

**Final
Meeting Minutes, Chili Public Library Board of Trustees Meeting
December 16, 2014**

Board of Trustees: Jill Wynn (President), Judith Kharbas (Vice President), James Lechner (Memorial Fund Treasurer), Susan Ackerman (secretary), Lorraine Ahearn, Barbara White, Andrew Lucyszyn
Library Director: Jeff Baker
Town Liaison: Mary Sperr

Present: Jill Wynn, Judith Kharbas, Susan Ackerman , Lorraine Ahearn, Jim Lechner, Barbara White, Andrew Lucyszyn
Library Director: Jeff Baker
Town Board Liaison: Mary Sperr

Absent: none
Excused: none

Jill Wynn convened the meeting at 6:03pm

Approval of agenda: Motion made by Judith, 2nd by Lori
In favor- 7 ; opposed- 0; abstained- 0

Approval of minutes of November 18, 2014: Motion made by Andrew ; 2nd by Jim
In favor- 7; opposed- 0; abstained- 0

Approval of abstract amt \$ 7,029.26:
In favor- 7; opposed- 0; abstained- 0

Communications

- Guests/Public: none
- Town Board liaison: Mary thanked Jeff for the invitation to the CPL holiday party and the CPL participation in the parade of lights.
- Friends representative--- A representative will attend the April, August and December board meetings. Bob was unable to attend this month's meeting.

Director's Report

General Information:

- **Friends of the CPL Board Meeting** – The next Friend's Board meeting is Tuesday, January 13, 2015 at 6pm. No Library Trustee is scheduled to attend at this time. The Friends are selling Save Around Rochester Coupon Books as a fundraiser - \$20 per book.
- **CPL Statistics** –

Month	November 2014	November 2013	% of change
Circulation	25,538	26,381	-3.2%
Library Visits	12,199	12,117	.7%
Reference Questions	1,556	1,739	-10.5%
Programs	44	47	-6.4%
Program Attendance	1,055	846	25.5%
Overdrive	1,259	1,246	1.0%
Meeting Room	61	70	-12.9%
Website Visits	734*	2,231	-67.1%*
Website Pageviews	1,226*	3,983	-69.2%*
	Month 2013 - Month 2014	Month 2012 - Month 2013	% of change
Circulation	313,232	330,393	-5.2%
Library Visits	156,727	161,458	-2.9%
Reference Questions	22,209	23,866	-6.9%
Programs	553	580	-4.7%
Program Attendance	22,909	17,610	30.0%
Overdrive	15,084	10,655	41.6%

*Results are inaccurate due to the new library website going live and usage not being recorded by Google Analytics.

- **CPL Friends Board 2015 Slate of Officers** – The CPL Friends Board 2015 slate of officers are as follows: Bob Pacer - CPL Friends Board President, Marcia Johnson - Vice-President, Lucy Flint - Treasurer, and Carol Lavalley - Secretary.
- **Sign-Up Sheets** - The director will distribute the CPL Board sign-up sheet for library trustees to attend the 2015 CPL full staff meetings and the CPL Friends Board meetings.
- **Christmas Parade** – On Friday, December 5th the Library had a float in the Town of Chili first annual Christmas lights Parade. This will be an annual event.



- **SWOTS Analysis of MCLS with the MCLS Town Directors** – On December 3rd at the request of the Directors’ Council, Kathy Miller, Director of the Rochester Region Library Council conducted a “SWOTS Analysis” of the Monroe County Library System with the MCLS Town Directors. The SWOTS Analysis was done to identify strengths, weaknesses, opportunities, and threats to the system around the four system priorities of Collaboration, Communication, Training & Development, and Technology”. Results of the analysis will be reviewed at the Director’s Retreat on January 15th.
- **Hold Cards** – The library is having a holiday sale on our CPL Hold Cards until December 31st where patrons can purchase a Hold card for \$4.00 which is a 20% savings. This entitles the holder to six holds per card.
- **Television Series DVDs** – The library’s television series DVDs are now two week non-renewables, changed from one week loans. This was done in response to patron’s request in that most of our television series have multiple DVDs and it is difficult to view them in just one week.
- **International Faxes** – Due to a recent incident of spamming on the library’s public fax machine, the town and library no longer provide public faxing to international calls.
- **Financial Literacy Family Kit** – Each member library has received a Financial Literacy Family Kit made possible by a Financial Regulatory Authority (FINRA) and American Library Association Smart Investing @ Your Library grant. Each kit contains books, games, DVDs, and suggested activities pertaining to money that families, teachers, and caregivers can use to facilitate discussion around basic financial concepts such as spending, saving, and budgeting. According to the National Financial Educators Council only 32% of parents talk to their children about personal finance regularly and only 7% of parents say their child understands financial matters well. Research also suggests that children form their attitudes around money by the end of 5th grade. The kits are appropriate for Pre-K to 6th grade children.
- **MCLS Town Liaison Post Ending** – The Director would like to thank the Library Board for allowing him to take on the role of MCLS Town Liaison for a three year term which ends

December 31st. Taking on this role has allowed him to help guide and become more involved in MCLS services, policies and procedures.

- **1,000 Books Before Kindergarten Program** - The Wheatland-Chili School District in collaboration with the Chili Public Library and the Churchville-Chili School District, Scottsville Public, Library, Gates Public Library, and Newman Riga Public Library is encouraging all parents and caregivers to read 1,000 books to their children before kindergarten. Reading aloud builds vocabulary and literacy skills that are important as children begin to learn to read in kindergarten. Parents will be able to return a reading log to the library and for every 50 books their child will receive a prize.
- **Patron incident at CPL:** a patron who has had incidents at CPL in 2010, 2013, 2014 has been banned from CPL until May 19, 2015. MCLS is now developing a system-wide banning procedure.

New Items:

- **Action item: approval of the 2015 CPL Long Range Plan** – The Director along with the CPL Long Range Planning Committee puts forward the 2015 goals of the CPL Long Range Plan.

Action Requested: Library Board approves the 2015 CPL Long Range Plan as written.

Discussion: Jeff reviewed handout listing goals in 8 areas.

A motion was made to approve the 2015-2019 CPL Long Range Plan as written.

Motion made by Jim ; 2nd by Lori

In favor- 7; opposed- 0; abstained- 0

- **New Part Time Library Trainee** – Valerie Scheg has been promoted to being a part-time Librarian Trainee – Teen and Adult Services, effective December 1, 2014 at an hourly rate of \$10.

Action Requested: Library Board endorses Valerie Scheg as part-time Librarian Trainee at the hourly rate of \$10.

Discussion: The Board endorsed this action

- **Action Item: Approval of the Proposed 2015 CPL Employee Pay Rate** – The director requests the library board approve the proposed 2015 employee pay rate increase of 2.5% as is reflected in the Town's 2015 approved budget.

Action Requested: Approve the Proposed 2015 CPL Employee Pay Rate Increase of 2.5%.

Discussion: The original proposal was for a 2% increase. The Board would like to maintain a good amount in surplus. We would like to let staff know they are appreciated. A 3% increase would use too much of the surplus. Members wished to consider the idea of a 2.5% increase. We would like to cultivate relationships with legislators in order to secure more funding.

A motion was made to approve the Proposed 2015 CPL Employee Pay Rate Increase of 2.5%.

Motion made by Jim; 2nd by Lori
In favor- 7; opposed- 0; abstained- 0

- **Action Item: Approval of Employee Pay Rates due to the Minimum Wage Increase Effective December 31, 2014** – the minimum wage increases from \$8.00 per hour to \$8.75 effective December 31, 2014. The director request the library board approve employee pay rates to reflect the minimum wage increase effective December 31, 2014. **Action requested:** approve employee pay rates to reflect the minimum wage increase to \$8.75 for affected employees effective December 31, 2014.

Discussion: the rate increase is starting on December 31, 2014 instead of January 1. This rate increase is required by law.

- **A motion was made** to approve employee pay rates to reflect the minimum wage increase to \$8.75 for affected employees effective December 31, 2014.
Motion made by Barbara; 2nd by Judith
In favor- 7; opposed- 0; abstained- 0

- **Action Item: Approval of renewal of Jim Lechner's 5 year term.**
Action Requested: Approval of renewal of Jim Lechner's 5 year term.
Discussion:

A motion was made to approve renewal of Jim Lechner's 5 year term.

Motion made by Lori; 2nd by Andrew
In favor- 6; opposed- 0; abstained- 1

System News:

- None to report

State news:

- None to report

Meetings and Workshops and Outreach:

MGM Meeting – 12/1/14

Gates Chili Chamber of Commerce Golf Fundraiser Meeting – 12/2/14

Directors' Council Meeting – 11/3/14
Town Holiday Parade – 12/5/14
Gates Chili Events Newsletter Meeting – 12/9/14
CPL Friends Committee Meeting – 12/9/14
CPL Staff Holiday Party – 12/12/14
MCLS Library Board Meeting – 12/15/14
MGM Meeting – 12/15/14

Committees: none

Old Business – none

New Business-

- Barbara White resigned her position on the Board due to relocation. Jill thanked her for her participation and commitment, including her work on the Personnel committee. Today is her last meeting; she signed the resignation form tonight.
- Nominating committee has possible new Board member to finish Barbara's 3 year term; will contact the prospective candidate and bring name to January meeting.
- Jim has requested a leave of absence to April 1 due to travel
- Susan has requested a leave of absence to May 1 due to taking a class. Lori will act as the Board secretary
- Jill has requested that the Board meetings start at 6:30 from January to May; Jill is taking a class

Adjourn 7:25pm

Next meeting date/time: January 27, 2015 @ Chili Public Library Barbara Ireland Community

Room. 6:30pm.