

Chili Public Library Board of Trustees Meeting
Approved Minutes for September 24, 2020

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), Lorraine Ahearn (Secretary), Vinny Dallo, James Lechner (Memorial Fund Treasurer), Lori Hahn, Sara Landes, Jeffrey Stoiber
Library Director: Jeff Baker
Town Liaison: Mary Sperr

Absent: None
Excused: None

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 August 25, 2020: 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 Chili Town Board passed the following resolutions: 4400 Buffalo Road, the current Chili Recreation Center, may be closed and sold. The structure at 177 Archer Road adjacent to the new Chili Community Center will be demolished and developed as a Town of Chili Recreation area. An additional entrance/exit to the Community Center will be developed off Archer Road. Vinny Dallo was appointed to the Chili Library Board of Trustees to complete Andrew Lucyszyn's term to expire December 31, 2020.
Town of Chili taxes can be paid at a drive through at the Chili Town Hall parking lot.
- **Guests/Public:** None Present

Director's Report

- **New Library Update:** Director Baker reviewed the new library floor plan and gave us a detailed description of the new CPL spaces. It allowed us to visualize the placement of areas and furnishings in the library. Vargas Associates has been very helpful with their knowledge of necessary timelines for the ordering of furniture and shelving.

General Information:

- Friends of the CPL Board:** The CPL Friends had an outdoor pop-up mini booksale on the library lawn next to the parking lot on September 9 and 16. Weather permitting the mini book sale will occur every Wednesday throughout September. The CPL Friends Board annual meeting will be held on Tuesday, October 13, 2020. The book sales have been successful.
- CPL Foundation:** The CPL Foundation has created a fundraising case statement of which the information will be used when writing grants and approaching potential donors. The CPL Foundation is in the process of developing a leaflet to present the CPL Foundation mission, goals and aims to the public.
- League of Women Voters:** Volunteers from the League of Women Voters have been at table in the Library's lobby to help anyone who would like to register to vote. The volunteers will be at the Library on Wednesdays from 10 am to 12 pm on September 9, 16, 23, 30, and October 7. This meets the NYS Standard of Library and Community Collaboration.
- Creative Writing Club:** The Library has a virtual Creative Writing Club which met September 9th via Zoom. This interactive group focuses on nurturing one another's creative writing efforts. Participants include already published authors and well as those eager to write more and perhaps get published themselves.

Statistics:

Month	August	August 2019	% of
Circulation	15,965	20,759	-23%
Library Visits	4,422	11,920	-63%
Reference Questions	1,169	1,400	-17%
In-house Programs	N/A	47	-100%
In-house Program Attendance	N/A	1,330	-100%
Items Borrowed (holds)	701	835	-16%
Items Loaned (holds)	722	872	-17%
Overdrive	3,426	2,567	33%
Hoopla New Patrons (patron registered for the first time)	12	N/A	N/A
Hoopla Unique Patrons (borrowed at least one title)	77	N/A	N/A
Hoopla Circulation	266	N/A	N/A
Meeting Room	N/A	85	-100%
Website Visits	3,320	8,010	-59%
Website Pageviews	5,116	10,900	-53%

	Sep 2019- Aug 2020	Sep 2018- Aug 2019	% of change
Circulation	166,343	233,184	-29%
Library Visits	76,288	131,814	-42%
Reference Questions	11,970	16,623	-28%
Programs	327	584	-44%
Program Attendance	4,758	13,004	-63%
Overdrive	36,966	29,674	25%

CPL continues to add services in a responsible and cautious manner. As we reintroduce services there has been an increase in circulation.

Virtual Programs	Sessions	Views	Facebook	Participants
Storytimes with Cathy/Leila and Jill	4	53	812	N/A
Family Programs (Lego, Minecraft)	7	282	508	83
Tween/Teen Chili Chapters with	10	20	1373	18
Adult Programs(Painting night, book discussion)	1	N/A	N/A	24

The CPL staff continues to have monthly zoom meetings.

Date	Total Number of Books	Total Number of DVDs	Reference Questions	Total Items for the Day	Total Number of Pickups	Greeters Desk: 10AM-12PM	Greeters Desk: 12PM-2PM	Greeters Desk: 2PM-4PM	Gre D 4 6
Totals for August:	134	17	1,169	152	33	1,158	916	571	3

Patrons with young families are more likely to use the pickup service.

Old Items:

- Quarantining DVDs and CDs:** OCLC, the Institute of Museum and Library Services, and Battelle have been conducting research on how long the COVID-19 virus survives on materials that are prevalent in libraries, archives, and museums. The REALM project draws upon the research to produce authoritative, science-based information on how—or if—materials can be handled to mitigate exposure to staff and visitors. Because of the result of Test 1, MCLS libraries quarantine books for three days. Based on the results of test 4, the Monroe County Library System recommended libraries quarantine DVDs and CDs for four days. The Chili Public Library has implemented that recommendation. Return dates are backdated to avoid fines that would have been incurred due to the quarantining.

New Items:

- **UMS Collection:** At the September Directors Council meeting the directors decided to keep UMS turnovers on hold until January 1st, 2021. Patrons will still be sent to UMS that have over \$35.00 in fines, but UMS will not be initiating any collection action until January 1, 2021.
- **Approval of the Proposed CPL Board of Trustees 2021 meeting dates:** The following is the proposed CPL Board of Trustee meeting dates for 2021. The meetings will be held at 6pm in the Barbara Ireland Community Room.

Tuesday, January 26
Tuesday, February 23
Tuesday, March 23
Tuesday, April 27
Tuesday, May 25
Tuesday, June 22
Tuesday, July 27
Tuesday, August 24
Tuesday, September 28
Tuesday, October 26
Tuesday, November 16
Tuesday, December 14

Action Requested: Approve the 2021 Library Board meeting dates as presented

Sue Ackerman asked if there were any objections to the approval of the 2021 Library Board meeting dates as presented. **Hearing none**, the meeting dates were approved by Unanimous Consent.

- **Approval of Chili Public Library Proposed 2021 Closed Dates:** The Director proposes the library be closed the following dates for 2021. It has yet to be determined what days the Library will be closed in preparation for the move to the new Library.

January 1*	Friday	New Year's Day
January 18*	Monday	Martin Luther King Day
February 15*	Monday	President's Day
April 2**	Friday	Staff Retreat
April 4	Sunday	Easter
May 29	Saturday	Memorial Day weekend
May 30	Sunday	Memorial Day weekend
May 31*	Monday	Memorial Day

July 5*	Monday	Independence Day (observed)
September 4	Saturday	Labor Day weekend
September 6*	Monday	Labor Day
November 24	Wednesday	Close @ 5PM
November 25*	Thursday	Thanksgiving Day
November 26	Friday	Day after Thanksgiving
December 24*	Friday	Christmas Day (observed)
December 25*	Saturday	Christmas Day
December 31	Thursday	Close @ 5PM

Closed Sundays: May 30 – September 5

*9 paid holidays

**Staff Training Day

Action Requested: The Library Board approve the 2021 Closed Dates as presented.

Sue Ackerman asked if there were any objections to the approval of the 2021 Closed Dates as presented. Hearing none, the 2021 Closed Dates as presented were approved by Unanimous Consent.

- **Approval Filing of the 2019 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 the 2019 Form 990 with the IRS.

Sue Ackerman asked if there were any objections to the approval of the filing of the 2019 Form 990 with the IRS. Hearing none, the filing of the 2019 Form 990 with the IRS was approved by Unanimous Consent.

MCLS Items:

- No items to report

State Items:

- **Library Services Aid:** 20% of the 2020 Library Services Aid to member libraries is being held back by the State. It is unknown at this time if the 20% will be accrued.

Meetings:

- Reference Staff Meeting – 8/26/20
- MCLS Directors Weekly Meeting – 8/26/20
- Tour given to Sara Landes – 8/31/20
- Gates Chili Chamber of Commerce Award Presentation – 9/1/20
- MCLS Directors Council Meeting – 9/2/20
- Town Board Budget Workshop Meeting – 9/2/20

- Friends of the CPL Meeting – 9/8/20
- MCLS Directors Weekly Meeting – 9/9/20
- CPL Foundation Committee Meeting – 9/11/20
- CPL Full Staff Meeting – 9/11/20
- Gates Chili Chamber of Commerce Board Meeting – 9/15/20
- CPL Foundation Board Meeting – 9/16/20
- Eric Vail Insurance Meeting – 9/16/20
- Vargas Associates Meeting – 9/16/20
- Gates Chili Chamber of Commerce Program Committee Meeting – 9/21/20
- Tour given to Vinny Dallo – 9/21/20
- Gates Chili Chamber of Commerce Ribbon Cuttings – 9/22/20
- Reference Staff Meeting – 9/23/20
- MCLS Directors Weekly Meeting – 9/23/20

Committees: Director Baker will send the CPL Board a copy of the current members of each CPL Board committee. CPL Board members will have an opportunity to indicate preferences of committees on which they would like to serve. A Committee to Annually Review each of the CPL Policies has been added to CPL Board of Trustees committees.

Old Business: None

New Business: None

Review of the CPL Budget Spreadsheet and Memorial Fund Spreadsheet: Fees have begun to be collected but are less than budgeted. The part-time staff has less hours than budgeted for before the pandemic. CPL had no visiting artists and most virtual programs were developed by the staff.

Approval Items:

- Approval of Library Fund Abstract amount of \$13,394.75.
- Approval of Memorial Fund Expenditures. There were no expenditures in August.
- Approval of Memorial Fund Donations. There were no donations in August.

Sue Ackerman asked if there were any objections to the approval of the Library Fund Abstract. Hearing none, it was approved by Unanimous Consent.

Additional Comments from Audience: None

Hearing no objections, the meeting was adjourned @ 7:25.

Next meeting date/time: October 29, 2020 @ the Town Hall Meeting Room. 6:00pm.

