

Chili Public Library Board of Trustees Meeting
Approved Minutes for June 25, 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 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: 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:** Resolutions were passed to award contracts for the new Community Center Complex: General Trades to Manning, Squires, Henning; HVAC to Pipitone Enterprises; Electrical to Kaplan Schmidt Electric; Plumbing and Fire Protection to Landry Mechanical. Among others, Dawn Forte and the Building and Grounds Crew did a nice job preparing for the groundbreaking ceremony.
- **Guests/Public:** None Present

Director's Report

General Information:

Friends of the CPL Board: The CPL Friends Board has decided not to meet in July. The 2019 Chamber Golf Tournament and Dinner Auction will be Monday, July 29th. The Board received a copy of the Tournament brochure in the Board packets.

- CPL Statistics -

Circulation	18,137	18,351	-1%		
Library Visits	10,518	10,728	-2%		
Reference Questions	1,311	1,260	4%		
Programs	42	51	-18%		
Program Attendance	709	682	4%		
Items Borrowed (holds)	792	772	3%		
Items Loaned (holds)	812	788	3%		
Overdrive	2,587	2,059	26%		
Meeting Room	68	60	13%		
Website Visits	5,188	5,456	-5%		
Website Pageviews	8,140	8,185	-1%		
	June 2018- 2019	May	June 2017- 2018	May	% of change
Circulation	236,182		239,603		-1%
Library Visits	133,802		141,537		-5%
Reference Questions	16,953		17,468		-3%
Programs	579		571		1%
Program Attendance	14,013		14,644		-4%
Overdrive	28,267		28,213		22%

Circulation is down a bit. Overdrive is up.

- **Chil-E Fest Parade** – CPL-on-the-Go will be at Chil-E Fest this year on July 4th and the Library will participate in the Chil-E Fest Parade. The Board is invited to join CPL at the parade.
- **New Chili Community Center Complex Groundbreaking** – On June 16, 2019 the Library took part in a groundbreaking ceremony of the new Chili Community Center Complex. It was a very nice event. We are eagerly awaiting the ribbon cutting.



- **Kids and About Rochester's Online Guide to Everything for Kids, Teens and Families** – Every May and June <https://rochester.kidsoutandabout.com> conducts a survey of thousands of local parents, grandparents, and caregivers of the top 20 places to take kids in Greater Rochester. My Local Library was voted #3 by its readers!
- **Summer Reading School Visits:** The Library's Youth Services Department staff spent the last two weeks visiting local schools to promote the New York State Summer Reading Program *A Universe of Stories!* They saw 1,560 students at four different schools: Chestnut Ridge, Paul Road, Florence Brassier, and St. Pius. They also sent the Library's Summer Reading Program materials to Churchville Chili Middle and High Schools.
- **Chili Public Library Website Improvements** – The Director will review the updated changes made to the Library's website. Hannah Morrison, Library Trainee, is making

changes to keep the site current and user friendly. Jeff Baker pointed out some changes in icon size and spacing. He said feedback about the site is helpful.

New Items:

- **New State Law Smoking Ban** – A new State law effective June 19, 2019 requires no smoking within 100 feet of all library building entrances. This includes smoking, vaping, and chewing tobacco. The Library's entrances are the main doors, the staff doors, the emergency exit doors in the Teen area and Community Room, and the Children's Literary Garden door. No smoking signs have been ordered from the Monroe County Health Department and will be placed at the entrances.
- **Approval of Code of Conduct Revision** – To reflect the new State law, the Code of Conduct will be changed to include the following statement: *Patrons must refrain from smoking and related tobacco use in the library and within 100 feet of library entrances. This restriction applies not only to traditional tobacco products but also to electronic cigarettes ("e-cigarettes"), chewing tobacco, herbal cigarettes and any other electronic nicotine delivery system.*
Action Item: Approve the revision to the Chili Public Library Code of Conduct

Sue Ackerman asked if there were any objections to the approval of the revision to the Chili Public Library Code of Conduct to reflect NYS law. **Hearing none** revision to the Chili Public Library Code of Conduct was approved by Unanimous Consent.

- **Approval of Two Updated Job Descriptions** – The Director requests the approval of the Reference/Technology Librarian Trainee, and the Youth Services Aide job descriptions.
Action item: Approve the job descriptions as written.

The Board discussed the descriptions. Revisions were made to the Youth Services Department Aide description including responsibilities and the addition of who will supervise the position. The Director will rewrite the Description to include these changes

Sue Ackerman asked if there were any objections to the approval of the Reference/Technology Librarian Trainee, and the Youth Services Aide job descriptions as amended. **Hearing none** the Reference/Technology Librarian Trainee, and the Youth Services Aide job descriptions as amended were approved by Unanimous Consent.

- **Library Aide Position** – The Director recommends Laura Sutter’s job description be changed to Youth Services Department Aide, with a pay rate of \$12.10 per hour starting July 7, 2019. The Board supports Laura Sutter’s job description be changed to Youth Services Department Aide, with a pay rate of \$12.10 per hour starting July 7, 2019.
- **Draft 2020 Chili Public Library Proposed Budget** – The CPL Director recommends the library board review the proposed 2020 CPL Budget. The budget needs to be approved at the July Library Board meeting. Once approved the budget will be forwarded to the Supervisor. The Director highlighted some of the proposed budget items. Board members will have a month to review and ask for clarification before we vote to approve the proposed budget in July. Sue Ackerman and Jeff Baker will bring the budget to the Town Supervisor in August.

CPL Foundation, Inc. Update – The Chili Public Library Foundation Inc. is now exempt from federal income tax, and is officially registered with the NYS Charities Bureau, and has been declared exempt from payment of NY sales and use tax. The Board is happy with the exemptions and the speed with which we received them. The CPL Foundation can now begin the process of adding members to its Board. There needs to be a record of all meetings from this point forward.

MCLS Items:

- **MCLS Costshare Documents Review** – The Director will review a document created by the Monroe County Library System Office that best illustrates the revenue and expenditures of MCLS, including the Library’s Cost Share. A copy of the document was in our Board Packet. It explains what the cost share is used for and the cost of the various services. CPL would not be able to afford many of the services by ourselves without being part of the system. The cost share is divided into biannual payments.

State Items:

- Nothing to report

Meetings and Workshops and Outreach:

Gates Chili Chamber of Commerce Ribbon Cutting – 5/30/19
 Gates Chili Chamber of Commerce Program Committee – 6/3/19
 Gates Chili Chamber of Commerce Golf Committee – 6/4/19
 Library Board President Meeting – 6/4/19
 MCLS Directors’ Council Meeting – 6/5/19
 Gates Chili Chamber of Commerce Ribbon Cutting – 6/6/19
 Town of Chili Workforce Violence Training – 6/7/19
 Gates Chili Chamber of Commerce Ribbon Cutting – 6/8/19
 Friends of the Chili Public Library Board Meeting – 6/11/19

Town of Chili Community Center Complex Groundbreaking – 6/12/19
Town of Chili Department Heads Drug Awareness Training – 6/14/19
Gates Chili Chamber of Commerce Golf Committee Meeting – 6/18/19
Gates Chili Chamber of Commerce Meet & Greet – 6/18/19
Tour of New Henrietta Public Library Facility – 6/20/19

Committees

- CPL Foundation Committee: Please see report under CPL Foundation, Inc Update in the Director's Report.

Old Business: None

New Business: None

Review of the CPL Budget Spreadsheet and Memorial Fund Spreadsheet: Interest and earnings were more than expected. Fines, holds and charges were less than expected but printing and faxes were up. There were 3 payrolls this month. Our biannual cost share to MCLS was paid.

Approval Items:

- Approval of Library Fund Abstract amount of \$24,065.22.
- Approval of Memorial Fund Expenditures: There were no expenditures this month.
- Approval of Memorial Fund Donations amount of \$40.00.

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 @ 6:40.

Next meeting date/time: July 23, 2019 @ Chili Public Library Ireland Community Room. 6:00pm.