

Chili Public Library Board of Trustees Meeting  
Approved Minutes for November 17, 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), Jeffrey Stoiber (Vice President), Lorraine Ahearn (Secretary), Vinny Dallo, James Lechner (Memorial Fund Treasurer), Lori Hahn, Sara Landes,  
Library Director: Jeff Baker  
Town Liaison: Mary Sperr

Absent: None  
Excused: None

**Meeting called to order @ 6:15pm by Vice-President Stoiber.**

**Approval of agenda:** Jeff Stoiber 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 October 29, 2020:** Jeff Stoiber asked if there were any objections to the approval of the minutes. **Hearing none**, the minutes were approved with Unanimous Consent.

**Communications**

- **Town Liaison/Gates Chili Chamber of Commerce:** The Halloween Community Party and drive-by Veterans Day motor parade were both very successful.  
The Gates-Chili Chamber of Commerce plans to hold their 2021 golf tournament on Monday, July 26th at Brook Lea Country Club. Proceeds from the tournament are shared between the Chili and Gates libraries.
- **Guests/Public:** Fina Santiago – Vargas Associates

**Director's Report**

**General Information:**

- **Friends of the CPL Board:** The Friends Board will not be meeting in December. Their next meeting is January 12, 2021.

**Statistics:**

The statistics show the current year and the previous year for comparisons. Since the pandemic, CPL has had to modify services which means we are no longer comparing the same data. Realizing this monthly report shows

skewed figures, the CPL Board felt it was still beneficial to see the changes each month. It allows the Board to see where we were and to where we hope to return.

Month	October 2020	October 2019	% of change
Circulation	14,774	19,234	-23%
Library Visits	5,012	11,702	-57%
Reference Questions	1,461	1,528	-4%
Programs (in-house)	N/A	62	-100%
Program Attendance (in-house)	N/A	1,009	-100%
Items Borrowed (holds)	799	938	-15%
Items Loaned (holds)	646	997	-35%
Overdrive	3,340	2,363	41%
Hoopla New Patrons	22	N/A	N/A
Hoopla Circulation	248	N/A	N/A
Meeting Room	N/A	104	-100%
Website Visits	3,091	6,281	-51%
Website Pageviews	4,746	8,775	-46%
	Nov 2019-Oct 2020	Nov 2018- Nov 2019	% if change
Circulation	157,665	232,418	-32%
Library Visits	63,327	131,269	-52%
Reference Questions	11,686	16,816	-31%
Programs	211	599	-65%
Program Attendance	2,857	12,400	-77%
Overdrive	38,676	29,821	30%

#### Virtual Program - October 2020

Program	Sessions	Views	Facebook Hits	Participants
Storytimes	10	48	853	N/A
Family Programs (Lego, Minecraft)	6	N/A	N/A	60

<b>Tween/Teen Chili Chapters with Valerie</b>	9	25	1800	N/A
<b>Adult Programs (Painting night, book discussion)</b>	7	N/A	N/A	310

### Curbside and Greeter - October 2020

<b>Date</b>	<b>Total Items for the Month</b>	<b>Total Number of Pickups</b>	<b>Greeters Desk: 10AM-12PM</b>	<b>Greeters Desk: 12PM-2PM</b>	<b>Greeters Desk: 2PM-4PM</b>	<b>Greeters Desk: 4PM-6PM</b>	<b>Total:</b>
<b>Totals for Sept.</b>	<b>52</b>	<b>22</b>	<b>1068</b>	<b>778</b>	<b>676</b>	<b>431</b>	<b>2953</b>

- Library's Safety Plan** – On November 9, 2020 the Town of Chili along with most of Monroe County was designated as a Yellow COVID Zone. The Library Director continues to meet with the Supervisor and other public library directors in the Monroe County to determine how to implement best practices in providing services while maintain safety for our patrons and staff. CPL will no longer have public access to the computers while we are in the yellow zone.
- 20<sup>th</sup> Annual Mitten Drive** – The library is holding its 20<sup>th</sup> annual mitten drive. New mittens, gloves and hats are being collected for January distribution to babies to 12 years at the Lewis Street YMCA Child Care Center. The library will be collecting through December 11, 2020.
- Chili Art Group Display** – Patrons will find amazing artwork from over a dozen artists from the Chili Art Group in the Library lobby display.
- Teenship Box** – The Youth Services staff have created a new program for teens. The first of each month, teens who register will get an email that their free Teenship box is ready for them to pick up at the Library. Every month the Library will include a library book for the Teen to check out. Subscription boxes will come with a curated collection of snacks and other treats. The theme for December is “COZY”. 18 teens have registered so far for the monthly program.
- NYLA Conference Reports** – This year's New York Library Association Conference was held virtually on November 5-6, 2020. It was a productive conference. Library staff Jeff Baker, Jennifer Freese, Cathy, Kyle, Valerie Scheg, Richard Gagnier, Jill Marshall, Wendy Saxena, Miranda McGrath, and Hannah Morrison attended specific

workshops throughout the two days. A report of these workshops is distributed to the library board. *Since the conference was virtual, many of the Reference staff were able to attend.*" The written reports to the CPL Board showed a variety of subjects presented at the conference.

- **Sign-Up Sheets** - The director will distribute the CPL Board sign-up sheets for library trustees to attend the 2021 CPL full staff meetings and the CPL Friends Board meetings. Sign-up sheets were completed.

#### **Old Items:**

- **Shelving and Furniture in the New Library** - The Library Director will update the Library Board on the progress of shelving and furniture selection for the new library. The CPL Board electronically received a comprehensive listing of shelving and furniture prepared by Vargas Associates. Fina Santiago, from Vargas Associates, and Director Baker explained how specification and time requirements are integral parts of securing bids. Some of the ways the existing and new shelving will be integrated was explained.

#### **New Items:**

- **Approval to Award Shelving Bid to Workplace Interiors**  
The Town of Chili is building a new Community Center and the Library wishes to outfit the new library building with existing and new shelving. The Library Director has determined shelving specifications and requirements to meet the needs of the facility and has secured quotes for the purchase of new shelving, and the tear down, relocation, and installation of new and existing shelving that meet the specification requirements from the following vendors.
  - Workplace Interiors: \$217,411.76
  - Creative Library Concepts: \$237,368.21
  - FES: Unresponsive bidder

The Library Director request the approval to award the shelving bid from Workplace Interiors in the not to exceed amount of \$217,411.76.

**Action Requested:** Approve to Award the Shelving Bid from Workplace Interiors in the Not to Exceed amount of \$217,411.76.

*Jeff Stoiber asked if there were any objections to the approval to Award the Shelving Bid from Workplace Interiors in the Not to Exceed amount of \$217,411.76. **Hearing none**, the Shelving Bid from Workplace Interiors in the Not to Exceed amount of \$217,411.76 was approved by Unanimous Consent.*

- **Approval of Proposed 2021 Chili Public Library Employee Pay Rates**  
The Director requests the Library Board approve the proposed 2021 Chili Public Library employee pay rates, to go into effect the beginning of payroll 1 on December 19, 2020.

**Action Requested: Approve the Proposed 2021 Chili Public Library Employee Pay Rates as Presented.**

Jeff Stoiber asked if there were any objections to approve the Proposed 2021 Chili Public Library Employee Pay Rates as Presented. Hearing none, the Proposed 2021 Chili Public Library Employee Pay Rates as Presented were approved.

**MCLS Items:**

- No items to report

**State Items:**

- No items to report

**Meetings:**

- Meeting with Supervisor – 11/2/20
- MCLS Directors Council Zoom Meeting – 11/4/20
- Gates Chili Chamber of Commerce Program Committee Zoom Meeting – 11/4/20
- Full Staff Zoom Meeting – 11/6/20
- Department Heads Meeting – 11/10/20
- Friends of the CPL Zoom Meeting – 11/10/20
- MCLS Directors Weekly Zoom Meeting – 11/11/20
- Meeting with Recreation Department Head – 11/12/20
- Gates Chili Chamber of Commerce Friday Morning Mingle Zoom Program – 11/13/20
- Vargas Associates Zoom Meeting – 11/13/20
- New Library Staff Meeting – 11/13/20
- Gates Chili Chamber of Commerce Golf Committee Zoom Meeting – 11/16/20
- Roberts Wesleyan Marketing Class Zoom Meeting – 11/17/20
- Gates Chili Chamber of Commerce Annual Zoom Meeting – 11/17/20

**Committees:** None

**Old Business:** None

**New Business:** None

**Review of the CPL Budget Spreadsheet and Memorial Fund Spreadsheet:** The CPL budget is feeling the impact of covid. All departments of The Town of Chili have been directed to “tighten belts.” CPL will not purchase new equipment this year.

**Approval Items:**

- Approval of Library Fund Abstract amount of \$29,162.09
- Approval of Memorial Fund Expenditures amount of \$37.49.
- Approval of Memorial Fund Donations: There were no donations.
  
- Jeff Stoiber 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 @ 7:55pm.

**Next meeting date/time: December 17, 2020 @ Chili Town Hall Meeting Room. 6:00pm.**