

Approved
Meeting Minutes, Chili Public Library Board of Trustees Meeting
September 24, 2013

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

Present: Jill Wynn, Judith Kharbas, James Lechner, Lori Ahern, Barbara Sickles, Andrew Lucyszyn
Library Director: Jeff Baker
Town Board Liaison: Michael Slattery

Absent: none
Excused: Susan Ackerman

Meeting convened at 6:00pm

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

Approval of minutes of August 27, 2013: Motion made by Lori, 2nd by Barbara
In favor- 6; opposed- 0; abstained- 0

Approval of abstract amount \$8243.89.
Motion made by Judith, 2nd by Lori
In favor- 6; opposed- 0; abstained- 0

Communications

Guests/Public: none

Town Board liaison:

-Budget meetings have started

-Judge Pietropaoli will be out for health reasons. The town will need to pay for a substitute judge during his absence.

-Sept 2nd is Family Fun Day

-New Security cameras will be installed around the town offices. Most of them will be in the interior with a few cameras outside. Cameras have been helpful to see incidents that occur at the library.

Director's Report

- **Friends of the CPL Board** – The next meeting of the Friend’s Board will be on Tuesday, October 15 from 6:00 – 6:45 pm. Jim Lechner is scheduled to attend.
- **CPL Friends Board Slate of Officers** – Bob Pacer will be taking over as the CPL President. Diana Romeo will remain as VP, Lucy Flint as Treasurer and Carol Lavalle as Secretary. New officers will be elected at Oct 15th meeting.
- **CPL Friends Book Sale-** The library Friends held a successful book sale Sept 12-14, 2013 and raised \$1853.
- **Program at the Chili Cobblestone Schoolhouse Museum** – a Back to School Story time at the Chili Cobblestone Schoolhouse Museum on Scottsville Road was held on Sept 7th. The Chili Library’s American Girl Club will be holding their Oct 3rd meeting at the Cobblestone Schoolhouse.
- **His and Her story program-** a new His and Her story program for grades 3-5 will meet the 2nd Wed of each month at 4 pm.
- **Operation Insure** – Starting Oct 1st patrons can begin signing up for the new Affordable Healthcare through the internet. Library staff will be trained and available to assist patrons to navigate the website.
- **New Part Time Library Clerk-** Judith Cross has been hired to replace a part-time clerk who recently left. Judy’s start date will be Sept 16th.
- **CPL Statistics** –

August	2013	2012	% change
Circulation	29,145	31,323	-7%
Library visits	14,339	15,683	-9%
Reference questions	2,031	2,180	-7%
Programs	33	28	18%
Program attendance	3,896*	416	837%*
OverDrive	972	804	21%
	Sep 2012 – Aug 2013	Sep 2011 – Aug 2012	% change
Circulation	332,427	328,191	1%
Library visits	163,142	169,805	-4%
Reference questions	24,132	25,727	-6%
Programs	576	492	17%
Program attendance	15,612	13,138	19%
OverDrive	9,828	5,800	69%

*The Summer Reading contest participation is included in this category.

New Items:

- **Approval of the 2013 Grant-in Aid Payment from Senator Ranzenhofer** – Senator Ranzenhofer has awarded the libraries he represents with bullet aid for 2013. The amount awarded to the Chili Public Library is \$9,000. The award will be used to buy additional materials and improve technology access.

Board Action Requested: Approve the 2013 Grant-in-Aid Payment from Senator Ranzenhofer.

Discussion:

Can the board do something to provide a photo opportunity for the Senator?

Jeff will explore the possibility.

Jim asked if this money will be available next year from the same source?

Jeff thought it might be available and will explore the possibility.

Motion made by Judith and 2nd by Lori

In favor- 6; opposed- 0; abstained- 0

- **Endorsement of the Monroe County Library System Document of Understanding and Costshare for January 1 -December 31, 2014.**

The Directors' Council has endorsed the updated Monroe County Library System Document of Understanding and Costshare for January 1-December 31, 2014. 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.

The addendum on MCLS Cost Share will be added.

Board Action Requested: Endorse the Monroe County Library System Document of Understanding and Cost share for January 1-December 31, 2014.

Motion made by Barbara and 2nd by Lori

In favor- 6; opposed- 0; abstained- 0

- **Approval of Chili Public Library Proposed 2014 Closed Dates:** The Director is proposing that the library be closed the following dates for 2014.

January 1*	Wednesday	New Years Day (observed)
January 20*	Monday	Martin Luther King Day
February 17	Monday	President's Day
April 20	Sunday	Easter
May 24	Saturday	Memorial Day weekend
May 26*	Monday	Memorial Day (observed)
July 4*	Friday	Independence Day
September 1*	Monday	Labor Day (observed)
October 13**	Monday	Staff Training Day (Columbus Day)
November 26	Wednesday	Close @ 5PM
November 27*	Thursday	Thanksgiving Day
November 28	Friday	(Day after Thanksgiving)
December 24*	Wednesday	Christmas Eve
December 25*	Thursday	Christmas Day

December 31 Wednesday Close @ 5PM
Closed Saturdays: June 7 – August 30 Closed Sundays: May 4 – September 28
Only veterans will have Veteran’s Day off (Tuesday November 11th) as a paid holiday
**Paid staff day.

Action Requested: The Library Board approves the proposed 2014 closed dates for Chili Public Library.

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

• **Approval of Proposed CPL Board of Trustees 2014 meeting dates:**

Date	Location
January 28	Barbara M. Ireland Community Room
February 25	Barbara M. Ireland Community Room
March 25	Barbara M. Ireland Community Room
April 22	Barbara M. Ireland Community Room
May 27	Barbara M. Ireland Community Room
June 24	Barbara M. Ireland Community Room
July 22	Barbara M. Ireland Community Room
August 26	Barbara M. Ireland Community Room
September 23	Barbara M. Ireland Community Room
October 28	Barbara M. Ireland Community Room
November 18	Barbara M. Ireland Community Room
December 16	Barbara M. Ireland Community Room

Action requested: The Library Board approves the proposed CPL Board of Trustees 2014 meeting dates as presented

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

• **Approval of 2013 Budget Transfer of Library Funds**

Request to transfer \$2,000 from account 03.7410.4000.000 (Contractual) to account 03.7410.4083.000 (Travel/Conference).

Action requested: Approve 2013 Budget Transfer

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

System News:

- None to report.

State news:

- None to report.

Meetings and Workshops:

MGM Meeting – 9/3/13
Directors’ Council – 9/4/13
CPL Full Staff Meeting – 9/6/13
MGM Meeting – 9/10/13

CPL Friends Board – 9/10/13
CPL Personnel Committee – 9/11/13
Chili Town Board Budget Workshop – 9/12/13
MCLS Board Meeting – 9/16/13
MGM Meeting – 9/17/13
MCLS Special Services Operations Committee Meeting – 9/20/13
MGM Meeting – 9/23/13

Committees:

CPL Personnel Subcommittee:

Judith presented the Directors Evaluation Form to the board for review. The committee requested that changes/updates/suggestions be sent to Judith before the next board meeting at which time the document will be presented for board approval.

Old Business:

-2014 Tentative Budget Proposal- Jeff and Jill presented the CPL budget to the town council. They stressed that not cutting materials was important and money would be taken from the surplus account to fill the gap.

New Business:

-The Chili Library Board of Trustees would like to acknowledge and thank Carol Fogarassy for her 25 years of service to the library. Congratulations for all her devoted service to the patrons of our library. Motion to recognize Carol's service was presented by Judith and 2nd by Jim .
In favor- 6; opposed- 0; abstained- 0

-Jim has requested MCLS budget kits for 2013 be given to all board members.
Jeff will send electronically.

Adjourn: 7:01 pm.

Next meeting date/time: October 22, 2013 @ Chili Public Library Barbara Ireland Community Room. 6pm.