Chili Public Library
Board of Trustees Meeting
Approved Minutes for May 22, 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), 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 for April 24, 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: Absent
- Guests/Public: None

Board Vice President: Trustee By-Laws state that when there is an unexpired term vacancy in the office of Vice-President the President appoints a new Vice-President. President Ackerman appointed Andrew Lucyszyn to the office of Vice-President.

Committees
- CPL Foundation Committee Report: At the April, 2018 Friends meeting the CPL Friends President mentioned an agenda item for the May meeting would be a discussion of the possibility of creating a library foundation. Jeff Baker, Lori Ahearn and Andrew Lucyszyn attended the May, 2018 meeting. At that meeting some Friends Board members communicated they felt the decision to create a Friends and Foundation Board had already been made. When the CPL Friends President realized there was confusion regarding this issue he suggested the discussion be tabled until the June meeting. At that time the CPL Foundation Committee will give a formal presentation of the Foundation Committee’s preliminary exploratory steps and findings.

  The Foundation Committee is scheduled to meet on June 1, 2018.

- CPL Board Nominating Committee – Board Action: The Nominating Committee recommends Lori Hahn to fill the remainder of Judith Kharbas’ CPL Board term. The action needs Board approval.
Sue Ackerson asked if there were any objection to the approval of Lori Hahn filling the remainder of Judith Kharbas’ CPL Board term. Hearing none, the action was passed with unanimous consent. The action will go to the Town Board at their June meeting for Lori Hahn to be appointed.

- Create Policies Team: Tabled until the vacant CPL Board seat is filled.

**Director’s Report**

- **Friends of the CPL Board**: The next CPL Friends meeting is Tuesday, June 12, 2018. Lori Ahearn and Andrew Lucyszyn have volunteered to attend.

- **CPL Statistics –**

<table>
<thead>
<tr>
<th>Month</th>
<th>April 2018</th>
<th>April 2017</th>
<th>% of change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circulation</td>
<td>20,499</td>
<td>19,959</td>
<td>3%</td>
</tr>
<tr>
<td>Library Visits</td>
<td>11,829</td>
<td>12,000</td>
<td>-1%</td>
</tr>
<tr>
<td>Reference Questions</td>
<td>1,620</td>
<td>1,470</td>
<td>10%</td>
</tr>
<tr>
<td>Programs</td>
<td>52</td>
<td>50</td>
<td>4%</td>
</tr>
<tr>
<td>Program Attendance</td>
<td>942</td>
<td>1,345</td>
<td>-30%</td>
</tr>
<tr>
<td>Items Borrowed (holds)</td>
<td>958</td>
<td>724</td>
<td>11%</td>
</tr>
<tr>
<td>Items Loaned (holds)</td>
<td>865</td>
<td>483</td>
<td>52%</td>
</tr>
<tr>
<td>Overdrive</td>
<td>1,968</td>
<td>1,799</td>
<td>9%</td>
</tr>
<tr>
<td>Meeting Room</td>
<td></td>
<td>75</td>
<td></td>
</tr>
<tr>
<td>Website Visits</td>
<td>5,905</td>
<td>5,789</td>
<td>2%</td>
</tr>
<tr>
<td>Website Pageviews</td>
<td>9,072</td>
<td>9,367</td>
<td>-3%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>May 2017 – April 2018</th>
<th>May 2016 - April 2017</th>
<th>% of change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circulation</td>
<td>241,421</td>
<td>259,315</td>
<td>-7%</td>
</tr>
<tr>
<td>Library Visits</td>
<td>146,458</td>
<td>146,458</td>
<td>-2%</td>
</tr>
<tr>
<td>Reference Questions</td>
<td>17,592</td>
<td>17,694</td>
<td>0%</td>
</tr>
<tr>
<td>Programs</td>
<td>518</td>
<td>621</td>
<td>-17%</td>
</tr>
<tr>
<td>Program Attendance</td>
<td>13,875</td>
<td>14,820</td>
<td>-6%</td>
</tr>
<tr>
<td>Overdrive</td>
<td>22,997</td>
<td>20,470</td>
<td>12%</td>
</tr>
</tbody>
</table>

There is nothing unusual in the statistics. We are in line with the other member libraries.
General

- **Boy Scouts of America Troop 243 Eagle Scout Ceremony** – The Director and Teen Librarian Valerie Scheg attended an Eagle Scout Ceremony for Kyle Wiesmore on May 21, 2018. Kyle is from the Boy Scouts of America Troop 243. He was awarded an Eagle Scout rank due to a project he completed at the library. His project was to oversee the construction of communication tools to be placed in the Teenship area. Among these was a large wooden signpost pointing to different Teen fandom locations, a suggestion mailbox, a poster case, a bulletin board, and a dry erase board. The Director was a speaker at the ceremony.

- **Dave Tyler Memorial Plaque** – In memory of Dave Tyler who was an employee of the library from 1994-2017, a donated laser engraved granite memorial plaque from Generations Monuments has been placed in the Children’s Literary Garden. The plaque is a wonderful memorial to Dave.

- **Nominations from the Library of the Year Contest** – The Director will share with the Library Board the Rochester Regional Library Council Library of the Year Award nomination submitted on behalf of the Chili Public Library. It is clear from the patron nominations that the CPL staff is superb!

**New Items:**

- **2018 Summer Reading Program Presentation** - Valerie Scheg, Teen Librarian will review for the Library Board the upcoming 2018 ‘Libraries Rock’ Summer Reading Program at the library. Activities will center around a musical theme. A “Battle of the Bands” is planned. Incentives will be given for all age groups throughout the duration of the program.

- **Approval of YSS Empowerment, Advocacy and Leadership Academy (EALA) Training** – The Youth Service Manager Cathy Kyle has requested she take part in a 7-month New York Library Association Youth Services Section EALA training program which is specifically designed for Youth Services Providers who are interested in developing their leadership skills for personal and professional advancement. The training components are as follows:
  - 3 Full Day in-person Workshops (Rochester, Guilderland, and Westchester)
  - 4 Live 90 minute Webinars
  - 24 Hours of Continuing Education

The Director recommends she takes this training and requests the Library Board approve the cost of tuition at $349. There will be associated travel and lodging costs in 2019.

The training contains practical planning and design workshops. At a NYLA conference Cathy will be required to present a project she has completed. The Board is supportive of this training. There is no cost for food or lodging in 2018 because the conference is in Rochester.
Sue Ackerman called for a motion to approve the cost of tuition of $349 for Cathy Kyle to attend the YSS Empowerment, Advocacy and Leadership Academy (EALA) Training. There will be associated travel and lodging costs in 2019. Motion made by Jim Lechner; 2nd by Jeff Stoiber. In Favor: 6; Opposed: 0; Abstained: 0.

- **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>
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<tbody>
<tr>
<td>Lighting Darkness Electrical Contractors</td>
<td>$5,622</td>
</tr>
</tbody>
</table>

**Action Requested:** Approve the Relamping Proposal from Lighting Darkness Electrical Contractors in the amount of $5,622.

Tabled until after the June, 2018 Community Center Complex vote.

**MCLS Items:**
- None to report

**State Items:**
- None to report

**Meetings and Workshops and Outreach:**
- Gates Chili Chamber of Commerce Awards Meeting - 5/27/18
- Dave Tyler Dedication – 4/27/18
- Directors’ Council Meeting – 5/2/18
- CPL Staff Meeting – 5/4/18
- Gates Chili Chamber of Commerce Golf Tournament Committee Meeting - 5/8/18
- Gates Chili Chamber of Commerce Board Meeting - 5/8/18
- CPL Friends meeting – 5/8/18
- Community Center Complex Open Meetings – 5/9/18
- Gates Chili Chamber of Commerce Awards Gala – 5/10/18
- Town Board Meeting – 5/16/18
- Community Center Complex Open Meetings – 5/17/18
- Boy Scouts of America Troop 243 Eagle Scout Ceremony – 5/21/18

Old Business: None
New Business: None

Review of the CPL Budget Spreadsheet and Memorial Fund Spreadsheet: No unusual items were in the spreadsheets.

Approval Items:

- Approval of Library Fund of Abstract amount of $5,251.87.
- Approval of Memorial Fund Expenditures amount of $826.13
- Approval of Memorial Fund Donations amount of $20.00.

- 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 @ 7:25.

Next meeting date/time: June 22, 2018 @ Chili Public Library Ireland Community Room. 6:00pm.