

# Chili Public Library Board of Trustees Meeting Approved Minutes for April 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

Absent: None  
Excused: None

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

**Approval of agenda as amended:** Motion made by Jim; 2nd by Judith  
In favor 7; opposed 0; abstained 0

**Approval of minutes** of March 28, 2017. Motion made by Andrew; 2nd by Karen  
In favor 7; opposed 0; abstained 0

## Communications

- Guests/Public: None

## Director's Report

- **2017 Chamber Golf Tournament Update** - Presenting and Lunch Sponsors have been obtained. There is an opening for a Dinner Sponsor. The committee is sending out letters and making calls to recruit golfers. There will be a be a Golf Package Raffle again this year.
- In its most recent issue the Chili Town Newsletter has a list of the CPL summer programs.

## General Information:

- **Friends of the CPL Board** –The next Friends Board meeting is Tuesday, May 9, 2017. Judith Kharbas has volunteered to attend. At their March meeting the Friends Board approved donating \$5,000 to the CPL Library Fund in support of the Library's Visiting Artists programs and program supplies. They also approved contributing \$1,507 in order for the library to purchase a 3D MakerBot Mini Printer. The 2017 Gates Chili Chamber of Commerce Golf Tournament and Dinner Auction will be held Monday, July 31. David MacMillen has professional knowledge of 3D printers

and suggested the printer that CPL will purchase. It comes with 6 colors, a one year warranty and one year of training. The \$2,257.00 cost is funded from the Friends contribution and \$750.00 from the Memorial Fund. It will be available for summer programs and open to the public for a fee. Jeff will check other libraries for their fees and we will develop a usage policy at our next Board meeting.

- **CPL Statistics**

	<b>March 2017</b>	<b>March 2016</b>	<b>% of change</b>
<b>Circulation</b>	22,406	24,181	-7%
<b>Library Visits</b>	14,067	13,899	1%
<b>Reference Questions</b>	1,540	1,667	-8%
<b>Programs</b>	71	59	20%
<b>Program Attendance</b>	1,166	1,507	-23%
<b>Items Borrowed (holds)</b>	929	902	3%
<b>Items Loaned (holds)</b>	766	630	22%
<b>Overdrive</b>	1,751	1,558	12%
<b>Meeting Room</b>	88	77	14%
<b>Website Visits</b>	6,402	5,717	12%
<b>Website Pageviews</b>	11,116	9,990	11%
	<b>April 2016 – March 2017</b>	<b>April 2015 - March 2016</b>	<b>% of change</b>
<b>Circulation</b>	262,181	285,552	-8%
<b>Library Visits</b>	146,015	153,703	-5%
<b>Reference Questions</b>	17,829	18,728	-5%
<b>Programs</b>	618	559	11%
<b>Program Attendance</b>	14,455	15,229	-5%
<b>Overdrive</b>	20,323	18,308	11%

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- The Statistics have remained fairly stable.
- **2016 MCLS Budget Kit** - The Library Director will review at the April Library Board meeting the data compiled in the 2016 MCLS Budget Kit. Jeff shared a peer library summary chart, extracted from the information in the 2017 MCLS Budget Kit, with the Board. The Board was concerned that our numbers are lower than peer libraries in several categories. Jeff explained it is difficult to make comparisons because each library has differences in financial responsibilities. i.e. In Gates the town provides maintenance

staff while CPL has its own maintenance staff. Jeff will find out if Gates Library leases the building from the Town. Jeff said the rankings have been consistent from year to year.

- **Gates Chili School District Wellness Fair** – CPL-on-the-Go took part in the Gates Chili School District Wellness Fair for district employees on April 3, 2017. Manned by Debbie and Jill, CPL-on-the-Go had a successful day. People enjoy the books and give-aways. There are several events in and around Chili where CPL-on-the-Go will pop up this summer. Jenn oversees the program which was originally funded by the Friends but is now funded through The Memorial Fund.
- **Gates Chili Chamber of Commerce Awards Gala Winner:** The Chili Public Library will be awarded a Culture and Arts Award at the 2017 Gates Chili Chamber of Commerce Awards Gala to be held Thursday, May 11, 2017. Library board member Jim Lechner will be awarded the Outstanding Citizen of Chili Award, and Jakob Wiesmore, who oversaw the building of the Library's Little Free Library, will be awarded the Youth Leadership Award. There are two tickets given to CPL. Sue will use one as Board President and Andrew will use the second as an awards presenter. Tickets are available on line if anyone else would like to attend.

#### **Old Items:**

- **Storytime Room Renovation and Reading Areas Project Update:** The Director and his staff are currently reviewing an updated design submitted by Creative Library Concepts for renovating the Storytime room and upgrading the Library's DVDs, public computers, and reading areas. The company is in the process of providing a price quote to the Director for the projects. Jeff shared a revised design. New furniture and cabinets will make it easier to adapt the room for different populations. Valerie's desk will be moved to the Youth Staff Room. Pricing of items is beginning. The name of the room will be changed to reflect its varied use.

#### **New Items:**

- **Approval of Phase 1 and Phase 2 of Causewave Community Partners Proposal to Facilitate Discussion on Establishing a Foundation:** The Library Board's Long Range Planning Team met and reviewed Causewave Community Partners three phase proposal to guide a broad discussion on establishing a Foundation for the Chili Public Library, and determine specific next steps for implementation related to marketing and fundraising goals. The committee recommends the Library Board approve the cost of Causewave Community Partners performing the first two phases proposed. Phase 1: Vision Facilitation, and Phase 2: Target Audience Identification/Prioritization, Core Values & Mission. Because the LRP committee performed a community survey and focus group last year the committee recommends holding off from performing Phase 3: Survey and Marketing & Fundraising Strategy at this time. The cost for Phase 1 and Phase 2 will not exceed \$3,690.  
**Board Action Requested:** Approve Causewave Community Partners Proposal for Phase 1 and Phase 2 not to exceed \$3,690.

Discussion: Jeff, Sue and Andrew guided us through the proposal. The Board agreed Phases I and II would help us to discern what we hope to achieve through a CPL Foundation. A Foundation is generally for expensive building concerns. A Friends group supports everyday programs and needs. The Memorial Fund would underwrite the cost of the first two proposals.

**Sue called the motion:** Approve Causewave Community Partners Proposal for Phase 1 and Phase 2 not to exceed \$3,690. Motion made by Andrew; 2nd by Jim.  
In favor 7; opposed 0; abstained 0

The Director will contact Causewave.

- **Approval of Updated CPL Community Rooms Usage Policy:** The Director will review at the April Library Board meeting the updated CPL Community Rooms Usage Policy.  
**Board Action Requested:** Approve the Updated CPL Community Rooms Usage Policy as presented. Prior to the meeting the Board received a copy of *Hurray 4/Freedom.org policy guidance* and the revised CPL Usage Room policy showing changes made to the document.

Discussion: Some wording was changed or deleted for clarification purposes.

**Sue called the motion:** Approve the Updated CPL Community Rooms Usage Policy as presented with changes as discussed. Motion made by Judith; 2nd by Karen  
In favor 7; opposed 0; abstained 0

#### **MCLS News:**

- **2017-18 MCLS Community Wireless Services:** Based on a successful one-year pilot, MCLS Library Automation Services and Finance staff issued a request for proposals (RFP) for a public wireless solution for participating member libraries for a three-year term. This public wireless solution is separate from the primary network, and is utilized for private devices in library settings. The proposals were evaluated for cost, vendor experience with MCLS or similar customers, customer service response offerings and the vendor's proposed service solution. Based on the technical specifications as outlined in the MCLS RFP, MCLS chose Spectrum to provide wireless services at member libraries that have optioned for this service. Spectrum provided a standard solution option of 100 Mbps, with pricing per site at \$114.97/month. Beginning July 1st the following libraries will receive these services: Brighton, Central Library, Chili, Fairport, Gates, Henrietta, Irondequoit, Mendon, Parma, Penfield, Pittsford, RPL-Arnett, RPL-Charlotte, RPL-Douglass, RPL-Lincoln, RPL-Lyell, RPL-Maplewood, RPL-Monroe, RPL-Sully, RPL-Wheatley, RPL-Winton, Rush, and Webster. Because of the previous installations completed during the one-year pilot, there are no capital costs associated with the three-year term. Costs above are eligible for the 90% E-rate reimbursement rate afforded to the System. Costs for the Community Wireless Service at member libraries shall be incorporated in the 2018 MCLS budget. The increased speed is needed and will be appreciated.

#### **State News:**

- **New York State Library Aid:** From NYLA – The late budget reflects the difficult fiscal situations at both the state and federal levels. Despite a complex political atmosphere and several setbacks along the way, your sustained and effective advocacy efforts secured the following hard-won victories.
  - **State Library Aid:** \$95.627M total (4M added to Governor’s proposed budget. This allocation reverses the Governor’s proposed funding cut of \$4M and represents continued stable funding for library aid – the 6<sup>th</sup> consecutive budget where our advocacy efforts either reversed a proposed funding cut or secured enhanced funding.
  - **State Library Construction Aid:** \$24M total (\$10M added to Governor’s proposed budget). The legislature added an additional \$10M to the Governor’s budget proposal, which not only reverses the Governor’s proposed \$5M funding cut, but allocates an additional \$5M towards this critical program.

**Meetings and Workshops and Outreach:**

- Legacy at Parklands Meeting – 4/4/17
- MCLS Directors’ Council – 4/5/17
- CPL Full Staff Meeting – 4/7/17
- Gates Chili Chamber of Commerce Board Meeting – 4/11/17
- Chili Public Library Friends Meeting - 4/11/17
- Chili Public Library Long Range Planning Meeting - 4/12/17
- Gates Chili Chamber of Commerce Golf Committee Meeting - 4/18/17
- Gates Chili Chamber of Commerce Chamber Event - 4/18/17
- CPL-on-the-Go! Meeting – 4/24/17

**Committees:**

- CPL Long Range Planning Team Recommendation: Approve Causewave Community Partners Proposal – Phase 1 and Phase 2.

**Old Business:** None

- **New Business:** With the increase of patron use of computers in the library the staff is finding the number of access points to be insufficient, especially in the Ireland room. The two access points there are serving forty or more computers at a time. The ratio should be ten to one or there is a significant decrease in speed which is frustrating to the users. Jeff would like to add two access points in the Ireland Room and one by the information desk area for a cost of \$1572,00. The money is already in the budget.  
**Board Action Requested:** Approve the Increase of wireless access points by three at a cost of \$1,522.72.  
  
 Discussion: This would alleviate problems with internet speed and make programs more viable.
- **Sue called the motion:** Approve the Increase of wireless access points by three at a cost of \$1,522.72.  
 Motion made by Jeff; 2nd by Karen  
 In favor 7; opposed 0; abstained 0

**Additional Comments from Audience:** None

**Review of CPL Budget spreadsheet and Memorial Fund spreadsheet:** There was nothing unusual. The Insurance cost was less than expected. The Staff Retreat cost shows up. Some Money Market funds were turned into CDs. We earned a \$573.00 divided.

**Approval of Library Fund abstract Amount of \$10,566,15:** Motion made by Judith; 2nd by Karen  
In favor 7; opposed 0; abstained 0

**Approval of Memorial Fund Expenditures of \$2,319.08:** Motion made by Jim; 2nd by Lori  
In favor 7; opposed 0; abstained 0

**Approval of Memorial Fund Donations of \$1,527 :** Motion made by Lori; 2nd by Jim  
In favor 7; opposed 0; abstained 0

**Sue called us into executive session @ 7:35** to discuss the Director's evaluation.

**Reconvened meeting @ 7:55**

**Sue called for a motion to adjourn at 7:56.** Motion made by Lori; 2nd by Jeff  
In favor 7; opposed 0; abstained 0

**Next meeting date/time: May 23,2017 @ Chili Public Library Barbara Ireland Community Room. 6:00pm.**