%
Library Visits	155,546	157,376	-1.16%
Reference Questions	19,904	24,025	-17.15%
Programs	522	540	-3.33%
Program Attendance	16,995	22,839	-25.59%
Overdrive	15,981	13,909	14.90%

- **Chil-E Fest** – The library had a vendor booth at this year's Chil-E Fest and showcased our new CPL on the Go! service. At the booth patrons signed up for the summer reading program, signed up for library cards, learned about our library services and programs. We also gave away 40 books to children, teens and adults to promote literacy.

New Items:

- **Approval of the 2016 Chili Public Library Proposed Budget** – The CPL Budget Committee recommends the library board approve a proposed 2016 CPL Budget. Once approved the budget will be forwarded to the town Supervisor.

Action item: Approve the 2016 Chili Public Library Proposed Budget as distributed.

Discussion: It was stated and discussed that the Memorial Fund not be considered as a source of funding in the permanent budget and should be moved out of the budget, using money from the surplus fund instead. A conversation also involved the differences between the job descriptions of pages and clerks and if there should be a more significant difference in the pay rates of these positions.

A motion was made to approve the 2016 Chili Public Library Proposed Budget as amended.

Motion made by Jim ; 2nd by Andrew
In favor- 7; opposed- 0; abstained- 0

- **Related to the budget discussion:**

A motion was made to permanently moving the Memorial Fund line out of the budget.

Discussion: the library is accruing ~\$10,000/year from the Friends, grants, and donations. This money should be put towards special projects such as a “teen room” and materials and not considered part of the budget.

Motion made by Jim ; 2nd by Judith
In favor- 7; opposed- 0; abstained- 0

A motion was made to increase the minimum pay rate for part time clerks to \$10/hour effective January 1, 2016.

Discussion: Currently there is little difference between the pay rates for pages and starting clerks. The job descriptions are different, with clerks working at the circulation desk and working with patrons. It was felt that the pay rates should reflect this difference in responsibility.

Motion made by Jim ; 2nd by Judith
In favor- 7; opposed- 0; abstained- 0

- **Approval of the CPL Code of Ethics Policy** – It was recommended that libraries have a code of ethics policy. The Library Director requests the Library Board approve the draft policy.

Action item: Approve the Chili Public Library Code of Ethics Policy as distributed.

Discussion: Some grammatical rewording of the policy as distributed occurred.

A motion was made to approve the Chili Public Library Code of Ethics Policy as amended

Motion made by Lori ; 2nd by Karen
In favor- 7; opposed- 0; abstained- 0

- **State of New York Office of the Comptroller Draft Report of Examination** – The Library Director received the draft report of examination from the State of New York Comptroller’s Office. The Library Board has until August 20th to respond to the content of the report. An example of a minor deficiency that was verbalized but not in the report: they suggest that for the library in-house book sale each sale contain a receipt. It was suggested in the report that a new process be developed for the Memorial Fund to show transactions similarly to how the library fund is handled, with specific invoices documented.
- **CPL Memorial Fund Approval Process** – The Library Director will review with the Library Board a recommended process for approving donations and expenditures from the CPL Memorial Fund.

Action item: Approve the presented response letter for corrective action to the OSC audit as adjusted for reporting donations to Memorial Fund

Discussion: It was agreed that the proposed process seemed logical and could be easily implemented.

A motion was made to approve the presented process for approving donations and expenditures from the CPL Memorial Fund.

Motion made by Andrew; 2nd by Judith
In favor- 7; opposed- 0; abstained- 0

Please Take Note: the July donations to the Memorial Fund were discussed and approved per the above procedure approved tonight; the motion appears at the start of these minutes after the approval of the abstract.

- **2015 NYLA conference Approval:** The director is requesting the library board approve adult librarian, Jennifer Lindsey’s attendance to this year’s New York Library Association (NYLA) conference in Lake Placid, NY, October 21-24, 2015. The cost is not to exceed \$830 to cover registration, mileage, two night’s hotel stay and meals. This is part of the NYLA Leadership Management Academy Ms. Lindsey has been attending.

Action item: Approve the cost (not to exceed \$830) in registration, mileage, lodging, and meals for librarian Jennifer Lindsey to attend the 2015 NYLA Annual conference.

Discussion: it was noted that this is to allow Ms. Lindsey to continue with the Leadership Management Academy that takes place during the conference.

A motion was made to approve the cost (not to exceed \$830) in registration, mileage, lodging, and meals for librarian Jennifer Lindsey to attend the 2015 NYLA Annual conference.

Motion made by Judith; 2nd by Andrew
In favor- 7; opposed- 0; abstained- 0

System News:

- None to report

State news:

- None to report

Meetings and Workshops and Outreach:

Wizard Nerd Rock Concert - 7/24/15

Gates Chili Chamber of Commerce Golf Tournament Meeting - 7/30/15

Directors' Council Meeting - 7/1/15

Chil-E Fest - 7/4/15

Gates Chili Chamber of Commerce Golf Tournament Meeting - 7/7/15

Town Library Director's Council - 7/9/15

Gates Chili Chamber of Commerce Golf Tournament Meeting - 7/14/15

CPL Friends Board Meeting - 7/14/15

Gates Chili Chamber of Commerce Golf Tournament Meeting - 7/21/15

Comptroller's Audit Meeting - 7/27/15

Gates Chili Chamber of Commerce Golf Tournament Meeting - 7/28/15

Committees: none

Old Business: none

New Business: Jill Wynne announced she is resigning from the Board; her last day will be August 15, 2015. She has submitted her letter to the Town Board; her letter to Jeff is forthcoming. Susan Ackerman has been nominated as president; a vote will occur at the August meeting. Judith thanked Jill for her services to CPL and wished her well. The Personnel committee will pursue filling the open Board position.

Adjourn: 7:47pm

Next meeting date/time: August 25 @ Chili Public Library Barbara Ireland Community Room. 6pm.