

Chili Public Library Board of Trustees
Approved Minutes for August 22, 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: Lori Hahn, James Lechner

CPL Staff Present: Assistant Director Jennifer Lowden

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

Additional Comments from Audience: None

Approval of agenda:

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

Approval of minutes of July 25, 2023:

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

Communications

- **Town Liaison:** The Town has hired a new Deputy Official of Public Works starting in September. There will be a bike ride for the National Association of Missing & Exploited Children that will take place on September 15, 2023. The Town has purchased outdoor fitness equipment with a COVID grant that will be placed at Union Station Park. The Town will host their Halloween event in the Community Center Gym on Saturday, October 28th.
- **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:** At their August meeting the Friends Board approved purchasing additional card pouches for first time library card users, The next Friends Board meeting will be Tuesday, September 12, 2023 at 6pm. Brian Hart has volunteered to be at the meeting. The Friends next Book Sale will take place in the Ireland Room. Friends

Preview - Thursday, September 28 from 4pm-8pm. General Public - Friday, September 29 from 9am-5pm, Saturday, September 30 from 9am-5pm. \$5 Bag Sale - Sunday, October 1, from 1pm-4pm

- **Chili Public Library Foundation:** The next CPL Foundation Board meeting is Monday, August 28, 2023.

Statistics:

	July 2023	July 2022	% of change
Circulation	19,202	19,521	-2%
Library Visits	10,532	9,714	8%
Reference Questions	1,376	1,287	7%
Programs (in-house)	68	70	-3%
Program Attendance (in-house)	1,629	1,058	54%
Items Borrowed (holds)	814	991	-18%
Items Loaned (holds)	1,496	1,357	10%
Overdrive	3,601	3,343	8%
Hoopla Circulation	306	331	-8%
Meeting/Study Room Use	177	141	26%
Website Sessions	5,097	5,294	-4%
Website Pageviews	7,391	8,076	-8%
Curbside	0	0	0%
Sparklab Attendance	178	190	-6%
	Aug 2022-Jul 2023	Aug 2021-Jul 2022	% of change
Circulation	202,266	202,509	0%
Library Visits	112,146	101,753	10%
Reference Questions	13,481	14,284	-6%
Programs	664	603	10%
Program Attendance	9,977	7,496	33%
Overdrive	39,957	37,670	6%
Hoopla Circulation	3,845	3,152	22%

- **27th Annual Gates Chili Chamber of Commerce Golf Tournament** – This year’s fundraiser for the Chili and Gates libraries was successfully held on July 24 at Morgan’s Crossing. The Library Director will share with the Library Board the results of the fundraiser.

- **Personnel Update** – Part-Time Clerk Mary Davis submitted her resignation and her last day of employment was August 12, 2023. Part-Time Page Maria Rosato submitted her resignation and her last day of work is August 23, 2023. Lee Ann Spurling’s pay rate has been increased to \$21 to make it commensurate with other staff in that title.
- **School Supply Drive:** The Library’s School Supply Drive for the Discovery Charter School is from July 17 - September 11, 2023.
- **Summer Reading Program Results** – The Director will share with the Library Board the results of the Library’s Summer Reading Program which ended August 18, 2023.
- **New Town Historian Exhibit in the Reading Room** – Pete Widener, the Town Historian, has a new exhibit in the Library’s Reading Room. It is called Frozen Bits of Heritage and will be in the Reading Room August – November 2023.
- **Library Programs September – December 2023** – The Library Director will review the Library programs that will be provided to the community, planned for September – December 2023.

Old Items:

- **None to Report**

New Items:

- **Approval of the Proposed CPL Board of Trustees 2024 Meeting Dates:** The following is the proposed CPL Board of Trustee meeting dates for 2024. The meetings will be held at 6pm.

Tuesday, January 23	Barbara Ireland Community Room
Tuesday, February 27	Barbara Ireland Community Room
Tuesday, March 26	Barbara Ireland Community Room
Tuesday, April 23	Conference Room
Tuesday, May 28	Barbara Ireland Community Room
Tuesday, June 25	Conference Room
Tuesday, July 23	Barbara Ireland Community Room
Tuesday, August 27	Barbara Ireland Community Room
Tuesday, September 24	Barbara Ireland Community Room
Tuesday, October 22	Barbara Ireland Community Room
Tuesday, November 19	Barbara Ireland Community Room
Tuesday, December 17	Barbara Ireland Community Room

Action Requested: Approve the 2024 Library Board meeting dates as presented.

Lori Ahearn asked if there were any objections to the approval of the Proposed CPL Board of Trustees 2024 Meeting Dates as presented. **Hearing none**, approved by Unanimous Consent.

- **Approval of the 2023 NYLA Conference Request:** The Director requests the library board approve the Assistant Director Jenn Lowden, and Youth Services staff (Valerie Scheg, Laura Sutter, and Wendy Saxena) attend this year's New York Library Association (NYLA) Conference in Saratoga Springs, NY, November 2-4, 2023. The cost is not to exceed \$2,700 to cover registration, travel, hotel, meals, and mileage. This conference is extremely helpful in providing information as to new programs and services provided by libraries across the state that can be implemented in this library.

Action Item: Approve the 2023 NYLA Conference Request not to exceed \$2,700.

Lori Ahearn asked if there were any objections to the approval of the 2023 NYLA Conference Request not to exceed \$2,700. **Hearing none**, approved by Unanimous Consent.

MCLS Items:

- **Approval of 2023-24 Local Library Services Aid (LLSA) and Love Your Library Special Revenue in the Amount of 8,083.75:**

Whereas the Monroe County Library System anticipates receiving 2023-24 Local Library Services Aid (LLSA) from the State of New York, the purpose of which is to enhance the member library's ability to provide library services to their local communities, to be distributed at \$7,783 and

Whereas the System is required to distribute these funds to System Member libraries based on a per capita formula established by the State, and

Whereas the System anticipates receiving 2023-24 Love Your Library special revenue, a onetime appropriation from the State of new York, the purchase of which is to strengthen and support summer reading program activities during 2023, and to be distributed at \$300.75 (1/20th of total aid) per member of the Monroe County Library System.

Whereas the System is required to distribute these funds to System Member Libraries based on a formula 60% based on population and 40% equally distributed between the 23 New York State systems and refined to ensure that every State system receives a minimum of allocation, per the State FY 2023-2024 budget authorization, and

Whereas, The System is required by law to distribute funds received within thirty (30) days of receipt, and

Therefore the system shall pay the Library \$8,083.75. The payment will be based on the funding level established by the New York State Education Department Division of Library Development for the 2023-24 fiscal year.

Action Item: Approve Acceptance of the 2023-24 Local Library Services Aid (LLSA) and Love Your Library Special Revenue in the amount of \$8,083.75.

Lori Ahearn asked if there were any objections to the approval of the acceptance of the 2023-24 Local Library Services Aid (LLSA) and Love Your Library Special Revenue in the amount of \$8,083.75. **Hearing none**, approved by Unanimous Consent.

State Items:

- **None to report**

Meetings:

- Vail Insurance – 8/3/23
- CPL Full Staff Meeting – 8/4/23
- Gates Chili Chamber of Commerce Program Committee Meeting - 8/8/23
- Gates Chili Chamber of Commerce Board Meeting - 8/8/23
- Friends of the Chili Public Library Board Meeting - 8/8/23
- Supervisor Dunning Meeting - 8/10/23
- Gates Chili Chamber of Commerce Program Committee Meeting - 8/17/23
- Clerk Interview – 8/22/23
- Clerk Interview - 8/22/23

Old Business: None

New Business: None

Committees: None

Review of the CPL Budget Spreadsheet and Memorial Fund Spreadsheet: Materials spending has increased for the Summer Reading Program. The budget spreadsheet reflects the first month without fines for children and youth materials.

Approval Items:

- Approval of Library Fund Abstract amount of \$10,328.08.
- Approval of Memorial Fund Donations amount of \$26.99.
- **Lori Ahearn asked for approval** of the Library Fund Abstract and Memorial Fund Donations.
Hearing no objections, approved by Unanimous Consent

Hearing no objections, the meeting was adjourned @ 6:50.

Next meeting date/time: Tuesday, September 26, 2023 @ 6pm in the Chili Public Library Ireland Room.