

Meeting Minutes, Chili Public Library Board of Trustees Meeting September 25, 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 6:02 PM. James Lechner and Judith Kharbas were absent. Sue Ackerman arrived at 6:21pm. She did not vote on the approvals of the meeting agenda and the minutes.

Approved the meeting agenda by four in favor, none opposed.

Approved the minutes for the August 28, 2012 meeting by four in favor, and none opposed.

Approved the abstract (\$26,272.12) by five in favor, none opposed.

Communications

Guests/Public: None present

Town Board Liaison: Mike Slattery thanked Steve Grogan for attending the budget meeting September 24th.

Friend's representative: A representative will attend the April, August and December board meetings.

Director's Report

Discussion and Actions as Noted

General Information:

- **Friends of the CPL Board** – The next meeting of the Friend's Board is Tuesday, October 9 at 6pm. Sue Ackerman is to attend.
- **Save the Dates!**
 - 50th Chili Public Library Anniversary Celebration, Saturday, October 13 10am-4:30pm.
 - Legislative Thank You Breakfast, Friday, October 26 from 8:30am-1pm at the Henrietta Public Library. Each Trustee will let Jeff know if they plan to attend this event.
 - New York Trustees NYLTO training is Saturday, October 27th from 2pm-4pm at the Gates Public Library. All Trustees are encouraged to attend. The web-site address is www.NYLTO.org. The site is designed for Library Board members. President Grogan

suggested that Trustees become familiar with the website before attending the training. Sue and Barbara have signed up for the training.

- Supervisor’s Staff Holiday Lunch, Friday, December 21, 2012 from 12pm-2pm. Main Meeting Room. The Library Board is welcomed to attend. Board members should let Jeff know if they plan to attend

- **Staff Central Library Tours** – The Central Library is a critical component of the Monroe County Library System. In order for CPL staff to have a better understanding of how the behind the scenes activities of the Central Library takes place (cataloging, automation, delivery, etc), the director has set up a Central Library tour for CPL staff. There will be a tour for reference staff on November 14th at 10am and on November 28th at 10am for circulation staff.

• **CPL Statistics –**

| August | 2012 | 2011 | % change |
|---------------------|-------------------------|-------------------------|----------|
| Circulation | 31,323 | 32,171 | -2.6% |
| Library visits | 15,683 | 17,516 | -10.5% |
| Reference questions | 2,180 | 2,463 | -11.5% |
| Programs | 27 | 38 | -29.0% |
| Program attendance | 406 | 694 | -41.5% |
| | Sep. 2011- Aug. 2012 | Sep. 2010- Aug. 2011 | |
| Circulation | 328,191 | 372,288 | -11.8% |
| Library visits | 169,805 | 189,585 | -10.4% |
| Reference questions | 25,757 | 26,887 | -4.2% |
| Programs | 491 | 538 | -8.7% |
| Program attendance | 13,128 | 13,795 | -4.8% |

Old Items:

- **Summer Reading** – This year’s New York State Summer Reading theme was Dream Big READ! Children, Teens and Adults took the opportunity of participating in the program to keep up with their reading through the summer months.
 - This year, 446 children signed up for summer reading and read 153,135 minutes. 1,298 children also took part in 33 summer reading events at the Library. There were also two lucky winners of the Five Star Bank Bike Raffle.
 - 29 teens registered for the program and read 106 books. 124 teens also took part in 19 summer reading events.
 - 90 Adults who took part in the program read 488 books.

New Items:

- **NYLTO** – The director will review NYLTO (New York Library Trustees Online), a new platform that has essential tools and resources for today’s public library trustees. Trustees received logins and passwords to access this website online.
- **Town Board Budget Meeting** - The director and Library Board president will summarize the Town Board Budget meeting they attended on September 24th.
- **Approval of Chili Public Library Proposed 2013 Closed Dates:** The Director is proposing that the library be closed the following dates for 2013.

| | | |
|--------------|-----------|-----------------------------------|
| • January 1* | Tuesday | New Years Day (observed) |
| January 21* | Monday | Martin Luther King Day |
| February 18 | Monday | President’s Day |
| March 29 | Friday | Good Friday |
| March 30 | Saturday | Easter weekend |
| March 31 | Sunday | Easter |
| May 25 | Saturday | Memorial Day weekend |
| May 27* | Monday | Memorial Day (observed) |
| July 4* | Thursday | Independence Day |
| September 2* | Monday | Labor Day (observed) |
| October 14** | Monday | Staff Training Day (Columbus Day) |
| November 27 | Wednesday | Close @ 5PM |
| November 28* | Thursday | Thanksgiving Day |
| December 24* | Tuesday | Christmas Eve |
| December 25* | Wednesday | Christmas Day |
| December 31 | Monday | Close @ 5PM |

Closed Saturdays: June 1 – August 31, 2012

Closed Sundays: May 5 – September 29

Only veterans will have Veteran’s Day off (Monday November 11th) as a paid holiday

*Paid holidays for full time employees. Prorated holiday pay for part-time staff who works 18.75 or more hours per week.

**Paid staff day.

Action Requested: The Library Board approves the proposed 2013 closed dates for Chili Public Library.

A motion was made to approve the proposed 2013 closed dates for Chili Public Library. The motion was passed by five in favor, none opposed.

System News:

- None to report

State news:

- None to report

Meetings and Workshops:

Baker & Taylor Axis 360 Webinar – 8/29/12
MGM Meeting – 8/30/12
MCLS Directors Council Meeting – 9/5/12
MCLS Digital Resources Committee Meeting – 9/6/12
MGM Meeting – 9/6/12
CPL Full Staff Meeting – 9/7/12
MCLS Construction Grant Team Meeting – 9/10/12
CPL 50th Anniversary Team Meeting – 9/11/12
Friends of CPL Meeting – 9/11/12
Digital Resources Users Group Meeting – 9/12/12
Town Clerk Meeting – 9/12/12
Town Library Directors Council Meeting – 9/12/12
MGM Meeting – 9/12/12
Kindle Class – 9/14/12
MCLS Digital Resources Committee Meeting – 9/18/12
Senior Center Talk – 9/20/12
MGM Meeting – 9/20/12
MCLS SSOC Meeting – 9/21/12
Nook Class – 9/22/12
MCLS Library Board Meeting – 9/24/12
Town Board Budget Meeting – 9/24/12

Committees

- Trustees signed up for CPL Committees. The committee members are as follows:
 - Budget Committee:** Steve Grogan, Sue Ackerman, Jim Lechner and Jill Wynn
Staff Member: Jeff Baker
 - Long Range Planning Committee:** Jim Lechner, Judith Kharbas, Jill Wynn and Lori Ahearn
Staff Members: Jeff Baker, Lee Ann Sperling and Jennifer Lindsey
 - Personnel Committee:** Jim Lechner, Judith Kharbas, Sue Ackerman, and Barbara Sickles
Staff Members: Jeff Baker and Pat Tindale
 - Trustees Nominating Committee:** Judith Kharbas, Jill Wynn, and Barbara Sickles

Old Business

New Business

- Banning Letter- Jeff will get a decision from Monroe County Library for a system wide banning and behavior policy.

Miscellaneous

- Jeff informed the CPL Board that Board Member, Judith Kharbas, is now home recovering and doing well.
- Jeff informed the CPL Board that Linda Greenfield from Victoria Doll Museum donated a Raggedy Ann and Andy Doll to the library.

Adjourn: 7:10 pm

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