

Chili Public Library Board of Trustees Meeting
Approved Minutes for November 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: Jeff Stoiber

Meeting called to order @ 6:00 by President Ackerman.

Approval of agenda: Sue asked if there were any objections to the approval of the agenda with the addition of an Executive Session as discussed. Hearing none, the agenda was approved with Unanimous Consent.

Approval of minutes of October 24, 2017. Sue asked if there were any objections to the approval of the minutes. Hearing none, the minutes were approved with Unanimous Consent.

Communications:

- Town Liaison/Gates-Chili Chamber of Commerce: The 2018 Annual Budget was adopted. Aldi Supermarket will occupy some of the departing Chili Kmart space. A flyer for the December 12th Gates Chili Chamber of Commerce Holiday Luncheon was passed around.
- Guests/Public: None

Director's Report:

General Information:

- **Friends of the CPL Board** – The next CPL Friends meeting is Tuesday, December 12, 2017, at 6pm. Jeff Stoiber has volunteered to attend. At its November meeting, the Friends Board approved the recommendation of the Director to use some of the proceeds from the 2017 Chamber Golf Tournament to purchase six ThinkPad laptops for the library. These laptops will be a welcome addition to those the library currently owns. Library laptops are regularly used at the *Monday Minecraft Madness* programs, as well as the *Explore Technology with the Whole Family* programs which are held the fourth Thursday of each month. These laptops will also benefit other computer-related library programs, such as *Girls Who Code* and the very popular *Ancestry* training program. In order to better serve our patrons, it is essential the Library remain up-to-date with the latest technology. The Board thanks the Friends for the purchase of the ThinkPads. CPL now has 12 laptops.

- **CPL Statistics**

Month	October 2017	October 2016	% of change
Circulation	20,695	22,083	-6%
Library Visits	13,605	11,729	16%
Reference Questions	1,425	1,622	-12%
Programs	57	66	-14%
Program Attendance	1,168	1,327	-12%
Items Borrowed (holds)	864	791	9%
Items Loaned (holds)	815	619	32%
Overdrive	1,929	1,715	12%
Meeting Room	79	80	-1%
Website Visits	7,233	6,289	15%
Website Pageviews	10,323	11,018	-6%
	November 2016 – October 2017	November 2015 - October 2016	% of change
Circulation	247,175	274,738	-10%
Library Visits	148,013	147,033	1%
Reference Questions	17,242	18,595	-7%
Programs	604	574	5%
Program Attendance	15,115	14,210	6%
Overdrive	21,612	19,643	10%

Library visits were up, although program attendance was down. Overdrive and website visits were up.

General

- **Holiday Parties and Parades** – The Library will have a float in the Town’s Christmas Lights Display Parade on Friday, December 1st. Afterward CPL-on-the-Go! will be at the Senior Center. The CPL holiday party is scheduled for Friday, December 8th at 7:00pm. Library Board, Town Board, CPL Friends Board, staff and volunteers are welcome to attend. 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. Those wishing to march with the CPL float should arrive

at the Kmart parking lot between 5:30 and 5:40. The Friends purchased books for CPL-on-the-Go! to give away at the Tree Lighting Celebration.

- **Gates Chili Chamber of Commerce Holiday Luncheon** – The Chamber is having its annual holiday luncheon on December 12th from 11:30am-1:30pm. Registration is on the Chamber’s website.
- **2017 Annual Legislative Thank You Breakfast**- The MCLS legislative thank you breakfast was held Friday, October 27th. It was sponsored by the Rochester Regional Library Council, the Library Systems of the Greater Rochester Area, and the Friends and Foundation of the Rochester Public Library. It was a well-received event. Sue, Andrew and Lori had the opportunity to speak with Assemblyman Bronson. He expressed interest in a visit to CPL, possibly meeting with older youth.
- **Mr. Adam DeSantis Passing** – The Chili Public Library appreciates its many great patrons none more so than Adam DeSantis. Mr. DeSantis recently passed away. He began the library’s Chess Club years ago because he wanted there to be a place where children would gather and learn about the game he loved. The Chess Club is now one of the library’s most popular programs and is held twice a month. His friend Fred Mellender will continue overseeing the Chess Club. Mr. Desantis, a World War II veteran, also hosted the monthly Military Veterans Meet and Greets at the library. He will be missed by staff and patrons alike.
- **Make-a-Story Room** - The Chili Public Library, in collaboration with the Gates-Chili Rotary Club, held a ribbon cutting ceremony on Friday, November 17th for its newly renovated Make-a-Story Room. The renovation was made possible by a donation in memory of George and Mary Cardella. The Make-a-Story Room now has new folding children's tables and stackable chairs, a STEAM counter for families to learn through making, four large storage cabinets, a 3-D printer, and green screen technology. This renovated room allows the staff to easily reconfigure the room for their interactive programs for children of all ages. A nice reception was available before the ribbon cutting. Attendees of all ages enjoyed using the interactive equipment in the Make-a-Story Room. Jeff gave the Board handouts showing many items in the room.



- **NYLA Conference, November 2-5.** The Director distributed written reports from Jennifer Freese, Cathy Kyle and Valerie Scheg detailing the workshops they attended at the NYLA conference. They garnered much information and specific ideas they would like to use at library. The written reports were informative. They gave a summary of workshops attended and how they applied to CPL. It is clear that our librarians are ready learners and actively keep up with trends.
- **NYLA Leadership & Management Academy Graduate** – Jennifer Freese received her Leadership and Management Academy certificate at the New York Library Association 2017 Inaugural Celebration & Awards Ceremony on November 10, 2017. The Academy is an educational program for emerging leaders in the library profession. Participants gain the skills and knowledge they need to advance up the career ladder in library management. Enrollment in the Academy is limited to 40 students each year. Enrollees are required to complete ten courses over a three year period to receive a Leadership and Management Academy Certificate. The cost of Jennifer’s program was supported by the Library Board. The Board congratulates Jenn on this accomplishment.

Old Items:

- **No Items to report.**

New Items:

- **Personnel Update:** Sue Hoskens part-time clerk resigned as she has moved to Buffalo. Vickie Pass has been hired as a part-time clerk starting November 27th at a pay rate of \$10.70 per hour.
- **Approval of Make-a-Story Room Policies** – Now that the Make-a-Story Room has been completely renovated, rules for its use by the public need to be adopted. The Director requests the Library Board to approve the Make-a-Story Room Policies as presented.
Action Requested: Approve the Make-a-Story Room Policies. The Board received the policies draft in our packets. The approval will be tabled until a future date after the Board has the opportunity to review it.
Discussion of draft: Language was tweaked. The Agreement document was changed as needed to make responsibility and liability clear. Jeff will rewrite the policies changes as discussed. It will be presented for approval at a future meeting.
- **Approval of 3D Printer Policy** – The library purchased a 3D MakerBot printer within the last year. To date it has been used exclusively by staff for Youth Services programming. The Director requests the Library Board approve the 3D printer policy which will allow the public to use the library's 3D printer given certain restrictions.
Action Requested: Approve the 3D Printer Policy as written.

The Board received the policy draft in our packets. The approval will be tabled until a future date after the Board has an opportunity to review the draft policy.

Discussion of draft: Language was tweaked. Typos were corrected. The proposed printing charge per gram was questioned. It is enough to cover materials but may not take into account staff time needed. Can the build platform be recycled after use? Jeff used information from Greece and Irondequoit in the draft but will check to see other libraries' policies to help answer questions. He will report his findings to the Board.

- **Approval of Eagle Scout Project Proposal** – Kyle Wiesmore will be doing a project in the library as a requirement of him achieving the rank of Eagle Scout. The Director reviewed Kyle's project which is his overseeing the construction of communication tools to be placed in the Teenship area. Among these will be a signpost pointing to Teen materials, a suggestion mailbox, a poster case, a bulletin board, and a dry erase board. The Director requests the Library Board approve expenditures of up to \$350 in order to purchase the materials to complete this project.
- **Action Requested:** Approve expenditures of up to \$350 to complete Eagle Scout Project.

Discussion: We agreed this is a great project.

Sue called the Motion: Approve expenditures of up to \$350 to complete Eagle Scout Project. Motion made by Jim; 2nd by Judith
In favor: 6; Opposed: 0; Abstained: 0

- **Approval of New Children's Library Stools** – The Director requests the Library Board approve the purchase of six children's library stools. Three to go into the new Make-a-Story Room, and three to replace those in the Children's area. The expenditure will come from the 2017-18 bullet aid the library received.

Action requested: Approve expenditure of \$903.52 from Creative Library Concepts for the purchase of six children's library stools.

Sue asked if there were any objections to the expenditure of \$903.52 from Creative Library Concepts for the purchase of six children's library stools. Hearing none, the expenditure was approved by Unanimous Consent.

MCLS Items:

- **Overdrive Advantage Plus** – MCLS Member Directors voted in October to implement a new buying and sharing model for Overdrive, the system's primary vendor for e-content. Members may now set up Advantage Plus accounts, which will allow them to buy content that is shared first with residents of their own service areas. Once demand for the content is satisfied within the service area, it will then be shared system-wide. It is intended to best to minimize wait times for holds. The Council decided to end the system standing order plan to fill the outstanding holds list. The MCLS office will continue to evaluate how Advantage Plus affects item availability and how to purchase going forward to best serve the needs of the system libraries not using Advantage Plus. The Chili Public Library has set up an Advantage Plus account. The popularity of Overdrive continues to grow. Advantage Plus should cut wait time for our patrons.

State News

- **No news to report**

Meetings and Workshops and Outreach:

Directors' Council meeting – 11/1/17

CPL Split Staff meeting – 11/3/17

Gates Chili Chamber of Commerce Program Committee meeting - 11/14/17

CPL Friends meeting – 11/14/17

Meeting with Gates Chili School District Outreach Coordinator – 11/16/17

Make-a-Story Ribbon Cutting – 11/17/17

CPL Foundation meeting – 11/20/17

Gates Chili Chamber of Commerce Transportation Discussion/Annual meeting Networking Luncheon – 11/21/17
2018 Golf Tournament meeting – 11/28/

Committees:

- CPL Foundation Committee: The Committee met on November 20, 2017. We finalized our mission statement and reviewed our work thus far. We worked to develop a statement of our core values. Our final session with Causewave is in December.

Old Business: None

New Business: None

Review of the CPL Budget Spreadsheet and the Memorial Fund Spreadsheet: The Fines, Charges and Holds were less than expected. This might be due in part to the decrease in circulation. We received our share of the Library System Grant. The Ranzenhofer Grant was recorded as revenue but is an encumbered asset. \$21,000 for the 2nd part of our Cost Share was paid. On the Memorial Fund Spreadsheet payments made by CPL but not cashed by the payee are highlighted in blue.

Approval Items:

- Approval of Library Fund Abstract of \$41,267.73.
- Approval of Memorial Fund Expenditures of \$78.66.
- Approval of Memorial Fund Donations \$332.25.
- **Sue asked if there were any objections to the approval** of the Library Fund Abstract, Memorial Fund Expenditures or Memorial Fund Donations. Hearing none all were approved by Unanimous Consent.

Additional Comments from Audience: Mary reported that Assemblyman Bronson will be the speaker at the January 19, 2018 Chamber of Commerce meeting.

- **Adjourn to Executive Session @ 7:15** to discuss personnel issues.
- **Return to regular session @ 7:40.**

- **Hearing no objections, the meeting adjourned @ 7:40.**

Next meeting date/time: December 19, 2017 @ Chili Public Library Ireland Community Room. 6:00pm.