Chili Public Library Board of Trustees Meeting
Approved Minutes for October 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: None
Excused: None

Meeting convened by President Ackerman @ 6:00.

Approval of agenda: Sue asked if there were any objections or additions to the agenda. Hearing none the agenda was approved by Unanimous Consent.

Approval of minutes from September 24, 2017. Sue asked if there were any corrections to the minutes. Hearing none the minutes were approved by Unanimous Consent.

Communications

- Guests/Public: Christian Vieira, Churchville Chili High School Student

- Town Board liaison /Gates Chili Chamber of Commerce: Freed Maxick will be the Town auditor. CPL will be included in the audit. There is a six month moratorium on approval of any new massage therapy businesses. Mary gave us all “Save the Date” cards for the July 30, 2018, Chamber of Commerce Golf Tournament to benefit Chili and Gates libraries.

Director’s Report

General Information:
• **Friends of the CPL Board** – The next CPL Friends meeting is Tuesday, November 14, 2017, at 6pm. Andrew Lucyszyn has volunteered to attend. The CPL Friends September Book Sale resulted in $2,405 in book sales and $325 in membership. At the October Gates Chili Chamber of Commerce networking luncheon the Chamber presented a check in the amount of $7,270 to the Director on behalf of the CPL Friends. The check represents proceeds from the 2017 Gates Chili Chamber of Commerce Golf Tournament and Dinner Auction, and will be used for library improvements and programming. The Director extends a very special thank you to all who participated in this event, and to the Friends of the Chili Public Library for their continued support. The next Golf Tournament will be Monday, July 30, 2018, at Brook Lea Country Club.

• The Golf Tournament Committee has learned from past experience that sponsors need to be approached now as they are developing their annual budgets.

**CPL Statistics** –

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Our stats continue to mirror those of other libraries.
• **September Library Card Month** – The Library’s promotion of September as library card month resulted in 107 library cards being issued. The average for the month is 70 new library cards. “CPL on the Go” and a window display in the Town Hall helped with the promotion.

• **CPL on the Go!** – The library was at the Chili Wellness Committee Staff Wellness Fair on Thursday, October 12th. CPL-on-the-Go! will also be at the Town of Chili Halloween Party on Saturday, October 28th from 10:00am-11:30am, and the Gates Chili High School Family Wellness Fair November 2nd. From 5:30pm-7:30pm. Information on access to overdrive and ebooks was available. There is an event every month for “CPL on the Go” to attend.

• **Youth Services Program** - The library’s Youth Services staff held a successful Preschool Open House at the library for parents on Tuesday, October 17. Seven day cares were present and the event was well attended. This is a good example of CPL’s role as a community vehicle to provide the opportunity to meet the needs of our citizens.

• **Cobble School & Chili Library Bookmarks** – The library had two professionally made bookmarks created that will be distributed at the checkout desk and at CPL-on-the-Go! events. The photographs on the bookmarks were taken by Claire Talbot, a library assistant who used to work for the library. Claire’s photography has appeared in the Democrat & Chronicle as well as the Erie Canal Photo Contest calendars. Jeff gave each Board member bookmarks. We all agreed they were well done.

• **Chili Holiday Parade** – The Library will have a float in the Town’s Christmas Lights Display Parade on Friday, December 1st, 2017. Valerie Scheg will design the float.

**Old Items:**

• **Approval of the Update to the Sick Leave Donation Policy** – The request for withdrawal from the Sick Leave Donation program will no longer come to the Director and the Library Board but instead will only go to the Director who will make a decision on the request.  
  **Action Item:** Approve the Update to the Sick Leave Donation Policy.

  Sue asked if there were any objections to approving the Update to the Sick Leave Donation Policy. Hearing none it was approved by Unanimous Consent.

• **Approval to Renew a Two Year Subscription (January 2018 – December 2019) for the EnvisionWare MobilePrint Service in the amount of $1,358** – The Library utilizes the EnvisionWare MobilePrint Service for wireless printing. The service has been popularly used since 2015.  
  **Action Item:** Approve to Renew a Two Year subscription (January 2018 – December 2019) for the EnvisionWare MobilePrint Service in the amount of $1,358.
The service has worked well and is appreciated by the patrons. Sue asked if there were any objections to approving the Renewal of a Two Year subscription (January 2018 – December 2019) for the EnvisionWare MobilePrint Service in the amount of $1,358. Hearing none it was approved by Unanimous Consent.

- **Approval of the 2017-2018 Bullet Aid in the Amount of $9,000 Received from the Office of Senator Michael H. Ranzenhofer** – The Monroe County Library System has received $9,000 in bullet aid for the Chili Public Library from the Office of Senator Michael H. Ranzenhofer. The director requests the library approve the voucher of this payment from MCLS to the Chili Public Library. Past support from the Senator has resulted in furniture upgrades, computer upgrades and the Teenship area.

  **Action Requested:** The Library Board Approves the 2017-2018 Bullet Aid in the Amount of $9,000 Received from the Office of Senator Michael H. Ranzenhofer.

  The Bullet Aid will also be accepted by the Town Board as an adjustment on the library equipment line.

Sue asked if there were any objections to approving the 2017-2018 Bullet Aid in the Amount of $9,000 received from the Office of Senator Michael H. Ranzenhofer. Hearing none it was approved by Unanimous Consent.

**New Items:**

- **Approval of Payment of $16,528.37 to Cover the Cost of New Furniture, DVD Shelving Unit, CPU Slings, and Its Installation** - The Director requests the Library Board approve the recent purchase and installation of new furniture, DVD shelving unit, and CPU slings. $11,000 will be paid from the Library Fund which is the amount the library received from the Senator Michael Ranzenhofer 2016-2017 bullet aid. $5,328.37 will be paid from the CPL Memorial Fund. 

  **Action Item:** Approve Payment of $11,000 from the Library Fund and $5,328.37 from the CPL Memorial Fund to cover the purchase and installation of new furniture, DVD shelving unit, and CPU slings.

Sue called the motion to approve payment of $11,000 from the Library Fund and $5,328.37 from the CPL Memorial Fund to cover the purchase and installation of new furniture, DVD shelving unit, and CPU slings.

Motion made by Jim: 2nd by Andrew

In favor 7; opposed 0; abstained 0
• **Approval of $500 from the Memorial Fund to cover the cost for the 2017 CPL Holiday Party.** The CPL Holiday Party is Friday, December 8th at 5:30pm. Library Board, Town Board, CPL Friends Board, staff and volunteers are welcome to attend. The party is a venue whereby the Library has an opportunity to thank everyone involved for a productive and successful year. The Director requests $500 from the Memorial Fund to cover the cost of this year’s holiday party.  
**Action Item:** Approve $500 from the Memorial Fund to cover the cost for the 2017 Holiday Party.

Sue asked if there were any objections to the approval of $500 from the Memorial Fund to cover the cost for the 2017 Holiday Party. Hearing none the request was approved by Unanimous Consent.

• **Approval for the Library to be Closed 12pm-2pm on Friday, December 15th in Order for Library Staff to Take Part in 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 being closed from 12pm-2pm on Friday, December 15th in order for the Library Staff to join the Town Staff Holiday party.

Sue asked if there were any objections to approving the Library being closed from 12pm-2pm on Friday, December 15th in order for the Library Staff to join the Town Staff Holiday party. Hearing none the request was approved by Unanimous Consent.

• **Approval Raising Counter Height Adjustment in the Make-a-Story Room:** The Director is proposing the library board approve raising the counter height in the Make-a-Story Room to 35” which will allow youth of all ages to best make use of the newly renovated room. The cost for new counter end panels and installation for this project is $1,540.  
**Action Requested:** Approve Raising the Counter Height in the Make-a-Story Room as described for the cost of $1,540.

Discussion: Jeff explained that the counter was too low for the older youth to comfortably use. The Board asked if this was the fault of the designers. Jeff felt it was due to living with the design and finding it didn’t quite meet our needs rather than attributing fault in the design. The counter needs specific alterations to make it more usable.

Sue asked if there were any objections to approving the Raising the Counter Height in the Make-a-Story Room as described for the cost of $1,540. Hearing none it was approved by Unanimous Consent.

**MCLS Items:**
The Legislative Thank you Breakfast - The 6th Annual Legislative Thank You Breakfast will be Friday, October 27, 2017 from 8:30am-10:00am at the Henrietta Public Library. The following is the link for Library Board members to register https://rrlc.org/event-details/6th-annual-legislative-breakfast/. Several Board members and Jeff plan on attending.

State News

- No news to report

Meetings and Workshops and Outreach:
- Directors’ Council Meeting – 10/4/17
- CPL Staff Meeting – 10/6/17
- CPL Friends Meeting – 10/10/17
- Gates Chili Chamber of Commerce Program Committee Meeting - 10/12/17
- MCLS Sustainability Workshop - 10/14/17
- Gates Chili Chamber of Commerce Oktoberfest Networking Luncheon – 10/17/17
- 2018 Golf Tournament Meeting – 10/23/17

Committees: Foundation Committee - The Committee met yesterday, October 24, 1977. We developed the final vision and vivid description. We brainstormed the target audiences needed to support a foundation. At our next meeting we will write our mission statement and work on defining our target audiences.

Old Business: None

New Business: None

NYLA Trustee Training: Jeff Baker, Jim, Lori and Sue attended an excellent NYLA Trustee Training about sustainability. Sustainable thinking was defined as being able to endure, the capacity to bounce back after a disruption and the ability to regenerate by bringing new energetic life. In order to be sustainable the library needs to be environmentally sound, economically feasible and socially equitable. We looked at the library in somewhat of a different light than we may currently view it. Several examples from libraries across the nation were given to show how libraries can be at the forefront in addressing community concerns. The Board received a copy of the workbook used at the workshop.

Additional Comments from Audience: None
Review of CPL Budget spreadsheet and Memorial Fund spreadsheet: The expenditure for the NYLA conference attendance is on the Budget Spreadsheet. The renovation funds are on the Memorial Fund Spreadsheet.

Approval of Library Fund abstract Amount of $23,836.69: Sue asked if there were any objections to approving the Library Fund Abstract. Hearing none it was approved by Unanimous Consent.

Approval of Memorial Fund Expenditures $5,572.81: Sue asked if there were any objections to approving the Memorial Fund Expenditures. Hearing none they were approved by Unanimous Consent.

Approval of Memorial Fund Revenues of $9.00: Sue asked if there were any objections to approving the Memorial Fund Revenues. Hearing none they were approved by Unanimous Consent.

Adjourn @ 7:15.

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