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1 of 4

JUN 30 2011

Meeting Minutes, Chili Public Library Board of Trustees Meeting
May 24, 2011

CHILI
SUPERVISOR'S OFFICE

Board of Trustees: James Myers (President), Steve Grogan, James Lechner (Memorial Fund Treasurer), Judith Kharbas (Vice President), Christina Reece (Secretary), Jill Wynn, Steven Ziblut
Library Director: Jeff Baker
Town Board Liaison: Michael Slattery
Friends Representative: Diana Romero

Vice President Kharbas convened the meeting at 6:01 PM. Mr. Myers and Mr. Grogan were absent.
Approved meeting agenda by five in favor, none opposed.
Approved minutes of April 26, 2011 meeting by five in favor, none opposed.
Approved abstract: \$31,219.86 by five in favor, none opposed.

Communications

Guests/Public:

None

Friends of CPL Report:

Diana confirmed the Friends will be at the Chili Farmer's Market on August 27th and September 10th, selling children's books and paperback books for fundraising. Book sale is scheduled for August 17-19th. Friends have approved request for supplying prize money for Teen photo contest. American Girl raffle continues as great fundraiser and is well received.

Town Board Liaison:

Not present.

Director's Report

Discussion and Actions as Noted

- **Friends of the CPL Board Meeting** – Tuesday, June 14th, Jim Lechner will attend. The Monroe County Library System has entered into agreements with local museums and GEVA, thereby allowing libraries to purchase passes so that patrons can get discounted tickets. The Friends have agreed to pay the purchase of passes to the following museums: Memorial Art Gallery, Genesee Country Museum, Rochester Museum and Science Center, GEVA and the George Eastman House.
- **CPL Full Staff Meeting** – Friday, July 1st at 9am, Steven Ziblut is scheduled to attend.
- **CPL Statistics** –

April	2010	2011	% change
Circulation	31,596	31,502	-.3%
Library visits	17,139	16,296	-5%

APPROVED

2 of 4

Reference questions	2,363	2,267	-4%
Programs	47	53	13%
Program attendance	1,175	1,390	18%

	5/9-4/10	5/10-4/11	% change
Circulation	392,892	382,146	-3%
Library visits	198,118	196,097	-1%
Reference questions	28,230	27,341	-3%
Programs	499	511	2%
Program attendance	13,712	14,212	4%

Old Items:

- **CARL X** – In preparation for the CARL X upgrade, the library will be closed May 27- May 30, in conjunction with the Memorial Day holiday.

New Items:

- **Approval of 2010 Financial Audit** – A report by Boychuk and Co, given by Jack Kazmicki, on the 2010 CPL financial audit will be given and reviewed at the May 24, 2011 meeting.

Board Action Requested: Approve the 2010 Financial Audit.

A motion was made to approve the 2010 Financial Audit. The motion was passed by five in favor, none opposed, with one change to the report – to add “Friends” contribution for programming.

- **Approval of Agreement between the Library and Lothrop Associates for the Children’s Area Interior Renovation Project** –Because the current configuration in the Library’s Children’s area does not accommodate the department’s expanding collection, the Library Board authorized Lothrop Associates to provide a conceptual design for improvement of the area and to present their findings to the Library Board. Scott Bova, from Lothrop Associates, presented the conceptual design at the meeting. The Library Director recommends the Library Board enter into an agreement with Lothrop Associates for a lump sum fee of \$3,148 to include the following consulting services:
The architect will shall prepare Construction Documents and shall coordinate its services with any consulting services the Library provides. The Architect shall assist the Library in filing documents required for the approval of governmental authorities, in obtaining proposals and in awarding contracts for construction. The Architect shall provide administration of the Contract between the Library and Contractor. They will assist in interpreting the Contract Documents, reviewing Contractor’s submittals, visiting the site, reviewing and certifying payments and rejecting nonconforming work.

Board Action Requested: Approve the Agreement between the Library and Lothrop Associates for a lump sum fee of \$3,148 for the Children's Area Interior Renovation Project

A motion was made to approve the agreement between the Library and Lothrop Associates for a lump sum fee of \$3,148 for the Children's Area Interior Renovation Project. The motion was passed by five in favor, none opposed.

- **Approval of the 2011 State Summer Reading Grant** – The Monroe County Library System has received State funding for the Summer Reading Program and has allotted the Chili Public Library \$300 of the grant per approval of the Library Board.

Board Action Requested: Approve the \$300 State Summer Reading grant allotted to the Chili Public Library

A motion was made to approve the \$300 State Summer Reading grant allotted to the Chili Public Library. The motion was passed by five in favor, none opposed.

- **Approval of increasing the fine amount from \$.25 to \$.35, effective September 1, 2011** – Recognizing that member library boards have the authority to set fines and fees for their libraries, and that the MCLS contract language strongly encourages members to work towards standardizing fines and fees, the Directors' Council endorsed the recommendation that the per diem fine amount increase from \$.25 to \$.35, effective September 1, 2011. The Library Director requests the Chili Public Library Board to approve this recommendation.

Board Action Requested: Approve increasing the fine amount from \$.25 to \$.35, effective September 1, 2011

A motion was made to approve increasing the fine amount from \$.25 to \$.35, effective September 1, 2011. The motion was passed by five in favor, none opposed.

- **Approval of increasing the fee to reserve an item from \$.50 to \$1.00, effective September 1, 2011** – Recognizing that member library boards have the authority to set fines and fees for their libraries, and that the MCLS contract language strongly encourages members to work towards standardizing fines and fees, the Directors' Council endorsed the recommendation that the fee to reserve an item increase from \$.50 to \$1.00, effective September 1, 2011. The Library Director requests the Chili Public Library Board to approve this recommendation.

Board Action Requested: Approve increasing the fee to reserve an item from \$.50 to \$1.00, effective September 1, 2011.

A motion was made to approve increasing the fee to reserve an item from \$.50 to \$1.00, effective September 1, 2011. The motion was passed by three in favor, two opposed.

- **Approval of utilizing Pinpoint Group for network and hardware support** – In that the Library's IT personnel is leaving June 10, 2011, the director recommends the Library utilize PinPoint Group to provide network services and hardware support to the Library for the rest of the year. The following are the vendor's hourly rates for IT services.

Fusion Digital	\$125 Ad hoc
Pinpoint Group	\$100 per hour
Tri-Delta Resources	- \$65 per hour for hardware support \$125 per hour for network services

Board Action Requested: Approve utilizing PinPoint Digital to provide network services and hardware support for the Library until the end of the year.

A motion was made to approve utilizing PinPoint Digital to provide network services and hardware support for the Library until the end of the year. The motion was passed by five in favor, none opposed.

Other updates:

- Board would like to thank Steve Grogan for documenting and distributing fund-raising ideas from the MCLS meeting conducted 2 months ago. The board will review and discuss.
- Board members agreed to print meeting minutes and bring to Board meetings – to cut down on CPL expenses.

Committee Updates:

- Committee members have been appointed to existing committees.
 - Jill Wynn will join Long Range Planning and Grant committees.
 - Steve Ziblut asked to be removed from Grant committee.

Meeting Adjourned 8:01 PM

Next meeting date/time: June 28, 2011 at 6:00 PM – CPL Barbara Ireland Room.