

Chili Public Library Board of Trustees Meeting  
Approved Minutes for May 28, 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

Absent: None  
Excused: None

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

**Approval of agenda:** Sue Ackerman asked if there were any objections to the approval of the agenda as amended. Hearing none, the agenda as amended was approved with Unanimous Consent.

**Approval of minutes of:** Sue Ackerman asked if there were any objections to the approval of the minutes for May 28, 2019. Hearing none, the minutes were approved with Unanimous Consent.

**Communications**

- Town Liaison: The Town Board has contracted with Geotechnical Construction Services to ensure proper setting of the foundation engineering for the New Community Center Project. There was an increase in CHIPS state aid for road work.
- Guests/Public: None present.

**Director's Report**

- New Library: Jeff Baker has begun compiling information that will be needed to apply for available NYS library construction matching grant money. The grant is administered through the MCLS. He has met with Creative Library Concepts to get estimates for furniture and shelving. Jeff will meet with the Town to get construction estimates for the grant.

**General Information:**

**Friends of the CPL Board:** The next CPL Friends Board meeting is Tuesday, June 11, 2019. Jim Lechner has volunteered to attend. At their May 2019 meeting the Friends Board approved donating \$150 toward the Library's Chil-E fest parade float. The Golf Tournament Committee is busy at work and has a signed Lou Graham guitar, balloon ride for two, a lunch and tour of the Monroe County Jail by Sherriff Todd Baxter, and an \$800 gift certificate from Sleep City as live auction items. The Board thanks the Friends for their Chil-E Fest parade float money donation.

- CPL Statistics –

<b>Circulation</b>	19,680	20,499	-4%
<b>Library Visits</b>	11,471	11,829	-3%
<b>Reference Questions</b>	1,398	1,620	-14%
<b>Programs</b>	57	52	10%
<b>Program Attendance</b>	1,304	922	41%
<b>Items Borrowed (holds)</b>	740	958	-23%
<b>Items Loaned (holds)</b>	790	865	-9%
<b>Overdrive</b>	2,451	1,968	25%
<b>Meeting Room</b>	86	79	9%
<b>Website Visits</b>	5,622	5,905	-5%
<b>Website Pageviews</b>	9,113	9,072	.4%
	<b>May 2018- April 2019</b>	<b>May 2017- April 2018</b>	<b>% of change</b>
<b>Circulation</b>	236,396	241,421	-2%
<b>Library Visits</b>	134,012	142,938	-6%
<b>Reference Questions</b>	16,902	17,592	-4%
<b>Programs</b>	588	570	3%
<b>Program Attendance</b>	13,986	14,797	-5%
<b>Overdrive</b>	27,739	22,997	21%

Circulation and Library Visits have remained fairly stable.

### General Information:

**CPL Origami Program** – The Library had an Origami for Everyone program on Monday, April 29<sup>th</sup>. The achieved goal was to have patrons make 50 paper cranes the Library donated to the Origami Crane project that will accompany the Hiroshima Nagasaki Memorial Exhibit at the Central Library in August. Each library used a different colored paper. CPL’s cranes are purple.

**Senior Center Tour Makerspace Room** – On May 7<sup>th</sup> the Library invited seniors from the Senior Center for a tour of the Library and the Library’s Make-a-Story Room.

**Books for Babies Service** – A reminder to the Library Board that patrons can have the library dedicate a special book to their new little one. By stopping in and filling out a “Books for Babies” form from our Parenting shelf, one of our Youth Services librarians will select and label a brand new picture book for the parent’s baby and have the parents be the first to check the book out!

**National Small Business Week** - The Gates Public Library and Chili Public Library have partnered with Gates-Chili Chamber of Commerce for a full month of shopping & prizes in May to support local small businesses in our area. For any purchase made in the month of May at a participating small business, shoppers may present their receipt to either Chili Public Library or Gates Public Library for an entry to win prizes & gift cards donated by local businesses. Winners will be contacted at the end of the month. This activity aligns with the NYS Library standards to partnership with the community.

**CELEBRATE SMALL BUSINESS WEEK**

SHOP & WIN!

MAKE A PURCHASE AT A  
PARTICIPATING SMALL BUSINESS



BRING RECEIPT TO EITHER  
LIBRARY



ENTER TO WIN A GIFT CARD  
TO A LOCAL SMALL BUSINESS!



SHOP & WIN ALL THE MONTH OF MAY

COLLABORATION OF





- **Gates Chili Chamber of Commerce Awards Gala** - The Director was happy to present the Arts and Culture Award to the Lions Club of Chili at the Gates Chili Chamber of Commerce Awards Gala held on May 21, 2019. The Lions Club of Chili has partnered with the Library in offering environmentally related presentations, and providing vision screening of preschool children at Library programs. The Library's Town Board Liaison Mary Sperr also received the Loretta Simmons Women's Leadership Award at the event. The Board congratulates Mary for receiving this honor.
  
- **Online Renewals** - At the May 1<sup>st</sup> Directors Council meeting it was voted when items are renewed it should now apply the renewal period from the item due date rather than the date the renewal is requested. For example, a 3 week item due on May 20 will have a new due date of June 10 if renewed on any date on or before the item is due. Patrons are still limited to 2 renewals (if the item is renewable) and items will not renew if a hold is present or if the patron is delinquent or expired.

- **Roaring 20s and 30s Library Group** - The Roaring 20s and 30s Library Group is slowly gaining momentum. The Roaring 20s and 30s Group is a subcommittee of the CPL Friends and is specifically for those in their 20s and 30s. Librarian Trainee Hannah Morrison oversees the program.



- **RRLC's Annual Library of the Year Contest** – In recognition of National Library Week in April, the Rochester Regional Library Council held its' RRLC Library of the Year Contest. The following were the winners: Academic Library of the Year – Monroe Community College Libraries, Public Library of the Year - Seymour Library, School Library of the Year - Penn Yan Middle School Library. Although the Chili Public Library was not chosen this year it received positive nominations the library director will share with the Library Board. The Board each received a copy of the comments
- **CPL-on-the-Go!** – CPL-on-the-Go! will be at the Recreation Day of Spray event on Saturday June 8, 2019 at Union Station Park.

#### **New Items:**

- **Personnel Update:** Full time Library Assistant Patty Bruno retired on May 23, 2019. She returns as a part time Library Assistant on May 28, 2019 at a pay rate of \$20 per hour. Hannah Morrison's position has been upgraded from a part-time Clerk to a part time Librarian Trainee at a pay rate of \$17.00 per hour. Maxwell Bell's position has been upgraded from a part time Library Page to a part time Clerk at a pay rate of \$12.10 per hour. Natalie Faus has been hired as a part time Library Page at a pay rate of \$11.10 per hour.
- **Approval Filing of 2018 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 2018 Form 990 with the IRS.

A copy of Form 990 was passed around for the Board to review,

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

- **Approval of Computer Purchase** – The staff and reference desk computers need to be replaced. The Director requests the Library Board approve the purchase of 17 Leveno ThinkCentre computers from the PinPoint Group in the amount of \$9,748.31. This will be paid from the 2018-2019 bullet aid Library received from Senator Michael H. Ranzenhofer.

Quotes to Replace 17 Staff and Reference Desk Computers				
Tri-Delta Resources	17	Lenovo ThinkCentre M725a SFF Ryzen 8GB Memory 256 GB SSD DVD Writer	\$ 615.00	\$ 10,455.00
Pinpoint	17	Lenovo ThinkCentre M725a SFF Ryzen 8GB Memory 256 GB SSD DVD Writer	\$ 563.65	\$ 9,582.05
Tri-Delta Resources	17	Dell Optiplex 3060 SFF Intel Core 8GB Memory 256GB SSD DVD Writer	\$ 622.00	\$ 10,574.00

**Action Requested:** Approve the purchase of 17 Leveno ThinkCentre computers from the PinPoint Group in the amount of \$9,748.31.

Jeff Baker will look into trading in the older computers.

Sue Ackerman asked if there were any objections to the approval of the purchase of 17 Leveno ThinkCentre computers from the PinPoint Group in the amount of \$9,748.31. Hearing none the purchase of 17 Leveno ThinkCentre computers from the PinPoint Group in the amount of \$9,748.31 was approved by Unanimous Consent.

- **Approval of Chili Public Library Makerspace Policy** – The Chili Public Library strives to offer community access to new and emerging technologies to inspire creativity and learning, and to provide access to established and emerging technology to library users. This policy establishes guidelines for the public use of the Library’s Makerspace Room.

**Action Requested:** Approve the Chili Public Library Makerspace Policy as written.

The Board edited the document for typos and clarification and made changes as needed.

Sue Ackerman asked if there were any objections to the approval of the Chili Public Library Makerspace Policy as written with changes as discussed. Hearing none the Chili Public Library Makerspace Policy as written with changes as discussed was approved by Unanimous Consent.

- **Approval of Chili Public Library 3D Printer Policy** – The Chili Public Library strives to offer community access to new and emerging technologies to inspire creativity and learning, and to provide access to established and emerging

technology to library users. This policy establishes guidelines for the public use of a 3D printer.

**Action Requested:** Approve the Chili Public Library 3D Printer Policy as written.

The Board edited the document for typos and clarification and made changes as needed.

Sue Ackerman asked if there were any objections to the approval of the Chili Public Library 3D Printer Policy as written with changes as discussed. **Hearing none** the Chili Public Library 3D Printer Policy as written with changes as discussed by Unanimous Consent.

### **MCLS Items:**

- **Improvement to the CARL Catalog** - On Tuesday, May 28<sup>th</sup> TLC (The Library Corporation) will be extracting over 950,000 titles from the MCLS catalog and applying the RDA (Resource Description and Access) cataloging standard to the records. RDA will add media and music characteristics, content ratings and contributor roles to the MARC records. This will allow staff and patrons to better search and filter search results.

### **State Items:**

- Nothing to report

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

CPL Origami Program – 4/29/19

MCLS Director's Council Meeting – 5/1/19

CPL Full Staff Meeting – 5/2/19

Gates Chili Chamber of Commerce Program Committee – 5/6/19

CPL Budget Committee Meeting – 5/7/19

Gates Chili Chamber of Commerce Ribbon Cutting – 5/8/19

Gates Chili Chamber of Commerce Program Committee – 5/14/19

Gates Chili Chamber of Commerce Board Meeting – 5/14/19

Friends of the Chili Public Library Board Meeting – 5/14/19

Gates Chili Chamber of Commerce Ribbon Cutting – 5/16/19

Gates Chili Chamber of Commerce Awards Gala – 5/21/19

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

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

### **Committees**

CPL Foundation Committee: Trisha Kirsch, our attorney, received word the IRS has given a favorable response for our creating a foundation. The Federal approval is the most important aspect of approval process in that it allows our 501©3 status. An approval letter from the IRS will be sent to our attorney. The next step is the State approval, which may take up to six weeks.

Old Business: None

New Business: None

**Review of the CPL Budget Spreadsheet and Memorial Fund Spreadsheet:** There were expenses from the Staff Retreat, Volunteer Luncheon, Causeway and a Youth Services conference. We discussed the new spreadsheet format and made suggestions.

**Approval Items:**

- Approval of Library Fund Abstract amount of \$35,536.31.
- Approval of Memorial Fund Expenditures amount of \$2,246.23.
- Approval of Memorial Fund Donations. There were no donations this month.

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 25, 2019 @ Chili Public Library Ireland Community Room. 6:00pm.**