

Chili Public Library Board of Trustees
Approved Minutes for September 24, 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: Monique Rew-Bigelow

CPL Staff Present: Jennifer Lowden, Assistant Director

Meeting called to order @ 6:00 by Vice President Ahearn

Additional Comments from Audience: None

Approval of agenda of September 24, 2024.

- An item was added to the agenda to review Roberts Rules of Order.

Lori Ahearn asked for the approval of the agenda for September 24, 2024 with the change above.

Hearing no objections the agenda was approved with unanimous consent.

Approval of minutes of August 27, 2024. **Lori Ahearn asked for the approval** of the minutes of August 27, 2024. **Hearing no objections** the minutes were approved with unanimous consent.

Communications

- **Town Liaison:** The Town will host a Veteran's Breakfast on Saturday, November 9th with an unveiling for the new Veteran's Monument at the Community Center. Work on the new "Milkhouse Park" near the highway garage on Archer Road is moving forward. The preliminary meeting for the Town Budget will be held October 16th. All playground work has been completed.

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, October 8, 2024. Library Board member Jim Lechner has volunteered to attend. Upcoming Booksale - Friends Preview - Thursday, September 26 from 4pm-8pm. General Public - Friday, September 27 from

9am-5pm, Saturday, September 28 from 9am-5pm. \$5 Bag Sale - Sunday, September 29, from 1pm-4pm

Statistics:

	August 2024	August 2023	% of change
Circulation	24,807	19,454	28%
Library Visits	10,725	10,357	4%
Reference Questions	1,232	1,208	2%
Programs (in-house)	69	62	11%
Program Attendance (in-house)	1,159	891	30%
Items Borrowed (holds)	1,269	969	31%
Items Loaned (holds)	1,673	1,431	17%
Overdrive	3,752	3,431	9%
Hoopla Circulation	454	377	20%
Meeting/Study Room Use	190	171	11%
Website Sessions	4,800	3,354	43%
Website Pageviews	7,400	4,817	54%
Sparklab Attendance	235	158	49%
	Sep 2023-Aug 2024	Sep 2022-Aug 2023	% of change
Circulation	218,720	201,151	9%
Library Visits	116,615	112,079	4%
Reference Questions	13,763	13,296	4%
Programs	717	657	9%
Program Attendance	11,286	9,885	14%
Overdrive	41,673	39,753	5%
Hoopla Circulation	4,857	3,917	24%

* May 2024 – Automatic Renewals Began

- **Chili Public Library Webpage Redesign Review** - The Library Director will review with Board the final new webpage redesign.

New Items:

- **Approval of Personnel Hires** – Haley Inges has been hired as a part-time Library Page with a start date of September 9, 2024 at a \$16.05 pay rate. Evelyn Henderberg has been hired as a part-time Library Page with a start date of September 17, 2024 at a \$16.05 pay rate. Joanne Bauer has been hired as a part-time substitute Library Clerk with a start date of September 30, 2024 at a \$17.05 pay rate.
Action Item: Approve the hires as described.

Lori Ahearn asked for the approval of the hires as described. **Hearing no objections**, approved with unanimous consent.

- **Approval of \$750 from the Memorial Fund for the 2024 CPL Holiday Party:** The CPL Holiday Party is going to be Friday, December 13, 2024 at 7:00pm. Library Board, Town Board, CPL Friends Board, CPL Foundation Board, staff and volunteers are welcome to

attend. The party is a venue whereby the Library has an opportunity to thank everyone involved for a productive and successful year. The Director requests \$750 from the Memorial Fund to cover the cost of food and additional decorations for the new library space.

Action Item: Approve \$750 from the Memorial Fund to cover the cost for the 2024 Holiday Party

Lori Ahearn asked for the approval of \$750 from the Memorial Fund to cover the cost for the 2024 Holiday Party. **Hearing no objections**, approved with unanimous consent.

MCLS Items

- None to Report

Meetings:

- Gates Chamber of Commerce Town Budget Workshop – 9/4/24
- Full Staff Meeting – 9/6/24
- Gates Chamber of Commerce Program Committee Meeting – 9/10/24
- Gates Chamber of Commerce Board Meeting – 9/10/24
- MCLS Directors Council Retreat – 9/11/24
- MCLS Member Library Directors Council Meeting – 9/19/24
- Gates Chamber of Commerce Program Committee Meeting – 9/24/24

Old Business:

- Board of Trustee Committee Assignments – the Board received an updated document showing committee assignments and definitions.

New Business:

- Review Roberts Rules of Order- the Board reviewed a Roberts Rules of Order document explaining Unanimous Consent versus Motion and Second.

Committees: None

Approval Items:

- Approval of Library Fund Abstract amount of \$11,775.02.
- Approval of Memorial Fund Expenditures of \$175.00.

Lori Ahearn 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 @ 6:45 pm.

Next meeting date/time: Tuesday, October 22, 2024 @ 7pm in the Chili Public Library Conference Room*

*The Friends of the Chili Public Library will hold a reception for Lifetime Members on October 22, 2024 in the Ireland Room at 6:00.