

# Chili Public Library Board of Trustees Meeting Approved Minutes for February 28, 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: Jim Lechner

**Meeting convened** by President Ackerman @ 6:00

**Approval of agenda with additions as amended:** Motion made by Andrew; 2<sup>nd</sup> by Judith  
In favor 6; opposed 0; abstained 0

**Approval of minutes** January 24, 2017. Motion made by Karen; 2<sup>nd</sup> by Jeff  
In favor 6; opposed 0; abstained 0

## Communications

- Guests/Public: None
- Town Board Liaison /Gates Chili Chamber of Commerce: The Town Board will present a certificate at the Chili Fire Department banquet to Jim Lechner honoring his 50 years of service. A resolution was passed to purchase the Archer Road property to be used for sports fields and another resolution rezoned a parcel off Paul Road to Light Industrial. Mary gave us a flyer and nomination forms for the Gates Chili Chamber of Commerce Community Awards Dinner to be held on May 11, 2017.
- **Teen Area Update –Youth Services Librarian Cathy Kyle and Teen Librarian Valeri Scheg**

Teenship!, our teen area, renovation has been completed. The Teen book collections have been reorganized and more materials will be added to the collections. Audio books are interfiled with Teen Fiction. Popular series have been relocated to make them easier to find. The Teen staff has been working hard to expand opportunities for teens to volunteer at CPL. A texting program is used to more readily communicate with the teens. The Teen Friends are even more involved and are working with the Friends Group. Programs have been added with a look at the Tweens to be included. The Anime and Manga group grew out of a strong suggestion from the Teen Focus Group during our CPL Community Survey. A Wizarding World Club meets in two sessions - one

geared for the 7-11 year olds and the second for the 12-18 year olds. There are Teen Pizza Fridays where teens can come and hang out after the library is closed. Finally a TeensTogether group has formed. It is geared toward the LGBTQ+ teens but all teens are welcome to attend.

Discussion: Although numbers within programs are not large, numbers of teens involved are increasing and there are some consistent attendees. Cathy has had “Safe Zone” training through the Gay-Straight Alliance. The Board is pleased with the Teen services and continued outreach toward that segment of our patrons.

### Director’s Report

- The Director shared the document *Fair and Equitable Funding - NYLA 2017 Budget* with the Board. It shows increases in State Library Aid in proportion to the increasing educational funding. By law library systems should be getting more State funding based on a per capita formula than they are receiving. Our Senate and Assembly members are supportive of libraries.

### General Information:

- **Friends of the CPL Board Meeting** – The next CPL Friends meeting is Tuesday, March 14, 2017, in the Conference Room. Andrew Lucyszyn has volunteered to attend. The CPL Friend’s next book sale will be March 8<sup>th</sup> (4pm-8pm Friend’s preview), March 9<sup>th</sup> (12pm-8pm), March 10<sup>th</sup> (9am-4pm), March 11<sup>th</sup> (9am-4pm), and March 12<sup>th</sup> (1pm-4pm bag sale).

### CPL Statistics –

| Month                  | January 2017 | January 2016 | % of change |
|------------------------|--------------|--------------|-------------|
| Circulation            | 20,834       | 23,095       | -10%        |
| Library Visits         | 11,342       | 12,089       | -6%         |
| Reference Questions    | 1,436        | 1,730        | -17%        |
| Programs               | 47           | 50           | -6%         |
| Program Attendance     | 865          | 730          | 18%         |
| Items Borrowed (holds) | 848          | 909          | -7%         |
| Items Loaned (holds)   | 976          | 841          | 16%         |
| Overdrive              | 2,043        | 1,810        | 13%         |
| Meeting Room           | 61           | 57           | 7%          |
| Website Visits         | 6,142        | 4,396        | 40%         |

| Website Pageviews   | 10,531                          | 8,792                           | 20%         |
|---------------------|---------------------------------|---------------------------------|-------------|
|                     | February 2016 -<br>January 2017 | February 2015 -<br>January 2016 | % of change |
| Circulation         | 266,357                         | 288,413                         | -8%         |
| Library Visits      | 145,776                         | 153,616                         | -5%         |
| Reference Questions | 18,188                          | 18,821                          | -3%         |
| Programs            | 617                             | 537                             | 15%         |
| Program Attendance  | 14,871                          | 14,340                          | 4%          |
| Overdrive           | 20,031                          | 17,872                          | 12%         |

**Discussion:** Website visits and Pageviews increased. Circulation was down while OverDrive was up. Reference questions decreased.

- **Causewave Community Partners Meeting:** Sue Ackerman, Jeff Baker, Lee Ann Sperling, and Andrew Lucyszyn will be meeting with Causewave Community Partners on March 2, 2017, at 4:30pm to discuss the process of creating a foundation.

Discussion: Causewave was formerly known as The Ad Council. Henrietta and Gates used this service when forming foundations.

- **Senator Michael Razenhofer Legislative Visit:** A legislative visit with Senator Razenhofer has been rescheduled for March 16, 2017, at 2pm at the Newman Riga Library.
- We have \$11,000 in Bullet Aid obtained by Senator Razenhofer that was carried over from last year. Jeff had some suggestions for the grant money. Creative Library Concepts will come up with designs for moving the computers by the fireplace in with the other computers, and hiding most wires. We could purchase new chairs to go by the fireplace to help make this an appealing area to sit and relax. Jeff would also like to purchase two double sided shelving units to house our DVD collection. Currently our collection is limited by space. The Board agreed these purchases would be a good use of the funding.

**Old Items:**

- **Legislative Visit with Assemblyman Harry Bronson:** The Director met Assemblyman Harry Bronson along with other library directors' whose communities he represents, at the Frederick Douglass Community Library on Friday, February 17, 2017. Assemblyman Bronson favors an increase in State Aid to libraries.

- **Number of Trustees on the Library Board:** The Department of Library Development informed the Director since the Chili Public Library's charter states a range of library trustees allowed, ("The number of Trustees shall not be less than five nor more than fifteen with current number being seven") the library board can change the current number of library board members without changing the charter. If this is done a copy of the meeting minutes in which that vote takes place is sent to the DLD. We will revisit this topic at a future meeting.

### **New Items:**

- **AAS Grant Proposal Submitted:** Due to the number of grants submitted to the American Astronomical Society, the library's solar eclipse grant proposal was not accepted. The Library still has plans of providing some of the planned programming related to the solar eclipse that is to occur Monday, August 21, 2017. The library will spend about \$650.00 to keep the programming related to the solar eclipse. Jeff may ask the Friends if they have funding available.
- **CPL Staff Retreat:** The theme of this year's CPL Staff Retreat is TEAM (Together Everyone Achieves More). At the retreat staff will take part in a Disabilities Awareness Workshop given by Heritage Christian Services, Safe Place Training given by the Center for Youth, Woman's Suffrage NYS Anniversary Lecture by Deputy City Historian Michelle Finn, and a Staff Technology Hour. The Board received a copy of the agenda for the day to be held at the Caledonia Village Inn.
- **Check Out at the Children's Reference Desk:** The Director will share the new procedure for checking out material at the Children's Reference Desk. The primary function of the staff is to assist patrons. Children's Room check out will be available when the staff is able to make this accommodation.
- **Grantstation Database:** The Library is offering a new Grantstation database to patrons. It is a premiere suite of online grant research resources. Patrons may search thousands of carefully researched profiles of private and government funding opportunities, at the local, state and national level. The Board received a sample printout demonstrating the current updated information found in the database.
- **Approval of the Storytime Room Renovation Project not to exceed \$10,000:** Recently the Supervisor was contacted by a potential donor who expressed interest in making a generous donation of \$10,000 to the Town of Chili in memory of his parents who passed away in the 1980s. The donor's father had owned a building supply store on Scottsville Road and was an active member of the Rotary. The prerequisite to the donation was that the check would go to the Gates Chili Rotary Charities Foundation, the money would go to a project overseen by the Town of Chili which would benefit children specifically, and the cost of the project would be paid for

by the donation. The Supervisor referred the donor to the Library Director. The Library Director recommended the donation would go to renovate the Library's Storytime Room. This recommendation was accepted by the donor and will be an approval item at the Gates Chili Rotary February 28<sup>th</sup> meeting.

The look of the Storytime Room has not changed since the Library was built 19 years ago. Over the last 19 years there have been new ways to engage our youth in using the Library. Storytime is still an important component of Youth Services and will be continued, but the Director also wants to introduce technology and STEM teaching tools to the youth that visit the library.

In 2016 the Library had 351 children's programs with 8,118 children attending those programs. Both the Ireland Community Room and the Storytime Room are used for the Library programs. Though frequently in use the Storytime Room has the following issues.

- It is set up to look like a nursery and does not lend itself to be used by children older than five.
- The room has run out of storage space which makes it difficult to set up for programs and have more children in the room.
- There are no technology learning tools for the children to use in the room

With a complete renovation, the Storytime Room will look less like a nursery and be an adaptable programming room where the library staff can interact with youth of all ages and utilize technology to facilitate their play and learning. The renovation will include furniture that can be folded and moved easily. New shelving will increase the amount of storage for books, crafts, and supplies. New technology will be in the room, for example early literacy iPads, and possibly green screen technology.

The Director will be meeting with Creative Library Concepts on February 28, 2017, to discuss this renovation project. The company has worked with the Library when it renovated the Children's Room in 2012 and the Teen Area in 2016.

Discussion: The money will go to the Gates Chili Rotary. Jeff has been in contact with Terry Collins, Rotary President. Their charities foundation has accepted the Storytime Room Project and will give us the money for the renovation. It was suggested that we have a written agreement with the Rotary. The Board appreciates the Rotary's making this undertaking possible.

**Action Requested: The Library Board Approves the Storytime Room Renovation Project not to exceed \$10,000.**

**Sue called for a motion to approve the Storytime Room Renovation Project not to exceed \$10,000.** Motion made by Judith; 2<sup>nd</sup> by Jeff

In favor 6; opposed 0; abstained 0

- **Further Discussion about Space Usage.** The board appreciates the help we have received in creating space within our physical limitations. We are doing much with little. That said, we would like to state that we are really very short of space. Our population and library needs continue to grow. When space is used for one thing something else needs to be cancelled. An example of this is Story Time is cancelled during the Book Sale. We continue to look at solutions to this problem.

- To facilitate cash transactions Jeff would like to increase the start up funds. **Action requested: Increase the start up cash at the front desk from \$75.00 to \$100.00.**

**Sue called the motion to increase the start up cash at the front desk from \$75.00 to \$100.00.**

Motion made by Andrew; 2<sup>nd</sup> by Karen

In favor 6; opposed 0; abstained 0

#### **MCLS News:**

- None to report

#### **Meetings and Workshops and Outreach:**

Gates Chili Chamber of Commerce Awards Gala Meeting – 1/25/17

Staff Retreat Meeting – 1/30/17

Gates Chili Chamber of Commerce Ribbon Cutting 1/31/17

Directors' Council Meeting – 2/1/17

Split Staff Meeting – 2/3/17

Gates Chili Chamber of Commerce Golf Committee Meeting – 2/6/17

Gates Chili Chamber of Commerce Program Committee 2/9/17

Gates Chili Chamber of Commerce Meeting 2/14/17

Assemblyman Harry Bronson Meeting – 2/17/17

Creative Library Concepts Meeting – 2/28/17

Chamber of Commerce State of the Towns Meeting – 2/28/17

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**Committees: Personnel Committee** - The Committee sent a letter to the Board informing them about changes to the rating scale in *The Performance Feedback for CPL Director Form* to be completed by each board member. Similar feedback will be completed by the staff and the Director. Additional documents provided in the letter include the *Job Description for Chili Public Library Director III* and the *End of the Year Report for 2016 and Library Goals for 2017*. Feedback forms should be returned to the committee by March 15, 2017. Sue reviewed this information.

**Old Business: None**

**New Business: None**

- **Information:**

Andrew will continue to fund a team banner with the CPL logo to support Team Valle, a travel baseball team made up of youth from all of Rochester.

**Additional Comments from Audience: None**

**Review of CPL Budget spreadsheet and Memorial Fund spreadsheet:** The Memorial Fund received several donations to the Whitmore Memorial Fund. There were no unusual items in the budget spreadsheet.

- **Approval of Library Fund abstract Amount of \$10,302.70.**  
Motion made by Judith; 2<sup>nd</sup> by Andrew  
In favor 6; opposed 0; abstained 0
- **Approval of Memorial Fund Expenditures of \$443.40.** Motion made by Andrew ; 2<sup>nd</sup> by Judith  
In favor 6; opposed 0; abstained 0
- **Approval of Memorial Fund Donations of \$352.00:** Motion made by Lori; 2<sup>nd</sup> by Karen  
In favor 6; opposed 0; abstained 0
- **Sue called us into executive session @ 7:20** to discuss upgrade of personnel.
- **Reconvened @ 7:20**
- **Sue called for a motion to approve** Miranda McGrath to be upgraded from a part time Library Page to a part time Library Trainee beginning Monday, March 6, 2017 increasing her pay rate from \$9.70 to \$11.70.  
Motion made by Jeff; 2<sup>nd</sup> by Karen.  
In favor 6; opposed 0; abstained
- **Sue called for a motion to adjourn at 7:30.** Motion made by Lori; 2<sup>nd</sup> by Jeff  
In favor 6; opposed 0; abstained 0

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