

Chili Public Library Board of Trustees Meeting
Approved Minutes for July 24, 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: None

Meeting called to order @ 6:00 by President Ackerman

Approval of agenda: Sue Ackerman 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 June 26, 2018: Sue Ackerman asked if there were any objections to the approval of the minutes. Hearing none, the minutes were approved with Unanimous Consent.

Communications

- Town Liaison: A resolution was passed to allow Supervisor Dunning to be authorized to enter into an agreement with Benard P. Donegan, Inc. in connection with the Community Center Project. A resolution was passed to establish a capital project for the new Community Center, amend the expense budget to transfer to Capital Projects \$1,506,000 from the Recreation Building Reserve and to close the Recreation Building Reserve.
- Guests/Public: None Present

Director's Report

- CPL has a new Pikachu mascot costume. He will show up at various CPL events and activities.
- September is National Library Card Month.

General Information:

- **Friends of the CPL Board:** The next CPL Friends meeting is Tuesday, August 14, 2018. Karen Reifenstein has volunteered to attend. The 2018 Chamber Golf Tournament and Dinner Auction will be Monday, July 30th. The final details for the golf

tournament are in place. Over \$12,000 worth of prizes have been donated. There is an increase in golfers over last year.

CPL Statistics

Month	June 2018	June 2017	% of change
Circulation	19,012	20,419	-7%
Library Visits	10,474	11,458	-9%
Reference Questions	1,322	1,300	2%
Programs	41	36	14%
Program Attendance	3,230	1,954	65%
Items Borrowed (holds)	667	815	-18%
Items Loaned (holds)	705	691	2%
Overdrive	1,941	1,725	13%
Meeting Room	51	No stats due to the launch of the new calendar software	NA
Website Visits	5,787	6,045	-4%
Website Pageviews	9,739	10,020	-3%
	July 2017 - June 2018	July 2016 - June 2017	% of change
Circulation	238,196	256,775	-7%
Library Visits	140,553	146,736	-4%
Reference Questions	17,490	17,381	1%
Programs	576	629	-8%
Program Attendance	15,920	13,661	17%
Overdrive	23,429	20,873	12%

There is a decrease in some areas, but the numbers remain stable when you look at YTD. Statistics have shown that as the economy weakens library circulation increases and conversely there is a decrease in circulation as the economy grows.

- **Chil-E Fest Parade** – The Library was at this year’s Chi-E Fest and parade on July 4th. 73 children’s books were given away at the CPL-on-the-Go! booth and at the parade. Though it was quite a hot day many people saw the Library float in the parade. The spectators enjoyed the bubbles emitted from our bubble machine as the float drove by.
- **Summer Reading Programs:** The theme of this year’s Summer Reading Program is *Libraries Rock!* Because of this the library is offering music related programs throughout the summer. This July is proving to be quite a busy month. Popular Summer Reading programs the library is offering is *Teddy Bear Sleep Over* on July 5th. *The Truck Show* on July 9th. *Bubble Party* on July 11th. *The Checkers Show* on July 18th. *Punk Rock Party* on July 23rd. *Instrument Builders* on July 25th. *Omnipresent Puppet Theatre presents: The Little Mermaid* on July 30th. Family Movie Friday has been a fun event. Many people were informed of Summer Reading Programs through the CPL website as demonstrated by site hits.

New Items:

- **Approval of the 2018 NYLA Conference Request:** The director is requesting the library board approve five library staff (Jeff Baker, Jenn Lindsey, Cathy Kyle, Richard Gagnier, and Jill Sutter) attend this year’s New York Library Association (NYLA) Conference in Rochester, NY, November 7-10, 2018. The cost is not to exceed \$1,400 to cover registration. Since it is being held in Rochester there is no cost for mileage, hotel, or meals.

Approve the 2018 NYLA Conference Request not to exceed \$1,400.

Discussion: The Board requested that meals be added as interactions during informal activities are an important time for brainstorming during conferences. Jeff Baker calculated that \$600 would cover the additional cost.

Sue Ackerman asked if there were any objections to the approval of the 2018 NYLA Conference Request not to exceed \$2,000. Hearing none, the Conference Request was approved with Unanimous Consent.

- **Review of 2017 Audit:** The director will review the library portion of the Town of Chili audit with the Library Board. It was a clean report.

- **Approval Filing of 990 Form with the IRS:** As a non-profit the Chili Public Library needs to file a Form 990 with the IRS. FreedMaxick filled out the form following the town audit.

Action Requested: Approve filing of Form 990 with the IRS.

Note: A copy of the form was emailed to the Board prior to our meeting.

Sue Ackerman asked if there were any objections to the approval of the filing of Form 990 with the IRS.2018 NYLA. Hearing none, the filing was approved with Unanimous Consent.

- **Approval of the 2019 Chili Public Library Proposed Budget** – The CPL Budget Committee recommends the library board approve its proposed 2019 CPL Budget. A 2019 proposed library budget needs to be approved at the July Library Board meeting. Once approved the budget will be forwarded to the Supervisor.
Action Requested: Approve the 2019 Chili Public Library Proposed Budget.

The draft, with updates as discussed at the June meeting, was emailed to the Board prior to the meeting. After approval the Director will meet with the supervisor.

Sue Ackerman asked if there were any objections to the approval of the 2019 Chili Public Library Proposed Budget. Hearing none, the Proposed Budget was approved with Unanimous Consent.

Committees (Committee report placed here before action is requested.)

- CPL Foundation Committee: The committee recommends the approval of creating a Chili Public Library Foundation.
- **Approval of Creating a Library Foundation** – Chili Public Library and Causewave partnered during fall and winter 2017 to develop key tenets (mission, vision, values) of a new Foundation that would support Chili Public Library. Recently the library received a capacity building grant from the Rochester Regional Library Council (RRLC) to continue this work with Causewave in order to develop a marketing and fundraising plan to support the launch of the newly developed CPL Foundation. The CPL Foundation Committee recommends the library board approve the creation a library foundation for the Chili Public Library.
Action Requested: Approve the creation of a Chili Public Library Foundation.

Discussion: We received a hand-out summarizing the steps taken to this point. The Board recognizes that there may be costs involved. The Director will keep the Board apprised of the process, including costs, as we create a Chili Library Foundation.

Sue Ackerman asked for a motion to the approve of the creation of a Chili Public Library Foundation. Motion made by Jim Lechner. 2nd by Jeff Stoiber.
In Favor: 7; Opposed: 0; Abstained: 0.

MCLS Items:

- **Monroe County Library System Directors' Council Purpose and Structure Recommendations** - It is important in any organization to periodically reevaluate structure and develop a common vision. To that end the Monroe County Library System Director recently hired Margo Gustina, Deputy Director of the Southern Tier Library System, and Eli Guinee, Director of the Cattaraugus Library System to facilitate discussion among the Directors' Council in order to establish a shared vision and purpose, and to examine and make recommendations on the relationship between MCLS and its member libraries.

They spent three days visiting libraries to speak one on one with directors, and conducted four small group conversations with directors. A large group session of the entire Directors' Council developed a common purpose statement for the Directors' Council. Documents and budgets concerning the relationship between MCLS and the DC were reviewed and a report of their findings was produced.

The MCLS Office and the Directors' Council are in the process of reviewing the report and will be having a Directors Retreat to determine what recommendations will be acted upon.

The SSOC bylaws and The Document of Understanding with MCLS would be revised to reflect any changes that occur.

State Items:

- **None to report**

- Jim Lechner asked the Board to record in the minutes our thanks to the members of the Budget and Foundation Committees for all their hard work. The Board readily agreed to do so.

Old Business: None

New Business: None

Review of the CPL Budget Spreadsheet and Memorial Fund Spreadsheet: There are less work days in the summer. A previous \$1500.00 donation to CPL was dedicated to the purchase of the additional Launch Pads.

Approval Items:

- Approval of Library Fund Abstract amount of \$18,981.73.
- Approval of Memorial Fund Expenditures - None this month.
- Approval of Memorial Fund Donations amount of \$1,500.

- Sue Ackerman 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: None/

Hearing no objections, the meeting was adjourned @ 7:25

**Next meeting date/time: August 28, 2018 @ Chili Public Library Ireland Community Room.
6:00pm.**