

Chili Public Library Board of Trustees
Approved Minutes for October 24, 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: None

CPL Staff Present: Assistant Director Jennifer Lowden

Meeting called to order @ 6:00 pm 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 September 26, 2023:

Lori Hahn asked for approval of the minutes for September 26, 2023. **Hearing no objections**, the minutes were approved with Unanimous Consent.

Communications

- **Town Liaison:** The Town Halloween party will be held on Saturday, October 28th from 12:00-2:00 at the Community Center. The Town Tree Lighting Ceremony will be held on Saturday, December 2nd at the Community Center. A Public Hearing on the Town Budget occurred at the last Town Board meeting. The sale of the old Community Center on Buffalo Rd is now complete. The Town is assessing all Town Parks. Playground equipment will be replaced as needed, and new outdoor fitness stations will be added to Union Station Park.
- **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:** next Friends Board meeting is Tuesday, November 14, 2023 at 6pm. Library Board Trustee Sara Landes has volunteered to attend the meeting. The Friends fall booksale brought in proceeds over \$3,400 in both book sale and memberships.
- **Chili Public Library Foundation:** The next CPL Foundation Board meeting is Monday, November 20, 2023.

Statistics:

	September 2023	September 2022	% of change
Circulation	15,540	15,937	-2%
Library Visits	8,319	7,985	4%
Reference Questions	1,155	1,147	1%
Programs (in-house)	53	51	4%
Program Attendance (in-house)	406	491	-17%
Items Borrowed (holds)	921	984	-6%
Items Loaned (holds)	1,603	1,336	20%
Overdrive	3,263	3,091	6%
Hoopla Circulation	305	283	8%
Meeting/Study Room Use	158	123	28%
Website Sessions	4,400	4,496	-2%
Website Pageviews	6,400	6,777	-6%
Curbside	0	0	0%
Sparklab Attendance	64	86	-26%
	Oct 2022-Sep 2023	Oct 2021-Sep 2022	% of change
Circulation	200,754	199,328	1%
Library Visits	112,413	104,841	7%
Reference Questions	13,304	13,973	-5%
Programs	659	646	2%
Program Attendance	9,800	7,699	27%
Overdrive	39,925	37,970	5%
Hoopla Circulation	3,939	3,218	22%

September 2023 Virtual Programming

	Sessions	Participants
Adult Programs	1	36

- **CPL-on-the Go!:** CPL-on-the Go! will visit in the month of October the following:
 - Town of Chili Employee Wellness Fair on October 17.
 - Fall Festival at Paul Road Elementary School on October 26.
 - Town of Chili Halloween Celebration at the Chili Community Center on October 28.
 - Alvah Halloran & Son Funeral Home, Trunk or Treat Event on October 28.
- **Hat and Mitten Drive:** The Library’s Hat and Mitten Drive for new hats, mittens, gloves, and scarves goes from October 16-November 4, and will be donated to a local daycare.

Old Items:

- **Approval of Year End Report:** The Director requests approval of the CPL year-end report to be sent to the Supervisor.

Action Item: Approve the CPL year-end report as written.

Lori Hahn asked if there were any objections to the approval of the CPL year-end report as written. **Hearing none**, approved by Unanimous Consent.

New Items:

- **Approval of Chili Public Library Proposed 2024 Holiday Closed Dates:** The following are the 2024 holiday dates the Library Director recommends closing the Library.

Holiday	Date	Library
New Year’s Day*	1-Jan	CLOSED
MLK Day*	15-Jan	CLOSED
Pres Day	19-Feb	Normal Hours 9am-9pm
Good Friday	29-Mar	Normal Hours 9am-5pm
Easter	31-Mar	Closed Sundays
Memorial Day Weekend	25-May	CLOSED
	26-May	Closed Sundays
Memorial Day*	27-May	CLOSED
.July 4*	4-Jul	CLOSED
July 4 Weekend*	5-Jul	CLOSED
	6-Jul	CLOSED
	7-Jul	Closed Sundays
Labor Day Weekend	31-Aug	CLOSED
	1-Sep	Closed Sundays
Labor Day*	2-Sep	CLOSED
Columbus Day	14-Oct	Normal Hours 9am-9pm
Veterans Day	11-Nov	Normal Hours 9am-9pm
Day before Thanksgiving	27-Nov	Close at 5pm (9am-5pm)
Thanksgiving*	28-Nov	CLOSED
Day after Thanksgiving*	29-Nov	CLOSED

Christmas Eve*	24-Dec	CLOSED
Christmas*	25-Dec	CLOSED
New Year's Eve	31-Dec	Close at 1pm (9am-1pm)

*Full time staff paid

Action Requested: Approve the Chili Public Library Proposed 2024 Holiday Closed Dates as presented.

Lori Hahn asked if there were any objections to the approval of the Chili Public Library Proposed 2024 Holiday Closed Dates as presented. **Hearing none**, approved by Unanimous Consent.

- **Approval Honoring the Service of the Friends of the Chili Public Library:** The 18th annual National Friends of the Libraries Week was held October 15-21, 2023. The Friends greatly help the Library by providing supplemental financial assistance for the purpose of sponsoring programs and purchasing special materials and equipment, for the cultural and educational life of the community,

Action Item: The CPL Board of Trustees Hereby Honors the Service of the Friends of the Chili Public Library for the Benefit They Give to the Community.

Lori Hahn asked if there were any objections to the approval of the CPL Board of Trustees Honoring the Service of the Friends of the Chili Public Library for the Benefit They Give to the Community. **Hearing none**, approved by Unanimous Consent.

- **Approval of Webpage Redesign Quote:** Having an impactful website allows a library to fulfill its mission and keep the user experience at the forefront, while making sure the website gets found by those who need it. The Library's staff created website will be ten years old next year and lacks certain features, functions, flexibility and customization a professionally designed website would provide. The Director requested a quote for website design from the following local website developers.
 - Mason Digital \$ 9,880
 - Sukhenko \$20,350
 - Makeway \$40,000+

Action Item: Approve the quote received from Mason Digital for the Chili Public Library redesign.

Vinny Dallo made a motion to approve the quote received from Mason Digital for the Chili Public Library redesign, 2nd by **Lori Ahearn**. In favor: 7; Opposed: 0; Abstained: 0.

MCLS Items:

None to Report

State Items:

- **None to report**

Meetings:

- MCLS Director's Council Meeting – 10/4/23
- Gates Chili Chamber of Commerce Program Committee Meeting - 10/5/23
- CPL Striving/Struggling Readers Simulation Program – 10/5/23
- CPL Full Staff Meeting – 10/6/23
- Gates Chili Chamber of Commerce Board Meeting – 10/10/23
- Friends of Chili Public Library Board Meeting – 10/10/23
- Town Board Meeting – 10/11/23
- Gates Chili Chamber of Commerce Ribbon Cutting - 10/18/23
- Gates Chili Chamber of Commerce Community Awards Gala - 10/18/23

Old Business: None

New Business: None

Committees: None

Review of the CPL Budget Spreadsheet and Memorial Fund Spreadsheet: Fines and Fees are down monthly due to no longer charging fines for Children or Teen material. We are still on track with our annual Fines and Fees budget. 90% of the annual Library System Grant (LLSA) was received in September.

Approval Items:

- Approval of Library Fund Abstract amount of \$23,668.78.
- Approval of Memorial Fund Expenditures of \$500.61.
- **Lori Hahn asked for approval** of the Library Fund Abstract and Memorial Fund Expenditures. **Hearing no objections**, approved by Unanimous Consent.

Hearing no objections, the meeting was adjourned @ 7:31 pm.

Next meeting date/time: Tuesday, November 28, 2023 @ 6pm in the Chili Public Library Ireland Room.