

# Chili Public Library Board of Trustees Meeting Approved Minutes for August 23, 2016

## 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:** Susan Ackerman (President) Judith Kharbas (Vice-President), Lorraine Ahearn (Secretary), James Lechner (Memorial Fund Treasurer), Andrew Lucyszyn, Karen Reifenstein, Jeffrey Stoiber

Library Director: Jeff Baker  
Town Liaison: Mary Sperr

Absent: None  
Excused: None

**Meeting convened** by President Ackerman @ 6:00

**Approval of agenda:** Motion made by Jim; 2nd by Jeff  
In favor 7; opposed 0; abstained 0

**Approval of minutes** of July 24, 2016: Motion made by Karen; 2nd by Jeff  
In favor 7; opposed 0; abstained 0

## Communications

- Guests/Public: None
- Town Board Liaison/Gates Chili Chamber of Commerce Liaison: The final accounting for the Chamber Golf Tournament is not complete but the estimate is nearly \$8,000 for each library. There were 81 golfers and 47 dinner only participants. Mary thanked Jeff for all his time and effort. The 2017 tournament will be on Monday, August 7, 2017

## Director's Report

### General Information:

- **Friends of the CPL Board Meeting** – The next Friend's Board meeting is Tuesday, September 13, 2016 at 6pm. Andrew Lucyszyn has volunteered to attend. The Summer Reading Program is now over. The Friends supported adult summer reading grand prize winners were Laura Healy (Kindle Fire) and Patricia Poteat (\$50 Wegmans Gift Card). The Teen Summer Reading Grand Prize Winners were awarded to Adriana Croce and Sergey Gurman (Passes to Altitude Trampoline Park). The Children's Summer Reading Program Grand Prize Winner was Maggie

Amesbury (Seneca Park Zoo Membership). Erynne Pearson, won of the Friends Summer Reading Basket. The Gates Chili Chamber of Commerce Golf Tournament and Dinner Auction was a huge success with nearly \$8,,000 raised for the Chili Public Library. 82 golfers and 47 non-golfers attended the fundraiser. The Board appreciates The Friends' support of the Summer Reading Program.

<b>Month</b>	<b>July 2016</b>	<b>July 2015</b>	<b>% of change</b>
<b>Circulation</b>	24,826	28,671	-13%
<b>Library Visits</b>	13,223	15,812	-16%
<b>Reference Questions</b>	1,601	1,979	-19%
<b>Programs</b>	50	66	-24%
<b>Program Attendance</b>	840	1,649	-49%
<b>Overdrive</b>	1,712	1,554	10%
<b>Meeting Room</b>	72	92	-22%
<b>Website Visits</b>	5,717	5,039	13%
<b>Website Pageviews</b>	10,153	8,928	14%
	August 2015 - July 2016	August 2014 - July 2015	% of change
<b>Circulation</b>	276,762	301,753	-8%
<b>Library Visits</b>	148,759	154,698	-4%
<b>Reference Questions</b>	18,240	19,420	-6%
<b>Programs</b>	528	568	-7%
<b>Program Attendance</b>	14,121	15,241	-7%
<b>Overdrive</b>	19,046	16,432	16%

Circulation and Library visits are down at CPL. This continues to be a concern for many MCLS members. We have addressed this concern in our Long Range Plans. Program numbers vary from year to year depending on the timing of programs. Jeff included a "Review of the 2016 Summer Reading Program"

which detailed the many programs and attendance broken down by family, children up to teens and teen participants. This year the focus was on family. There were less big programs than in previous years.

- **CPL Friends Booksale** - September 28<sup>th</sup> from 4pm-8pm (members preview), September 29<sup>th</sup> from Noon to 8pm, September 30<sup>th</sup> from 9am-4pm, October 1<sup>st</sup> from 9am – 4pm, and a \$3 bag sale October 2<sup>nd</sup> from 1 pm-4pm. Our in-house book sales continues to do well under the management of Marcia.
- **Town Budget Workshop** - The Library's Town Budget Workshop is scheduled for Wednesday, September 7<sup>th</sup> at 5pm.
- **Gates Chili Chamber of Commerce State of the State Address Event** – Senator Michael Ranzenhofer and Senator Joseph Robach will be giving a State of the State Address at the next Gates Chili Chamber of Commerce event on Friday, September 16<sup>th</sup>. Online registration is available on the chamber's website. See Jeff if you are interested in attending. The cost is \$20 for members and \$25 for non-members.

#### **Old Items:**

- **Little Free Library** – The Little Free Library at Union Station Park has been officially registered on the [littlefreelibrary.org](http://littlefreelibrary.org) website. The Little Free Library can now be located on the [www.littlefreelibrary.org](http://www.littlefreelibrary.org) map. The Little Free Library has been in use for one month and 252 donated books have been shared. Residents are not only taking books to read but are dropping off books for others to share.
- **Teen Area Renovation Project** – Delivery and installation of the renovated Teen area is scheduled for Friday, August 26<sup>th</sup>. There will be a ribbon cutting of the Teen Area renovation to be held on Friday, September 9<sup>th</sup> at 5pm. Supervisor Dunning and Senator Ranzenhofer will attend the ribbon cutting.

#### **New Items:**

- **Approval of LLSA Payments Agreement** - Between the Monroe County Library System and the Chili Public Library.

Whereas the System anticipates receiving 2016-17 Local Library Services Aid (LLSA) from the State of New York, the purpose of which is to enhance member libraries ability to provide library services to their local communities, and

Whereas the System is required to distribute these funds to System Member libraries based on a per capita formula

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

Therefore the system shall pay the Library \$8,303. The payment will be based on the funding level established by the New York State Education Department Division of Library Development for the 2016-17 fiscal year.

**Action item: Approve the LLSA Payment Agreement as Written.**

Discussion: Jeff included the formal wording of the agreement to highlight the relationship to state aid. State increase correlates with increased advocacy.

**Sue called for a motion to Approve the LLSA Payment Agreement as Written.**

Motion made by Jim; 2nd by Andrew

In favor 7; opposed 0; abstained 0

**Approval for the Library to be Closed 12pm-2pm on Friday, December 23<sup>rd</sup> in Order for Library Staff to Take Part in the Town Staff Holiday Party** –The Town’s Staff Annual Holiday Party is Friday, December 23<sup>rd</sup> from 12pm-2pm at the Senior Center. Library Board and library staff are welcome to attend. All Town Departments are closed during that time. The Library Director requests that the Library close during that time so staff may participate in the event.

**Action Item: Approve the Library being closed from 12pm-2pm on Friday, December 23<sup>rd</sup> in order for the Library Staff to join the Town Staff Holiday party.**

**Sue called for a motion to Approve the Library being closed from 12pm-2pm on Friday, December 23<sup>rd</sup> in order for the Library Staff to join the Town Staff Holiday party.** Motion made by Andrew; 2nd by Jeff

In favor 7; opposed 0; abstained 0

**Approval of Maintaining the 50 Cent Holds Fee for the Remainder of 2016** – For June and July 2016, the library has had 741 more holds than last year due to the library reducing the hold fee from \$1 to 50 cents. During June and July the library has had \$93 less in holds fee revenue than the previous year. The reduction in holds fee has been greatly received by our patrons.

**Action item: Approve keeping the holds fee at 50 cents for the remainder of the year**

Discussion: There has been much positive feed back from patrons. Many of the libraries are considering a \$.50 hold fee. We have budgeted for the \$.50 fee. Jeff will add the holds to our monthly “stats “ information.

**Sue called for a motion to approve keeping the holds fee at 50 cents for the remainder of the year.** Motion made by Judith; 2nd by Karen

In favor 7; opposed 0; abstained 0

· **2016 NYLA Conference Approval:** The director is requesting the library board approve two librarians attend this year's New York Library Association (NYLA) Conference in Saratoga Springs, NY, November 6-8, 2014. The cost is not to exceed \$1,710 to cover registration, mileage, meals and two night's hotel.

**Action item: Approve the cost (not to exceed \$1,710) in registration, mileage and lodging for two librarians (Cathy Kyle and Valerie Scheg) to attend the 2016 NYLA Annual Conference.**

Discussion: After attending the conference Cathy and Valerie will submit a written report to Jeff.

**Sue called for a motion to Approve the cost (not to exceed \$1,710) in registration, mileage and lodging for two librarians (Cathy Kyle and Valerie Scheg) to attend the 2016 NYLA Annual Conference.** Motion made by Karen; 2nd by Lori

In favor 7; opposed 0; abstained 0

· **Approval of Purchasing a Multi-Tier Oak Veneer Display Unit and a Wooden Book Truck not to exceed \$1,600 from the CPL Memorial Fund -** \$1,500 was donated by a patron to the CPL Memorial Fund to go toward the purchase of display units for the library. The director requests the library board approve the purchase of a Multi-Tier Oak Veneer Display Unit to be placed by the Checkout Desk and a Wooden Oak Book Truck to be placed by the in-house booksale. Together these items will not exceed \$1,600.

**Action item: Approve the Purchase of a Multi-Tier Oak Veneer Display Unit and a Wooden Book Truck not to exceed \$1,600 from the CPL Memorial Fund**

Discussion: \$1,500 was donated to The Memorial Fund specifically for this purchase.

**Sue called for a motion to approve the Purchase of a Multi-Tier Oak Veneer Display Unit and a Wooden Book Truck not to exceed \$1,600 from the CPL Memorial Fund.**

Motion made by Jim; 2nd by Karen

In favor 7; opposed 0; abstained

· **Approval of the 2017-2021 Chili Public Library Long Range Plan –** The CPL Long Range Planning Committee request the Library Board to approve the 2017-2021 CPL Long Range Plan.

**Action item: Approve the 2017-2021 Chili Public Library Long Range Plan as Presented.**

Discussion: Our first priority focuses on ensuring patrons are aware of what CPL offers. Our next priority is funding. Under this is a goal to develop sources of municipal and outside funding with a strategy to establish a CPL Foundation. The document has 5 priorities identified after the survey and focus groups responses were analyzed. There are goals, strategies, activities and evaluation methods for each priority. The paging of the document will be adjusted for easier reading.

**Sue called for a motion to Approve the 2017-2021 Chili Public Library Long Range Plan as Presented.** Motion made by Andrew; 2nd by Jim

In favor 7; opposed 0; abstained 0

**MCLS News:**

- No news to report

**State News:**

- No news to report

**Meetings and Workshops and Outreach:**

- Gates Chili Chamber of Commerce Golf Tournament and Dinner Auction – 8/1/16
- Supervisor/Library Board President Meeting – 8/2/16
- Friends of the Chili Public Library Board Meeting – 8/9/16
- Gates Chili Chamber of Commerce Golf Tournament Meeting – 8/16/16

**Committees:** Long Range Planning Committee: Document approved as presented. The Committee will continue to evaluate our goals as well as material and space needs.

**Old Business:** None

**New Business:** None

**Additional Comments from Audience:** None

**Review of CPL Budget spreadsheet and Memorial Fund spreadsheet:** Travel/Conferences was a bit higher than budgeted due to an opportunity for the Library Assistants to attend a conference. The variance under equipment will be covered by the Ranzenhofer Grant. Nothing unusual in the Memorial Fund.

**Approval of Library Fund abstract for \$11,234.02:** Motion made by Lori; 2nd by Karen  
In favor 7; opposed 0; abstained 0

**Approval of Memorial Fund Expenditures:** Approved in a previous motion.

**Approval of Memorial Fund Donations:** No donations

**Sue called for a motion to adjourn at 7:15.** Motion made by Lori; 2nd by Jeff  
In favor 7; opposed 0; abstained 0

**Next meeting date/time: September 27 @ Chili Public Library Barbara Ireland  
Community Room. 6:00pm.**