

Chili Public Library Board of Trustees Meeting]
Approved Minutes for October 25, 2022

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

Absent: None
Excused: None

CPL Staff Present: Assistant Director Jennifer Lowden

Meeting called to order @ 6:00pm by President Hahn.

Approval of agenda: Lori Hahn asked for approval of the agenda. **Hearing no objections**, the agenda was approved with Unanimous Consent.

Approval of minutes of September 17, 2022: **Lori Hahn** asked for approval of the minutes. **Hearing no objections**, the minutes were approved with Unanimous Consent.

Communications

- **Town Liaison:** The Chili Town Board passed resolutions to purchase equipment for the Highway Department. The Chili Town Hall is getting a new roof. The following Town of Chili events are scheduled for 2022: October 29th – Halloween event; November 11th -Veteran's Day Reverse Parade; November 12th – Veteran's Breakfast; December 2nd – Tree Lighting Ceremony; December 23rd – Staff Holiday Luncheon.
- **Guests/Public:** None Present

Director's Report

(Please note: All documents to be discussed were electronically sent to the CPL Board prior to the meeting. Documents amended during the meeting are electronically sent to CPL Board members).

- **Seed Distribution:** Jenn Lowden is reaching out to community partners to help start a sustainable seed distribution project for spring, 2023.
- **The Inclusive Recreation Resource Center (IRRC)** uses an *Inclusivity Assessment Tool* that assesses both physical accessibility and programmatic inclusion of programs and facilities, including adherence to ADA requirements. It enters the results into a national data base. Director Baker announced that CPL received high ratings and actively works to improve accessibility.

Information:

- **Friends of the CPL Board:** The Friends Board has their annual meeting Tuesday, November 8, 2022, at 6pm. Jim Lechner will attend as the CPL Board representative. Their next Book Sale will take place in the Ireland Room the following dates: Friends Preview - Thursday, November 17 from 4pm-8pm. General Public - Friday, November 18 from 9am-5pm, Saturday, November 19 from 9am-5pm. \$5 Bag Sale - Sunday, November 20, from 1pm-4pm.

CPL-on-the-Go! is a great way to reach those in the community and make them aware of the library's collection, programs, and services. Recently it attended the Churchville Chili Middle School Celebrate! Event on September 30th and gave away 31 books. On Saturday, October 1st CPL-on-the-Go! attended the Town of Chili Founder's Day Picnic and gave away 37 books. CPL-on-the-Go! will be attending the following events:

- Family Night at Paul Road Elementary – October 26
- Chili Community Center Halloween Event – October 29
- Gates-Chili Fall Family Fest – November 10
- Town of Chili Tree Lighting Ceremony – December 2

At their October meeting, the Friends Board approved the purchase of \$475 worth of give-away items for CPL-on-the Go! (\$300 for books from Book Depot, and \$160 for giveaways item such as ornament kits, and coloring books from Oriental Trading).

October 16-22 was the 17th annual National Friends of the Libraries Week. The Friends greatly help the Library by providing supplemental financial assistance for the purpose of purchasing special materials and equipment and sponsoring programs for the cultural and educational life of the community. Through their generosity the Friends has been able to purchase laptops, picture book shelving, and additional programming for the benefit of those in the Chili community. The CP Boards appreciates the Friends support.

- **CPL Foundation:** The CPL Foundation Board has been meeting and focusing on formulating its action plans for the upcoming year. The Foundation Board will choose a replacement for Bob Pacer at their next meeting.
- **Film Screening & Discussion:** In keeping with the Library's long range goal to 'serve as a center of community engagement', the library will hold a Film Screening & Discussion of "Mical", a film about dyslexia, on October 27, 2022. This community conversation is presented in collaboration with the following partners: Dyslexia Allies of WNY, Community Advocates of Struggling Learners (CASL) Gates Chili, Gates Chili (SEPTO) (Special Education Parent Teacher Organization), Literacy Rochester, National Parents Union, The Norman Howard School, Penfield (SEPTA (Special Education Parent Teacher Association), Rochester Children's Dyslexia Center.
- **Community Halloween** - The Library and Recreation Department are having a Community Halloween event at the Community Center on October 29, 2022, from 12pm-2pm.

Statistics:

	September 2022	September 2021	% of change
Circulation	15,937	17,457	-9%
Library Visits	7,985	8,029	-1%
Reference Questions	1,147	1,295	-11%
Programs (in-house)	35	35	0%
Program Attendance (in-house)	405	302	34%
Items Borrowed (holds)	984	947	4%
Items Loaned (holds)	1,336	884	51%
Overdrive	3,091	3,092	-.03%
Hoopla Circulation	283	246	15%
Meeting Room	123	78	58%
Website Sessions	4,496	4,315	4%
Website Pageviews	6,777	6,541	4%
Curbside	0	1	-100%
Sparklab Open Hours	86	7	1,129%
	Oct 2021-Sep 2022	Oct 2020-Sep 2021	% of change
Circulation	199,328	179,953	11%
Library Visits	104,841	40,892	156%
Reference Questions	13,973	13,465	4%
Programs	503	111	353%
Program Attendance	6,567	1,713	283%
Overdrive	37,970	37,849	.32%
Hoopla Circulation	3,218	3,080	4%

*To better serve the Library patrons, starting April 2022 the loan period for DVDs is three weeks instead of 1 week.

Virtual Programming - September 2022

	Sessions	Participants
Adult Programs	1	30

Old Items:

- **Branding Update** - The CPL Branding Committee members, Lori Ahearn, Jenn Lowden, and Jeff Baker will review the outcome of the Branding Committee's work. The committee has met for 12 hours with Causewave. Jenn Lowden gave a description of the topics covered at each session. More details will be reported after the committee meets one last time with Causewave.

New Items:

- **Chili Public Library 2022 Year End Report:** The Library Director will review the draft the Library’s Year End Report.
- **Approval of \$750 from the Memorial Fund for the 2022 CPL Holiday Party:** The CPL Holiday Party is Friday, December 16, 2022 at 7:00pm. Library Board, Town Board, CPL Friends Board, CPL Foundation Board, staff and volunteers are welcome to attend. The party is a venue whereby the Library has an opportunity to thank everyone involved for a productive and successful year. The Director requests \$750 from the Memorial Fund to cover the cost of food and additional decorations for the new library space.
Action Item: Approve \$750 from the Memorial Fund to cover the cost for the 2022 Holiday Party.

Lori Hahn asked if there were any objections to the approval of \$750 from the Memorial Fund to cover the cost for the 2022 Holiday Party. **Hearing none**, the action was approved by Unanimous Consent.

- **Approval of Closing the Library from 12pm-2pm on Friday, December 23, 2022 for the Town Staff Annual Holiday Party:** The Town Staff Annual Holiday Party is Friday, December 23, 2022 from 12pm-2pm at the Senior Center. Library Board and staff are welcome to attend. The Director requests the Library be closed for those two hours.
Action Item: The Library is closed from 12pm-2pm on Friday, December 23, 2022 for the Town Staff Holiday Party.

Lori Hahn asked if there were any objections to the approval of The library closing from 12pm-2pm on Friday, December 23, 2022, for the Town Staff Holiday Party. **Hearing none**, the closing was approved by Unanimous Consent.

- **Approval of Chili Public Library Proposed 2023 Closed Dates**

January 2*	Monday	New Year’s Day (observed)
January 16*	Monday	Martin Luther King Day
February 20*	Monday	President’s Day
May 27	Saturday	Memorial Day weekend
May 29*	Monday	Memorial Day
July 4*	Tuesday	Independence Day
September 2	Saturday	Labor Day weekend
September 4*	Monday	Labor Day
November 22	Wednesday	Day before Thanksgiving Close @ 5PM
November 23*	Thursday	Thanksgiving Day
November 24*	Friday	Day after Thanksgiving
December 23	Saturday	Christmas Day weekend
December 25*	Monday	Christmas Day observed
December 31	Saturday	New Year’s Eve

* paid holidays
Closed Sundays

Action Requested: Approve the Chili Public Library Proposed 2023 Closed Dates as presented.

Lori Hahn asked if there were any objections to the approval of the Chili Public Library Proposed 2023 Closed Dates as presented. Hearing none, the dates were approved by Unanimous Consent.

At a future meeting the Director will bring to the Board the dates when the Chili Community Center will be closed for Chil-E Fest in 2023.

Policies Note - Per minimum standards put forth by the New York State Division of Library Development, the library board should have approved written policies for the operation of the library, which shall be reviewed and updated at least once every five years or earlier. *Regulations (8 NYCRR) § 90-2*

- **Approval of Updated Displays Policy**

Action Requested: Approve updated displays policy.

Lori Hahn asked if there were any objections to the approval of updated displays policy. Hearing none, the update was approved by Unanimous Consent.

- **Approval of Updated Circulation at the Children's Reference Desk Policy**

Action Requested: Approve the updated Circulation at the Children's Reference Desk Policy

Lori Hahn asked if there were any objections to the approval of the updated Circulation at the Children's Reference Desk Policy. Hearing none, the update was approved by Unanimous Consent.

- **Reviewed Art Exhibit Policy Agreement with the Chili Art Group, Wall Exhibit Policy Agreement with Town Historian, Bulletin board Postings and Public Information**

Handouts Policy: The Director has reviewed with staff the above three policies and recommends no changes.

The Library Board reviewed these policies and accepted them as written.

MCLS Items:

- None to report

State Items:

- None to report

Meetings:

- MCLS Directors Meeting – 10/5/22
- Gates Chili Chamber of Commerce Program Committee Meeting – 10/6/22
- CPL Full Staff Meeting – 10/7/22
- Gates Chili Chamber of Commerce Board Meeting – 10/11/22
- Friends of the Chili Public Library Board Meeting – 10/11/22
- Causewave Branding Meeting – 10/12/22
- Town Board Meeting – 10/12/22
- Gates Chili Chamber of Commerce Awards Gala – 10/13/22
- Causewave Branding Meeting – 10/14/22
- Gates Chili Chamber of Commerce Golf Tournament Committee Meeting – 10/18/22
- Town Employee Wellness Event – 10/19/22
- Causewave Branding Meeting – 10/19/22
- CPL Foundation Board Meeting – 10/20/22
- Causewave Branding Meeting – 10/21/22

Committees: Branding Committee – see report above under Branding Update.

Old Business: None

New Business: None

Review of the CPL Budget Spreadsheet and Memorial Fund Spreadsheet: The programming budget is on target, the Library System grant was received.

Approval Items:

- Approval of Library Fund Abstract amount of \$13,703.38.
- Approval of Memorial Fund Expenditures amount of \$131.86.
- Approval of Memorial Fund Donations amount of \$150.00.
- Lori Hahn asked for approval of the Library Fund Abstract, Memorial Fund Expenditures and Memorial Fund Donations. **Hearing no objections**, all were approved by Unanimous Consent

Additional Comments from Audience: None

Hearing no objections, the meeting was adjourned @ 7:15pm.

Next meeting date/time: November 15, 2022 @ 6pm in the Chili Public Library Ireland Room.