

Chili Public Library Board of Trustees  
Approved Minutes for September 26, 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: Vinny Dallo

CPL Staff Present: Assistant Director Jennifer Lowden

**Meeting called to order @ 6:01pm by President Hahn.**

Additional Comments from Audience: None

**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 August 22, 2023:

**Lori Hahn asked for approval** of the minutes for August 22, 2023. **Hearing no objections**, the minutes were approved with Unanimous Consent.

**Communications**

- **Town Liaison:** The Town sold the old Town Hall property, and people will no longer be able to drive through the property to get to the Community Center. The Town will continue to utilize the dog kennel on the property until the new dog kennel is finished. There will be a public hearing on October 11, 2023 for the 2024 Town preliminary budget.
- **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 give away books and items for the fall/winter CPL-on-the-Go! The next Friends Board meeting will be Tuesday, October 10, 2023 at 6pm. 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, November 20, 2023.

**Statistics:**

|                                      | <b>August 2023</b> | <b>August 2022</b> | <b>% of change</b> |
|--------------------------------------|--------------------|--------------------|--------------------|
| <b>Circulation</b>                   | 19,454             | 20,569             | -5%                |
| <b>Library Visits</b>                | 10,357             | 10,424             | -1%                |
| <b>Reference Questions</b>           | 1,208              | 1,393              | -13%               |
| <b>Programs (in-house)</b>           | 62                 | 69                 | -10%               |
| <b>Program Attendance (in-house)</b> | 891                | 983                | -9%                |
| <b>Items Borrowed (holds)</b>        | 969                | 942                | 3%                 |
| <b>Items Loaned (holds)</b>          | 1,431              | 1,252              | 14%                |
| <b>Overdrive</b>                     | 3,431              | 3,635              | -6%                |
| <b>Hoopla Circulation</b>            | 377                | 305                | 24%                |
| <b>Meeting/Study Room Use</b>        | 171                | 172                | -1%                |
| <b>Website Sessions</b>              | 3,354              | 5,193              | -35%               |
| <b>Website Pageviews</b>             | 4,817              | 7,971              | -40%               |
| <b>Curbside</b>                      | 0                  | 0                  | 0%                 |
| <b>Sparklab Attendance</b>           | 158                | 163                | -3%                |
|                                      | Sep 2022-Aug 2023  | Sep 2021-Aug 2022  | % of change        |
| <b>Circulation</b>                   | 201,151            | 200,848            | 0%                 |
| <b>Library Visits</b>                | 112,079            | 104,885            | 7%                 |
| <b>Reference Questions</b>           | 13,296             | 14,121             | -6%                |
| <b>Programs</b>                      | 657                | 630                | 4%                 |
| <b>Program Attendance</b>            | 9,885              | 7,510              | 32%                |
| <b>Overdrive</b>                     | 39,753             | 37,971             | 5%                 |
| <b>Hoopla Circulation</b>            | 3,917              | 3,181              | 23%                |

**August 2023 Virtual Programming**

|                       | <b>Sessions</b> | <b>Participants</b> |
|-----------------------|-----------------|---------------------|
| <b>Adult Programs</b> | 1               | 35                  |

- **Personnel Update** – Part Time Library Page Gianna Auble submitted her resignation and her last day of work was September 16, 2023. Adam Burlison and Lillian Stouffer have been hired as Part Time Library Pages at \$15 per hour. Their start date is October 12, 2023. Grace Bonner has been hired as a Part-Time Clerk at \$16 per hour. Her start date was September 18, 2023.

**Old Items:**

- **None to Report**

**New Items:**

- **Approval of \$750 from the Memorial Fund for the 2023 CPL Holiday Party:** The CPL Holiday Party is going to be Friday, December 15, 2023 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 2023 Holiday Party

**Lori Hahn asked if there were any objections** to the approval of \$750 from the Memorial Fund for the 2023 CPL Holiday Party. **Hearing none**, approved by Unanimous Consent.

- **Approval of Closing the Library from 12pm-2pm on Friday, December 22, 2023 for the Town Staff Annual Holiday Party:** The Town Staff Annual Holiday Party is Friday, December 23, 2022 from 12pm-2pm at the Chili Community 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 22, 2023 for the Town Staff Holiday Party.

**Lori Hahn asked if there were any objections** to the approval of The Library is closed from 12pm-2pm on Friday, December 22, 2023 for the Town Staff Holiday Party. **Hearing none**, approved by Unanimous Consent.

- **Approval of Payment for End Cap Signage:** Additional end cap signage is needed to better distinguish adult area Fiction, Non-Fiction, Books on CD, Large Print, New Materials, DVDs, and CDs for our patrons. To match the Library's current end cap signage, the Director request 46 flat end cap signage and 30 bookcase end cap signage be purchased from the company Takeform not to exceed \$2,340.

**Action Requested:** Approve Payment of invoice from Takeform in the amount of \$2,340 for end cap signage.

**Lori Hahn asked if there were any objections** to the approval Payment of invoice from Takeform in the amount of \$2,340 for end cap signage. **Hearing none**, approved by Unanimous Consent.

**MCLS Items:**

**None to Report**

**State Items:**

**None to report**

**Meetings:**

- Recreation Department/Library Eclipse Meeting – 8/23/23
- BiblioBoard Webinar – 8/24/23
- CPL Foundation Meeting – 8/28/23
- Gates Chili Chamber of Commerce Ribbon Cuttings - 8/29/23
- Gates Chili Chamber of Commerce Golf Tournament Meeting - 8/30/23
- Supervisor Dunning - Display Meeting – 8/31/23
- Gates Chili Chamber of Commerce Program Committee Meeting - 8/17/23
- Directors' Council Meeting – 9/6/12
- Town Board Budget Workshop Meeting – 9/6/23
- Substance Abuse Webinar – 9/7/23
- Gates Chili Chamber of Commerce Program Committee Meeting – 9/19/23

WHEREAS, we the Library Board of the Town of Chili, find it befitting to extend our deepest sympathy to the Spurling family during the passing of Terry Spurling, who on September 24, 2023 passed away; and

WHEREAS, Terry Spurling served from August 21, 1989 - March, 30, 2023 as a Clerk – PT for the Library. It can be said virtually all of the books and media on the library’s shelves have been processed by Terry. Her cheerful demeanor will be missed by staff, the Library Board, and patrons alike, and

NOW, THEREFORE, BE IT RESOLVED, that the Library Board for the Town of Chili hereby sets aside this special page of their minutes from this Library Board Meeting in her honor and takes a moment of silence in Terry Spurling’s memory. The Library Board Secretary is hereby directed to send a copy of this resolution to the Spurling family.

**Old Business: None**

**New Business: None**

**Committees: None**

**Review of the CPL Budget Spreadsheet and Memorial Fund Spreadsheet:** Fines and Fees include the online fines that are paid out twice a year.

**Approval Items:**

- Approval of Library Fund Abstract amount of \$16,577.29.
- **Lori Hahn asked for approval** of the Library Fund Abstract. **Hearing no objections**, approved by Unanimous Consent

**Hearing no objections, the meeting was adjourned @ 7:03 pm.**

**Next meeting date/time: Tuesday, October 24, 2023 @ 6pm in the Chili Public Library Ireland Room.**