

Chili Public Library Board of Trustees Meeting  
Approved Minutes for June 22, 2021

**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), James Lechner (Memorial Fund Treasurer), Vinny Dallo, Lori Hahn, Sara Landes,  
Library Director: Jeff Baker  
Town Liaison: Mary Sperr

Absent: None

Excused: Lorraine Ahearn

**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 May 27, 2021: 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:** Only raving comments on new facility. Financial report from external auditor, only comment was to review possible vulnerability to IT. Sunday night July 4<sup>th</sup>, fireworks at dusk. Bicentennial committee has met several times, generating lots of ideas, Fall newsletter will have more information.
- **Guests/Public:** None Present

**Director's Report**

**General Information:**

- **No more face masks** per Town Supervisor if vaccinated. No limit on gathering size nor social distancing. Programing will beginning to return to in person with new town COVID guidelines.
- **Friends of the CPL Board:** The next Friends of the CPL Board Zoom meeting is July 13, 2021.
- **Chili Public Library Foundation Board:** The next CPL Foundation Board Zoom meeting is June 28, 2021. The Board is seeking candidates to fill four vacancies.

**Statistics:**

<b>Month</b>	<b>May 2021*</b>	<b>May 2020</b>	<b>% of change</b>
<b>Circulation</b>	8,967	5,177	73%
<b>Library Visits*</b>	N/A	N/A	N/A
<b>Reference Questions</b>	440	20	2,100%
<b>Programs (in-house)</b>	0	0	0%
<b>Program Attendance (in-house)</b>	0	0	0%
<b>Items Borrowed (holds)</b>	307	0	100%
<b>Items Loaned (holds)</b>	673	0	100%
<b>Overdrive</b>	3,102	4,054	-23%
<b>Hoopla New Patrons</b>	9	N/A	N/A
<b>Hoopla Unique Patrons</b>	78	N/A	N/A
<b>Hoopla Circulation</b>	240	N/A	N/A
<b>Meeting Room</b>	7	0	0%
<b>Website Visits</b>	4,286	2,459	74%
<b>Website Pageviews</b>	6,642	4,719	41%
	<b>June 2020- May 2021</b>	<b>June 2019- May 2020</b>	<b>% of change</b>
<b>Circulation</b>	148,275	191,962	-23%
<b>Library Visits</b>	38,727	102,952	-62%
<b>Reference Questions</b>	11,188	13,671	-18%
<b>Programs</b>	0	480	-100%
<b>Program Attendance</b>	0	9,366	-100%
<b>Overdrive</b>	38,993	34,223	14%

\* Due to the COVID-19 virus, the library closed to the public on March 14, 2020. The library began curbside service on May 20, 2020, with limited amounts of staff reporting and reopened to the public with limited hours on July 6, 2020. The library closed again to only curbside service again on December 14, 2020. Reopened again February 1, 2021. The library closed completely on April 17, 2021, to pack and prepare for the move to the new Community Center. The library reopened to the public on May 15, 2021.

\*\* The electronic people counter in the new library has not been set up yet.

## Virtual Program – May 2021

Programs	Sessions	Views	Facebook Hits	Participants
Storytimes	0	0	0	0
Family Programs (Lego, Minecraft)	0	0	0	0
Tween/Teen Chili Chapters with Valerie	0	N/A	N/A	0
Adult Programs (Painting night, book discussion)	4	N/A	N/A	134

- **25<sup>th</sup> Annual Gates Chili Chamber of Commerce Golf Tournament** – This year’s fundraiser for the Chili and Gates libraries will be held on Monday, July 26, 2021 at the Brook-Lea Country Club. Registration for golfing and/or attending the dinner is found on the Chamber’s website.
- **2020 Annual Report to the Community** – The Library Director will review the 2020 Annual Report to the Community.
- **Library Polling Site** – The Library in its new location has been chosen by the Board of Elections to be a polling site for the June 22, 2021, primary election.
- **Personnel Update** – Miranda McGrath has been hired as a part-time Librarian I, starting July 5, 2021. Previously her position had been part-time Librarian Trainee.

## New Items:

- **Approval of MCLS Document of Understanding** – The Director’s Council voted to endorse the MCLS Document of Understanding. The DOU covers 3 years (1/1/2022-12/31/2024). It needs to be endorsed and signed member libraries by September 1, 2021. The action was tabled at the May meeting until the June 2021, CPL Board meeting to give the CPL Board members time to read through the DOU. Director Baker will provide a copy of the previous document for those who would like to see what has been changed in the current DOU. In the past the DOU was a one year agreement.

**Action Requested** – Approve the MCLS Document of Understanding covering the years (1/1/2022-12/31/2024).

**Sue Ackerman asked if there were any objections** to the approval of the MCLS Document of Understanding. **Hearing none**, the policy was approved by Unanimous Consent.

- **Approval of Code of Conduct Revision** – The Director recommends the Code of Conduct be updated to include the following statement: Approval of Code of Conduct Revision – The Director recommends the Code of Conduct be updated to include the following statement: *Service animals are welcome in the library. Pets are not permitted in the library. A service animal is a dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability. A service animal is not a pet. An “Emotional Support Animal” and/or an animal which provides a person with emotional support, well-being, comfort, or companionship is considered to be a pet and therefore not permitted inside the library. An “Emotional Support Animal” does not constitute a “service animal”.*

**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 CPL Code of Conduct Revision. **Hearing none**, the policy was approved by Unanimous Consent.

- **Approval to order picture book frames** - The Director requested approximately \$9,261.33k for 14 frames to house picture books in the Children’s section of the library.

**Action Item:** Approved the ordering of picture book shelves, approximate quote at \$9,261.33.

**Sue Ackerman asked if there were any objections** to the approval of the ordering of picture book shelves. **Hearing none**, the ordering was approved by Unanimous Consent.

- **2022 CPL Draft Budget and MCLS Costshare Documents Review** – The Director will review the 2022 draft budget and a document created by the Monroe County Library System Office that best illustrates the revenue and expenditures of MCLS, including the Library’s 2022 Cost Share.
- **Wheel Chair Donated:** Westside Medical Supply donated a wheel chair to the Rotary Club and they donated the chair to the library.
- **Room reservation policy:** The Senior Center and Recreation Department has an approved reservation policy. The director recommends the Library rooms be only used for library activities until the Board has the opportunity to review and recommend.

**MCLS Items:**

- **None to report**

**State Items:**

**None to report**

**Meetings:**

- Senior Center Meet & Greet – 6/1/21
- Directors' Council Meeting – 6/2/21
- CPL Foundation Board Meeting – 6/2/21
- Gates Chili Chamber of Commerce Golf Tournament Meeting – 6/4/21
- CPL Full Staff Meeting – 6/4/21
- Gates Chili Chamber of Commerce Board Meeting – 6/8/21
- Friends of the Chili Public Library Board Meeting – 6/8/21
- Gates Chili Chamber of Commerce Golf Tournament Meeting – 6/9/21
- Gates Chili Chamber of Commerce Friday Mingle – 6/11/21
- Gates Chili Chamber of Commerce Golf Tournament Meeting – 6/16/21
- Gates Chili Chamber of Commerce Golf Tournament Meeting – 6/22/21

**Committees:** The Director met with the CPL Trustee Budget Committee (Lori H., Jim, and Sara) June 21, 2021, via zoom, to review the draft CPL 2022 Budget Proposal as well as the Draft CPL Proposed 2022 Pay Rates.

Certain budget projections (pension, utilities, water) will be updated by the Town Finance Manager, and end of year projections will be updated over the next several months, as we get more months behind our belt.

Modifications will be made, due to Board meeting discussion and anticipated additional staff discussion and emailed to Board prior to July meeting.

It is the goal of the Library Board to approve a 2022 Budget Proposal at the July meeting.

**Old Business:** None

**New Business:** None

- **Review of the CPL Budget Spreadsheet and Memorial Fund Spreadsheet:** \$57K is for furniture that wasn't covered by grant. Difference previously approved by Board. Paid in Full the move management and Vargas Associates.

**Approval Items:**

- Approval of May Library Fund Abstract amount of \$19,428.40.
- Approval of Memorial Fund Expenditures amount of \$57,816.87.
- Approval of Memorial Fund Donations. There were no donations to the Memorial Fund.
  
- **Sue Ackerman asked if there were any objections** to the approval of the Library Fund Abstract and Memorial Fund Expenditures. **Hearing none**, both were approved by Unanimous Consent

Additional Comments from Audience: None

**Hearing no objections, the meeting was adjourned @ 7:19pm.**

**Next meeting date/time: July 27, 2021 @ 6pm in the Chili Public Library Ireland Community Room.**