Chili Public Library
Board of Trustees Meeting
Approved Minutes for June 26, 2018

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), Andrew Lucyszyn (Vice President), Lorraine Ahearn (Secretary), James Lechner (Memorial Fund Treasurer), Lori Hahn, Karen Reifenstein, Jeffrey Stoiber
Library Director: Jeff Baker
Town Liaison: Mary Sperr

Absent: None
Excused: Susan Ackerman, James Lechner

Meeting called to order @ 6:00 by Vice-President Lucyszyn

Approval of agenda: Andrew Lucyszyn asked if there were any objections to the approval of the agenda. Hearing none, the agenda was approved with Unanimous Consent.

Approval of minutes of May 22, 2018: Andrew Lucyszyn asked if there were any objections to the approval of the minutes. Hearing none, the minutes were approved with Unanimous Consent.

Communications

- Guests/Public: None-Present
- Town Liaison: The June 19, 2018 referendum on a new Community Center was passed by a wide margin. The Town is putting out bids to hire an architect for the project.
- CPL Friends President Bob Pacer: At the Friends June meeting a comprehensive power point presentation of what has been accomplished thus far by the CPL Foundation Committee was presented. After the presentation, during discussions about how the Friends might be involved in a foundation, Bob Pacer reported that some Friends stated they are not interested in becoming a Friends and Foundation at this time.

Director’s Report

General Information:

- Friends of the CPL Board: The next CPL Friends meeting is Tuesday, July 10, 2018. Karen Reifenstein has volunteered to attend. The 2018 Chamber Golf Tournament and Dinner Auction will be Monday, July 30th. The Golf Tournament has an impressive array of donations to be raffled and auctioned at the dinner. Bob Pacer has made many connections to help with this success.
• **CPL Statistics –**

<table>
<thead>
<tr>
<th>Month</th>
<th>May 2018</th>
<th>May 2017</th>
<th>% of change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circulation</td>
<td>18,351</td>
<td>20,169</td>
<td>-9%</td>
</tr>
<tr>
<td>Library Visits</td>
<td>10,728</td>
<td>12,129</td>
<td>-12%</td>
</tr>
<tr>
<td>Reference Questions</td>
<td>1,260</td>
<td>1,384</td>
<td>-9%</td>
</tr>
<tr>
<td>Programs</td>
<td>51</td>
<td>50</td>
<td>2%</td>
</tr>
<tr>
<td>Program Attendance</td>
<td>682</td>
<td>835</td>
<td>-18%</td>
</tr>
<tr>
<td>Items Borrowed (holds)</td>
<td>772</td>
<td>811</td>
<td>-5%</td>
</tr>
<tr>
<td>Items Loaned (holds)</td>
<td>788</td>
<td>599</td>
<td>32%</td>
</tr>
<tr>
<td>Overdrive</td>
<td>2,059</td>
<td>1,843</td>
<td>12%</td>
</tr>
<tr>
<td>Meeting Room</td>
<td>60</td>
<td>73</td>
<td>-18%</td>
</tr>
<tr>
<td>Website Visits</td>
<td>5,456</td>
<td>5,953</td>
<td>-8%</td>
</tr>
<tr>
<td>Website Pageviews</td>
<td>8,185</td>
<td>9,083</td>
<td>-10%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Month</th>
<th>June 2017 - May 2018</th>
<th>June 2016 - May 2017</th>
<th>% of change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circulation</td>
<td>239,603</td>
<td>259,319</td>
<td>-8%</td>
</tr>
<tr>
<td>Library Visits</td>
<td>147,239</td>
<td>141,537</td>
<td>-4%</td>
</tr>
<tr>
<td>Reference Questions</td>
<td>17,753</td>
<td>17,468</td>
<td>-2%</td>
</tr>
<tr>
<td>Programs</td>
<td>571</td>
<td>625</td>
<td>-9%</td>
</tr>
<tr>
<td>Program Attendance</td>
<td>14,644</td>
<td>14,671</td>
<td>-18%</td>
</tr>
<tr>
<td>Overdrive</td>
<td>23,213</td>
<td>20,711</td>
<td>12%</td>
</tr>
</tbody>
</table>

Many of the stats are down this month but not for year to date.

• **New Chili Community Center Complex** – On June 19th the residents of Chili voted in support of the new Community Center Facility. The Director looks forward to building a new library that best serves the needs of the community. The Board members are pleased with the referendum outcome.

• **Chil-E Fest Parade** – The Library will be in this year’s Chi-E Fest and parade on Wednesday, July 4th. The theme of float is Libraries Rock! which is the New York State Summer Reading Program theme. The Library will also have its CPL-on-the-
Go booth at the festival. Meet on Starlight Drive at 4pm If you would like to accompany the float in the parade.

- **VIP Passes** - The Monroe County Library System renewed the Library’s Very Important Places (VIP) Passes for the 2018-19 season and started the introduction of the NYS Park Empire passes. VIP Passes are owned by member library and they allow patrons to check out a pass that provide discounted admission to several cultural institutions. The Empire Pass allows free entry for day use in many state parks including Letchworth, Hamlin Beach and Watkins Glen State Parks. The information will be on the CPL website and in newsletters. The library pays a fee for the VIP passes.

- **New Bench in Front of the Library** – The library recently received a generous donation from the aunts of Jack Koval in memory of Jack. Jack was in a fatal accident in 2016. He and his mother avidly used the library when Jack was a boy. The donation was used to purchase a bench for out front of the library. It is a nice memorial. This transaction was voted on at a previous meeting.

- **Summer Reading School Visits**: The Library’s Youth Services staff spent the last three weeks visiting the following local schools to promote the New York State Summer Reading Program.
  - St. Pius Elementary on June 4. Met with 125 students.
  - Florence Brasser Elementary on June 6 and June 12. Met with 400 students.
  - Paul Road Elementary on June 5. Met with 450 students.
  - Churchville Chili High School on June 4. Met with 50 students.
  - Churchville Chili Middle School on June 4. Met with 1200 students.
  - TJ Connor Elementary School on June 14. Met with 50 students.

  The presentations were tailored to the program designed for each age group.

- **Trustee Orientation Training** – There is a trustee orientation training Thursday, June 28, 2018 from 7:00 pm - 8:30 pm @ the Pittsford Community Library. Lori Hahn will be attending the workshop.

**New Items:**

- **Draft 2019 Chili Public Library Proposed Budget** – The CPL Budget Committee recommends the library board review its proposed 2019 CPL Budget. The budget needs to be approved at the July Library Board meeting. Once approved the budget
The Board received a copy of the proposed budget prior to our meeting. The Director discussed the proposal with the Board and gave the thoughts behind some of the decisions as the budget proposal was prepared. The Budget Committee consists of Sue Ackerman, Jim Lechner and Karen Reifenstein.

**Approval for Library Closing 12pm-2pm on Friday, December 21st for the Town Staff Holiday Party** – The Town’s Staff Annual Holiday Party is Friday, December 21st 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 21st for the Town Staff Holiday party.*

Andrew Lucyszyn asked if there were any objections to the approval of the Library closing from 12pm-2pm on Friday, December 21st for the Town Staff Holiday party. Hearing none, the closing was approved with Unanimous Consent.

**Approval of 2018 Relamping Proposal** – In order to maintain proper lighting standards, the library will replace all of its lamps in the public area including the pendants, and the Ireland Community Room. The Library received one of the three requested vendor quotes. The director recommends the Library approve the bid from Lighting Darkness Electrical Contractors in the amount of $5,622.

<table>
<thead>
<tr>
<th>Relamping of CPL Public Area</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lighting Darkness Electrical Contractors</td>
<td>$5,622</td>
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*Action Requested: Approve the Relamping Proposal from Lighting Darkness Electrical Contractors in the amount of $5,622.*

Discussion: The lighting cannot wait until we move to a new space. Future lighting will be replaced on a per bulb basis.

Andrew Lucyszyn asked if there were any objections to the approval of the Relamping Proposal from Lighting Darkness Electrical Contractors in the amount of $5,622. Hearing none, the relamping proposal was approved with Unanimous Consent.

**MCLS Items:**
- None to report

**State Items:**
- **NYS Construction Funding & Bullet Aid** – The successful advocacy to our Senate and Assembly delegation has resulted in the Chili Public Library receiving $15,000
in Bullet Aid from NYS Senator Michael Ranzenhofer for the 2018-2019 budget year. Below lists the amount member libraries will receive from the NYS Senate:

- Brighton Memorial Library, $10,000
- Brockport-Seymour Library, $10,000
- Chili Public Library, $15,000
- East Rochester Public Library, $5,000
- Fairport Public Library, $5,000
- Gates Public Library, $15,000
- Greece Public Library, $15,000
- Hamlin Public Library, $10,000
- Henrietta Public Library, $5,000
- Irondequoit Public Library, $5,000
- Mendon Public Library, $5,000
- Ogden Free Library, $3,000
- Parma Public Library, $15,000
- Penfield Public Library, $5,000
- Pittsford Community Library, $5,000
- Newman Riga Library, $15,000
- Rochester Public Library, $30,000
- Rush Public Library, $5,000
- Scottsville Free Library, $2,500
- Webster Public Library, $11,000

The grant has not been officially awarded at this time.

Meetings and Workshops and Outreach:
- Open Meeting on the Proposed Chili Community Center Complex – 5/23/18
- MCLS Director’s Council Focus Group - 5/24/18
- Gates Chili Chamber of Commerce Meet & Greet – 5/30/18
- CPL Reference Staff Meeting – 6/1/18
- Foundation Committee Meeting – 6/1/18
- Gates Chili Chamber of Commerce Golf Tournament Committee Meeting - 6/5/18
- CPL Budget Committee Meeting - 6/6/18
- MCLS Director’s Retreat – 6/9/18
- Gates Chili Chamber of Commerce Programs Committee Meeting - 6/12/18
- CPL Friends meeting – 6/12/18
- Meeting with Lori Hahn – 6/14/18
- Gates Chili Chamber of Commerce Golf Tournament Committee Meeting - 6/19/18
- Gates Chili Chamber of Commerce Golf Tournament Committee Meeting - 6/26/18

Committees
- CPL Foundation Committee: At the June 1, 2018 meeting with Causewave it was agreed that Causewave would focus on developing strategies to inform the public of details about the June 19, 2018, Community Center referendum. The Library can encourage citizens to vote and provide information about the project but may not suggest how to vote. Looking at post referendum, the Board agreed that the Committee should continue to research the process and costs of creating a foundation. The Friends will be kept informed of our progress.

Old Business: None

New Business: None
Review of the CPL Budget Spreadsheet and Memorial Fund Spreadsheet: Part of the 2017 Bullet Aid appears on the equipment line. Our MCLS Cost Share was paid. There were three pay periods this month. The expenditure from the March donation for the bench was posted. There were no new donations to The Memorial Fund this month.

Approval Items:

- Approval of Library Fund Abstract amount of $9,317.23
- Approval of Memorial Fund Expenditures amount of $1,168.71
- Approval of Memorial Fund Donations: No current donations.

- Andrew Lucyszyn asked if there were any objections to the approval of the Library Fund Abstract or Memorial Fund Expenditures. Hearing none, all were approved by Unanimous Consent.

Additional Comments from Audience: None

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

Next meeting date/time: July 24, 2018 @ Chili Public Library Ireland Community Room. 6:00pm.