

Chili Public Library Board of Trustees Meeting Approved Minutes for December 13, 2016

Chili Public Library Mission Statement

The Chili Public Library is the center of lifelong learning for our community, and a welcoming responsive place people come to for the discovery of new ideas, the joy of reading and the power of information

Board of Trustees: Susan Ackerman (President) Judith Kharbas (Vice-President), Lorraine Ahearn (Secretary), James Lechner (Memorial Fund Treasurer), Andrew Lucyszyn, Karen Reifenstein, Jeffrey Stoiber

Library Director: Jeff Baker
Town Liaison: Mary Sperr

Absent: None
Excused: None

Meeting convened by President Ackerman @ 6:00

Approval of agenda with addition as discussed: Motion made by Andrew; 2nd by Karen
In favor 7; opposed 0; abstained 0

Approval of minutes of November 15, 2016. Motion made by Judith; 2nd by Karen
In favor 7; opposed 0; abstained 0

Communications

- Guests/Public: None
- Town Board liaison /Gates Chili Chamber of Commerce: The Board has had a good productive year. The last Board meeting for 2016 will be on December 30th. The Board will close out bills etc. as we move to a new year.

Director's Report

General Information:

- **Friends of the CPL Board Meeting** – The next CPL Friends meeting is Tuesday, December 13, 2016. Due to a patron's large donation of materials, the Friends Board has decided to have a Pop-Up Book Sale on Saturday, December 17 from 9am to 5pm, and Sunday, December, 18 from 1pm to 4pm. 12,500 books were donated. The Friends picked up the books at the patron's home.

CPL Statistics –

Month	November 2016	November 2015	% of change
Circulation	20,846	23,464	-11%
Library Visits	11,711	11,813	-1%
Reference Questions	1,320	1,325	-0.38%
Programs	62	47	32%
Program Attendance	1,061	870	22%
Items Borrowed (holds)	771	720	7%
Items Loaned (holds)	706	425	66%
Overdrive	1,574	1,430	10%
Meeting Room	63	60	5%
Website Visits	5,784	4,455	30%
Website Pageviews	9,993	7,843	27%
	December 2015 - November 2016	December 2014 - November 2015	% of change
Circulation	272,120	292,638	-7%
Library Visits	146,931	153,373	-4%
Reference Questions	18,590	18,662	-0.39%
Programs	589	559	5%
Program Attendance	14,401	14,989	-4%
Overdrive	19,787	17,217	15%

There was a drop in Circulation and a very slight drop in Reference Questions as compared to November 2015, This is true for similar libraries. Items Loaned (holds) increase is probably due to the new share agreement as well as the \$.50 fee. Downtown has been able to keep up with the deliveries. Jeff will present the compiled data report on circulation at a future meeting.

- **Holiday Parties and Parades** –The CPL holiday party is scheduled for Friday, December 16th at 5:30pm. Library Board, Town Board, CPL Friends Board, staff and volunteers are welcome to attend. The Town’s Staff Annual Holiday Party is Friday, December 23rd from 12pm-2pm at the Senior Center. Library Board and library staff are welcome to attend.

- **Chili Parade of Lights and Christmas Tree Lighting Ceremony** – The Library had a float in the Chili Parade of Lights held on Friday, December 2nd. The Library also had its’ CPL-on-the-Go! table at the town’s Christmas Tree Lighting Ceremony. Families that visited the table walked away with a bag of Library give-a-ways and a free book. The Youth Staff built a cardboard chimney for our “Reading Around the Fire” float.

- **Veterans Day Cards** – 46 Veterans Day cards were made by children in the Children’s Room and were mailed to Hill Haven Nursing Home on Empire Boulevard and active solders in Kuwait. The Youth Staff organized and supervised this activity.

- **Gardening programs** – Adult Librarian Jenn Lindsey has coordinated a collaboration with the Chili Lions Club and the Cornell University Cooperative Extension to have several gardening programs on a variety of topics presented by Master-Gardeners from the Cornell Cooperative Extension. All programs begin at 7pm. Registration for all these programs begins January 3.
 - January 17 – Emerald Ash Boror. A representative from the Chili Highway Department will be on hand to answer questions.
 - March 14 – Planting a Deer Resistant Garden
 - April 26 – Edible Wild Foods
 - Mary 24 – Attracting Pollinators to Your Garden

Chili has a large problem with the ash boror. The Friends have two Master-Gardeners.

- **Eagle Scout Ceremony** – As a result of his overseeing the Little Free Library project, Jakob Wiesmore received his eagle award at a Boy Scout ceremony on Monday, December 5th. The Director Jeff Baker, Teen Librarian Valerie Scheg, Supervisor Dunning, and Monroe County Legislator Tracy DiFlorio were in attendance.

Old Items:

- **New Supplement to the 2015 Edition of the Handbook for Library Trustees of New York State** – The Director contacted the MCLS Assistant Director Sally Snow regarding questions raised at the previous Library Board meeting regarding the updated section of the Handbook for Library Trustees, particularly as it related to the role of a Treasurer. The Director will review Sally Snow’s responses at the December Library Board meeting.

Review of Sally Snow’s responses: We are in compliance with regulations for a municipal library. The Town Finance Director is our treasurer. Jim acts as Finance Officer for The Memorial Fund. The Board could submit a written request to hold CPL funds.

New Items:

The Board was given copies of the Policy revisions prior to our meeting. Jeff will send the Board copies of the final Policy Revisions after we discuss them.

- **Community Rooms Usage Policy Revision** – The Director will review his recommended revision to the Community Rooms Usage Policy at the December Library Board meeting.
- **Action Requested: Approve Community Rooms Usage Policy Revision**

Discussion: We made changes to some of the wording to be more concise and deleted some parts that were unnecessary. The community room may not be reserved by the public for fund raising events.

Sue called for a motion to approve Community Rooms Usage Policy Revision with changes as discussed.

Motion made by Judith; 2nd by Karen
In favor 7; opposed 0; abstained 0

- **Code of Conduct Policy Revision** - The Director will review his recommended revision to the Code of Conduct Policy at the December Library Board meeting.
- **Action Requested: Approve Code of Conduct Policy Revision**

Discussion: We made changes to the wording as needed.

Sue called for a motion to Approve Code of Conduct Policy Revision with changes as discussed.

Motion made by Jeff; 2nd by Jim
In favor 7; opposed 0; abstained 0

- **Wireless Access Policy Revision** - The Director will review his recommended revision to the Wireless Access Policy at the December Library Board meeting.
- **Action Requested: Approve Wireless Access Policy Revision.**

- Discussion: The Website address needed to be shortened. We made changes to some of the wording to be more concise and deleted some parts that were unnecessary.

- **Sue called for a motion to Approve Wireless Access Policy Revision with changes as discussed.**

Motion made by Judith; 2nd by Andrew
In favor 7; opposed 0; abstained 0

MCLS News:

- .Nothing to report

Meetings and Workshops and Outreach:

Supervisor Meeting – 11/16/16
CPL Staff Meeting – 12/2/16
Chili Parade of Lights and Christmas Tree Lighting Ceremony – 12/2/16
Eagle Scout Ceremony – American Legion Post 1830 – 12/5/16
Gates Chili Chamber of Commerce Golf Meeting – 12/6/16
Supervisor Meeting – 12/6/16
Directors' Council Meeting – 12/7/16
Gates Chili Chamber of Commerce Program Committee Meeting – 12/8/16
Gates Chili Chamber of Commerce Ribbon Cutting Ceremonies – 12/8/16
Dr Tolley Reeves Assistant Director Rochester Public Library Meeting – 12/13/16

Committees: None

Old Business: None

New Business:

A request from Jim to be excused from the next three meetings was approved.

Sue and Andrew have suggested we could benefit from someone with financial expertise as a Board member. We agreed this would be valuable especially as we have discussed the creating of a foundation. There were discussions as to whether it would be beneficial to add two more members to the board. Sub committees cannot contain a quorum by definition for example. Jeff will check the by-laws to see how we can increase the number of board members. He will also check with other libraries about their feelings on larger Boards.

Additional Comments from Audience: Mary reported that her term as Gates Chili Chamber of Commerce President has ended. Greg Benoit will be the new president.

Review of CPL Budget spreadsheet and Memorial Fund spreadsheet: There were 3 pay periods this month. We were billed for state retirement. It came in less than budgeted. Our fees revenue was less than budgeted due in part to reduced hold fee.

Approval of Library Fund abstract amt. of \$4698.94. Motion made by Karen; 2nd by Andrew
In favor 7; opposed 0; abstained 0

Approval of Memorial Fund Expenditures amt. \$1124.47. Motion made by Lori; 2nd by Karen
In favor 7; opposed 0; abstained 0

The cost of the 3D printer will be refunded as the vendor was out of stock. Another 3D printer will be purchased with the money.

Approval of Memorial Fund Donations \$920.00: Motion made by Jeff; 2nd by Judith

In favor 7; opposed 0; abstained 0

A \$650.00 donation will be used to purchase mini robots for Kids Tech. We agreed that a thank you note should be sent to the donor as per Jim's suggestion.

Sue called us into executive session @ 7:20 to discuss a personnel pay rates for 2017.

Reconvened @7:25

Sue called for a motion to approve the increases in pay rates for 2017 as discussed.

Motion made by Jeff; 2nd by Karen.

In favor 7; opposed 0; abstained 0

Sue called for a motion to adjourn at 7:30. Motion made by Jeff; 2nd by Lori

In favor 7; opposed 0; abstained 0

Next meeting date/time: January 24, 2017 @ Chili Public Library Barbara Ireland Community Room. 6:00pm.