

Chili Public Library Board of Trustees  
Approved Minutes for May 28, 2024

**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: Monique Rew-Bigelow (President), Lorraine Ahearn (Vice President), Sara Landes (Secretary), James Lechner (Memorial Fund Treasurer), Vinny Dallo, Brian Hart, Caitlin Lindenhovius, Aubrey Mowers, Robert Bones

Library Director: Jeff Baker

Town Liaison: Mary Sperr

Absent: None

Excused: None

CPL Staff Present: Assistant Director Jennifer Lowden, Valerie Watson

**Meeting called to order @ 6:00** by President Rew-Bigelow

**Welcome New Library Board Member:** Introductions and welcome to new board member Bert Bones.

**Additional Comments from Audience:** None

**Approval of agenda: Monique Rew-Bigelow asked for approval** of the agenda. **Hearing no objections**, the agenda was approved with Unanimous Consent.

**Approval of minutes** of April 23, 2024:

**Monique Rew-Bigelow asked for approval** of the minutes for April 23, 2024. **Hearing no objections**, the minutes were approved with Unanimous Consent.

**Communications**

- **Town Liaison:** A public hearing was held regarding disbanding the Parks & Recreation Committee. Vendors are still being accepted for the Chili Summerfest, which will be held on June 29<sup>th</sup> from 3-10 on Chili Ave at Chili Center.

**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:** The next Friends Board meeting is Tuesday, June 11, 2024.
- **CPL Foundation:** The next CPL Foundation Board meeting is Monday, June 17, 2024.

**Statistics:**

|                                      | <b>April 2024</b>        | <b>April 2023</b>        | <b>% of change</b> |
|--------------------------------------|--------------------------|--------------------------|--------------------|
| <b>Circulation</b>                   | 17,652                   | 15,964                   | 11%                |
| <b>Library Visits</b>                | 10,957                   | 9,618                    | 14%                |
| <b>Reference Questions</b>           | 1,206                    | 1,113                    | 8%                 |
| <b>Programs (in-house)</b>           | 66                       | 58                       | 14%                |
| <b>Program Attendance (in-house)</b> | 884                      | 554                      | 60%                |
| <b>Items Borrowed (holds)</b>        | 1,220                    | 877                      | 39%                |
| <b>Items Loaned (holds)</b>          | 1,868                    | 1,368                    | 37%                |
| <b>Overdrive</b>                     | 3,396                    | 3,304                    | 3%                 |
| <b>Hoopla Circulation</b>            | 432                      | 310                      | 40%                |
| <b>Meeting/Study Room Use</b>        | 220                      | 218                      | 1%                 |
| <b>Website Sessions</b>              | 4,100                    | 4,598                    | -11%               |
| <b>Website Pageviews</b>             | 6,000                    | 7,551                    | -21%               |
| <b>Curbside</b>                      | 0                        | 1                        | -100%              |
| <b>Sparklab Attendance</b>           | 162                      | 85                       | 91%                |
|                                      | <b>May 2023-Apr 2024</b> | <b>May 2022-Apr 2023</b> | <b>% of change</b> |
| <b>Circulation</b>                   | 203,408                  | 199,416                  | 2%                 |
| <b>Library Visits</b>                | 117,409                  | 108,666                  | 8%                 |
| <b>Reference Questions</b>           | 14,130                   | 13,130                   | 8%                 |
| <b>Programs</b>                      | 709                      | 654                      | 8%                 |
| <b>Program Attendance</b>            | 10,825                   | 8,026                    | 35%                |
| <b>Overdrive</b>                     | 41,082                   | 39,132                   | 5%                 |
| <b>Hoopla Circulation</b>            | 4,425                    | 3,745                    | 18%                |

**Virtual Programming – April 2024**

|                       | <b>Sessions</b> | <b>Participants</b> |
|-----------------------|-----------------|---------------------|
| <b>Adult Programs</b> | 1               | 35                  |

- **Upcoming Spring/Summer Library Events** – The Library Director and Head of Youth Services and Programming will review the upcoming Spring/Summer Library events including the Summer Reading Program.
- **CPL Native Plant Garden Open for Public Viewing** – Recently the Hubbard Springs Garden Club of Chili has tended to the Library’s Native Plant Garden, and it is now open for public viewing, Monday through Saturday, from 9:00am-4:45pm.
- **NYLA YSS Conference Reports** – This year’s New York Library Association Youth Services Section Conference was held on April 19, 2024. It was a productive conference attended by Valerie Watson, Head of Youth Services and Programming, and Youth Services staff Laura Sutter, Wendy Saxena, and Jill Marshall. A report of the workshops they attended will be distributed to the library board meeting.

- **Approval of 2023 Chili Public Library Annual Report to the Community** – A minimum standard of the State Library is for public libraries to produce an Annual Report to the Community.  
**Action Requested:** Approve the 2023 Chili Public Library Annual Report to the Community.

**Monique Rew-Bigelow asked if there were any objections** to approving the 2023 Chili Public Library Annual Report to the Community. **Hearing none**, approved by Unanimous Consent.
- **Approval of Library Being Closed Saturday, June 29, 2024 for Chili Summerfest** – This year the Chili Summerfest will be held Saturday, June 29 from 3pm-10pm. The Chili Community Center facility will be closed that day to make room for parking. The Library will have a booth at the festival.  
**Action Requested:** Approve the Library Being Closed Saturday, June 29, 2024.

**Monique Rew-Bigelow asked if there were any objections** to approving the Library Being Closed Saturday, June 29, 2024 for Chili Summerfest. **Hearing none**, approved by Unanimous Consent.
- **Approval of Quote from Workplace Interiors for Additional Music CD Shelving** – The Library’s music CD collection is still actively used by the public and is one of the most eclectic of the member libraries. Patrons have said the music CDs on the bottom shelves are difficult to browse. In order to achieve the Library’s goal of being a welcoming place, the Library Director requests the purchase of 18 additional CD shelves from Workplace Interiors not to exceed \$2,756. This will allow the CDs on the bottom shelves to be moved up for easier viewing.  
**Action Requested:** Approve the Quote from Workplace Interiors for Additional Music CD Shelving Not to Exceed \$2,756.

**Monique Rew-Bigelow asked if there were any objections** to approving the Quote from Workplace Interiors for Additional Music CS Shelving Not to Exceed \$2,756. **Hearing none**, approved by Unanimous Consent.
- **Approval of Tutoring Policy Update** – The CPL Board Policy Committee has reviewed the Library’s Tutoring Policy and requests the Library Board approve the recommended update.  
**Action Requested:** Approve the Tutoring Policy Update.

**Monique Rew-Bigelow asked if there were any objections** to approving the Tutoring Policy Update. **Hearing none**, approved by Unanimous Consent.
- **Approval of Fax Policy Update** – The CPL Board Policy Committee has reviewed the Library’s Fax Policy and requests the Library Board approve the recommended update. **Action Requested:** Approve the Fax Policy Update.

**Monique Rew-Bigelow asked if there were any objections** to approving the Fax Policy Update. **Hearing none**, approved by Unanimous Consent.
- **Approval of Lost and Found Policy Update** – The CPL Board Policy Committee has reviewed the Library’s Lost and Found Policy and requests the Library Board approve the recommended update.

**Action Requested:** Approve the Lost and Found Policy Update.

**Monique Rew-Bigelow asked if there were any objections** to approving the Lost and Found Policy Update. **Hearing none**, approved by Unanimous Consent.

- **Approval of Remote Work Policy** – The CPL Board Policy Committee has developed a Library Remote Work Policy and requests the Library Board approve the policy.  
**Action Requested:** Approve the Remote Work Policy.

Approval of the Remote Work Policy has been tabled until the June 2024 Library Board Meeting.

**MCLS Items:** None to Report

**Meetings:**

- MCLS Director’s Council Meeting – 5/1/24
- CPL Full Staff Meeting – 5/3/24
- Gates Chili Chamber of Commerce Golf Tournament Committee – 5/8/24
- New CPL Webpage Redesign Meeting – 5/13/24
- Gates Chamber of Commerce Program Committee Meeting – 5/14/24
- Gates Chamber of Commerce Board Meeting – 5/14/24
- Friends of the Chili Public Library Board Meeting – 5/14/24
- Gates Chamber of Commerce Networking Luncheon – 5/15/24
- CPL Board Policies Committee Meeting – 5/17/24

**Old Business:** None

**New Business:** None

**Committees:**

**CPL Board Policies Committee.** The approvals requested below were either approved or noted to be postponed in the Director’s report section above.

- Approval of Tutoring Policy Update
- Approval of Fax Policy Update
- Approval of Lost and Found Policy Update
- Approval of Remote Work Policy

**Review of the CPL Budget Spreadsheet and Memorial Fund Spreadsheet:** Interest revenue continues to be higher than anticipated. “Refunds from prior years” includes the annual Vail Insurance refund amount. The FFRPL grant received was noted under “Gifts & Donations – Other”.

**Approval Items:**

- Approval of Library Fund Abstract amount of \$13,552.84.
- Approval of Memorial Fund Expenditures of \$5,393.

**Monique Rew-Bigelow 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 @ 7:08 pm.**

**Next meeting date/time: Tuesday, June 25, 2024 @ 6pm in the Chili Public Library Ireland Room.**