

Chili Public Library Board of Trustees
Approved Minutes for April 25, 2023

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

Absent: None
Excused: James Lechner

CPL Staff Present: Assistant Director Jennifer Lowden

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

Approval of agenda:

An item for the discussion of potentially removing fines for childrens/teen materials was added to the agenda.

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

Approval of minutes of March 28, 2023. **Lori Hahn asked for approval** of the minutes for March 28, 2023. **Hearing no objections**, the minutes were approved with Unanimous Consent.

Communications

- **Town Liaison:** The town has hired two new entertainment acts for the Chil-E Fest on June 24th. The parade and fireworks will be on the same day. The Chili Fire Department moved into their new building this month. The Town Board will be interviewing for the open Library Board position next week, due to the prior board member leaving at the end of their term.
- **Guests/Public:** None

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 were electronically sent to CPL Board members.

Information:

- **Friends of the CPL Board:** The Friends Board will next meet Tuesday, May 9, 2023. Monique Rew-Bigelow has volunteered to be at the meeting. The Friends Book Sale at the end of March was a big success with over \$3,400 in sales and membership.

- **Chili Public Library Foundation:** The next meeting of the CPL Foundation Board is Tuesday, April 25, 2023.
- **Chili Art Group Exhibit:** The Chili Art Group has a new exhibit of artwork in the Library's Reading Room from April 1 through June 30.

Statistics:

	March 2023	March 2022	% of change
Circulation	*18,247	17,820	2%
Library Visits	10,907	10,738	2%
Reference Questions	1,258	1,262	-.3%
Programs (in-house)	57	71	-20%
Program Attendance (in-house)	824	843	-2%
Programs (virtual)	1	1	0%
Program Attendance (virtual)	42	52	24%
Items Borrowed (holds)	1,077	900	20%
Items Loaned (holds)	1,698	1,159	47%
Overdrive	3,598	3,247	11%
Hoopla Circulation	359	256	40%
Meeting Room	199	139	43%
Website Sessions	5,181	5,644	-8%
Website Pageviews	8,492	8,371	-1%
Curbside	0	2	-100%
Sparklab Open Hours	185	183	1%
	Apr 2022-Mar 2023	Apr 2021-Mar 2022	% of change
Circulation	199,968	199,192	.3%
Library Visits	108,444	71,985	51%
Reference Questions	13,194	14,283	-8%
Programs	653	411	59%
Program Attendance	8,168	5,269	55%
Overdrive	38,976	37,217	5%
Hoopla Circulation	3,717	3,035	22%

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

Old Items:

- **The Library Sensory Garden:** The Library Sensory Garden located next to the Library patio is coming along. The sod has been removed and the Hubbard Springs Garden Club of Chili will be planting flowers in preparation for an opening sometime in May/June.
- **Seed Lending Library:** The Library is creating a seed lending library to be available around the time of the Sensory Garden opening. The Library will lend seeds at no financial cost to our patrons, due in part to funding provided by the Chili Lions Club. We ask patrons a portion the seeds created after their harvest be returned to the seed

lending library to keep the seed library self-sustaining. By participating in the seed library, our patrons create a culture of sharing and abundance.

New Items:

- **Personnel Update** – Mary Davis has been hired to replace the library’s part-time Clerk vacancy at a pay rate of \$16.00, effective May 17, 2023.
- **Approval of 2022 Chili Public Library State Annual Report** - Annually, the Chili Public Library must submit a State Annual Report to the Division of Library Development. The assurance that this “Annual Report” was reviewed and approved by the Library Board is required. A summary of the report document will be reviewed at the Library Board meeting and the full report will be available at the meeting.

Action Required: Approve the 2022 Chili Public Library State Annual Report.

- **Approval of Payment for Book Sale and Reading Room Signage:** To assist patrons in better navigating the Library, the Library Director requests approval of payment for the purchase of a Book Sake and Reading Room signs. Takeform is the company that has supplied signage for the Chili Community Center. The cost for the painted acrylic letters and installation service by Takeform for both items is not to exceed \$1,110 to be paid from the CPL Memorial Fund.

Action Requested: Approve Payment for Book Sale and Reading Room signs.

MCLS Items:

- None to report

State Items:

- None to report

Meetings:

- MCLS Directors’ Council Meeting – 4/5/23
- CPL Full Staff Meeting – 4/7/23
- Meeting Regarding Evacuation Policy – 4/10/23
- Gates Chili Chamber of Commerce Programming Committee – 4/11/23
- Gates Chili Chamber of Commerce Board Meeting – 4/11/23
- Friends of the Chili Public Library Board Meeting – 4/11/23
- Gates Chili Chamber of Commerce Golf Tournament Committee – 4/18/23\
- Chili Family Dental Ribbon Cutting – 4/18/23
- Say No to Book Bans Workshop – 4/20/23

Committees: None

Old Business:

- Approval of the Chili Public Library Board Bylaws

The Library Board reviewed the proposed updated changes to the bylaws recommended by the CPL Board Policies Review Committee. Due to pending changes in the Board of Trustees and

Nominating Committee sections, The Board decided to hold off on approving the updated bylaws until the Board's May meeting.

- Approval of the Chili Public Library Code of Conduct Policy

Lori Hahn asked for approval of the updated Chili Public Library Code of Conduct Policy. **Hearing no objections**, approved by Unanimous Consent

- Approval of the Chili Public Library Confidentiality of Records Policy.

Lori Hahn asked for approval of the updated Chili Public Library Confidentiality of Records Policy. **Hearing no objections**, approved by Unanimous Consent

New Business:

- Discussion of potentially removing fines for childrens/teen materials
- Approval of 2022 Chili Public Library State Annual Report

Lori Ahearn made a motion to approve the 2022 Chili Public Library State Annual Report, 2nd by **Vinny Dallo**. In favor: 5; Opposed: 0; Abstained: 0.

- Approval of Payment for Book Sale and Reading Room Signage

Lori Hahn asked if there were any objections to the approval of payment for Book Sale and Reading Room Signage. **Hearing none**, approved by Unanimous Consent.

Review of the CPL Budget Spreadsheet and Memorial Fund Spreadsheet: Interest continues to be higher than expected. Two months' worth of utilities are reported. The Books expenses will be higher in the summer due to the summer reading program.

Approval Items:

- Approval of Library Fund Abstract amount of \$10,858.63.
- Approval of Memorial Fund Expenditures. No expenditures this month.
- Approval of Memorial Fund Donations. No donations this month.
- **Lori Hahn asked for approval** of the Library Fund Abstract. **Hearing no objections**, approved by Unanimous Consent

Additional Comments from Audience: None

Hearing no objections, the meeting was adjourned @ 7:11.

Next meeting date/time: Tuesday, May 23, 2023 @ 6pm in the Chili Public Library Ireland Room.