

# Chili Public Library Board of Trustees Meeting Approved Minutes for March 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:** Motion made by Judith; 2<sup>nd</sup> by Karen  
In favor 6; opposed 0; abstained 0

**Approval of minutes** of February 28, 2017, Motion made by Andrew; 2<sup>nd</sup> by Karen  
In favor 6; opposed 0; abstained 0

## Communications

- Guests/Public: None
- Town Board liaison /Gates Chili Chamber of Commerce: The Chamber will hold the 32<sup>nd</sup> Awards Gala Dinner on May 11<sup>th</sup> at the Italian American Community Center. Among the presentations are: CPL - Cultural and Arts Award, Jim Lechner - Outstanding Citizen of Chili, and Jakob Wiesmore - Youth Leadership Award.

## Director's Report

Jeff is enthusiastic about receiving the Cultural and Arts Award as it is a great opportunity to showcase the library to businesses.

## General Information:

- **Friends of the CPL Board** – Due to a windstorm, the first day of the Friends Book Sale in March was canceled. Even though this impacted the bottom line, there was \$2,056 in book sales, and \$350 in memberships. Due to a winter blizzard, the Friends March Board meeting was canceled. The next Friends Board meeting is Tuesday, April 11, 2017, Jim Lechner has volunteered to attend.

· CPL Statistics

Month	February 2017	February 2016	% of change
<b>Circulation</b>	20,190	22,591	-11%
<b>Library Visits</b>	11,957	11,886	1%
<b>Reference Questions</b>	1,322	1,554	-15%
<b>Programs</b>	45	56	-20%
<b>Program Attendance</b>	754	829	-9%
<b>Items Borrowed (holds)</b>	765	882	-13%
<b>Items Loaned (holds)</b>	735	440	67%
<b>Overdrive</b>	1,766	1,667	6%
<b>Meeting Room</b>	62	75	-17%
<b>Website Visits</b>	5,615	4,090	37%
<b>Website Pageviews</b>	9,699	8,153	19%
	<b>March 2016 - February 2017</b>	<b>March 2015 - February 2016</b>	<b>% of change</b>
<b>Circulation</b>	263,956	288,013	-8%
<b>Library Visits</b>	145,847	154,022	-5%
<b>Reference Questions</b>	17,956	18,749	-4%
<b>Programs</b>	606	528	15%

<b>Program Attendance</b>	14,796	14,058	5%
<b>Overdrive</b>	20,130	18,268	10%

The trends in the statistics are much the same as previous months.

- **Volunteers Appreciation Luncheon** – In celebration of our volunteers, the library staff is having a volunteer appreciation luncheon on Monday, April 24<sup>th</sup> at 12 noon. Library Board members are invited to attend. The luncheon is traditionally held around National Library Week. Jeff will email invitations to the Board.
  
- **Library’s Response to the March Windstorm:** In light of many Chili residents losing power because of the March 8<sup>th</sup> windstorm, the Library, still having power, extended its hours on Friday, March 10<sup>th</sup> and Saturday, March 11<sup>th</sup>. 700 more patrons used the Library on Thursday, March 9<sup>th</sup> than the previous Thursday.
  
- Discussion: CPL provided extra charging strips, opened the conference room to provide an additional work area, and, with the support of The Memorial Fund, supplied coffee and pizza to the patrons. Many people commented they were thankful for a sanctuary from the cold and dark. The Board would like to thank the entire CPL Staff for going above and beyond in response to the effects of the storm.
  
- **RRLC's Annual Library of the Year Contest** – In recognition of National Library Week, April 9-15, 2017, the Rochester Regional Library Council will name three libraries – one public, one school and one academic/special — as “RRLC Library of the Year 2017. Winners will receive a banner and engraved plaque to hang in their library, a \$100 gift card, and will be recognized at the RRLC Annual Meeting on June 1 at Casa Larga. **Voting begins on April 2.** Patrons can visit the online RRLC [Library of the Year 2017 Voting Page](#). The Chili Public Library will have the voting page on its website. **Deadline for entries is midnight April 15, 2017. The voting page will not be "live" until April 2.** Paper ballots will be available at the information Desk.
  
- **Tenth Annual CPL Teen Photo Contest** – This year the library is celebrating a decade of teen photography! The contest is open to teens ages 12-18 and living in Monroe County. Amateur photographers only. Submissions will be accepted between February 6, 2016, and March 13,

2016. The Photo Contest Reception will be Saturday, May 22 at 2pm. Teens submitting may submit up to two photos at <http://www.chililibrary.org/teen-photo-contest.html>.

### Old Items:

- **Senator Michael Razenhofer Legislative Visit:** Due to the winter blizzard, the March 16<sup>th</sup> legislative visit with Senator Razenhofer was cancelled. RRLC is looking to reschedule the visit.
- **CPL has been Designated a Safe Place:** The Center for Youth has partnered with community businesses and municipalities in the Greater Rochester region to provide approximately 300 designated sites for Safe Place, a national youth outreach program that launched in Rochester in 2006. In crisis, a youth can go to a Safe Place site in the Rochester area to access immediate help and services from trained professionals at The Center for Youth. CPL staff underwent Safe Place training at its Staff Retreat on Friday, March 3, 2017. Because of this the Chili Public Library has been designated a Safe Place by the Center for Youth. Discussion: Jeff shared the manual received by the participants with the Board. Jeff's office serves as the intake area. Initial information will be taken as the Center for Youth is notified. The Center will send personnel to make basic assessment of the Individual's needs. The individual will receive information about the Center for Youth and options will be explained by them.
- **Growl for Literacy Update:** Because of the winter blizzard that closed the Library for two days, the Library's pilot project with the Gates Chili School District had a slow start. That being said the project is now underway. 21 second and third graders attend the Library after school on Tuesdays, 15 Kindergarten and first grade students attend the Library on Wednesdays, and seven fourth and fifth grade students attend the Library on Fridays. The project continues until the second week of April. When the project is concluded, the Director, the Youth Services Department and Annette Schiano from the School District will meet to review the outcome of the pilot project.
- **Storytime Room Renovation and Reading Areas Project Update:** The Director and his staff are currently reviewing a design submitted by Creative Library Concepts for renovating the Storytime room and upgrading the Library's DVDs, public computers, and reading areas. The Director will provide feedback to the company. Staff has the opportunity to look at furniture along with giving input on the design.

### New Items:

- **Materials Circulation Report:** At the Library Board meeting the Director will present a materials circulation report. The report will delineate his recommendations for increasing circulation at the Library.
- The Board received a copy of the report. Jeff discussed each section.
- CPL holdings have decreased over the past few years. Peer libraries such as Gates and Henrietta, have larger holdings. Most MCLS libraries have had similar decreases in circulation.
- Several steps have been taken since 2014 to increase circulation. Some of these are: decreased the hold fee, purchased a book display unit located adjacent to the check-out desk, created monthly information sheets highlighting new additions to our collections, purchased new display shelving for our teen area, created new categories and labels for our DVD collection, created a quick loan DVD collection, shifted materials to facilitate ease of browsing in children's area and DVD collections and attempted to increase door count through social media and programming.
- Data was collected from early January-July 2016 There are factors which may skew the statistics which Jeff will take into consideration as he collects future data. Using the current data Jeff made observations and recommendations. DVD's circulate soon after purchase. More money has been allotted for DVD purchases and additional DVD shelving units will be purchased. CPL will purchase items for a new video gaming section. Adult fiction circulates well. The buyers look at our circulation of specific genres to help in selection of materials to purchase. The "New Adult Books" shelf and "Quick Reads" circulate well so additional funds will be put into these areas, Children's collections written in verse don't circulate well. The "New Children's Books" section outside the Story Room has resulted in quick circulation of new purchases. A Glade system, instead of the Dewy Decimal, will be used to place some children's nonfiction books, such as counting, and abcs in with the picture books. Children's DVDs circulate quickly. The additional DVD shelving unit will allow splitting the children's Blue Ray sets containing a DVD for easier access. The Director recommends using \$2,000 of the 2017 Golf Tournament proceeds to update the Parenting section. Children's chapter books tend to be browsed more than teen fiction. New teen fiction will be moved next to the New Book area used for adult fiction. In the adult collection, Glade may be used to integrate travel books with books about countries. More money will be added to adult nonfiction cooking and decorative arts category which have high circulation.
- Jeff would like to have changes implemented by the end of April. Data will then be collected for a new three month report.
- **Personnel Update** – Part-time Clerk Ursula Costanzo has resigned. Veronica Gartley increased her part-time clerical hours to cover Ursula's hours. Max Bell has been hired as a part-time Library Page at an hourly rate of \$9.70. Max Bell's start date is March 21, 2017

The Board unanimously endorsed the hiring of Max Bell as a part-time Library Page at an hourly rate of \$9.70.

The board thanked Ursula for her 20 years of service to CPL

- **Approval of 2016 Chili Public Library State Annual Report** - Annually, the Chili Public Library must submit a State Annual Report to the Division of Library Development. The assurance

that this “Annual Report” was reviewed and approved by the System Board is required. A summary of the report document will be distributed at the March Library Board meeting and a copy of the full report will be available for review.

**Action Requested:** Approve the 2016 Chili Public Library State Annual Report.

Discussion: The complete report is 29 pages long. For the circulation report information for other libraries was pulled from 2014 and 2015 reports. The reports are usually released in May or June.

**Sue called for a motion** to approve the 2016 Chili Public Library State Annual Report.

Motion made by Andrew; 2nd by Judith

In favor 6; opposed 0; abstained 0

· **Approval of 2017 Youth Services Section (YSS) Spring Conference Attendees** The Director is requesting the Youth Service Department (Cathy Kyle, Valerie Scheg, Jill Sutter, and Deb Amesbury) attend this year’s YSS Spring Conference at Ithaca, New York on Friday, April 28, 2017. The total cost is \$1,400 which includes the cost for registration, mileage, two nights lodging and meals.

**Board Action Requested:** Approve sending Cathy Kyle, Valerie Scheg, Jill Sutter, and Deb Amesbury to the YSS Spring Conference in the amount not to exceed \$1,400.

Discussion: Participants have a full day of workshops. Those attending in past years said it is an energizing and idea inspiring event. Money is budgeted for this under training. The Youth Service Department will submit a written report to the Board after attending the conference.

**Sue called for a motion** to approve sending Cathy Kyle, Valerie Scheg, Jill Sutter, and Deb Amesbury to the YSS Spring Conference in the amount not to exceed \$1,400.

Motion made by Judith; 2nd 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 Committee – 3/1/17

Causewave Community Partners – 3/2/17

Staff Retreat – 3/3/17

Gates Chili Chamber of Commerce Golf Committee Meeting – 3/6/17

Directors’ Council Meeting – 3/8/17

Gates Chili Chamber of Commerce Program Committee 3/9/17

Gates Chili Chamber of Commerce Awards Committee Meeting 3/10/17

Gates Chili Chamber of Commerce Meeting 3/16/17

Gates Chili Chamber of Commerce Networking Event 3/21/17

### **Committees:**

- CPL Long Range Planning Team – Causeway Community Partners Meeting - Jeff, Sue and Andrew attended a meeting on March 2, 2017, to collect information in regard to forming a foundation. A foundation's purpose is to secure money for the library while a library provides a service to the community. A foundation has a legal basis for fund raising. Causeway's first step would be to define our core values and develop a mission statement. There would several sessions over 3 months at the cost of \$6000. It takes about 3 months to a year to create a foundation from scratch.
- Discussion: We would like a proposal in writing from Causeway. Would the Friends merge with a foundation? A foundation would have the framework to handle the finances if CPL received a substantial donation. Where do we get seed level funding? We need to get Bob Pacer's input. Jeff is going to check with other libraries and see if they directly solicit funds. At this point we will table our discussion on enlarging the number of trustees on the Board

**Old Business:** None

**New Business:** None

**Additional Comments from Audience:** None

### **Review of CPL Budget spreadsheet and Memorial Fund spreadsheet:**

Insurance came in under budget. The CPL Staff retreat is under expenditures.

**Approval of Library Fund abstract Amount of \$21,514.57:** Motion made by Karen; 2nd by Jeff  
In favor 6; opposed 0; abstained 0

**Approval of Memorial Fund Expenditures \$157.43:** Motion made by Judith; 2nd by Lori  
In favor ; opposed 0; abstained 0

**Approval of Memorial Fund Donations \$500.00:** Motion made by Judith; 2nd by Karen  
In favor 6; opposed 0; abstained 0

**Sue called for a motion to adjourn @ 7:25.** Motion made by Lori; 2nd by Jeff  
In favor 6; opposed 0; abstained 0

**Next meeting date/time: April 25, 2017, @ Chili Public Library Barbara Ireland Community Room. 6:00pm.**