

Chili Public Library Board of Trustees Meeting Approved Minutes for June 27, 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 pm

Approval of agenda: Motion made by Judith; 2nd by Karen
In favor 7; opposed 0; abstained 0

Approval of minutes for May 23, 2017. Motion made by Jeff; 2nd by Jim
In favor 7; opposed 0; abstained 0

Communications

- Guests/Public: None
- Town Board liaison: The Town had an excellent audit. The July 4th Chil-E Fest parade will begin at 5:00.

Director's Report

- Jeff shared a thank you note from long time Chili resident Mrs. Hines, on behalf of herself and her grandson, for the accommodations made by CPL during the windstorm and ensuing loss of power for many patrons. Along with the note she also donated money to the Adopt a Book fund.
- CPL will have a float in the July 4th Chil-E Fest Parade. Board members are welcome to walk with or ride on the float. Line up begins is at 4:00 on Starlight Drive.
- **Make a Story Room Update:** Room painting will begin soon. The room should be completed by late August or mid September. In a letter to CPL, the Town, and the rotary, Vincent Cordella expressed pleasure with progress thus far and said he was funding the renovation in memory of his parents.

- Senator Razenhofer has obtained \$9,000 in “Bullet Aid” for CPL. Jeff has several ideas for its use. The Board appreciates the Senator securing the grant for CPL.

General Information:

- **Friends of the CPL Board** –The next Friends Board meeting is Tuesday, July 11, 2017. Karen Reifenstein has volunteered to attend.

- **CPL Statistics –**

| Month | May 2017 | May 2016 | % of change |
|------------------------|-------------------------------------|---------------------------------|--------------------|
| Circulation | 20,169 | 20,165 | .02% |
| Library Visits | 12,129 | 11,348 | 7% |
| Reference Questions | 1,384 | 1,325 | 4% |
| Programs | 50 | 46 | 9% |
| Program Attendance | 835 | 984 | -15% |
| Items Borrowed (holds) | 811 | 744 | 9% |
| Items Loaned (holds) | 599 | 442 | 36% |
| Overdrive | 1,843 | 1,602 | 15% |
| Meeting Room | 73 | 74 | -1% |
| Website Visits | 5,953 | 5,565 | 7% |
| Website Pageviews | 9,083 | 9,055 | .31% |
| | June 2016 - May 2017 | June 2015 - May 2016 | % of change |
| Circulation | 259,319 | 282,290 | -8% |
| Library Visits | 147,239 | 152,187 | -3% |
| Reference Questions | 17,753 | 18,547 | -4% |
| Programs | 625 | 542 | 15% |
| Program Attendance | 14,671 | 14,805 | -1% |
| Overdrive | 20,711 | 18,774 | 10% |

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Circulation remained stable. Jeff noted we have implemented several of the suggested changes to increase circulation.

New Items:

- **Summer Reading School Visits:** In order to spread the word about the Library's Summer Reading Program the Youth Services department visited the following schools.
 - St. Pius Elementary on July 6th. Met with 180 students.
 - Florence Brassier Elementary (Gates Chili Central School District) on June 6th. Met with 400 students.
 - Paul Road Elementary on June 13th. Met with 440 students.

 - Chestnut Ridge Elementary (Churchville Central School System) on July 15th. Met with 600 students.
 - Churchville Chili High School on June 2nd. Met with 47 students.

Students are enthused about the Summer Reading Program and happenings at CPL.

- **New York State Summer Reading Program** - This year's theme for the New York State Summer Reading Program is "Build a Better World" that will take place in July and August. For the adults we are planning a reading challenge during a six-week program. We also have planned a variety of programs to accompany this reading contest. At the June CPL Friends Board meeting, the Board supported this plan by approving the donation of \$139.99 for the prizes that will be given away.

During the summer when school is not in session, it falls to the library to be a source of education, enrichment, and reading and to help kids of all ages avoid the summer backslide. Contests, prizes, and other incentives assist us in this objective by encouraging participation in our summer program. For the children, we are planning to distribute small weekly prizes of rubber animals, rings, and punch balloons. The CPL Friends Board supported this plan by approving the donation of \$325 for the prizes that will be given away.

For the teens, we are planning to have larger weekly prizes that will be distributed with a raffle drawing. We will award two each week and these include movie passes and gift cards. Additionally, we will give out three Kindle Fires as grand prizes at the end of the summer. The CPL Friends Board supported this plan by approving \$350 for the prizes that will be given away. We truly could not offer the variety of programs, prizes and new technologies without the help from the CPL Friends. The Board received a copy of the Summer Book Bingo Card for Adults.

August 21 Eclipse Celebration Plans Activities will be ongoing throughout the summer. They include a portable planetarium, program speakers, and an American Girl Club biography selection. Several activities are planned for August 21st.

- **Approval for Library Closing 12pm-2pm on Friday, December 15th for the Town Staff Holiday Party** -The Town's Staff Annual Holiday Party is Friday, December 15th from 12pm-2pm at the Senior Center. Library Board and library staff are welcome to attend. All Town Departments are closed during that time. The Library Director requests that the Library close during that time so staff may participate in the event.

Action Item: Approve the Library closing from 12pm-2pm on Friday, December 15th for the Town Staff Holiday party.

Sue called the question: Approve the Library closing from 12pm-2pm on Friday, December 15th for the Town Staff Holiday party. Motion made by Judith; 2nd by Jim
In Favor 7; opposed 0; abstained 0

- **Draft 2018 Chili Public Library Proposed Budget** – The CPL Budget Committee recommends the library board review its proposed 2018 CPL Budget. The budget needs to be approved at the July Library Board meeting. Once approved the budget will be forwarded to the town Supervisor.
- **Monroe County Library System LibCal Calendar of Programs and Events** – The library has successfully been using Libcal, an online program and events calendar, for several years. The CPL Friends supports the cost of this service. Because each library uses an online program and events calendar, MCLS has agreed to subscribe to a systemwide subscription of the LibCal database. This means starting July 1, 2017 MCLS will cover the cost of LibCal for all member libraries. This saves a yearly cost of \$720 to CPL Friends. Once in place our patrons will be able to access all member library programs and events from our website.

Meetings and Workshops and Outreach:

Workplace Violence Training - 6/2/17
Gates Chili Chamber of Commerce Golf Committee Meeting - 6/6/17
MCLS Directors' Council Meeting – 6/7/17
Gates Chili Chamber of Commerce Program Committee Meeting – 6/8/17
CPL Budget Subcommittee Meeting – 6/9/17
Gates Chili Chamber of Commerce Meeting – 6/13/17
Supervisor Department Heads Meeting – 6/14/17
CADimensions 3D Printer Training – 6/15/17
Gates Chili Chamber of Commerce Golf Committee Meeting 6/20/17
Causewave Meeting – 7/27/17

Committees:

- **Budget Committee:** The Board packet included the proposed 2018 budget, the 2017 budget and the 2017 MCLS Budget Kit Peer Library summary. We reviewed the tax cap limitations and the Town of Chili budgeting process. We discussed the estimated line item costs, estimated revenue and proposed wage schedules as well as the proposed amount from the fund balance in the proposed budget. Board members have a copy of the proposed 2018 budget to review. The budget will be submitted to the CPL Board for approval during its July Board Meeting .

- **Long Range Planning Committee:** Causeway Meeting Update - Our first session was today, June 27th. We discussed how the sessions would be organized and discussed where area libraries are in the process of establishing a foundation. There was some preliminary discussions around our current circumstances and what our future visions look like.

Old Business:None

New Business: Approval of a motion can be given by Unanimous Consent or General Consent according to the revised 11th edition of *Robert's Rules of Order*. In groups of 12 or less this method is used for items where there is little debate or opposition to the motion. This includes items such as the approval of the agenda, reading of the past minutes, treasurers/financial reports, and adjournment of the meeting. If there is no objection the approval can be given by a voice or hand consent without the more formal motion procedure. The CPL Board members agreed to use Unanimous Consent for routine business..

Additional Comments from Audience: None

Review of CPL Budget spreadsheet and Memorial Fund spreadsheet: There were 3 pay periods in the month. The Cost Share and Overdrive standing order bills were due. No other unusual activity is shown.

Approval of Library Fund abstract of \$15,710.86: Approved by Unanimous Consent

Approval of Memorial Fund Expenditures of \$242.35: Approved by Unanimous Consent

Approval of Memorial Fund Donations of \$75.00: Approved by Unanimous Consent

Adjournment at 7:05: Approved by Unanimous Consent

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