

Chili Public Library Board of Trustees
Approved Minutes for October 22, 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: Sara Landes, Robert Bones

CPL Staff Present: Jennifer Lowden, Assistant Director

Meeting called to order @ 7:01pm by President Rew-Bigelow

Additional Comments from Audience: None

Approval of agenda: Monique Rew-Bigelow asked for the approval of the agenda for October 22, 2024. Hearing no objections, the agenda was approved with unanimous consent.

Approval of minutes: Monique Rew-Bigelow asked for the approval of the Minutes of September 24, 2024. Hearing no objections, the minutes were approved with unanimous consent.

Communications

- **Town Liaison:** The Town Board presented a proclamation to honor The Friends of the Chili Library. The new owner of the property, that was the former Senior Center, presented his current concept ideas for its development, to the Chili Board. On Saturday, November 9, 2024, The Town Board will host a breakfast in honor of Chili's veterans followed by a dedication ceremony at the new veterans monument.

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:

- **Staff Retreat:** Jenn Lowden presented a summary of the CPL Staff retreat held on October 4, 2024, at Go Art! in Batavia. The day centered around staff cohesiveness in light of the many changes that have occurred over the past four years. The speakers were well received and sparked ideas for future monthly staff meetings. It was a successful event

- **Friends of the CPL Board:** The Friends September Books Sale was a success. It brought in over \$4,000 and was the best Fall Sale to date! The Chili Town Board, at their October meeting, presented a proclamation to the CPL Friends stating October 20-26, 2024 as Friends of Library Week. The Friends of Libraries Section of the New York Library Association (NYLA) Regional Friends Group had a meet-up at the Chili Public Library on October 19, 2024. The annual meeting of the Friends Board is Tuesday, October 22, 2024. Jim Lechner has volunteered to attend. The Friends Board will recognize lifetime donors at an event on October 23, 2024.
- **CPL Foundation:** The CPL Foundation Board met in October and approved the concept design of a Giving Tree to be built and placed in the Library. The goal is to build up an endowment.

Statistics:

	September 2024	September 2023	% of change
Circulation	20,786*	15,540	34%
Library Visits	8,458	8,319	2%
Reference Questions	1,007	1,155	-13%
Programs (in-house)	48	53	-9%
Program Attendance (in-house)	434	406	7%
Items Borrowed (holds)	1,153	921	25%
Items Loaned (holds)	1,780	1,603	11%
Overdrive	3,542	3,263	9%
Hoopla Circulation	426	305	40%
Meeting/Study Room Use	165	158	4%
Website Sessions	2,700	4,400	-39%
Website Pageviews	4,100	6,400	-36%
Sparklab Attendance	68	64	6%
	Oct 2023-Sep 2024	Oct 2022-Sep 2023	% of change
Circulation	223,972	200,754	12%
Library Visits	116,754	112,413	4%
Reference Questions	13,615	13,304	2%
Programs	712	659	8%
Program Attendance	11,314	9,800	15%
Overdrive	41,952	39,925	5%
Hoopla Circulation	4,978	3,939	26%

* May 2024 – Automatic Renewals Began

Virtual Programming

	Sessions	Participants
Adult Programs	1	47

Website views may have been skewed due to the transition to the updated CPL site.

New Items:

- **Approval of 2024 End of Year Report** – The Library Director will review the draft End of Year Report to be submitted to the Town of Chili Supervisor.

Action Item: Approve the 2024 End of Year Report with edits as discussed.

Monique Rew-Bigelow asked for a show of hands to approve the 2024 End of Year Report with edits as discussed. It was approved with unanimous consent.

MCLS Items

- None to Report

Meetings:

- Gates Chamber of Commerce Golf Tournament Committee Meeting – 9/25/24
- Workplace Interiors Meeting – 9/30/24
- Staff Retreat – 10/4/24
- CPL Foundation Meeting – 10/8/24
- Mason Digital Training – 10/10/24
- Town Board Meeting – 10/16/24
- MCLS Friends Consortium – 10/19/24
- Friends of the Chili Public Library Lifetime Friends Recognition event – 10/22/24

Old Business: None

New Business: None

Committees: Long Range Planning Committee: Plans were discussed as we reviewed the End of the Year Report.

Review of the CPL Budget Spreadsheet and Memorial Fund Spreadsheet: Security software was purchased for CPL computers.

Approval Items:

- Approval of Library Fund Abstract amount of \$19,821.14
- Approval of Memorial Fund Expenditures of \$2,769.65

Monique Rew-Bigelow asked if there were any objections to the approval of the Library Fund abstract or the Memorial Fund expenditures. Hearing none, they were approved with unanimous consent.

Hearing no objections, the meeting was adjourned @ 7:59pm.

Next meeting date/time: Tuesday, November 19, 2024 @ 6pm in the Chili Public Library Ireland Room.