

Chili Public Library Board of Trustees Meeting  
Approved Minutes for October 23, 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** @ 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** for September 25, 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:** The public hearing on the budget was held. There were no speakers. Stephen Lauth has been hired as the Assistant Building and Plumbing Inspector. Senator Ranzenhofer has secured a \$500,000 Grant to improve the property surrounding the Chili Community Center Project. Aldis has received Preliminary Site Plan Approval from the Planning Board for the site of the former Kmart property on Chili Avenue and Bill Grays has been given approval for outdoor seating.
- **Guests/Public:** None Present

**Director's Report**

An invitation to the CPL 2018 Holiday Party was in our packets.

**General Information:**

- **Friends of the CPL Board:** The next CPL Friends annual meeting is Tuesday, November 13, 2018. Jeff Stoiber has volunteered to attend. The CPL Friends Booksale was a success and brought in over \$2,711 during the sale. At the end, any leftover books or media were donated to schools, nursing homes and other not-for-profit organizations. At their October meeting the CPL Friends elected a new slate of officers President: Marcia Johnson, Vice-President: Carol LaValle, Recording Secretary: Eileen Rehn, Corresponding Secretary/ Membership: Megan Neumann, Treasurer: Bev Smith. The CPL Friends received a check from the Gates Chili

Chamber of Commerce in the amount of \$8,200, which were proceeds from the 2018 Golf Tournament fundraiser. A ceremonial check will be presented at the Chamber's November annual meeting. As always, the Board appreciates the support the Friends give CPL through the Booksale. Jeff Baker and Mary Sperr have more information about the Chamber's annual meeting if you would like to attend. The Board recognizes the time and effort that went into the successful tournament. The Golf Tournament will remain an activity under the Friends.

- **CPL Statistics -**

<b>Month</b>	<b>September 2018</b>	<b>September 2017</b>	<b>% of change</b>
<b>Circulation</b>	18,157	18,762	-3%
<b>Library Visits</b>	11,158	11,650	-4%
<b>Reference Questions</b>	1,385	1,303	6%
<b>Programs</b>	38	37	3%
<b>Program Attendance</b>	1,186	1,130	5%
<b>Items Borrowed (holds)</b>	770	743	4%
<b>Items Loaned (holds)</b>	734	712	3%
<b>Overdrive</b>	2,184	1,847	18%
<b>Meeting Room</b>	69	54	28%
<b>Website Visits</b>	5,420	5,964	-9%
<b>Website Pageviews</b>	8,301	8,852	-6%
	<b>Oct 2017 -Sep 2018</b>	<b>Oct 2016 -Sep 2017</b>	<b>% of change</b>
<b>Circulation</b>	239,451	248,563	-4%
<b>Library Visits</b>	139,435	146,137	-5%
<b>Reference Questions</b>	17,281	17,439	-1%
<b>Programs</b>	591	613	-4%
<b>Program Attendance</b>	14,510	15,274	-5%
<b>Overdrive</b>	24,357	21,398	14%

The stats are in line with previous months.

## General

- **Frankentober** - To commemorate the bicentennial of Mary Shelley's classic novel the Chili Public Library had Frankenstein themed programs throughout the month of October culminating in an after-hours program for adults on October 19<sup>th</sup> and a Family Day on October 20<sup>th</sup>. The Director will describe the success of the programs in more detail at the library board meeting. The Mary Shelly book talk was well attended. The

culminating adult program had few participants perhaps in part due to conflicting events happening in the town. The Saturday Family Day was a huge success. Both programs had many of the same activities including face painting, and laser drawings as well as refreshments.

## **New Items:**

- **Personnel Update** – Tyler Corbett resigned his Library Page position due to health reasons. Maria Rosato has been hired to replace Tyler. Her start date was October 16 at a pay rate of \$10.40 per hour. Lee Ann Sperling has been hired as a part time Substitute Librarian to fill in for full time Teen Librarian Valerie Scheg during her leave due to maternity. Lee Ann's start date is October 29<sup>th</sup> at a pay rate of \$16.00 per hour. Lee Ann's employment is greatly appreciated.

Sue asked if there were any objections to the endorsement of hiring Maria Rosato. Hearing none the action is endorsed.

- **Approval of \$500 from the Memorial Fund to cover the cost for the 2018 CPL Holiday Party** - The CPL Holiday Party is Friday, December 14<sup>th</sup> at 7:00pm. 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 2018 Holiday Party.

Discussion: The party is an after dinner gathering this year.

Sue Ackerman asked if there were any objections to the approval of using \$500 from the Memorial Fund to cover the cost for the 2018 CPL Holiday Party.  
Hearing none the action was approved.

- **Approval for the Library to be Closed 12pm-2pm on Friday, December 21<sup>st</sup> in Order for Library Staff to Take Part in the Town Staff Holiday Party** –The Town's Staff Annual Holiday Party is Friday, December 21<sup>st</sup> 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 21<sup>st</sup> in order for the Library Staff to join the Town Staff Holiday party.

Sue Ackerman asked if there were any objections to the approval of the closing of the Library from 12pm-2pm on Friday, December 21<sup>st</sup> in order for the Library Staff to join the Town Staff Holiday party. Hearing none the action was approved.

- **Discussion Item: PULISO's Recommendation for Annual Library Trustee Training** –The NYS Public Library System Directors Organization (PIULISO) is currently creating a new regulation regarding mandatory annual training for library trustees. The director will be asking for feedback from the library board regarding this action. The Board feels that requiring specific training sessions at specific times would be burdensome to the volunteer trustees. Currently we are kept abreast of new regulations, innovations and concerns through our Director, MCLS and information from NYLA. If there is a regulation, we would prefer webinars as the method for training.
  
- **Approval to Include the Town of Chili's Sexual Harassment Policy as part of the Library's Personnel Policy**  
On April 12, 2018, New York State amended the state's labor law by requiring all employers to adopt a "sexual harassment prevention policy" as well as a "sexual harassment prevention training program"; and the bill further directed the New York State Department of Labor and the New York State Division of Human Rights to publish a model sexual harassment prevention policy and a model prevention program that employers may utilize, rather than creating their own policies and programs; and the amended law also requires employers to provide the new written policies to their employees and to conduct annual sexual harassment prevention training. The Town of Chili adopted the Sexual Harassment Prevention Policy on October 9, 2018, by Resolution # 220. This policy replaces the Town of Chili's Section 201 – Sexual Harassment, of the Town's Personnel Policy, as adopted on January 4, 2017, Resolution # 55.
- **Action Item: Approve the Inclusion of the Town of Chili's Sexual Harassment Policy as part of the Library's Personnel Policy.** Each of the Board members, staff and volunteers signed the policy.

Sue Ackerman asked if there were any objections to the approval of the Inclusion of the Town of Chili's Sexual Harassment Policy as part of the Library's Personnel Policy. Hearing none the action was approved.

#### **MCLS Items:**

- **7<sup>th</sup> Annual Legislative Thank You Breakfast** – The 7<sup>th</sup> Annual Legislative Thank You Breakfast is Friday, October 26, 2018 from 8:30am-9:45pm at the Henrietta

Public Library. The Library Board is welcome to register for this event. There is still time to register.

### **New Library Update:**

The Director gave out a packet of the current architectural sketches of the footprint of The Chili Community Center. We discussed the general plan and the interior specs for the library. Our input was given. The Director will meet with some Board members for more discussion as the library space is planned. The staff is also actively involved in the process. The Director will meet with Passero Associates in November to decide on the internal specs of the Library. Final plans should be in place by December 2018.

### **State Items:**

- **None to report**

### **Meetings and Workshops and Outreach:**

Passaro Associates Meeting – 9/27/18  
Gates Chili Chamber of Commerce Programs Committee Meeting – 10/2/18  
Meeting with Vail Agency Inc. – 10/2/18  
Directors' Council Meeting – 10/3/18  
Full Staff Meeting – 10/5/18  
Gates Chili Chamber of Commerce Board Meeting - 10/9/18  
CPL Friends meeting – 10/9/18  
Gates Chili Chamber of Commerce Golf Committee Meeting – 10/16/18  
Supervisor's Department Heads Meeting – 10/17/18  
Passero Associates Meeting – 10/18/18  
Iacovangelo & Gallo Meeting – 10/18/18

### **Committees**

- CPL Foundation Committee: We received a draft of the *Certificate of Incorporation of Chili Public Foundation* and the *Bylaws of the Chili Public Library Foundation*. A copy had been emailed to us at an earlier time. Our focus for this meeting was on the Certificate which is needed to begin the process of becoming a foundation. We discussed and suggested changes to the Certificate before we were asked to approve the application for the Certificate which will be handled by the lawyer for the Chili Public Library Foundation.

**Sue asked if there** were any objections to submitting the paperwork for a *Certificate of Incorporation of Chili Public Library Foundation* with changes as discussed. Hearing none the action was approved.

Gallo and Iacovangelo LLP has agreed to represent our interests in the creation of the Chili Public Library Foundation. It is pro bono with any fees paid returned by in kind donations. Andrew Lucyszyn, Bob Pacer, and David MacMillen have been [appointed as the three initial directors](#). The process will take six to nine months.

Old Business: None

New Business: None

**Review of the CPL Budget Spreadsheet and Memorial Fund Spreadsheet:** A \$1,500.00 donation from Gallo and Iacovangelo LLP appears on the Memorial Fund spreadsheet.

**Approval Items:**

- Approval of Library Fund Abstract amount of \$13,226.08
- Approval of Memorial Fund Expenditures amount of \$37.74
- Approval of Memorial Fund Donations amount of \$1,500.00
  
- 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 @ 7:50.

**Next meeting date/time: November 27, 2018 @ Chili Public Library Ireland Community Room. 6:00pm.**