

Meeting Minutes, Chili Public Library Board of Trustees Meeting-APPROVED
July 28, 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: Sandy Roether
Guests/Public: Chuck Rettig

RECEIVED
AUG 31 2009
TOWN OF CHILI
SUPERVISOR'S OFFICE

President Myers convened the meeting at 6:02 PM. Ms. Reece absent. Ms. Kharbas and Mr. Ziblut arrived as noted in the meeting minutes.

Approved minutes of June 23, 2009 meeting by four in favor, none opposed.

Approved abstract: \$19,244.59 by six in favor, none opposed.

Approved the meeting agenda including an executive session to discuss a personnel issue as requested by Mr. Myers, four in favor, none opposed.

Communications

Guests/Public: None.

Town Board Liaison: None.

Friends of CPL Report:

Ms. Romeo:

- Twenty "Friends" and library staff participated in the Chili-Fest parade on July 4th dressed to represent books and well known literary characters to promote the library.
- A table at three of the Farmer's market succeeded in selling a number of books to raise cash and generated three new memberships.
- The next book sale will be August 27th and 28th.

A Report and Discussion on CPL's Information Technology Platform:

Mr. Justin Russell, CPL Staff.

A powerpoint presentation was made describing the library's capabilities from 1996 to the present. This will be made available on the CPL website. Ms. Kharbas and Mr. Ziblut arrived shortly after the presentation began at 6:09PM.

To summarize the presentation:

- The CPL system has been created economically using the NY state buying system to reduce equipment costs by over 40%.
- The funding is nearly 100% from the state grant initiated by Representative John in 2007.

- The system is as advanced as any in the county library system and provides internet bandwidth and desktop applications for patrons.
- Library information security is provided by a substantially isolated server for the staff.
- There is a multiple camera recording system installed as suggested by the Sheriff's Department and an internal messaging system for staff security alerts when needed.
- Future needs: additional router capacity, upgrades to the wireless system, improved IT wiring, expansion of the CPL-in-Portal, Windows 7 in the spring of 2010, and an additional server.

The CPL Board expressed its thanks to Mr. Russell and Mr. Baker for assembling a model system very economically.

Director's Report

Board Discussion and Actions as Noted.

General Information:

- **Full Staff Meeting** – Friday, September 4th at 9:00. Ms. Kharbas to attend.
- **Friends of the CPL Board Meeting** – Tuesday, August 18th at 6:30 pm. Judith Kharbas to attend.
- **Save the Date – CPL Books Sale** - The Summer Booksale of the Friends of the Chili Public Library will be held on Friday, August 28 from 9am-4pm. On Thursday, August 27 from 5-7pm there will be a Friends Only Preview Sale.
- **CPL Statistics** – Review of June statistics. In June circulation increased 14% from last year, door count increased 14%, and reference questions increased 22%. Children's program attendance stayed steady, with adult program tripling.
- **RochesterWorks! 50+ Career Workshops** – At the June library board meeting the library board requested the total number Career Workshops and attendance that have been held at CPL. Since February 2009, the library has held 11 workshops with 382 people attending. RochesterWorks! is planning to have a Resume Review workshop at the library as well.

Follow Up Items:

- **Relamping** – The Relamping Phase 1 project is completed.
- **Chil-e Fest** – This year the library had a booth at the Chil-E Fest and introduced many people to the library's summer reading program. The library was also represented in the Chil-E Fest Parade. Many thanks go to the staff and patrons that manned the booth and those who organized our participation in the parade.



50s Day at the Library - Following the Summer Reading theme - Create @ Your Library, the library had a 50's Day on July 14th at the Library, ending with a showing of the movie Grease.



- **Summer Reading Incentive By Five Star Bank** - Two brand new bikes have been donated courtesy of Five Star Bank in North Chili for the library's Summer Reading Program. The bikes (a girl's bike and a boy's bike) are now on display in the library. We will be holding a raffle on Friday, August 14th and two lucky children selected will win the bikes. Tickets from all six weeks submitted by kids during the Summer Reading program will be used towards the bike drawing in August.
- **Adult Summer Reading Contest** - The library's 2009 Adult Summer Reading started on June 26 and runs until August 14. For every book read during this time, adults may fill out and submit one coupon for weekly prize drawings. There will be a grand prize drawing on Friday, August 14. We are also having a friendly "Great Reading Race" with the East Irondequoit Public Library to see which library has the most books read by adults as evidence by the number of coupons submitted at the end of the summer reading program. The Summer Reading program is sponsored by the Friends of the Chili Public Library.
- **2008-09 Legislative Project Grant** - The library has received the final payment of \$3,750 of the Legislative Project grant for 2008-09. This completes the \$5,000 that was awarded to the library by Senator James Alesi to help cover increases in MCLS cost share that resulted in limits in state funding.

New Items:

- **Approval of the 2010-2012 CPL Long Range Plan:** The CPL Long Range Plan Committee is recommending the 2010-2012 CPL Long Range Plan be approved by the Library Board.
Action Requested: Approve the 2010-2012 CPL Long Range Plan a submitted

Approved by six in favor, none opposed.

- **NYLA Conference Approval:** The director is presenting a request for three staff members, Jeff Baker, Jeanne Austin, and Cathy Kyle to attend this year's New York Library Association (NYLA) Conference in Niagara Falls, NY, October 14-17. The cost (not to exceed \$900) will cover registration, mileage and meals.
Board Action Requested: Approve the cost (not to exceed \$900) in registration, mileage and meal fees for Jeff Baker, Jeanne Austin, and Cathy Kyle to attend the 2009 NYLA Annual Conference.

Approved by six in favor, none opposed. Ms. Kharbas noted that she will attend the Friends portion of the NYLA conference.

System News:

- The library system has obtained a \$20,000 Big Read grant, an initiative of the National Endowment for the Arts, designed to restore reading to the center of American culture. Jack London's Call of the Wild has been chosen, with member libraries events taking place in January/February 2010.

State news:

- Nothing to Report

Committee Reports

- **Budget:**

Mr. Baker reported that he needs to provide the proposed 2010 budget to the Supervisor's office by August 14th. There will be two public meetings where the Town budget will be reviewed. Mr. Baker and Mr. Myers will represent the Library at those meetings.

Mr. Baker presented to the CPL Board a proposed budget for CPL Board approval that evolved from the work product previously generated by the budget subcommittee. He reduced expenditures based on a decrease in the surplus available for unrestricted use. He has been told by the Chili Finance Director, that because of previous CPL board action to create an Equipment/Capital reserve in that amount of \$53,222, that Town Council would need to approve expenditures from the account for the restricted uses. In the face of the reduced surplus for unrestricted use and in order to comply with the Supervisor's request to have no

increase in the Town supplied funds, Mr. Baker took these actions with the previous sub-committee budget:

- Eliminated the staff merit increase
- Reduced the materials expense by \$10,000.

Mr. Baker also noted that he is beginning to curtail materials purchases in 2009 to conserve funds for future use.

In discussion, the analysis of the CPL Board is that while this latest proposed budget might be financially acceptable for 2010, it would then put the Board in the position of asking for an increase for the Town's contribution in 2011 approaching 10% as the surplus that has been applied to close the difference in expenses and revenue in 2008, 2009 and 2010 would be depleted by 2011. Without additional Town 2011 funding, CPL would need to reduce its operating hours and possibly staff levels starting January 2011. There was a consensus that this would be undesirable as the growth in the use of CPL has been in excess of 10% for each of the last two years and growth in demand is expected to carry into the future. It seems most prudent to request smaller increases starting with the 2010 budget rather than postpone the issue to 2011.

A second issue by consensus of the CPL Board is the desirability of a merit increase. CPL is pleased with the performance of the staff. Furthermore, the Board is concerned about retention with new libraries coming on line in nearby communities and a scarcity of qualified librarians in Monroe County. Finally, CPL has historically been conservative in its pay increases so to propose a year with no increase would be inconsistent for the CPL Board in its view of its responsibilities to the community and CPL staff.

A third issue for the CPL Board is reducing the purchase of lending materials in the face of the substantially increased demand seen in recent years.

In consideration of these points, a motion was made to direct Mr. Baker to add back to the budget as proposed the \$10,000 in materials and to apply an average aggregate staff rate increase the smaller of either 3% or a percentage such as to approach \$25,000 in total personnel expenses. This motion was approved by six in favor, none opposed.

Old Business

None.

New Business

Mr. Lechner: Mr. Lindsey, Chili Highway Supervisor is pursuing additional air conditioning for the server room.

President Myers adjourned the meeting at 8:32 PM to executive session.

Next meeting date/time: August 25, 2009 at 6:00 PM - CPL Ireland Meeting Room.