

Chili Public Library Board of Trustees Meeting Approved Minutes for January 24, 2017

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: James Lechner

Meeting convened by President Ackerman @ 6:00

Approval of agenda: Motion made by Judith; 2nd by Karen
In favor 6; opposed 0; abstained 0

Approval of minutes of December 13, 2016. Motion made by Karen; 2nd by Jeff
In favor 6; opposed 0; abstained 0

Communications

- Guests/Public: None
- Town Board liaison /Gates Chili Chamber of Commerce - In 2016 the Town Board accepted the \$11,000 New York State Bullet Aid from Senator Razenhofer to be used for the purpose of purchasing new furniture and equipment for the library. Since the work had not been completed as of December 31, 2016, a resolution was passed to amend the 2017 expense budget by an increase of \$11,000 to the equipment budget line. The Board also resolved to amend the 2017 budget to reflect the change in State Aid to the library.
The agenda for the February 28th Chamber meeting is the State of the Town addresses for Chili and Gates. Everyone is invited. Jeff said we are eligible for the member ticket price. Let him know if you would like to attend. He also informed us that the Chamber is now using *Constant Contact*,

Director’s Report:

Jeff discussed an informational sheet identifying “Chili Public Library 2017 Upcoming Activities of Interest” with the Board.

Jeff shared a Policy and Procedures guide packet by Hooray4/Freedom.org. We need to revisit our Meeting Space Policy to be sure we are in compliance with laws and regulations. In general we should revisit all CPL Policies on a regular basis to remain current.

General Information:

- **Friends of the CPL Board Meeting** – The next CPL Friends meeting is Tuesday, February 14, 2017. Friends President Bob Pacer will be in Florida from mid-January until mid-April. The CPL Friend’s next book sale will be March 8th (4pm-8pm Friend’s preview), March 9th (12pm-8pm), March 10th (9am-4pm), March 11th (9am-4pm), and March 12th (1pm-4pm bag sale). Vice-President David McMillen will preside over the meetings while Bob is away.

· **CPL Statistics –**

| Month | December 2016 | December 2015 | % of change |
|-------------------------------|---|---|--------------------|
| Circulation | 18,147 | 21,649 | -16% |
| Library Visits | 10,931 | 11,339 | -4% |
| Reference Questions | 1,184 | 1,292 | -8% |
| Programs | 56 | 25 | 124% |
| Program Attendance | 984 | 649 | 52% |
| Items Borrowed (holds) | 836 | 755 | 11% |
| Items Loaned (holds) | 640 | 392 | 63% |
| Overdrive | 1,537 | 1,526 | 1% |
| Meeting Room | 63 | 50 | 26% |
| Website Visits | 5,423 | 4,575 | 19% |
| Website Pageviews | 9,176 | 7,665 | 20% |
| | January 2016 - December 2016 | January 2015 - December 2015 | % of change |
| Circulation | 268,618 | 290,462 | -8% |
| Library Visits | 146,523 | 152,413 | -4% |

| | | | |
|----------------------------|--------|--------|-----|
| Reference Questions | 18,482 | 18,874 | -2% |
| Programs | 620 | 544 | 14% |
| Program Attendance | 14,736 | 14,954 | -1% |
| Overdrive | 19,798 | 17,512 | 13% |

Jeff discussed some of the activity of the circulation committee. He expects an updated report to be ready for our March meeting. The staff buyers are sending reports to Jeff to help track circulation of purchases. For example we want to know if books that are replaced continue to circulate. We are now able to purchase duplicates of our Quick Loan DVDs to place in the general collection. It was suggested that new materials could be promoted in our newsletters to alert people to our changing collections. Jeff would like to begin a video games collection. Webster and Henrietta would be good resources as they have this type of collection. The Board asked if can we get a breakdown of the population correlated to library visits.

- **In House Book Sales 2005-2016:** The Director will share with the Library Board sales results from the in house book sale from 2005-2016. The Board received a graphic of the information.

- **Senator Michael Rzenhofer Visit:** A legislative visit with Senator Rzenhofer has been confirmed for February 16, 2017 at 10am at the Newman Riga Library. Let Jeff know if you can attend,

- **New Trustee Orientation:** The Monroe County Library System will be holding two New Trustee Orientation sessions in March. This orientation is designed for new library trustees and will cover the structure of MCLS, trustee roles and responsibilities, and the New York Library Trustees Online website. There will be a question and answer period at the end. The session dates are: Wednesday, March 15, 2017 6-7:30 @ Seymour Library (Brockport). Thursday, March 30, 2017 7-8:30 @ Webster Public Library.

- **Monroe County Library System Governance Chart:** The Director will review the Monroe County Library System Governance Chart with the Library Board that was approved by the Directors' Council. Jeff shared two graphics with the Board. They shows the actions of MCLS and what the role is of the various parts of the system.

Old Items:

- **Sign-Up Sheets** - The director will distribute the CPL Board sign-up sheets for library trustees to attend the 2017 CPL full staff meetings and the CPL Friends Board meetings. Sign up sheets were distributed.
- **Number of Library Board Trustees on Member Libraries:** At the December meeting the Library Board asked the Director to survey the member libraries to determine how many board members are on each library's board. The Director will share this information at the February library board meeting. The Chili Public Library's charter was amended in 1981 increasing the number of trustees from 5 to 7. On February 10, 1998 the charter was again amended to add the following: "The number of Trustees shall not be less than five nor more than fifteen with current number being seven." We need to change the wording in our bylaws to correspond with our charter. The Board strongly feels we need a trustee with a strong financial background added to the Board. Jeff will contact the NYS Dept. Of Library Development to see how we need to proceed from here.

New Items:

- **AAS Grant Proposal Submitted:** The Director submitted a grant proposal to the American Astronomical Society in the amount of \$3,473 to pay for materials and programming in preparation of the solar eclipse that is to occur Monday, August 21, 2017. Proposers will be notified of a decision by Friday, February 17, 2017. This ties in with STEM and the push to increase female students in these areas. There will be programming for children, teens and adults. The American Girl Club might be a good program to integrate some of this. Readings about our female astronauts was a suggestion.
- **Growl for Literacy:** The Chili Public Library and Florence Brasser elementary school are excited to announce a four-week program that will provide an opportunity for students to attend an after school program called "Growl for Literacy" at the Chili Public Library. One day each week for four weeks after school, students will be transported by bus to the library for a fun-filled literacy program that will run from 3:30-4:30 pm. Students will attend the library on Tuesdays, Wednesdays, and Fridays covering grades kindergarten and Grade 1, Grades 2 and 3, and Grades 4 and 5. Registration by parents/guardians, organized by the Gates Chili School District, will be due February 27, 2017. The program will take place the weeks of March 14, 21, 28, and April 4. There is a limit of 25 students per group. Some of the AAS grant will be used with this program.
- **Approve Sunday, September 3, 2017 as a Closed Date:** The Director inadvertently did not include Sunday September 3 as a library closed date for approval. The library will be closed Saturday, September 2 and Monday, September 4 for the Labor Day holiday weekend.
- **Sue called for a motion to approve Sunday, September 3, 2017 as a Closed Date.** Motion made by Judith; 2nd by Jeff

In favor 6; opposed 0; abstained 0

MCLS News:

- **New MCLS Website:** The go live date for the new Monroe County Library System website was Friday, January 20th.
- **New MCLS eCard:** MCLS has authorized an online borrower registration process, or MCLS eCard, for patrons who wish to use online content (downloading ebooks, audiobooks, etc. and online databases) exclusively. If a physical card is desired a patron must apply in person with proof of address.

Meetings and Workshops and Outreach:

Supervisor Meeting – 12/14/16
Gates Chili Chamber of Commerce Board Meeting – 12/20/16
Town Holiday Party – 12/23/17
Directors' Council Meeting – 1/4/17
Full Staff Meeting – 1/6/17
Gates Chili Chamber of Commerce Golf Committee Meeting – 1/9/17
Supervisor's Meeting – 1/18/17
Director's Retreat – 1/19/17

Committees: The Planning Committee timeline needs to be changed to align with budget planning. We will be meeting in February.

Old Business: None

New Business: None

Additional Comments from Audience: None

Review of CPL Budget spreadsheet and Memorial Fund spreadsheet: Nothing unusual in the Memorial Fund. We looked at the budget spreadsheet to sum up the year. We spent \$4500 more on materials. Under equipment, chairs needed to be replaced. Some of the equipment total was covered by the Bullet Aid. Our utilities were less than projected. It was a year to replace the overhead lights. State aid was increased. \$11,000 (Bullet Aid) will show up under 2017 revenue. We had more revenue from the

copier, printer and fax then budgeted for. State retirement, Social Security and medical insurance were less than projected. Dental claims were higher.

Approval of Library Fund abstract Amount of \$7,414.32:

Motion made by Andrew; 2nd by Lori

In favor 6; opposed 0; abstained 0

Approval of Memorial Fund Expenditures \$955.32: Motion made by Jeff; 2nd by Karen

In favor 6; opposed 0; abstained 0

Approval of Memorial Fund Donations \$690.00: Motion made by Judith; 2nd by Karen

In favor 6; opposed 0; abstained 0

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

In favor 6; opposed 0; abstained 0

Next meeting date/time: February 28, 2017 @ Chili Public Library Barbara Ireland Community Room. 6:00pm.