

Chili Public Library Board of Trustees Meeting
Approved Minutes for July 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

Absent: None

Excused: Jim Lechner

Meeting called to order @ 6:00pm 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 June 25, 2019: 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 live cam is up and running at the Community Building project. There is a link on the CPL website. The Greenwood town houses tract will be building 1-2-bedroom houses. The inclusion of senior living homes conforms or exceeds PENROD guidelines.
- **Bob Pacer:** The Gates Chili Chamber of Commerce Golf tournament is scheduled for Monday, July 29th @ Brook Lea Country Club. The number of golfers is down a bit but there are more ads and underwriting for the tournament. There is an app this year to keep track of your score and the scores of others. 283 raffle prizes are ready to be awarded as of today. Next year's tournament is set for July 27, 2020.
- **Guests/Public:** None Present

Director's Report

- Jeff Baker shared a nice letter from a patron expressing appreciation for our programs like the book dedicated to their new son and CPL-on-the-Go! that connect families to the library.

General Information:

- **Friends of the CPL Board:** The CPL Friends Board will meet August 13, 2019. Lori Hahn has volunteered to attend. The 2019 Chamber Golf Tournament and Dinner Auction will be Monday, July 29th. See notes under Communications - Bob Pacer.

- The Library Director will share with the Library Board the mid-year CPL Friends in-house book sale report. The in-house book sale continues to be a good source of revenue for the library.

- **CPL Statistics –**

Month	June 2019	June 2018	% of change
Circulation	16,976	19,012	-11%
Library Visits	9,342	10,474	-11%
Reference Questions	1,200	1,322	-9%
Programs	51	41	24%
Program Attendance	2,035*	3,230	-37%*
Items Borrowed (holds)	736	667	10%
Items Loaned (holds)	744	705	6%
Overdrive	2,535	1,941	30%
Meeting Room	56	51	10%
Website Visits	4,701	5,787	-19%
Website Pageviews	7,704	9,739	-21%
	July 2018- June 2019	July 2017- June 2018	% of change
Circulation	234,146	238,196	-2%
Library Visits	132,670	140,553	-6%
Reference Questions	16,931	17,490	-4%
Programs	589	576	2%
Program Attendance	12,818	15,920	-19%
Overdrive	28,861	23,429	23%

*June is the month of school visits about the summer reading program. This year, one school from last year did not arrange a visit for this year which is why the numbers for program attendance are lower. Circulation was down in the month of June for most MCLS libraries. The Director gave us a "CPL Website Scavenger Hunt" to help us learn about the updated website and give feedback about it. He will also send it in electronic form.

- **CPL-On-The-Go!** – CPL-on-the-Go was again at Chil-E Fest this year. The following items were given away at the library's vendor booth and at the Chil-E Fest parade.

- 47 children's books
- 6 teen books
- 17 Styluses, 6 magnets, 14 Chip Clips, 11 Jar Openers, 23 Bags, 42 Sunglasses

25 books were also given away at the Library's popular Truck Show that was held on July 8, 2019. The director shared photographs of the CPL Chil-E Fest parade float. Thanks to staff manning CPL-on-the-Go! on such a hot afternoon.

- **July 2019 Summer Reading Programs:** The theme of this year's Summer Reading Program is *A Universe of Stories!* This July has proven to be quite a busy month. Popular Summer Reading programs the library offered were the *Truck Show* on July 8th, *Elephant and Piggie Buddy Fest* on July 18th, *RMSC Delivers: The Universe of Rocks* on July 26th, *The Checkers Show* on July 29th, *Evening with the Backyard Lunar Lander* on July 31st. Participants enjoyed the very well attended *Truck Show*. The mascots at the *Elephant and Piggy Buddy Fest* were a big hit.

New Items:

- **Approval of Updated 2018 Chili Public Library State Annual Report** – The Director received feedback from the Department of Library Development of a needed correction to the Chili Public Library 2018 State Annual Report. The correction has been made. The Director requests the Library Board approve the updated State Annual Report as presented. **Action item:** Approve the updated 2018 Chili Public Library State Annual Report as presented. The Board was impressed by the information in the report.

Sue Ackerman asked if there were any objections to the approval of the updated 2018 Chili Public Library State Annual Report as presented. **Hearing none** the updated 2018 Chili Public Library State Annual Report as presented was approved by Unanimous Consent.

- **Approval of the Chili Public Library 2018 Annual Report to the Community** – **Action item:** Approve the Chili Public Library 2018 Annual Report to the Community as presented. The Board received a copy of the report. Everyone agreed Jennifer Freese, Assistant Library Director, did a nice job of presenting the information in graphic form.

Sue Ackerman asked if there were any objections to the approval of the Chili Public Library 2018 Annual Report to the Community. **Hearing none** the Chili Public Library 2018 Annual Report to the Community was approved by Unanimous Consent.

- **Approval 2019 Chili Public Library Amended Budget Resolution** - WHEREAS, the Library Board at their January 22, 2019 meeting approved a \$10,05 donation deposited into the Library Fund. NOW, THEREFORE, BE IT RESOLVED, to increase the revenue account L2705.0000.9501 (Gifts & Donations Friends of the Library) by \$4,000.00 to equal \$10,050.00, and increase the expense account L7410.4089.9780 (Other Operations & Maintenance Juvenile) by \$4,000.00 resulting in the total Programs budget line for juvenile, Teen, and Adult equals \$10,050.
Action Item: Approve the 2019 Chili Public Library Budget Amendment Resolution as stated.

The Director has subsequently determined the amount of the requested amendment to be incorrect. He will present the corrected request at the Library Board's August meeting.

- **Approval of the 2020 Chili Public Library Proposed Budget** – The Library Director requests the library board approve the proposed 2020 CPL Budget. The 2020 proposed library budget needs to be approved at the July 2019 Library Board meeting. Once approved the budget will be forwarded to the Supervisor.
Action Requested: Approve the 2020 Chili Public Library Proposed Budget as presented with \$2,000 added to the Discs/Tapes Audio Books – Adult/Teen line.

After discussion \$2,000.00 was added to the Discs/Tapes Audio Books – Adult/Teen line. There is no Bullet Aid for this coming year.

Sue Ackerman asked if there were any objections to the approval of the 2020 Chili Public Library Proposed Budget as presented with \$2,000.00 added to the Discs/Tapes Audio Books – Adult/Teen line. **Hearing none** the 2020 Chili Public Library Proposed Budget as presented with \$2,000.00 added to the Discs/Tapes Audio Books – Adult/Teen line was approved by Unanimous Consent.

- **Approval to accept \$8,394.00** from NYS Library Services Aid.

Sue Ackerman asked if there were any objections to the approval of accepting \$8,394.00 from NYS Library Services Aid. **Hearing none, accepting \$8,394.00** from NYS Library Services Aid was approved by Unanimous Consent.

- **CPL Foundation, Inc. Update** – The Library Director will discuss the meeting he had with Chris Harris, CPA from RDG+Partners in regards to the use of the CPL Memorial Fund and the CPL Foundation, Inc. The Director and Bob Pacer said the meeting was informative. Several ways to handle the Memorial Fund were discussed and what, if any, taxes would be incurred. The Foundation funds are for long term or major projects expenditures. Nothing will be done at this time, but it gives us time to think about what we would like to do. It will be looked at again once the Foundation is more fully developed.

MCLS Items:

- **Delinquency Setting** – The Directors’ Council at their July 2019 meeting approved changing the delinquency setting from \$5.00 to \$20.00 to take place August 1, 2019. Patrons with more than \$20.00 in fines and fees will not be able allowed to check out materials until they bring down the amount they owe to under \$20.00 instead of \$5.00. The setting was increased to be in line with the other library systems, and because the cost of materials has increased over the years. The Board agreed with this change.
- **Automatic Renewals** – In response to patron feedback the Directors’ Council at their July 2019 meeting approved automatic renewals of materials. Material will be automatically renewed when due unless there are holds on the items. Items can be automatically renewed twice. This change will go into effect the fourth quarter of 2019. This will have an impact on the revenue collected by CPL and is reflected in part in the proposed budget.
- **MCLS Budget Review** – The Library Director will present an overview of the MCLS Budget to the Library Board. Tabled at this time. The Board has the information to independently review this budget.

State Items:

- **New York State Public Library Construction Aid** - Both the State Senate and Assembly passed bills on the final day of session restoring the \$20 million cuts in Construction Aid. It is hopeful that the Governor will sign the bill which will restore the Construction Aid to \$34 million Statewide from its current \$14 million. The Director will have two versions of the MCLS construction grant application to prepare for either outcome of the bill’s status.

Meetings and Workshops and Outreach:

Workplace Violence Training – 6/27/19

Chili Public Library Foundation Meeting – 6/27/19

Gates Chili Chamber of Commerce Golf Committee Meeting – 7/1/19

Chil-E Fest – 7/4/19

Gates Chili Chamber of Commerce Program Committee Meeting – 7/8/19

Gates Chili Chamber of Commerce Golf Committee Meeting – 7/9/19

MCLS Directors’ Council Meeting – 7/10/19

CPR Training – 7/11/19

Gates Chili Chamber of Commerce Golf Committee Meeting – 7/16/19

Little Free Library Meeting with Mike Curley – 7/17/19

Town Department Heads Meeting – 7/17/19

MCLS Town Library Directors Council Meeting – 7/18/19

Chris Harris CPA Meeting – 7/18/19

New Henrietta Public Library Opening Ceremony – 7/20/19

Gates Chili Chamber of Commerce Golf Committee Meeting – 7/23/19

Committees: None

Old Business: None

New Business: None

Review of the CPL Budget Spreadsheet and Memorial Fund Spreadsheet: There was nothing unusual in the spreadsheets.

Approval Items:

- Approval of Library Fund Abstract amount of \$17,162.58.
- Approval of Memorial Fund Expenditures amount of \$73.60.
- Approval of Memorial Fund Donations amount of \$45.00.

- 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 @ 7:30pm.

Next meeting date/time: August 27, 2019 @ Chili Public Library Ireland Community Room. 6:00pm.