

## **Chili Public Library Board of Trustees Meeting**

Approved Minutes for April 23, 2019

### **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  
Excused: Lori Ahearn

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

**Approval of agenda:** Susan 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:** Susan Ackerman asked if there were any objections to the approval of the minutes for March 26, 2019. Hearing none, the minutes were approved with Unanimous Consent.

### **Communications**

- Town Liaison: Scott Smith from the NYS Department of Environmental Conservation is giving a presentation in the Town Hall, Main Meeting Room on "Coyotes in Chili". Date: Thursday, April 25, 2019. Time: 7:00 pm. The National Day of Prayer is an annual day of observation held the first Thursday of May, designated by the United States Congress. A ceremony will be held in Chili at Church Radiant on Thursday, May 2, 2019 at 7pm. At the last Town Board meeting Freed Maxick presented the Town's Financials which are in good standing. The 34<sup>th</sup> Annual Community Awards Dinner Gala will be held Tuesday, May 21, 2019 from 5:30pm-8:30pm. It is a time the Chamber honors individuals and organization who have made a significant impact on the quality of life in the Gates and Chili Communities.
- Guests/Public: None Present

### **General Information:**

**Friends of the CPL Board:** The next CPL Friends Board meeting Tuesday, May 14, 2019. Lori Ahearn has volunteered to attend. Through the Friends hard work and great donations and patronage from the community the Spring Book Sale brought in \$3,100! *The Library Board appreciates the hard work and dedication the Friends of the CPL Board have toward raising funds for the library.*

- **CPL Statistics –**

| Month                         | March 2019                        | March 2018                        | % of change        |
|-------------------------------|-----------------------------------|-----------------------------------|--------------------|
| <b>Circulation</b>            | 19,751                            | 20,792                            | -5%                |
| <b>Library Visits</b>         | 12,578                            | 13,443                            | -6%                |
| <b>Reference Questions</b>    | 1,491                             | 1,630                             | -9%                |
| <b>Programs</b>               | 54                                | 67                                | -19%               |
| <b>Program Attendance</b>     | 821                               | 1,368                             | -40%               |
| <b>Items Borrowed (holds)</b> | 897                               | 823                               | 9%                 |
| <b>Items Loaned (holds)</b>   | 893                               | 924                               | -3%                |
| <b>Overdrive</b>              | 2,480                             | 2,155                             | 15%                |
| <b>Meeting Room</b>           | 84                                | 86                                | -2%                |
| <b>Website Visits</b>         | 5,561                             | 6,618                             | -16%               |
| <b>Website Pageviews</b>      | 8,714                             | 10,388                            | -16%               |
|                               | <b>April 2018-<br/>March 2019</b> | <b>April 2017-<br/>March 2018</b> | <b>% of change</b> |
| <b>Circulation</b>            | 237,215                           | 240,881                           | -2%                |
| <b>Library Visits</b>         | 134,370                           | 143,309                           | -6%                |
| <b>Reference Questions</b>    | 17,124                            | 17,442                            | -2%                |
| <b>Programs</b>               | 583                               | 568                               | 3%                 |
| <b>Program Attendance</b>     | 13,604                            | 15,220                            | -11%               |
| <b>Overdrive</b>              | 27,256                            | 22,828                            | 19%                |

**National Library Week** – The Library celebrated National Library Week April 7 – 13, 2019. On Monday, April 8 there was a patron scavenger hunt where CPL giveaways were placed around the library. On Wednesday, April 10 was Patron Appreciation Day, with free cookies given to patrons that checked out material. On Friday, April 12 several Golden tickets were hidden around the library. The lucky Golden Ticket finder, claimed a prize! All week long, patrons submitted their guess on how many books are in our library. The patron that guessed closest won a \$25 gift card.

**CPL-on-the-Go!** – CPL-on-the-Go! was at the Recreation Department’s Easter Egg Hunt on April 13, 2019. The weather was great, many from the community were there and the Library showed off its 3D printer.



**Staff Evaluations** – The Library Director completed all staff evaluations, covering January – December 2018.

**Sexual Harassment Training** - This past October, the Town of Chili passed a new Sexual Harassment Prevention Policy, as required by New York State law. In addition to having this more comprehensive policy, every employee of the Town of Chili is now required to receive sexual harassment training on an annual basis. The town has provided this training to the library employees.

**Assistant Library Director III Position** Jennifer Freese has officially been appointed by Civil Service as Assistant Library Director III for the Chili Public Library.

**Internship** – Hannah Morrison, part-time clerk is enrolled in the Masters of Librarianship program. One of the requirements of the program is to complete an internship at the Chili Public Library from May-August 2019. As part of her internship she will be doing the following:

1. Improve the Chili Public Library’s Website
  - a. Research how library websites can be more user friendly and accessible.
  - b. Analyze the library’s current website.
  - c. Review other library’s websites in terms of what should be incorporated into our Library’s website.
  - d. Write a report about the Library’s website, and make recommendations on how it can be improved.

- e. Work with CPL staff and Library Trustee, Andrew Lucyszyn to develop templates for an improved Library's website.
2. Expand the activities of the Library's makerspace room.
- It is the intent of the Library Director to increase the use of the makerspace room.
- a. Analyze the Library's current makerspace room.
  - b. Research and investigate how other public libraries use their makerspace room.
  - c. Write a report regarding areas of improvement.
  - d. Implement the recommendations for improvement.
  - e. Create a program for patrons to be certified in the use of the Library's 3D printer.
  - f. Create brochures of the makerspace room, and its gadgets and tools.
  - g. Write policies on the public's use of the Library's makerspace and its 3d printer.
  - h. Promote the Library's makerspace room, taking the 3D printer to outreach event and locations.
  - i. Develop plan to promote the Library's makerspace room to new users.
  - j. In the new Library the makerspace room will increase in size by 700 square feet. Create wishlist of makerspace gadgets, tools, and equipment for the new makerspace room.

#### **New Items:**

- **Approval of 2018 Chili Public Library State Annual Report** - Annually, the Chili Public Library must submit a State Annual Report to the Division of Library Development. The assurance that this "Annual Report" was reviewed and approved by the System Board is required. A summary of the report document will be reviewed at the April Library Board meeting and the full report will be available at the meeting.

**Action Requested:** Approve the 2018 Chili Public Library State Annual Report.

*Susan Ackerman asked if there were any objections to the approval of the 2018 Chili Public Library State Annual Report. Hearing none, the 2018 State Annual Report was approved with Unanimous Consent.*

#### **MCLS Items:**

- **None to report**

**State Items:**

- **State Budget** - Report from the New York Library Association:

**State Library Aid: \$96.6M**

Governor Cuomo proposed a \$5M cut in Library Aid in this year's Executive Budget. The FY2019-20 enacted budget reversed this proposed cut – total State Library Aid will be **\$96.6M**.

**State Public Library Construction Aid: \$14M**

The Governor proposed a \$20M cut in capital funding – from \$34M back to \$14M. Despite the efforts of thousands of library advocates, this cut was the first time in the Governor's last nine proposed cuts we were unable to repel - these funds were not reinstated in the final product. Language in the Assembly's one-house budget that would have amended the program to provide for a 90/10 matching category as well as making the program permanent in law was not included.

**2020 Census Efforts**

The budget includes \$20m for complete count efforts, with efforts by "public libraries" noted in the appropriation language. These funds will be administered by the Empire State Development Corporation. We will have more information on this as it becomes available.

**Targeted Aid**

The budget includes \$15m in targeted aid to school districts, public libraries, and not-for-profit institutions, divided equally between the Senate, Assembly, and Governor. NYLA will disseminate information on how to apply for this aid in the coming weeks.

**Meetings and Workshops and Outreach:**

Gates Chili Chamber of Commerce Golf Committee Meeting – 3/27/19

MCLS Director's Council Meeting – 4/3/19

Website Webinar – 4/4/19

CPL Full Staff Retreat – 4/5/19

Volunteer Luncheon – 4/8/19

Creative Library Concepts Meeting – 4/9/19

Gates Chili Chamber of Commerce Board Meeting – 4/9/19

Friends of the Chili Public Library Board Meeting – 4/9/19

Department Heads Meeting – 4/10/19

Gates Chili Chamber of Commerce Networking Luncheon – 4/16/19

Gates Chili Chamber of Commerce Golf Committee Meeting – 4/17/19

Town of Chili Sexual Harassment Training – 4/18/19

**Old Business:** The Director met with Brad Kingsburg from Creative Library Concepts to discuss potential cost estimates for furniture and shelving in the new library in preparation of submitting a State Aid for Library Construction grant in August.

**New Business:** None

**Review of the CPL Budget Spreadsheet and Memorial Fund Spreadsheet:** The Director reviewed the Library Fund and Chili Public Library Memorial Fund budget spreadsheets. Andrew Lucyszyn recommended an additional column be added to the Library Fund spreadsheet to indicate how closely each month's overall operating budget is matching the estimated year to date figures.

**Approval Items:**

- Approval of Library Fund Abstract amount of \$11,689.75.
- Approval of Memorial Fund Expenditures amount of \$473.45.
- Approval of Memorial Fund Donations amount of \$10.00.
- *Susan 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 @ 7:20 pm.**

The Library Board went into executive session to discuss the Director's annual personnel evaluation.

**Next meeting date/time: May 28, 2019 @ Chili Public Library Ireland Community Room. 6:00pm.**