

Chili Public Library Board of Trustees Meeting  
Approved Minutes for for August 25, 2015

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

**Present:** Judith Kharbas (arrived 6:25), Sue Ackerman (Acting President), James Lechner, Lori Ahearn (Acting Secretary), Andrew Lucyszyn  
Library Director: Jeff Baker  
Town Liaison: Mary Sperr

**Excused:** Karen Reifenstein

**Approval of agenda:** Motion made by Andrew, 2<sup>nd</sup> by Jim  
In favor: 4; opposed 0; abstained 0

**Approval of minutes** of July 28, 2015: Motion made by Jim, 2<sup>nd</sup> by Lori  
In favor: 4; opposed 0; abstained 0

**Approval of abstract** amt. of \$10, 025.57: Motion made by Andrew, 2<sup>nd</sup> by Lori  
In favor: 5; opposed 0; abstained 0

**Approval of donations to the Memorial Fund;** amt \$100. Motion made by Jim, 2<sup>nd</sup> by Andrew  
In favor: 5; opposed 0; abstained 0

**Approval of Memorial Fund expenditures** amt. \$83.94 for books; Motion made by Judith: 2<sup>nd</sup> by Lori. In favor: 5; opposed 0; abstained 0

**Communications**

- Guests/Public - none
- Friends President: not present.
- Town Board liaison: The Town is beginning the budget process for 2016. Mary said Jeff is always well prepared when presenting the CPL budget request to the Town Board.
- Gates-Chili Chamber of Commerce: Mary Sperr reported as the President of the Chamber of Commerce. Jeff is now on the Chamber of Commerce Board as is Gates Director Greg Benoit.. The Golf Tournament was a big success. The final accounting is not finished but we are looking at a quick estimate of \$6,500 or more for each library. The Golf Committee is in the process of writing thank you notes to donors. Mary said the Tournament was a group effort. Bob Pacer was a huge contributor to the effort. Checks will be presented to the libraries during the November 19<sup>th</sup> Chamber meeting. (See Jeff if you would like to attend.)The 2016 tournament will be at Brook Lea Country Club on August 1<sup>st</sup>

## Director's Report –August 25, 2015

### General Information:

- **Friends of the CPL Board Meeting** – The next Friend's Board meeting is Tuesday, September 8, Judith Kharbas has volunteered to attend.
- **CPL Statistics** –

Month	July2015	July2014	% of change
<b>Circulation</b>	28,671	32,604	-12.1%
<b>Library Visits</b>	15,812	16,660	-5.09%
<b>Reference Questions</b>	1,979	2,463	-19.7%
<b>Programs</b>	66	49	34.7%
<b>Program Attendance</b>	1,649	1,889	-12.7%
<b>Overdrive</b>	1,485	1,149	29.2%
<b>Meeting Room</b>	92	72	27.8%
<b>Website Visits</b>	5,039	2,715	85.6%
<b>WebsitePageviews</b>	8,928	5,052	76.7%
	August 2014- July 2015	August 2013- July 2014	% of change
<b>Circulation</b>	300,153	319,072	-5.9%
<b>Library Visits</b>	154,698	157,887	-2.0%
<b>Reference</b>	19,420	23,469	-17.3%
<b>Programs</b>	539	539	0.00%
<b>Program Attendance</b>	16,755	22,930	-26.9%
<b>Overdrive</b>	16,317	14,213	14.8%

Discussion: Reference questions decline is probably due to the availability of information on the internet. The Children's Librarian was unavailable during this time period.

- **New Homeowners Welcome Package From CPL** – The Friends of the Chili Public Library have developed a letter to send to new homeowners in the Chili community. It is proposed that

the letter be signed by the CPL Friends Board President, the CPL Board President and the Director. The letter will invite the new residents of the community to visit the library and take advantage of its many programs, materials and services. The letter will also invite the residents to join the Friends of the CPL. Marcia Johnson, PT Library Clerk, previously reported to Jeff that according to the D&C there are about 13 new homeowners in Chili each week. The draft of the letter was discussed. In addition to the letter the packet will also include the "State of the Library Report" and a schedule of upcoming library events. Suggestions from the Board were to include the CPL website address and Facebook link in the letter. It was also suggested the letter be written on Chili Public Library letterhead along with the Friends logo. Jeff will emend the letter as needed.

- **CPL Friends Booksale** - September 30 from 4pm-8pm (members preview), October 1<sup>st</sup> from Noon to 8pm, October 2<sup>nd</sup> from 11am-4pm, October 3<sup>rd</sup> from 9am – 4pm, and a \$3 bag sale October 4<sup>th</sup> from 1 pm-4pm. Discussion: Bookmarks, with the booksale information, will be distributed as patrons check out library books.
- **Town Budget Workshop** - The Library's Town Budget Workshop is scheduled for Wednesday, September 9<sup>th</sup> at 5pm.
- **CPL on the Go! Form on the Library's Website** - The Library now has a new CPL on the Go! form on its website. Local organizations can now fill out the form and request the library's new service to attend a community event and/or location. Discussion: This information will be included in the on-line newsletter.

**Old Items:**

- **State of New York Office of the Comptroller Draft Report of Examination Update** – The Comptrollers Report of Examination is on the Comptrollers website. Discussion: Trustees were e-mailed a request to complete a voluntary evaluation of the examination process.
- **Review of the Summer Reading Program** - The Library had another successful year of the Summer Reading Program. 632 children and 55 teens participated in the Summer Reading Program. 180 Teens and 1,658 children took part in the summer reading events.

<b>TEENS SUMMER READING EVENTS STATISTICS</b>		
6/24/2015	Summer Kick Off Concert	125
7/9/2015	Super hero Gadgets	10
8/7/2015	Tie Dye	5
8/7/2015	Pre-Comicon	15
8/7/2015	Comicon	25
Teen Summer Reading Events Participants		180
Teen Summer Reading Program Participants		55
<b>CHILDRENS SUMMER READING EVENTS STATISTICS</b>		
7/6/2015	4H STEM	75
7/9/2015	Butterfly Garden	85

7/13/2015	Mary Beth Dolan	29
7/20/2015	Magician	98
7/27/2015	Brasser School Outreach	75
7/30/2015	Puppet Theatre	60
8/3/2015	4-H Super Heroes	45
8/4/2015	Super Hero Talent Show	20
8/7/2015	Tie Dye	150
8/7/2015	Red Wind Participants	71
8/11/2015	Gates Chili Outreach	550
8/13/2015	Truck Show	250
8/27/2015	Butterfly Garden	150
Children Summer Reading Events Participants		1658
Children Summer Reading Program Participants		632

**Discussion:** Jim would like to recognize the CPL Staff for the successful summer reading program, with a special note to youth services who, Judith commented, had one less staff member during this time. It will be part of the Board minutes to be read at the next Staff meeting. The following statement was developed:

**The Chili Library Board of Trustees commends the CPL Staff for providing a successful Summer Reading Program. We recognize all the work by the entire staff that went into this success. We especially commend the providing of a quality children’s summer program with one less available staff member.**

**New Items:**

- **Gates Chili Chamber of Commerce Board Member**-The Library Director has recently joined the Board of the Gates Chili Chamber of Commerce. The Director will attend his first meeting of the Board in September.
- **Personnel Update** – Stacey Martin resigned on July 31<sup>st</sup> as the library’s Children’s Librarian. The Director has changed the job description of Cathy Kyle from Teen Librarian to Youth Services Librarian, where she now oversees the library’s Youth Services Department. Valerie Scheg has been hired as a part-time librarian in the Youth Services Department. She had been working as a part-time Librarian Trainee. Valerie’s start date is September 6, 2015. See discussion under New Business.
- **Gates Chili Chamber of Commerce State of the State Address Event** – Senator Michael Ranzenhofer and Senator Joseph Robach will be giving a State of the State Address at the next Gates Chili Chamber of Commerce event on Friday, September 18<sup>th</sup>. Online registration is

available on the chamber's website. Senator Ranzenhofer is not able to attend this event. See Jeff if you would like to attend this event.

- **Approval of Purchase of Two New Lounge Chairs to be Located by the Library's Fireplace**  
– The two lounge chairs that are presently located at the Library's fireplace are worn and in need of replacement. The Library's Decorating Team recommends the chairs be replaced with library furniture from Demco for a total cost of \$1,715. \$1,200 of the cost has been donated to the Library's Memorial Fund from a generous patron for this purchase. The CPL Friends Board approved at their last meeting to pay the remainder of \$515.  
**Action item: Approve the Chili Public Library's Purchase of Two Lounge Chairs to be Located by the Fireplace for the amount of \$1,715**

Discussion: Jim noted the funds were donated by Ms. Henderson to help purchase the chairs as well as \$100 to purchase "Lassie" DVDs, The Hendersons have been generous supporters of the library for many years. He suggested we send a thank you note to Ms. Henderson signed by the Board of Trustees. Jeff will purchase a card for the next meeting.

**Motion:** Approve the Chili Public Library's Purchase of Two Lounge Chairs to be located by the fireplace for the amount of \$1,715. Motion made by Jim; 2<sup>nd</sup> by Andrew  
In favor - 5; Opposed - 0; Abstained - 0

#### **System News:**

- None to report

#### **State news:**

- None to report

#### **Meetings and Workshops and Outreach:**

Gates Chili Chamber of Commerce Golf Tournament – 8/3/15

Chili Supervisor Meeting – 8/4/15

Gates Chili Chamber of Commerce Golf Tournament Meeting – 8/11/15

CPL Friends Board Meeting – 8/11/15

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**

- The Nominating Committee nominated Susan Ackerman to fill the remainder of the term of the Library Board President. Sue was unanimously elected to fill the remainder of the term of the Library Board President.
- The Nominating Committee nominated Lorraine Ahearn to fill the remainder of the term of the Library Board Secretary. Lori was unanimously elected to fill the remainder of the term of the Library Board Secretary.

- The Nominating Committee will publicize the seeking of applicants for the opening on the CPL Board of Trustees in the CPL newsletter and in the Gates Chili Post.

**Old Business:**

**New Business:**

**Adjourn to Executive Session:** 7:04

**Return to General Session:** 7:33

**Creation of Youth Services Department Discussion:** A reorganization has placed Children's and Teen Services under the new Department of Youth Services. This was precipitated by the resignation of the Children's Librarian which led to the Teen Librarian successfully facilitating both departments. Having taken the new position of Youth Services manager, the Teen Librarian is taking the Librarian II civil service exam and is expected to have a raise in title by the year's end. The Trustees met in Executive Session to discuss the effect of this and developed the following motion:

**Motion** to have the pay rate of the Youth Services manager changed to reflect the performance of additional duties, including supervision, as discussed in Executive Session.

Motion made by Judith; 2<sup>nd</sup> by Andrew  
In favor - 5; Opposed - 0; Abstained - 0

Adjourn: 7:35

**Next meeting date/time: September 22, 2015 @ Chili Public Library Barbara Ireland Community Room. 6:00pm.**

