

**Final
Meeting Minutes, Chili Public Library Board of Trustees Meeting
August 26, 2014**

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

Present: Judith Kharbas, Susan Ackerman , Lorraine Ahearn, Andrew Lucyszyn, Jim Lechner, Barbara White
Library Director: Jeff Baker
Town Board Liaison: Mary Sperr

Absent: none
Excused: Jill Wynn

Judith Kharbas convened the meeting at 6:01

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

Approval of minutes of July 22, 2014: Motion made by Jim ; 2nd by Barbara
In favor- 6; opposed- 0; abstained- 0

Approval of abstract amt \$10,950.61 : Motion made by Barbara ; 2nd by Lori
In favor- 6; opposed- 0; abstained- 0

Communications

- Guests/Public: none

- Town Board liaison: Golf tournament was a nice success; each library will probably receive around \$4,000 in a check presentation at November Council meeting. Mary thanked Jeff for his time and help; Bob Pacer was also extremely helpful. Jim wondered if council should/could send a letter to the Governor's office about the contribution; Jeff and Mary will discuss.

- Friends representative--- A representative will attend the April, August and December board meetings. No rep was present tonight.

Director's Report

General Information:

- Friends of the CPL Board Meeting** – The next meeting of the Friend's Board is Tuesday, September 9th at 6pm. Jill Wynn has volunteered to attend. The Gates-Chili Chamber of Commerce Golf Tournament Fundraiser was a huge success. The director expresses his gratitude to the Golf Tournament Committee and volunteers; to the golfers and those that took part in the day's event.
- CPL Statistics** –

Month	July 2014	July 2013	% of change
Circulation	32,604	33,339	-2.20%
Library Visits	16,660	16,149	3.16%
Reference Questions	2,463	3,019	-18.42%
Programs	49	50	-2.00%
Program Attendance	1,889	1,798	5.06%
Overdrive	1,149	845	35.98%
Meeting Room	72	84	-14.29%
Website Visits	2,715	3,126	-13.15%
Website Pageviews	5,052	5,271	-4.15%
	August 2013 – July 2014	August 2012 – July 2013	% of change
Circulation	319,072	334,605	-4.64%
Library Visits	157,887	164,486	-4.01%
Reference Questions	23,469	24,281	-3.34%
Programs	539	563	-4.26%
Program Attendance	22,928	14,858	54.31%
Overdrive	14,237	5,272	170.05%

- **CPL Friends Booksale** - September 11 from 4pm-8pm (members preview), September 12th and 13th from 9am-4pm for the public, and a \$3 bag sale September 15th from 9am-5pm.
- **Practice Fire Drill** – The Library/Town Hall Complex had a successful practice fire drill on August 19th.
- **3rd Annual Legislative Thank You Breakfast** – Library supporters (staff, trustees, volunteers) are invited to attend a legislative thank you breakfast at the Henrietta Public Library on Friday, October 24 from 8:30 - 10 am. RRLC is working cooperatively with the Monroe County Library System, Pioneer Library System, and area school library systems on this event. Over 100 library advocates attended the breakfast last October! RSVP at www.rrlc.org, email rrlc@rrlc.org, or call the RRLC Office at 585-223-7570. RRLC hopes to have a good crowd again this year to show our NYS Senators and Assembly Members how important libraries and library systems are to their constituents. Board members can let Jeff know if they can attend.
- **Town Budget Workshop** - The Library's Town Budget Workshop is scheduled for Wednesday, September 10th at 5pm. A 'budget prep' report hand-out was reviewed; tax cap is 2% or rate of inflation (this yr that is 1.56%).
- **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 19th. Online registration is available on the chamber's website. Board members can get library member price of \$18.00.
- **Town of Chili Bicycle and Pedestrian Planning Study** – The Town of Chili is in the process of developing a Bicycle and Planning Study in order to develop a more complete transportation network for residents of all ages. In order to better understand the needs of our residents, the Town has prepared a short on-line survey. The survey is on the library's website.
- **Summer Reading Statistics** – The theme for this year's Summer Reading Program was 'Fizz Boom Read'. It was a particularly successful program for our patrons of all ages.
 - 750 children signed up for the Summer Reading Program and they read over 118,000 minutes of reading (that's over 82 straight days of reading!)
 - Nicole, our page, constructed a six foot tall robot made of cardboard, filled with books and goodies for kids who entered our Summer Reading weekly reading raffles.
 - Not only did we present reading opportunities for the children but we had 45 children's programs which 2,500 participated.
 - The children's programs which were particularly popular were the Fizz, Boom Read! With Moreland the Magician, Larry Moss of Airigami, Fizz, Boom Read! Science Experiments with Chris Amesbury, Tie Dye Program, and the Truck Show.
 - The Children's staff visited six schools and reached over 1,900 children to promote the library's summer program.
 - 98 children registered for new library cards during the summer reading months.
 - The library had 26 teen programs which 671 teens participated.
 - There were 357 teen summer reading raffle entries for the library's teen Harry Potter themed summer weekly activities.
 - The adults read 305 books as part of the Summer Reading Program.

- **CPL Staff Training Day** – The theme of the upcoming CPL staff training day is team building. The agenda for the October 13th training day is as follows:
 - 8:30-9:00 Registration
 - 9:00-9:45 Patty Uttaro (MCLS Director) and Sally Snow (MCLS Assistant Director)
 - 9:45-10:00 Morning break
 - 10:00-12:00 Peak Performance workshop by Randal Simonetti from Ignition Consulting
 - 12:00-1:00 Lunch
 - 1:00-3:00 Team building exercise
 - 3:00-3:30 Recap and evaluations

The objective of the Peak Performance workshop is to build effective teams by providing individual and team competencies required to effectively manage the challenging situations that occur in the daily course of doing business. This workshop will introduce participants to a set of skills they can immediately use to enhance team effectiveness.

The workshop will:

- Help participants understand how individual values influence team outcomes
- Identify and maximize each team member’s personal impact style
- Help team members effectively managing conflict
- Provide the skills required to negotiate win-win solutions

New Items:

- **60 Month Photocopier Lease:** The five year lease for the library’s public photocopier and staff photocopier will expire on October 6, 2014 (through Ricoh). At the August Library Board meeting the Library Director will present three vendor quotes for copier replacement.

Approval of 60 Month Photocopier Lease: The lease for the public and staff photocopiers is to expire October 6, 2014. The Library Director has received three proposals for copier replacement and recommends the Library Board authorize the library to enter into a photocopier lease agreement with Toshiba for the supply and maintenance of photocopier equipment for a term of 60 months.

Staff (Color) and Public (Black and White) Photocopiers

	Public or Staff Copier	Model Proposed	60 Month Lease Cost	Cost per Page BW	Cost per Page Color
Eastern	Staff	W7830P	\$153.71/month	\$.0076	\$.071
	Public	WC5330P	\$109.27/month	\$.0080	n/a
			Total = \$262.98/month		
Ricoh	Staff	MPC3003	Staff and public copier lease quotes combined	\$.0065	\$.049
	Public	MPC3053		\$.006	n/a

			Total = \$252.31/month		
Toshiba	Staff	e-studio 3055c	\$123.57/month	\$.0045	\$.049
	Public	e-Studio 307	\$ 73.57/month	\$.0045	n/a
			Total = \$197.14/month		

Action Requested: Approve the Library Director entering into a photocopier lease agreement with Toshiba for the supply and maintenance of photocopier equipment for a term of 60 months.

Discussion: Jeff stated that by signing with Toshiba, it is estimated that CPL will save \$473 over the next 5 years.

A motion was made to approve the Library Director entering into a photocopier lease agreement with Toshiba for the supply and maintenance of photocopier equipment for a term of 60 months.

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

- 2014 NYLA Conference Approval:** The director is requesting the library board approve two librarians attend this year's New York Library Association (NYLA) Conference in Saratoga Springs, NY, November 6-8, 2014. The cost is not to exceed \$1,325 to cover registration, mileage, food and one night's hotel.

Board Action Requested: Approve the cost (not to exceed \$1,325) in registration, mileage, food and lodging for two librarians (Jennifer Lindsey, and Cathy Kyle) to attend the 2014 NYLA Annual Conference.

Action item: Approve the cost (not to exceed \$1,200) in registration, mileage and lodging for two librarians (Jennifer Lindsey, and Cathy Kyle) to attend the 2014 NYLA Annual Conference.

Discussion: the original request did not include food; Lori suggested food be included as it was last year.

A motion was made to approve the Approve the cost (not to exceed \$1,325) in registration, mileage, food and lodging for two librarians (Jennifer Lindsey, and Cathy Kyle) to attend the 2014 NYLA Annual Conference.

Motion made by Andrew; 2nd by Jim
In favor- 6; opposed- 0; abstained- 0

- **CPL Leave Donation Program Policy Update Approval** – The director recommends besides sick time, staff can also donate ‘an unlimited number of vacation hours per year to the Leave Donation Program.

Board Action Requested: Approve Updating the CPL Leave Donation Program Policy as described.

Action item: Approve the Leave Donation Program Policy Update Approval

Discussion: the purpose of this is to afford employees the ability to share sick and/or vacation leave with others that need it.

A motion was made to approve the **Leave Donation Program Policy Update Approval**.

Motion made by Lori ; 2nd by Andrew
In favor- 6; opposed- 0; abstained- 0

System News:

- None to report

State news:

- None to report

Meetings and Workshops:

MCLS Circulation Policies Meeting – 7/224/14/14
Gates Chili Chamber Golf Tournament Volunteers Meeting – 7/28/14
Gates Chili Chamber Golf Tournament Fundraiser Meeting – 7/29/14
CPL Reference and Circulation Staff Meeting – 8/1/14
Gates Chili Chamber Golf Tournament Fundraiser – 8/4/14
MGM Meeting - 8/5/14
MGM Meeting - 8/11/14
Gates Chili Chamber Golf Tournament Fundraiser Meeting – 8/11/14
CPL Friends Board Meeting – 8/12/14
Vail Insurance Meeting – 8/13/14
MCLS Special Services Operations Council Meeting – 8/15/14
MGM Meeting - 8/18/14
OverDrive Streaming Webinar – 8/21/14
MGM Meeting - 8/25/14
Gates Chili School District/Recreation Departments/Libraries Newsletter Meeting – 8/27/14

Committees: none

Old Business - none

New Business- none

Adjourn 6:46

Next meeting date/time: September 23, 2014 @ Chili Public Library Barbara Ireland Community Room. 6pm.