

Chili Public Library Board of Trustees
Approved Minutes for May 23, 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, Brian Hart
Library Director: Jeff Baker
Town Liaison: Mary Sperr

Absent: None

Excused: James Lechner, Vinny Dallo

CPL Staff Present: None

Meeting called to order @ 6:03pm 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 April 25, 2023:

Lori Hahn asked for approval of the minutes for April 25, 2023. **Hearing no objections**, the minutes were approved with Unanimous Consent.

Communications

- **Town Liaison:** The Chili Town Board has appointed Brian Hart as the new Library Board member. The town has received a \$50,000 grant and will add a Fitness Court with multiple exercise stations to Union Station Park. The Veterans Memorial has been moved from outside the old Senior Center to the Community Center. Electric car charging stations will be added to 5 town properties, and the existing stations at the Community Center will be updated. The town held a public hearing regarding rezoning property at Buffalo Rd. and Attridge Rd. from a medical facility to town houses/apartments.
- **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, June 13, 2023. Lori Hahn has volunteered to be at the meeting. The Friends Board made a donation of \$716 at their last meeting for CPL-on-the-Go Giveaway supplies for the upcoming outreach events: May 18 Churchville-Chili Central School District Annual Food Truck Rodeo, June 9 Florence Brassier End of Year Celebration, June 24, 2023: Chil-E Fest.
- **Chili Public Library Foundation:** The next meeting of the CPL Foundation Board will be in June.

Statistics:

	April 2023	April 2022	% of change
Circulation	15,964	16,516	-3%
Library Visits	9,618	9,396	2%
Reference Questions	1,113	1,177	-5%
Programs (in-house)	58	57	2%
Program Attendance (in-house)	554	696	-20%
Items Borrowed (holds)	877	824	6%
Items Loaned (holds)	1,368	776	76%
Overdrive	3,304	3,148	5%
Hoopla Circulation	310	282	10%
Meeting Room	218	145	10%
Website Sessions	4,498	5,428	-15%
Website Pageviews	7,551	8,339	-9%
Curbside	1	1	0%
Sparklab Open Hours	85	92	-8%
	May 2022-Apr 2023	May 2021-Apr 2022	% of change
Circulation	199,416	205,269	-3%
Library Visits	108,666	76,675	42%
Reference Questions	13,130	14,820	-11%
Programs	654	468	40%
Program Attendance	8,026	5,965	35%
Overdrive	39,132	37,279	5%
Hoopla Circulation	3,745	3,036	23%

Virtual April 2023 Programs:

	Sessions	Participants
Adult Programs	1	34

- **Upcoming Spring and Summer Library Event** – The Library Director will review the upcoming Spring and Summer Library events as well as the Summer Reading Program.

Old Items:

- **Approval of the Updated CPL Library Board Bylaws:** The CPL Board Policies Review Committee recommends the Library Board approve the updated CPL Library Board bylaws.

Action item: Approve the Updated CPL Board Bylaws as presented.

Lori Ahearn made a motion to approve the Updated CPL Library Board Bylaws, 2nd by **Monique Rew-Bigelow**. In favor: 5; Opposed: 0; Abstained: 0.

New Items:

- **Approval of Submitting the Following 2023 Budget Amendment as an Agenda Item for the Town Board's June 2023 Meeting** - WHEREAS, the Friends of the Chili Public Library approved at their January 10, 2023 meeting to donate \$10,000 to the 2023 Library budget which is \$2,000 more than was budgeted, NOW, THEREFORE, BE IT RESOLVED, for the 2023 Library Budget to increase the revenue account Gifts and Donations – Friends of the Library 03.2705.0000.9501 by \$2,000, and increase the expense accounts Other Operations & Maintenance. Juvenile 03.7410.4089.9780 by \$1,000, Other Operation & Maintenance. Young Adult 03.7410.4089.9781 by \$500, and Other Operation & Maintenance. Adult 03.7410.4089.9782 by \$500.

Action Item: Approve Submitting the 2023 Budget Amendment as Written as an Agenda Item for the Town Board's June 2023 Meeting.

Lori Hahn asked if there were any objections to the approval of submitting the 2023 Budget Amendment as Written as an Agenda Item for the Town Board's June 2023 Meeting. **Hearing none**, approved by Unanimous Consent.

- **Personnel Update** – Kieran Lyon has been hired to replace the library's part-time Page vacancy at a pay rate of \$15.00, effective May 30, 2023.
- **Approval of 2022 Chili Public Library Annual Report to the Community** – A minimum standard of the State Library is for public libraries to produce an Annual Report to the Community.

Action Requested: Approve the 2022 Chili Public Library Annual Report to the Community.

Lori Hahn asked if there were any objections to the approval of the 2022 Chili Public Library Annual Report to the Community. **Hearing none**, approved by Unanimous Consent.

- **Approval of Chili Public Library Going Fine Free for Children and Teen Materials as of July 1, 2023** - Joining the growing trend to remove barriers for young people to use the Library, The Library Director requests approval of the Chili Public Library going "fine free" on all of its children and teen materials. Overdue fines have the greatest impact on those who can least afford barriers to accessing library resources. The mission of the Library is to be the center of lifelong learning for our community and a welcoming, responsive place for the discovery of new ideas, the joy of reading, and the power of information. By going "fine free" on all children and teen material we are letting people and their families know that they are welcome and can come to the Library and take out library materials meant for them without fear of restrictive penalties.

Action Requested: Approve Chili Public Library being fine free for Children and Teen Materials as of July 1, 2023.

Sara Landes made a motion to approve the Chili Public Library Going Fine Free for Children and Teen Materials as of July 1, 2023, 2nd by **Monique Rew-Bigelow**. In favor: 5; Opposed: 0; Abstained: 0.

MCLS Items:

- None to report

State Items:

- None to report

Meetings:

- CPL Board Budget Meeting – 4/26/23
- MCLS Directors’ Council Meeting – 5/3/23
- CPL Full Staff Meeting – 5/5/23
- Gates Chili Chamber of Commerce Golf Tournament Committee Meeting – 5/9/23
- Gates Chili Chamber of Commerce Program Committee Meeting – 5/9/23
- Gates Chili Chamber of Commerce Board Meeting – 5/9/23
- Friends of the Chili Public Library Board Meeting – 5/9/23
- Gates Chili Chamber of Commerce Event – 5/16/23
- Chamber Sungrove Blossom Flowers Ribbon Cutting – 5/17/23

Committees:

- CPL Board Budget Committee

The Board reviewed a draft copy of the 2024 Chili Public Library budget. Final figures are needed from the Town Finance Director, MCLS, and Vail Insurance. The budget will need to be approved by the July meeting.

Old Business:

- Approval of the Chili Public Library Board Bylaws

The approval is noted above in the Director’s report section

New Business:

- Approval Fine Free for Children and Teen Materials

The approval is noted above in the Director’s report section

Review of the CPL Budget Spreadsheet and Memorial Fund Spreadsheet: Interest continues to be higher than expected. An insurance refund was received.

Approval Items:

- Approval of Library Fund Abstract amount of \$32,856.48.
- Approval of Memorial Fund Expenditures. No expenditures this month.

- Approval of Memorial Fund Donations amount of \$20.00.
- **Lori Hahn asked for approval** of the Library Fund Abstract and Memorial Fund Donations.
Hearing no objections, approved by Unanimous Consent

Additional Comments from Audience: None

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

Next meeting date/time: Tuesday, June 27, 2023 @ 6pm in the Chili Public Library Ireland Room.