

# Meeting Minutes, Chili Public Library Board of Trustees Meeting-APPROVED

## August 27, 2013

### Agenda

Board of Trustees: Jill Wynn (President), Sue Ackerman (Secretary), Lori Ahearn, Judith Kharbas (Vice President), James Lechner, Andrew Lucyszyn, Barbara Sickles

Library Director: Jeff Baker

Town Liaison: Michael Slattery

Present: Jill Wynn, Judith Kharbas, James Lechner, Lori Ahearn, Barbara Sickles, Andrew Lucyszyn

Library Director: Jeff Baker

Friends Representative: Sandy Roether

Absent: none

Excused: Susan Ackerman

Late: Judith

President Jill Wynn convened the meeting at 6:04pm

Approval of agenda with addition of Friends report: Motion made by Jim, 2<sup>nd</sup> by Barbara  
In favor-5; opposed- 0; abstained- 0

Approval of minutes of July 23, 2013: Motion made by Barbara, 2<sup>nd</sup> by Jim  
In favor-5; opposed-0; abstained-0

Approval of abstract amount: \$17,516.07 Motion made by Barb, 2<sup>nd</sup> by Jim  
In favor-6; opposed-0; abstained-0

### Communications

- Friends Representative Sandy Roether: Sandy will be retiring from the Friends Board as of the September meeting. After running numerous book sales she will serve in an advisory role to the Friends Board for the September 13-16<sup>th</sup> book sale. Jeff thanked Sandy for her work and dedication. He noted that past book sales have resulted in providing supplemental revenue for library needs and helped pay for the renovation of the Children's Room
- **Friends of the CPL Board** – The next meeting of the Friend's Board is on Tuesday, Sept 10<sup>th</sup>. Jim will attend the September meeting.
- **“What Every Library Trustee Should Know”** – There is a new resource posted on the State Library's website. The archived presentation of this popular new webinar and PowerPoint slides is now available at <http://www.nysl.nysed.gov/libdev/trustees>. In the webinar the following topics are covered:
  - Your role as a Trustee
  - Effective Board Meetings
  - Legal and Fiduciary Responsibilities; and
  - Working with your fellow Trustees and Library Director.

Andrew and Barbara will attend an MCLS orientation. Jeff informed us that the orientation is “going on the road” which should open up more opportunities to attend. He will pass on the information as he receives it.

**CPL Statistics –**

August	2013	2012	% change
Circulation	33,339	31,573	6%
Library visits	16,149	15,174	6%
Reference questions	3,019	2,481	21%
Programs	50	38	32%
Program attendance	1,748	1,106	63%
OverDrive	931	767	21%
	Aug 2012 – Jul 2013	Aug 2011 – Jul 2012	
Circulation	334,605	329,029	2%
Library visits	164,486	171,638	-4%
Reference questions	24,281	26,040	-8%
Programs	571	502	14%
Program attendance	14,850	13,416	11%
OverDrive	9,660	4,996	93%

**Budget:**

- Jeff and Jill will participate in the town’s budget workshop on Sept. 12<sup>th</sup>, 2013.

**New Items:**

**Approval of the Declaration for the Right to Libraries** – The American Libraries Association has proposed a new initiative entitled Libraries Change Lives. It will focus on increasing public understanding of the value of libraries, especially in the realms of literacy, innovation, and community engagement. To that end ALA created the document Declaration for the Right to Libraries to serve as a strong public statement of the value of libraries for individuals, communities, and our nation. The Director requests the CPL Library Board approve this declaration as a CPL policy.

**Action Requested:** Approve the Declaration for the Right to Libraries as a CPL policy as presented.

Discussion: Jeff and Judith were on this MCLS committee. Jill commented that this declaration supports funding requests made in the proposed CPL budget .

A motion was made to approve the Declaration for the Right to Libraries as a CPL policy as presented.

Motion made by Andrew, 2<sup>nd</sup> by Judith.

In favor-6; opposed- 0; abstained- 0

**Summer Reading Statistics** – This summer will be remembered as being one of the busiest and most productive. The theme for this year’s Summer Reading Program was ‘Dig into Reading’ and the kids took that to heart. 850 children signed up for the program which broke our registration record. Adding to the fun were the weekly prizes we offered. Nicole, our page, constructed a six foot treasure chest filled with books and goodies which the kids chose from. Not only did we present reading opportunities for our residents but we had 51 programs which 3,426 kids and teens participated. The children’s programs which were particularly popular were the Zoomobile, Magic Show, Tie Dye Program, and the Truck Show. The Teens got into the reading act as well and read 306 books. For each book and program the teens attended they were entered into a weekly drawing for gift certificates and other prizes. The adults did their part too and read 414 books. We are proud of the accomplishments we were able to achieve over the summer for our reading public.

Discussion: Some possible contributions to the success this summer were interest in the special programs and fun activities. Many students are also required to do summer reading and the library directly supports this goal.

· **Directors' Council Approves Reporting OverDrive Circulation by Town Code Beginning September 1, 2013**

- Until now a formula has been used to estimate OverDrive circulation for member libraries. This was done initially because there was no accurate way to determine OverDrive circulation and it gave incentive to purchase more digital material. Now that circulation can be determined by town code and that the OverDrive collection has grown, the motion was approved to have the member libraries start using Town Code for OverDrive circulation beginning September 1, 2013.

Discussion: The MCLS Board was behind this change. This format will more accurately reflect increase circulation at CPL.

**System News:**

- None to report.

**State news:**

- None to report.

**Meetings and Workshops:**

- CPL Circ and Reference Staff Meeting – 8/2/13
- Facilities Management for Libraries Workshop – 8/5/13
- MCLS Contact Subcommittee Meeting –8/6/13
- CPL Staff Training Day Meeting – 8/6/13
- Directors' Council – 8/7/13
- CPL Friends Board – 8/13/13
- MCLS Special Services Operations Committee Meeting – 8/16/13
- MCLS Meeting – 8/20/13
- MCLS Policies Team – 8/20/13
- CPL Personnel Committee – 8/20/13
- CPL Staff Training Day Meeting – 8/27/13

Adjourn: 6:46

**Next meeting date/time: September 24, 2013 @ Chili Public Library Barbara Ireland Community Room. 6pm.**