

**Final
Meeting Minutes, Chili Public Library Board of Trustees Meeting
September 23, 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: Jill Wynn, Judith Kharbas, Susan Ackerman , Lorraine Ahearn, Andrew Lucyszyn, Jim Lechner, Barbara White
Library Director: Jeff Baker
Town Board Liaison: Mary Sperr

Absent: none
Excused: none

Jill Wynn convened the meeting at 6:05

Approval of agenda: Motion made by Judith; 2nd by Barbara
In favor- 7 ; opposed- 0; abstained- 0

Approval of minutes of August 26, 2014: Motion made by Judith ; 2nd by Barbara
In favor- 7; opposed- 0; abstained- 0

Approval of abstract amt \$ 14,271.03: Motion made by Judith; 2nd by Barbara
In favor- 7; opposed- 0; abstained- 0

Communications

- Guests/Public: none
- Town Board liaison: Mary reported the following:
 - CPL and Gates libraries will receive about \$4,450 each from the golf tournament. There will be a check presentation at the Nov 18 Chamber annual meeting. The libraries will be the recipients of funds for next year's tournament as well.
 - Jeff and Jill attended the recent Board meeting; they discussed that the materials budget is still the 2009 amount (due to cuts) and that we use the memorial fund and surplus to make up funds. Mary voiced that it is important to verbalize to Board how the CPL contributes to the community.
- Friends representative--- A representative will attend the April, August and December board meetings.

Director's Report

- Friends of the CPL Board Meeting** – The next meeting of the Friend's Board is Tuesday, October 14th at 6pm. Jim Lechner has volunteered to attend. The Friends Board is concentrating on the month of October for a Membership Drive. Plan is to have Friends participation at all CPL events in the month of October to tout the Friends and inform the public of what they do. Following is a list of dates of events: Oct 7 Book Discussion, Oct 17 Family Forts (J), Oct 17 Mystery Book Club, Oct 21 Pinterest, Oct 23 Senior Center, and Oct 25 Trick or Treat (J). Oct 27 is scheduled for the Friends Annual meeting. The Friends Council Regional Meeting is scheduled for October 20th to be held at the Chili Public Library.

The September book sale proceeds were \$2,252.

- CPL Statistics** –

Month	August 2014	August 2013	% of change
Circulation	26,382	29,145	-9.48%
Library Visits	13,452	14,339	-6.19%
Reference Questions	1,764	2,031	-13.15%
Programs	44	33	33.33%
Program Attendance	3,484	3,896	-10.57%
Overdrive	1,372	948	44.73%
Meeting Room	43	82	-47.56%
Website Visits	2,455	2,604	-5.72%
Website Pageviews	4,322	4,462	-3.14%
	September 2013 – August 2014	September 2012 – August 2013	% of change
Circulation	316,309	332,427	-4.85%
Library Visits	157,000	163,142	-3.76%
Reference Questions	23,202	24,132	-3.85%
Programs	550	568	-3.17%
Program Attendance	22,516	18,338	22.78%
Overdrive	14,637	6,220	135.32%

- **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 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.
- **Navigators** – November 15, 2014 – February 15, 2015 is open enrollment for the healthcare exchange. To help facilitate the process libraries have arranged navigators to be on location to help patrons through the enrollment process. The Chili Public Library has scheduled Trillium Health to come on the following dates for health care enrollment assistance: Tuesday, November 18 from 10am-12pm, Tuesday, December 9 from 10am-12pm and Tuesday, January 13 from 12pm-2 pm. This is to sign up for the “Affordable Care Act”.
- **Monroe County Child Protective Workshop** – Eric Worl from Monroe County Child Protective spoke to staff at the September full staff meeting on September 5, 2014. He reviewed the programs and services of the agency and advised staff on ways to approach conflict situations that may arise at the library.
- **Library Card Month** - September is Library Card Month and MCLS has been celebrating that throughout the system in a number of ways, most visibly MCLS has provided staff with Got Library Card t-shirts to promote the month. A photo of staff wearing the t-shirts is on the library’s Facebook page.
- **New Thomas the Train Table** – The Children’s Room has a new Thomas the Train table due to generous patron donations.
- **Personnel Update** - Judy Cross has resigned as a part-time library clerk. Sue Hoskens has been hired as a part-time clerk to replace Ms. Cross. Ms. Hoskens’ start date was September 11, 2014.
- **Library Trustee’s Association Website** - The Library Trustee’s Association of New York State has given MCLS the honor of being the featured system on their web page this month. LTA is a great resource for trustees. It’ is updated monthly. Here’s the link to the story <http://librarytrustees.org/blog/2014/09/the-monroe-county-library-system/>. It includes a photo of the CPL director accepting an award from RRLC on behalf of the library.
- **Not for Profit Revitalization Act- Keeping It Legal Workshop** - In June 2014 the NYS Legislature passed the first significant changes in laws governing nonprofits in 40 years. Many of the changes have made it easier for these organizations to function, but others require stricter standards for compliance. To help navigate these new rules MCLS has invited Anita L. Pelletier, attorney at Nixon

Peabody LLP to inform library trustees, directors and friends about changes in the laws governing not for profits on Tuesday, October 28th at 7:00 pm at the Henrietta Public Library.

***This date is our next Board meeting; our meeting will start at 5:30pm to make time for attendance at this meeting*.**

New Items:

- **Approval of Chili Public Library Proposed 2015 Closed Dates:** The Director is proposing that the library be closed the following dates for 2015.

January 1*	Thursday	New Years Day (observed)
January 19*	Monday	Martin Luther King Day
February 16	Monday	President's Day
April 5	Sunday	Easter
May 23	Saturday	Memorial Day weekend
May 25*	Monday	Memorial Day (observed)
July 3*	Friday	Independence Day
September 7*	Monday	Labor Day (observed)
October 12**	Monday	Staff Training Day (Columbus Day)
November 25	Wednesday	Close @ 5PM
November 26*	Thursday	Thanksgiving Day
November 27	Friday	Day after Thanksgiving
December 24*	Thursday	Christmas Eve
December 25*	Friday	Christmas Day
December 31	Thursday	Close @ 5PM
Closed Saturdays: June 6 – September 5		Closed Sundays: May 3 – September 27
Only veterans will have Veteran's Day off (Wednesday November 11 th) as a paid holiday		
**Paid staff day.		

Action Requested: Approve the Chili Public Library Proposed 2015 Closed Dates

Discussion: CPL is usually closed on Columbus Day; this year is will be a staff training day.

A motion was made to approve Chili Public Library Proposed 2015 Closed Dates

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

- **Approval of Proposed CPL Board of Trustees 2015 meeting dates:**

Date	Location
January 27	Barbara M. Ireland Community Room
February 24	Barbara M. Ireland Community Room
March 24	Barbara M. Ireland Community Room
April 28	Barbara M. Ireland Community Room

May 26	Barbara M. Ireland Community Room
June 23	Barbara M. Ireland Community Room
July 28	Barbara M. Ireland Community Room
August 25	Barbara M. Ireland Community Room
September 22	Barbara M. Ireland Community Room
October 27	Barbara M. Ireland Community Room
November 17	Barbara M. Ireland Community Room
December 15	Barbara M. Ireland Community Room

Action requested: The Library Board approves the proposed CPL Board of Trustees 2015 meeting dates as presented

Discussion: 4th Tues except for November and December; these will be one week early

- **A motion was made** to Approval of Proposed CPL Board of Trustees 2015 Meeting Dates

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

- **Endorsement of the Monroe County Library System Document of Understanding and Costshare for January 1, 2015 - December 31, 2017.**

The Directors' Council has endorsed the updated Monroe County Library System Document of Understanding and Costshare for January 1, 2015 - December 31, 2017. The director requests the library board endorse this document. After the member library boards have endorsed this document the MCLS Library Board will approve it.

Board Action Requested: Endorse the Monroe County Library System Document of Understanding and Costshare for January 1, 2015 - December 31, 2017.

- **Board Action Requested:** Approve Endorsement of the Monroe County Library System Document of Understanding and Costshare for January 1, 2015 – December 31, 2017.

Discussion: Jeff stated that in Section C #3 the annual report will be submitted to State by May 1; this does not have to be audited. Section D #6- spells out what is now done.

- **A motion was made** to Endorsement of the Monroe County Library System Document of Understanding and Costshare for January 1, 2015 – December 31, 2017.

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

System News:

- None to report

State news:

- None to report

Meetings and Workshops:

Directors' Council Meeting – 9/3/14
Full Staff Meeting – 9/5/14
MGM Meeting - 9/8/14
MCLS Construction Grant Committee Meeting - 9/9/14
CPL Friends Board Meeting – 9/9/14
Town Board Budget Meeting – 9/10/14
Town Library Directors Meeting – 9/11/14
MGM Meeting - 9/22/14
MCLS Constant Contact Team Meeting – 9/23/14

Committees: Jeff would like the Long Range Planning committee to meet soon.

Old Business - none

New Business- none

Adjourn 6:49

Next meeting date/time: October 28, 2014 @ Chili Public Library Barbara Ireland Community Room. *5:30pm*