

Meeting Minutes, Chili Public Library Board of Trustees Meeting APPROVED
October 27, 2009

Board of Trustees: James Myers (President), Glenda Melville (Vice-President), James Lechner (Treasurer), Charles Havens (Secretary), Judith Kharbas, Christina Reece, Steven Ziblut
Library Director: Jeff Baker
Town Liaison: Michael Slattery
Friends Representative: None.

President Myers convened the meeting at 6:00 PM.

Approved minutes of September 22, 2009 meeting by seven in favor, none opposed.

Approved abstract: \$11,099.95 by seven in favor, none opposed.

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

Communications

Guests/Public: None.

Town Board Liaison: None.

Friends of CPL Report:

Ms. Roether:

- The Friends held their 2009 annual meeting and elected Ms. Diana Romeo as President for 2010.
- A baby quilt has been received as a donation and will be raffled for fund raising.

Ms. Kharbas: I attended the NY State Library conference and learned that CPL is fortunate to have such a supportive and involved Friend's group as some others have more strained relationships with Directors and Boards.

The entire Board sincerely thanked Ms. Roether for her years as Friend's president as they recognize her personal commitment and the valuable contribution she made to CPL.

Director's Report

Discussion and Actions as Noted.

General Information:

- **Full Staff Meeting** – Friday, November 6th at 9:00am. Glenda Melville to attend.
- **Friends of the CPL Board Meeting** – Tuesday, November 10th at 6:30 pm. Jim Myers to attend.
- **CPL Statistics** –Review of September statistics. In September, circulation increased 5% from last year to 32,128 items. Door count decreased 1% to 16,341, and reference questions increased 6% to 2,440.

Follow Up Items:

- **Trustees Workshop** - MCLS presents "The Legal Responsibilities of Trustees. Hosted by George T. Wolf, Esq., Wolf and Wagner, Attorneys." Saturday, November 7th, 2009 at 9 am. Held in the Kate Gleason Auditorium.
- **Friends of the Library Week** - The Monroe County Legislature recognized the week of October 18-25, 2009 as Friends of the Library Week. The Director would like to thank the Friends of the Chili Public Library for their support of the library.
- **New Photocopiers** - The library has a new Ricoh staff and public photocopier under a five year lease.
- **Fall Family Fun Day at Davis Park** – The Library took part in the Chili Fall Family Fun Day at Davis Park, Saturday, September 26th. There were plenty of families that came to listen to stories from Deb and Jenn who brought scores of books from the Children's Area.
- **Gates-Chili Healthy Family Festival** - Saturday, October 3rd the library greeted families at the Gates-Chili Healthy Family Festival. This year it was held at the Fieldhouse at the Gates-Chili High School. It was a wonderful opportunity to share our story with regular and soon to be new users.
- **School Supply Donations** - Chili Public Library dropped off nine boxes of new school supplies donated by staff and patrons to School #19 on Seward Street on September 30th.

New Items:

- **New items to the CPL Webpage** –
 1. A link to the New York Times Bestseller fiction and nonfiction lists.
 2. A widget to the Facebook page and to Google.
 3. A link to a page that has comments from patrons. Patrons may also submit comments via email on the same page.
 4. A 'Support Your Library' link.
- **Cataloging of DVD Sets Project** - The library director has volunteered to be on an MCLS committee to evaluate the methods available for cataloging sets of DVDs and make a recommendation to the MCLS Special Services Operations Committee as to whether these items should be cataloged as sets or individual DVDs.
- **Endorse the MCLS Electronic Records Retention Policy** - On July 8, 2009, the Director's Council approved a new MCLS Policy on Electronic Records Retention. MCLS policies need to be endorsed by member library boards prior to approval by the MCLS

Library Board. The Director will review the policy in light of recent feedback by the MCLS Library Board.

Action request: The Library Board reviews and endorses the MCLS Electronic Records Retention Policy

Action was tabled at the request of Mr. Baker as the proposed policy is under review by Monroe County's legal department and is not finalized.

- **Approval of Proposed CPL Board of Trustees 2010 meeting dates:**

Below are the proposed dates for the CPL Library Board meetings for 2009

Date	Location
January 26	Barbara M. Ireland Community Room
February 23	Barbara M. Ireland Community Room
March 23	Barbara M. Ireland Community Room
April 17	Barbara M. Ireland Community Room
May 25	Barbara M. Ireland Community Room
June 22	Barbara M. Ireland Community Room
July 27	Barbara M. Ireland Community Room
August 24	Barbara M. Ireland Community Room
September 28	Barbara M. Ireland Community Room
October 26	Barbara M. Ireland Community Room
November 16	Barbara M. Ireland Community Room
December 21	Barbara M. Ireland Community Room

Action requested: The Library Board approves the proposed CPL Board of Trustees 2010 meeting dates as presented

In discussion, it was suggested that the December meeting be moved to the 14th - with this change the schedule was approved by seven in favor and none opposed.

- **Approval of CPL Proposed 2010 Closed Dates:** The Director is proposing that the library be closed the following dates for 2010.

January 1*	Friday	New Year's Day
January 18*	Monday	Martin Luther King Day
February 15**	Monday	President's Day
April 2**	Friday	Good Friday
April 3**	Saturday	Easter weekend
April 4	Sunday	Easter
May 29	Saturday	Memorial Day weekend
May 31*	Monday	Memorial Day (observed)
July 5*	Monday	Independence Day
September 6*	Monday	Labor Day (observed)
October 11**	Monday	Columbus Day
November 11**	Thursday	Veterans Day
November 24	Wednesday	Close @ 5PM
November 25*	Thursday	Thanksgiving Day
November 26**	Friday	Day after Thanksgiving

December 23*	Thursday	Christmas
December 24*	Friday	Christmas Eve Day
December 25**	Saturday	Christmas
December 26**	Sunday	Christmas weekend

Closed Saturdays (June 5 – September 4)

Closed Sundays (May 2 – September 26)

*Paid holidays for full time employees

**Non-paid holidays for scheduled staff

Only veterans will have Veteran's Day off as a paid holiday

Action Requested: The Library Board approves the proposed closed dates for 2010 as presented.

Concerns were raised by members of the Board concerning potential scheduling inequities in the impact of the unpaid holidays and alternatives were discussed. It was decided to table the issue to a future meeting when the 2010 Town Budget has been approved and further providing Mr. Baker time to consider other options.

- **Approval of designating the library's Certificate of Deposit in the amount of \$5,662.57 as the Wickens Book Fund** – It has come to the attention of the library director, in 1991 a Wickens Book Fund was established in honor of Constance (McCoy) Wickens (past library board member) and her husband Ralph E. Wickens in the amount of \$5,828. In 1992, \$952.12 of the fund was spent on the Contemporary Authors series and bookplates. The Library Board president and the Treasurer recommend an additional \$848.00 from the Memorial Fund be used in 2009 to purchase books on behalf of the Wickens Book Fund, and that the library's Certificate of Deposit in the amount of \$5,662.57 be designated as the Wickens Book Fund. The library director has informed Constance Wickens daughter, Ann Caldwell, of the recommendation and she gives her consent.

Action Item: The Library Board approves designating the library's Certificate of Deposit in the amount of \$5,662.57 as the Wickens Book Fund.

Mr. Baker circulated the letter from Ms. Caldwell authorizing the release of the Wicken's restricted contribution to the general fund.

Mr. Lechner made a motion that \$5,000 from CDxx5568 due June 7, 2010 be placed in a CD labeled as the Wicken's Book Fund and that the remaining value of the CD, \$662.57 plus accrued interest, be placed in the memorial fund. This was approved by six in favor with Mr. Havens opposed. He felt that the original intent of the gift was well considered and heartfelt and that the CPL Board should attempt to comply with that intent.

The Board directed Mr. Baker to consider some means to visibly recognize this significant contribution through a plaque or other means.

System News:

- Nothing to Report

State news:

- **State Funding** – From the State Librarian, Bernard Margolis: “Typically by this time in the fiscal year, over 95% of the State Appropriation for library aid would have been paid to libraries and library systems. This year is different. The State’s cash flow challenges and shrinking revenue have delayed the distribution process. We just received approval (known as certification) to pay an additional \$15 million of the total of \$91.08 million approved in the 2009-10 budget. This means that 63% of the appropriated funding has now been paid. My understanding is that another \$15 million (about 16%) will be provided by our control agencies at the beginning of November and the balance will be approved and hopefully fully distributed by the end of December. I know that this late distribution poses many challenges. I know that the calls of many library supporters to legislators urging the speedy payout of library aid made a difference. I wish there was a way to insulate libraries from the dreary economic picture. Education of public policy makers on all the issues of delayed aid payments is very important.”

Mr. Baker believes that the library services aid is still intact but is concerned that MCLS items are at risk with unknown consequences at this time. There is an MCLS Director’s meeting in the following week where more information may be provided.

Committee Reports

Budget:

Mr. Myers shared the Supervisor’s proposed 2010 budget for the library of \$1,074,701 funded by \$917,378 from the tax levy, \$97,323 from library revenue and \$60,000 from the library’s accumulated surplus. Mr. Myers reported the October 26 review with the full Town Board included Council discussion on means to find additional funds for purchase of lending materials but this was not resolved at the meeting.

Old Business

Mr. Lechner reported the Mr. Lindsey the Highway and Facilities Superintendent is continuing to secure a package air conditioning unit for the CPL server room.

New Business

None.

Adjourned at 7:36PM.

Next meeting date/time: November 17, 2009 at 6:00 PM - CPL Ireland Meeting Room.