

Chili Public Library Board of Trustees Meeting Approved Minutes for May 23, 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: None

Meeting convened by President Ackerman @ 6:00

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

Approval of minutes of April 25, 2017. Motion made by Andrew; 2nd by Jeff
In favor 7; opposed 0; abstained 0

Communications

- Guests/Public: None
- Town Board Liaison: The Town Financial Report was presented to the Town Board. Town of Chili Moody's rating was upgraded from Aa2 to Aa3. New businesses have moved into Chili. The Memorial Day Parade will begin at 8:30 am.

Director's Report

- **Youth Services Section Conference, Ithaca, NY, April 28, 2017** - Cathy Kyle, Valerie Scheg, and Deb Amesbury attended the conference and each had a written report for the Board. It was a positive experience and several specific ideas to use at CPL were noted in the reports.
- **The Board had the opportunity** to see a demonstration of the new 3-D printer.
- **A printout of** the 56 CPL nominations for the Rochester Regional Council Library of the Year was in our packet.
- **Chamber Golf Tournament** - The Tournament Committee is actively recruiting golfers. Jeff had the Golf Raffle tickets available for purchase.
- **The County and Senator Razenhofer offered congratulations** to CPL for receiving the Cultural and Arts Award.

- **A thank you note** from retired Clerk Ursula Costanzo expressing appreciation to the CPL Board and staff during her convalescence was shared.

General Information:

- **Friends of the CPL Board** –The next Friends Board meeting is Tuesday, June 13, 2017. Lori Ahearn has volunteered to attend. The CPL Friends approved at their May meeting to donate \$269 toward the library’s Community Solar Eclipse Celebration to be held on Monday, August 21, 2017, from 11am-4pm. The library is having the celebration as a fun way to bring people into the library. On that Monday a partial eclipse of the sun will occur in New York State where 70% of the sun will be covered by the moon. We will be having children’s and adult themed crafts that day, and plan on giving out up to 200 cardboard eclipse glasses to patrons. There will be an ice cream truck and hot dog vendor there as well. The Supervisor okayed the use of the parking lot for the day.

- **CPL Statistics –**

Circulation	19,959	22,825	-13%
Library Visits	12,200	11,757	4%
Reference Questions	1,470	1,605	-8%
Programs	50	47	6%
Program Attendance	1,345	980	37%
Items Borrowed (holds)	724	815	-11%
Items Loaned (holds)	737	483	53%
Overdrive	1,799	1,652	9%
Meeting Room	75	71	6%
Website Visits	5,789	6,298	-8%
Website Pageviews	9,367	10,173	-8%
	May 2016 – April 2017	May 2015 - April 2016	% of change
Circulation	259,315	283,592	-9%
Library Visits	146,458	152,435	-4%
Reference Questions	17,694	18,559	-5%
Programs	621	536	16%
Program Attendance	14,820	14,831	-.1%
Overdrive	20,470	18,555	10%

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Stats are comparable to other libraries. Our visits and programs increased. There are currently 10 games in our Video Game Collection. We will add additional games throughout the year.

- **2016 Annual Report to the Community** – The Library Director will distribute to the Library Board the 2016 Annual Report to the Community. Discussion: The trifold is informative and easy to read. Highlights include Teenship and The Little Free Library.

Old Items:

- **Approval of the Circulation at the Children’s Reference Desk Policy** - To help facilitate the circulation of materials, the Director proposes the checking out of materials be allowed at the Children’s Reference Desk Policy. The proposed policy will allow materials to be circulated in the Children’s area given certain restrictions.

Approve the Circulation at the Children’s Reference Desk Policy

Sue called the motion: Approve the Circulation at the Children’s Reference Desk Policy

Motion made by Judith; 2nd by Jim

In favor 7; opposed 0; abstained 0

- **Approval of the Creative Library Concepts Quote for Upgrading the Furniture, Counter, Cabinets and Signage of the Storytime Room:** The proposed quote from Creative Library Concepts for furniture and cabinets for the Storytime Room renovation is \$9,817.75. The Director recommends the Library Board approve this project and payment of this quote and will accept the donation from the Gates-Chili Rotary Club as described below by the Club in order to pay for the renovation.

“On behalf of the members of the Gates-Chili Rotary Club and the Gates-Chili Charities Foundation, thank you for your efforts in upgrading the Children's Room at the Chili Library. We are very pleased to be involved in this worthwhile project!”

Once the project has been formally approved by the Chili Public Library Board of Trustees, Mr. Vince Cardella will forward to us a check for \$10,000.00 made payable to the Gates-Chili Rotary Foundation. Our mailing address is: Gates-Chili Rotary Club, P.O. Box 363, North Chili, NY 14514, Attn: Terry Collins. Once those funds have been received and deposited into our Foundation account, our role will include two elements: first, we will be the local organization charged with monitoring and reporting to Vince the progress of the project through completion. Secondly, we will be responsible to pay all the bills presented to us by Mr. Jeff Baker, the Director of the Chili Library, up to the \$10,000.00 cap. If the project is completed and fully paid and any funds remain, we will write a check for the remaining balance of the \$10,000.00 to the Chili Public Library Memorial Fund. At that point, all of the \$10,000.00 will be have been distributed for the betterment of the Chili Library.

Upon completion, we will also partner with Jeff in informing the community of the new facility.”

Best regards,

Terry Collins

Past President:

Gates Chili Rotary Club

Gates-Chili Rotary Foundation

Approve the Creative Library Concepts Quote for Upgrading the Furniture, Counter, Cabinets and Signage of the Storytime Room, as well as Approving the Gates-Chili Rotary Club to Pay the Bills of this Project as Described

Discussion: Sketches of work spaces within the room and catalog pictures of the furniture were included in the Board packets. A plaque will be placed in the room in appreciation of Mr. Cardella. The name “Storytime Room” will be changed to “Make a Story Room” and will incorporate the wheels in the Rotary logo for the “Os” in Room.

Sue called the motion: Approve the Creative Library Concepts Quote for Upgrading the Furniture, Counter, Cabinets and Signage of the Storytime Room, as well as Approving the Gates-Chili Rotary Club to Pay the Bills of this Project as Described.

Motion made by Andrew; 2nd by Jeff

In favor 7; opposed 0; abstained 0

New Items:

- **Approval of the Creative Library Concepts Quote for Upgrading Furniture by the Fireplace, Acquiring New DVD Shelving, Centralizing Patron Computers, and Installing the Storytime Room and Children’s Office Renovation** - The proposed quote from Creative Library Concepts to upgrade furniture by the fireplace, centralize computers, add a DVD shelving unit, and install the Storytime Room and Children’s Office renovation is \$16,328.37. The Director recommends the Library Board approve this quote. The Director also recommends the payment of this quote will come from the \$11,000 Senator Michael Ranzenhofer grant and the cashing of one CD from the CPL Memorial Fund.

Approve the Creative Library Concepts Quote for Upgrading Furniture by the Fireplace, Acquiring New DVD Shelving, Centralizing Patron Computers, and Installing the Storytime Room and Children’s Office Renovation as Described.

Discussion: Sketches of the reconfigured furniture placement and catalog pictures of the furniture were included in the board packets. Additional funds needed will be taken from drawing down a Memorial Fund \$6,000 CD by \$5,500 and proceeds from the in house book sales.

Sue called the motion: Approve the Creative Library Concepts Quote for Upgrading Furniture by the Fireplace, Acquiring New DVD Shelving, Centralizing Patron Computers, and Installing the Storytime Room and Children’s Office Renovation as Described.

Motion made by Lori; 2nd by Jim

In favor 7; opposed 0; abstained 0

Meetings and Workshops and Outreach:

Gates Chili Chamber of Commerce Ribbon Cutting – 4/26/17

MCLS Directors' Council – 5/3/17
CPL Full Staff Meeting – 5/5/17
Gates Chili Chamber of Commerce Golf Committee Meeting - 5/9/17
Gates Chili Chamber of Commerce Board Meeting – 5/9/17
Chili Public Library Friends Meeting - 5/9/17
MCLS Town Library Directors Council Meeting - 5/11/17
Gates Chili Chamber of Commerce Awards Gala Event - 5/11/17

Committees: Planning Committee - Implementing Causeway Proposal. A sub-committee consisting of the Library Director, Board representatives Andrew, Jim and Lori, staff representatives Leeann and Jenn, and community representative Bob Pacer was formed. Jeff will coordinate the initial meeting time with Causeway.

Old Business: Sue met with the Director to discuss his annual Board Evaluation.

New Business: None

Additional Comments from Audience: None

Review of CPL Budget spreadsheet and Memorial Fund spreadsheet: There was no unusual activity. The Friends donation toward the 3-D printer appears on the Memorial Fund spreadsheet.

Approval of Library Fund abstract Amount of \$39,585.39:

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

Approval of Memorial Fund Expenditures \$3,970.94: Motion made by Andrew; 2nd by Judith
In favor 7; opposed 0; abstained 0

Approval of Memorial Fund Donations \$60.00: Motion made by Jeff; 2nd by Lori
In favor 7; opposed 0; abstained 0

Sue called for a motion to adjourn at 7:00. Motion made by Lori; 2nd by Jeff
In favor 7; opposed 0; abstained 0

Next meeting date/time: June 27, 2017 @ Chili Public Library Barbara Ireland Community Room. 6:00pm.