

# Meeting Minutes, Chili Public Library Board of Trustees Meeting-APPROVED August 28, 2012

Board of Trustees: Steve Grogan (President), Judith Kharbas (Vice President) (absent), James Lechner (Memorial Fund Treasurer) (absent), Jill Wynn (Secretary), Sue Ackerman, Lorraine Ahearn, Barbara Sickles

Library Director: Jeff Baker

Town Board Liaison: Michael Slattery

Friends Representative: Nancy Stein

President Steve Grogan convened the meeting at 6:12 PM. Mr. Lechner and Ms. Kharbas were absent. There was no Friends representative for this meeting.

**Approved** the selection of Jill Wynn as secretary of the CPL Board by five in favor, none opposed

**Approved** the meeting agenda by five in favor, none opposed.

**Approved** the minutes for July 24, 2012 meeting by four in favor, and one abstained.

**Approved** abstract (\$15,682.63) by five in favor, none opposed. Susan asked for clarification of the information provided in the abstract. Jeff explained that the abstract details the vouchers paid during the month. The board reviews it as a part of its fiduciary responsibility. Mike added that the library is audited regularly. The Library Board oversees the monies allocated based on the needs of the library.

## Communications

**Guests/Public:** None present

**Town Board Liaison:** Mike Slattery

**Friend's representative:** None present

## Director's Report

### Discussion and Actions as Noted

### General Information:

- **Friends of the CPL Board** – We were reminded that the Friends would attend the CPL Board meeting on a quarterly basis. The next meeting of the Friend's Board is Tuesday, September 11 at 6pm; Jim Lechner is scheduled to attend. There was no library board member signed up to attend the Friends October 9<sup>th</sup> meeting. Susan Ackerman volunteered to attend the October 9<sup>th</sup> Friends meeting. The Friends annual meeting will be Sunday, October 21, 2012 at 1:30 before the Travelogue program. As a fundraiser, the Friends of CPL have signed up with ImagineRecycling.com to have a bin in the library lobby where patrons drop off their cell phones, pdas, mp3 players, printer cartridges, digital cameras, laptops, camcorders, gps devices, satellite radios, dvd players, usb memory keys, gaming devices and external hard drives.

- **Save the Date!** - 50<sup>th</sup> Anniversary Celebration, Saturday, October 13 10am-4:30pm. Jeff mentioned that the Gates-Chili Post will do an article on the CPL. Invitations have been sent to dignitaries such as, Maggie Brooks, Jeff Adire, Harry Bronson, and David Dunning. Mike Slattery suggested that we invite Dr. Martin from Roberts Wesleyan. Jeff said Dr. Martin would be invited in a separate invitation.
- **Library Board Committee Sign-up Sheet** – The Director will pass around the committee signup sheet for library trustees to update. Steve Grogan requested that we make filling committee positions an agenda item for our next meeting.
- **Town Chili Newsletter** – The Fall/Winter 2012 Town of Chili Newsletter is available to the public. The Library has our programs listed in the brochure.
- **CPL Statistics** –

June	2012	2011	% change
Circulation	31,573	30,864	2.3%
Library visits	15,174	14,998	1.2%
Reference questions	2,481	2,302	7.8%
Programs	38	42	-9.5%
Program attendance	1,106	1,088	1.7%
Circulation	329,039	375,789	-12.4%
Library visits	171,638	190,698	-10.0%
Reference questions	26,040	26,819	-2.9%
Programs	502	527	-4.7%
Program attendance	13,416	13,929	-3.7%

-There was an increase in circulation. Sue suggested that summer reading might have contributed to the increase.

#### Old Items:

- **CPL Staff Name Tags** – The CPL staff and volunteers now have nametags that staff wears. Library Patrons like the new nametags.

#### New Items:

- **Review MCLS Digital Content Recommendations** – The director will review the MCLS Digital Content Recommendations endorsed by the Directors’ Council.
- **2013 Budget Request Update** - The director and Library Board president will summarize their 2013 budget request meeting with the Supervisor. The budget called for a 13% increase for retirement cost. Supervisor Dunning suggested that an 18% increase is more accurate for pension cost. Jeff sent the adjustment to the Library Board for review. Steve Grogan will present the budget on September 24<sup>th</sup>, 2012.

- **Approval of the LLSA State Aid** - State Library Development's determination of Local Library Support Aid for 2012-2013 in the amount to be received of \$7,095.  
**Action requested: Approve the State LLSA in the amount of \$7.095.**

**A motion was made to approve the State LLSA in the amount of \$7095. The motion was passed by five in favor, none opposed.**

- **Approval of Proposed CPL Board of Trustees 2013 meeting dates:**

Date	Location
January 22	Barbara M. Ireland Community Room
February 26	Barbara M. Ireland Community Room
March 26	Barbara M. Ireland Community Room
April 23	Barbara M. Ireland Community Room
May 28	Barbara M. Ireland Community Room
June 25	Barbara M. Ireland Community Room
July 23	Barbara M. Ireland Community Room
August 27	Barbara M. Ireland Community Room
September 24	Barbara M. Ireland Community Room
October 22	Barbara M. Ireland Community Room
November 26	Barbara M. Ireland Community Room
December 17	Barbara M. Ireland Community Room

**Action requested: The Library Board approves the proposed CPL Board of Trustees 2013 meeting dates as presented.**

**A motion was made to approve the proposed CPL Board of Trustees 2013 meeting dates. The motion passed by five in favor, none opposed.**

- **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 8-10, 2011. The cost is not to exceed \$1,922 and will cover registration, mileage and two night's hotel. The CPL Board thought that the cost of meals should be included for those who attend this conference. Jeff modified the request to include registration, mileage, two night hotel stay, and a meal plan that aligns with the Town of Chili policy.

- **Board Action Requested:** Approve the cost (not to exceed \$1,922) in registration, mileage, lodging, and meal plan that aligns with the Town of Chili policy for two librarians to attend the 2012 NYLA Annual Conference.

**A motion was made to approve the cost (not to exceed \$1,922) in registration, mileage, lodging, and meal plan that aligns with the Town of Chili policy for two librarians to attend the 2012 NYLA Annual Conference. The motion passed by five in favor, none opposed.**

**System News:**

- Library Trustee Training

**State news:**

- None to report

**Meetings and Workshops:**

Supervisor Meeting – 7/27/12

Kindle Class – 7/31/12

MCLS Digital Resource Committee Meeting – 8/1/12

MGM Meeting – 8/2/12

CPL Full Staff Meeting – 8/3/12

MGM Meeting – 8/9/12

Nook Class – 8/10/12

MCLS Digital Resources Committee Meeting – 8/13/12

CPL 50<sup>th</sup> Anniversary Team Meeting – 8/14/12

Friends of CPL Meeting – 8/14/12

MCLS Directors Council Meeting – 7/11/12

MGM Meeting – 8/16/12

MCLS SSOC Meeting – 8/17/12

Pinpoint Meeting – 8/22/12

MCLS ePortal Team – 8/24/12

**Miscellaneous:**

- Jeff reminded the Board to sell raffle tickets for the great prizes available at the Anniversary Celebration.
- Bill Seely, a volunteer of the library, passed away at the age of 95. He will be honored at CPL by displaying a print in the library with a memorial plaque.

Meeting Adjourned at 7:01 PM.

**Next Meeting date/time: September 25, 2012 at 6:00 PM in the Barbara Ireland Community Room.**