

## Chili Public Library Board of Trustees Meeting Approved Minutes for September 22, 2015

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

Present: Sue Ackerman, Judith Kharbas, Lori Ahearn, James Lechner, Andrew Lucyszyn, Karen Reifenstein  
Library Director: Jeff Baker  
Town Liaison: Mary Sperr

**Meeting convened:** 6:01

**Approval of agenda with items added by Jeff:** Motion made by Andrew, 2<sup>nd</sup> by Judith  
In favor 6; opposed 0; abstained 0

**Approval of minutes of August 25, 2015:** Motion made by Jim, 2<sup>nd</sup> Karen  
In favor 6; opposed 0; abstained 0

**Approval of abstract amt \$9,512.65:** Motion made by Jim, 2<sup>nd</sup> Judith  
In favor 6; opposed 0; abstained 0

**Approval of Memorial Fund Expenditures amt. \$1,915.01:** Motion made by Lori, 2<sup>nd</sup> Andrew  
In favor 6; opposed 0; abstained 0

**Approval of Memorial Fund Donations amt, \$500:** Motion made by Jim, 2<sup>nd</sup> Karen  
In favor 6; opposed 0; abstained 0

### **Information:**

- The Library Memorial Fund spreadsheet will use the previous month's data. This will align with the format of the budget spreadsheet. It also will reflect items that are approved.
- On the budget spreadsheet August shows an increase in fines, charges and fees. This is compared to what was budgeted.
- Jeff supplied the Board with an updated staff organizational chart. Lee Ann will be interviewing candidates to fill the vacant PT Library Assistant to be assigned to the Youth Services Department.
- Jeff gave us a list of the "Top 100 Banned Books: 2000-2009" to highlight Banned Book Week September 27-October 3, 2015. Patty Bruno is setting up a display with some of the books and reasons they have been banned in various locations throughout the U.S.
- Jeff had cards for us to sign for Sue Henderson and Senator Ranzenhofer as per Jim's suggestion.

### **Communications**

- Guests/Public
- Friends President : Not present.

- Town Board liaison: Mary reported that the buildings burned on Chili near Union need to be razed. New structures will be built. Legacy is planning to build a facility across from the Town Hall complex for individuals in good physical condition with failing cognitive ability.

## Director's Report

### General Information:

- **Friends of the CPL Board Meeting** – The Friends have a new memorial board located in the lobby, as the old one was filled up. The library's talented clerk David Tyler made the memorial board for the Friends. At the Friends Board September meeting Judith Kharbas recommended that the Friends Board's meeting minutes be sent to the Library Board. The Friends reported that 40 new library card pouches for children are given out each month. The annual meeting of the Friend's Board is Tuesday, October 20 at 6:30pm. Andrew Lucyszyn has volunteered to attend. During the month of October the Friends will have a membership Drive. The Friends Board will be at the Library on the following dates in order to inform the public of the benefits of being a Friend of the library. Oct 5 American Girl Program, Oct 14 Library Lobby, Oct 15 Simply Stories, Oct 21 Library Lobby, Oct 24 Trick or Treat Program. The membership drive will coincide with National Friends of the Library Week (October 16-24).

### CPL Statistics –

Month	August 2015	August 2014	% of change
Circulation	24,778	26,382	-6%
Library Visits	13,552	13,452	1%
Reference Questions	1,550	1,764	-12%
Programs	33	44	-25%
Program Attendance	2,346	3,484	-33%
Overdrive	1,509	1,372	10%
Meeting Room	51	43	19%
Website Visits	4,740	2,455	93%
Website Pageviews	8,523	4,322	97%
	<b>September 2014 - August 2015</b>	<b>September 2013 -August 2014</b>	<b>% of change</b>
Circulation	298,549	316,309	-6%

<b>Library Visits</b>	154,798	157,000	-1%
<b>Reference Questions</b>	23,202	19,206	-17%
<b>Programs</b>	528	550	-4%
<b>Program Attendance</b>	15,617	22,518	-31%
<b>Overdrive</b>	16,454	14,637	12%

Jeff has asked Jen to look at the way we are reporting our statistics for “Program Attendance.” Under the current method we are reporting only formal programs held in the library. We are not including the many outreach programs involving large groups of people. For instance Our Library on the Go has been part of many activities such as the Gates Chili “Be a Reading Hero” which is not included in the statistics. The statistics are not reflecting the changing face of CPL.

- **Feedback Form on the Library’s Website** – In order to elicit patron feedback regarding the library, the library’s comment card has been put up on the library homepage.
- **4<sup>th</sup> Annual Legislative Thank You Breakfast**- Staff, trustees, volunteers, and friends are invited to attend a legislative thank you breakfast at the Henrietta Public Library on Friday, October 30 from 8:30 - 10 am. The theme is "Libraries Are Education". This event is sponsored by RRLC, Monroe County Library System, Pioneer Library System, the area's five School Library Systems, and the Friends and Foundation of Rochester Public Library. Jeff will take care of registering us for the breakfast.

**Old Items:**

- **Executive Sessions Review** – Following up on the Library Board’s request, the Director will share with the library board relevant parts of the Open Meetings Law as it pertains to the proper procedure of when executive session meeting minutes should be taken. When going into executive session there has to be a reason given for doing so. Individuals with a particular area of expertise may be invited into the session. Motions are voted on in regular session and become part of the minutes. No other notes need to be recorded.

**New Items:**

- **Approval** of \$500 Donation to the Chili Public Library Memorial Fund for September 2015.  
**Action item:** Approve \$500 Donation to the Chili Public Library Memorial Fund for September 2015.

**Motion: Approve \$500 Donation to the Chili Public Library Memorial Fund for September 2015.** Motion made by Jim, 2<sup>nd</sup> by Karen.  
In favor 6; opposed 0; abstained 0

**Approval of the 2015-2016 Bullet Aid in the Amount of \$11,000 Received from the Office of Senator Michael H. Ranzenhofer** – The Monroe County Library System has received \$11,000 in bullet aid for the Chili Public Library from the Office of Senator Michael H. Ranzenhofer. The director requests the library approve the voucher of this payment from MCLS to the Chili Public Library.

**Action Requested: The Library Board approves the MCLS voucher of \$11,000 in 2015-2016 Bullet Aid for the Chili Public Library received from the Office of Senator Michael H. Ranzenhofer.**

Discussion: This is the 3<sup>rd</sup> year in a row that we have received Bullet Aid. Jeff gave us a chart showing the amount received by other area libraries. Our state senator does not represent all these libraries.

**Motion: Approve the MCLS voucher of \$11,000 in 2015-2016 Bullet Aid for the Chili Public Library received from the Office of Senator Michael H. Ranzenhofer.** Motion made by Jim, 2<sup>nd</sup> by Andrew

In favor 6; opposed 0; abstained 0

**Approval of Chili Public Library Collection of Fines and Fees Policy.** – Library materials at the Chili Public Library are purchased for the use of all library cardholders. Cardholders are responsible and accountable for the materials they borrow. The Director has developed a policy and guidelines that ensure the collection of fines and fees is fair and consistent.

**Action item: Approve the Chili Public Library Collection of Fines and Fees Policy as presented.**

Discussion: The board had some questions and suggestions. It is felt that an addendum that lists the cost and types of fees at the library should be included as part of the Fines and Fees Policy. The process for retrieving materials and fines should be attached to the policy. The waived overdue fines statement should include the need for documentation. The fee rates are not set by the MCLS. There is consistency among many libraries but not all.

**Approval of the Fines and Fees Policy is tabled** until the policy is rewritten to include the suggestions as discussed.

**Grants and Aid** - We received our Library Service Aid from the state. It was up 5.81% but is still below what is required by law. We also received our 2015-2016 Family and Adult Literacy Grant. \$393 is for family literacy and was used for visiting artists during our summer program. \$253 will be used for adult work force materials. Aid and grant money become part of the library fund. After we have approved the motions they go before the Town Board as resolutions.

**Motion:** Approve \$7,960 for the Chili Public Library as our part of the Library Services Aid.

Motion made by Jim, 2<sup>nd</sup> by Karen

In favor 6; opposed 0; abstained 0

**Motion:** Approve \$646 for the Chili Library from The Family and Adult Literacy Grant. Motion made by Karen, 2<sup>nd</sup> by Lori  
In favor 6; opposed 0; abstained 0

· **New Teen Area** – The Director has been meeting with staff to discuss how to best spend the money raised by the Gates Chili Chamber of Commerce Golf Tournament and Auction Dinner fundraiser and the NYS Senate Bullet Aid. MCLS mid-size to large public libraries have a dedicated Teen area. The Chili Public Library does not. It would benefit the area's teen population and the community for the library to have a dedicated area for Teens. The director will discuss this need with the Library Board.

Discussion: The Director included a graphic showing several reasons why the existing Teen Area does not satisfy the needs of the teen population. Using Golf Tournament funds and Bullet Aid to develop a more appropriate Teen Area would be a good use of these monies. Brainstorming is taking place to come up with practical ideas that can be accommodated within the existing CPL space and can be accomplished in a timely manner. Judith inquired about the use of a Space Consultant to help facilitate a plan. Jeff will research the cost and timeframe of using a consultant.

**Kudos to the Highway Department:** The Highway Department rebuilt the retaining wall in the Children's Garden. Finishing touches will be made.

**Meetings and Workshops and Outreach:**

Vail Insurance Meeting – 8/27/15

Directors' Council – 9/2/15

Full Staff Meeting – 9/4/15

Gates Chili Chamber of Commerce – 9/8/15

CPL Friends Board Meeting – 9/8/15

Town Library Directors Council – 9/10/15

Town Board Budget Meeting – 9/10/15

Gates Chili School District Coordinator of Professional Development and Community Engagement – 9/16/15

**Committees**

- Trustees Nominating Committee: There are five excellent candidates for the Board vacancy. The interest is a credit to Jeff and the staff. Interviews begin next week.

Old Business

New Business

Sue asked when we wanted to approve the Memorial Fund accounts. Currently we have been doing so after new business and place it after the abstract approval in the minutes. There was a consensus to continue in this manner. Jeff has been also putting the information in his the Director's Report so we have the approval in two different places. In the future Jeff will follow the same format as we use for the abstract and will not place the motions in his report.

Adjourn: 7:15

**Next meeting date/time: October 27, 2015 @ Chili Public Library Barbara Ireland Community Room. 6:00pm.**