

Chili Public Library Board of Trustees
Approved Minutes for November 28, 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: Assistant Director Jennifer Lowden

Meeting called to order @ 6:05 pm by President Hahn.

Additional Comments from Audience: None

Approval of agenda:

Items for Approval of 2024 staff pay rates and a Nominating Committee update on 2024 board officer selection were 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 October 24, 2023:

Lori Hahn asked for approval of the minutes for October 24, 2023. **Hearing no objections**, the minutes were approved with Unanimous Consent.

Communications

- **Town Liaison:** The Community Tree Lighting Ceremony and Craft Show will be held on 12/1/23 at the Community Center. The Town budget was approved at the last Town Board Meeting. Bids were approved for the new dog shelter and sidewalk plowing.

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:** There will be no Friends Board meeting in December 2023.

- **Chili Public Library Foundation:** The next CPL Foundation Board meeting is Monday, February 19, 2023.

Statistics:

	October 2023	October 2022	% of change
Circulation	15,743	15,194	4%
Library Visits	9,141	8,712	5%
Reference Questions	1,079	1,089	-1%
Programs (in-house)	63	55	15%
Program Attendance (in-house)	899	692	30%
Items Borrowed (holds)	995	874	14%
Items Loaned (holds)	1,664	1,138	46%
Overdrive	3,433	3,019	14%
Hoopla Circulation	390	338	15%
Meeting/Study Room Use	204	122	67%
Website Sessions	5,000	4,704	6%
Website Pageviews	6,900	7,195	-4%
Curbside	3	0	100%
Sparklab Attendance	96	85	13%
	Nov 2022-Oct 2023	Nov 2021-Oct 2022	% of change
Circulation	201,303	198,314	2%
Library Visits	112,842	104,924	8%
Reference Questions	13,294	13,710	-3%
Programs	667	648	3%
Program Attendance	10,007	7,706	30%
Overdrive	40,339	38,006	6%
Hoopla Circulation	3,991	3,319	20%

October 2023 Virtual Programming

	Sessions	Participants
<u>Adult Programs</u>	1	35

- **CPL-on-the Go!:** CPL-on-the Go! will be present at the Town of Chili Tree Lighting Ceremony, December 1. The library will be a table at the event giving away holiday coloring books and books purchased by the Friends of the Chili Public Library.
- **CPL Holiday Party:** The CPL Holiday Party is Friday, December 15, 2023 at 7:00pm. Library Board, Town Board, CPL Friends Board, CPL Foundation Board, staff and volunteers are welcome to attend.
- **COVID Test Kits** – The Library received two boxes of COVID test kits from the County. Staff are giving them to patrons who ask until supplies run out.
- **NYLA Conference Reports** – This year’s New York Library Association Conference was held on November 2-4, 2023. It was a productive conference attended by Assistant Director Jennifer Lowden, Youth Services and Programs Manager Valerie Watson, and Youth Services staff

Wendy Saxena and Laura Sutter. A report of these workshops they attended will be distributed to the library board.

- **Hands-Only CPR Go Bag:** The Chili Public Library and several member libraries are circulating a Hands-Only CPR Go Bag. The CPR kit includes a carry bag, a mini manikin, a pump bag to inflate the manikin, and a container of disinfecting wipes. Patrons can check out the CPR Kit for three weeks, nonrenewable. They can also put a hold on the item. Attached to the carry bag are instructions and internet links to short video clips on how to inflate the manikin and how to perform CPR.
- **Rochester Regional Library Council Library Legislative Event** – Library Board members Lori Ahearn, Vinny Dallo, and Monique Rew Bigelow attended the annual legislative event at the Henrietta Public Library. At the event was showcased some of the great work going on in our region’s libraries, issues impacting libraries, and word of support spoken by local legislators.



Old Items:

- **None to Report**

New Items:

- **Personnel Update** – Laura Sutter has been promoted from full time Librarian Trainee to full time Librarian I. Her starting date was November 13, 2023 at \$25.00 per hour.

Lori Hahn asked if there were any objections to the approval of the promotion of Laura Sutter from full time Librarian Trainee to full time Librarian I. **Hearing none**, approved by Unanimous Consent.

- **Approval Filing of the 2022 990 Form with the IRS:** As a non-profit the Chili Public Library is required to file a Form 990 with the IRS. EFPR Group performed the town audit. **Action Item:** Approve filing of the 2022 Form 990 with the IRS.

Lori Hahn asked if there were any objections to the approval of the Filing of the 2022 990 Form with the IRS. **Hearing none**, approved by Unanimous Consent.

MCLS Items:

None to Report

State Items:

- **None to report**

Meetings:

- Gates Chili Chamber of Commerce Golf Committee Meeting - 10/30/23
- MCLS Director's Council Meeting – 11/1/23
- CPL Full Staff Meeting – 11/3/23
- Gates Chili Chamber of Commerce Program Committee Meeting - 11/14/23
- Gates Chili Chamber of Commerce Board Meeting – 11/14/23
- Friends of Chili Public Library Board Meeting – 11/14/23
- Rochester Regional Library Council Library Legislative Event - 11/17/23
- CPL Foundation Board Meeting – 11/20/23

Old Business: None

New Business:

- Approval of removing the library's 25 cent hold fee beginning January 1, 2024

The Director informed the Board that 14 of the 20 member libraries now do not charge hold fees. Because of this, some patrons are choosing to pick up their holds at other libraries rather than the Chili Public Library, which affects the circulation. The Director requests the Library Board approve removing the 25 cent hold fee beginning January 1, 2024.

Lori Hahn asked if there were any objections to the approval of removing the library's 25 cent hold fee beginning January 1, 2024. **Hearing none**, approved by Unanimous Consent.

- Approval of Proposed 2024 Chili Public Library Employee Pay Rates

The Director requests the Library Board approve the proposed 2024 Chili Public Library employee pay rates; to go into effect the beginning of payroll 1 on December 17, 2023.

Action Requested: **Approve the Proposed 2024 Chili Public Library Employee Pay Rates as Presented.**

Sara Landes made a motion to approve the Proposed 2024 Chili Public Library Employee Pay Rates as Presented, 2nd by **Monique Rew-Bigelow**. In favor: 5; Opposed: 0; Abstained: 0.

Committees:

- **Nominating Committee**

The Nominating Committee will meet and draft a proposed slate of 2024 Board Officers for Board consideration prior to the Annual Board Meeting in December.

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. Interest remains higher than expected. The time-out software was renewed for 2 years and is reflected under Equipment.

Approval Items:

- Approval of Library Fund Abstract amount of \$39,318.26.
- Approval of Memorial Fund Expenditures of \$2,518.71.
- **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 @ 7:25 pm.

Next meeting date/time: Tuesday, December 19, 2023 @ 6pm in the Chili Public Library Ireland Room.