

Chili Public Library Board of Trustees  
Approved Minutes for November 19, 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: Jennifer Lowden, Assistant Director

**Meeting called to order @ 6:01pm by President Rew-Bigelow**

**Additional Comments from Audience:** None

**Approval of agenda:** Monique Rew-Bigelow asked for the approval of the agenda for November 19, 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 October 22, 2024. Hearing no objections, the minutes were approved with unanimous consent.

**Communications**

- **Town Liaison:** The Town Veteran's Day event and Veteran's Memorial Grand Opening was held November 9<sup>th</sup>. A map was shared showing updates on the Chili Ave development project, to which incentive zoning was approved by the Town Board. The Widener Bridge is now open as of November 19, 2024.

**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 Friends Annual meeting was held on November 12, 2024. Several of the Friends initiatives were accomplished this year:
  - A new Friends Trifold
  - By-Laws Revision
  - Celebration of National Friends of Library Week

- An updated Friends tab on the Library's new webpage
- Promotion of the Books to People program
- Creation of a gift membership certificate

A new executive was approved at the meeting:

- President: Marjorie Focarazzo
- Vice-President: Jason Marsherall
- Secretary: Rebecca Herlan
- Membership Secretary: Patty Gerstner-Oakes
- Treasurer: Beth Carney

- **CPL Foundation:** The CPL Foundation Board quarterly meeting is November 18, 2024.

### Statistics:

#### Virtual Programming October 2024

	Sessions	Participants
<b>Adult Programs</b>	1	47

	October 2024	October 2023	% of change
<b>Circulation</b>	20,072*	15,743	28%
<b>Library Visits</b>	9,513	9,141	4%
<b>Reference Questions</b>	1,034	1,079	-4%
<b>Programs (in-house)</b>	74	63	17%
<b>Program Attendance (in-house)</b>	892	899	-1%
<b>Items Borrowed (holds)</b>	1,215	995	22%
<b>Items Loaned (holds)</b>	1,433	1,664	-14%
<b>Overdrive</b>	3,384	3,433	-1%
<b>Hoopla Circulation</b>	432	390	11%
<b>Meeting/Study Room Use</b>	218	204	7%
<b>Website Sessions</b>	Not available	n/a	n/a
<b>Website Pageviews</b>	Not available	n/a	n/a
<b>Curbside</b>	0	3	-100%
<b>Sparklab Attendance</b>	137	96	43%

	Nov 2023-Oct 2024	Nov 2022-Oct 2023	% of change
<b>Circulation</b>	228,301	200,754	14%
<b>Library Visits</b>	117,126	112,413	4%
<b>Reference Questions</b>	13,570	13,304	2%
<b>Programs</b>	732	659	10%
<b>Program Attendance</b>	11,307	9,800	15%
<b>Overdrive</b>	41,903	39,925	5%
<b>Hoopla Circulation</b>	5,020	3,939	27%

\* May 2024 - Automatic Renewals Began

- **CPL-on-the Go!:** CPL-on-the Go! will attend at the Town of Chili Tree Lighting Ceremony, December 6. The library will be a table at the event giving away books purchased by the Friends of the Chili Public Library.
- **CPL Holiday Party:** The CPL Holiday Party is Friday, December 13, 2023 at 7:00pm. Library Board, Town Board, CPL Friends Board, CPL Foundation Board, staff and volunteers are welcome to attend.
- **Annual Mitten Drive** – The library is holding its 22<sup>nd</sup> annual mitten drive. New mittens, gloves and hats are being collected for January distribution. The library will be collecting from November 6 to December 11, 2024.
- **NYLA Conference Reports** – This year’s New York Library Association Conference was held on November 7-9, 2024. It was a productive conference attended by Assistant Director Jennifer Lowden, Youth Services and Programs Manager Valerie Watson, and Youth Services staff Wendy Saxena and Laura Sutter. A report of these workshops they attended will be distributed to the library board
- **Rochester Regional Library Council Library Legislative Event** – The Library Director and Library Board members attended the Library Legislative event on November 15, 2024 at the Henrietta Public Library. At the event was showcased some of the great work going on in our region’s libraries, issues impacting libraries, and words of support spoken by local legislators.

#### **New Items:**

- **Sign-Up Sheets** - The director will distribute the CPL Board sign-up sheets for library trustees to attend the 2025 CPL full staff meetings and the CPL Friends Board meetings.
- **Personnel Update** – Barbara Long has been hired as a Substitute Library Clerk. Her start date is November 25, 2024 at \$17.05 per hour.

**Monique Rew-Bigelow asked for the approval** of the hire as described. **Hearing no objections,** approved with unanimous consent.

- **Approval Closing the Library from 12pm-2pm on Monday, December 23, 2024 for the Town Staff Annual Holiday Party and Closing the Library at 5:00 on December 26th:** The Town Staff Annual Holiday Party is Friday, December 23, 2024 from 12pm-2pm at the Senior Center. Library Board and staff are welcome to attend. The Director requests the Library be closed for those two hours. **Action Item:** The Library is closed from 12pm-2pm on Friday, December 23, 2024 for the Town Staff Holiday Party and will close at 5:00 on December 26th.

**Monique Rew-Bigelow asked for the approval** of closing the library 12-2 on December 23<sup>rd</sup>, 2024 and at 5:00 on December 26th. **Hearing no objections,** approved with unanimous consent.

- **Approval of Proposed Chili Public Library 2025 Holiday Closed Dates**

New Year's Day	Wednesday	1-Jan	CLOSED
MLK Day	Monday	20-Jan	CLOSED
Memorial Day Weekend	Saturday	24-May	CLOSED
Memorial Day	Monday	26-May	CLOSED
.July 4	Friday	4-Jul	CLOSED
July 4 Weekend	Saturday	5-Jul	CLOSED
Labor Day Weekend	Saturday	30-Aug	CLOSED
Labor Day	Monday	1-Sep	CLOSED
Day before Thanksgiving	Wednesday	26-Nov	Close at 5pm
Thanksgiving	Thursday	27-Nov	CLOSED
Day after Thanksgiving	Friday	28-Nov	CLOSED
Christmas Eve	Wednesday	24-Dec	CLOSED
Christmas	Thursday	25-Dec	CLOSED
Day after Christmas	Friday	26-Dec	CLOSED
New Year's Eve	Thursday	31-Dec	Close at 1pm

**Action Requested:** Approve the Chili Public Library Proposed 2025 Holiday Closed Dates as presented.

**Monique Rew-Bigelow asked for the approval** of the Chili Public Library Proposed 2025 Holiday Closed Dates as presented. **Hearing no objections**, approved with unanimous consent.

- **Approval of the Proposed CPL Board of Trustees 2025 Meeting Dates:** The following is the proposed CPL Board of Trustee meeting dates for 2025. The meetings will be held at 6pm.

Tuesday, January 28	Barbara Ireland Community Room
Tuesday, February 25	Barbara Ireland Community Room
Tuesday, March 25	Barbara Ireland Community Room
Tuesday, April 22	Barbara Ireland Community Room
Tuesday, May 27	Barbara Ireland Community Room
Tuesday, June 24	Barbara Ireland Community Room
Tuesday, July 22	Barbara Ireland Community Room
Tuesday, August 26	Barbara Ireland Community Room
Tuesday, September 23	Barbara Ireland Community Room
Tuesday, October 28	Barbara Ireland Community Room
Tuesday, November 18	Barbara Ireland Community Room
Tuesday, December 16	Barbara Ireland Community Room

**Action Requested:** Approve the 2025 Library Board meeting dates as presented.

**Monique Rew-Bigelow asked for the approval** of the 2025 Library Board meeting dates as presented. **Hearing no objections**, approved with unanimous consent.

- **Approval of the Proposed 2025 Employee Pay Rates** – The Library Director requests the library board approve the proposed 2025 employee pay rate increase of 2.25% for the employees listed below effective payroll 1, December 15, 2024.

**Action Requested:** Approve the Proposed 2025 Employee Pay Rate Increase of 2.25% as described.

<b>STAFF</b>		<b>2025 PAY RATE</b>
Babtiste, Anaya	Part Time Library Page	\$16.41
Burlison, Adam	Part Time Library Page	\$16.41
Henderberg, Evelyn	Part Time Library Page	\$16.41
Inges, Haley	Part Time Library Page	\$16.41
Stouffer, Lillian	Part Time Library Page	\$16.41
Bauer, Joanne	Part Time Library Clerk	\$17.51
Folwell, Arlene	Part Time Library Clerk	\$17.51
Kaechele, Sue	Part Time Library Clerk	\$17.51
Long, Barbara	Substitute Library Clerk	\$17.51
Lyon, Kieran	Part Time Library Clerk	\$17.51
Mack, Nancy	Part Time Library Clerk	\$17.51
McGee, Caitlin	Part Time Library Clerk	\$17.51
Prelevic, Natasa	Substitute Library Clerk	\$17.51
Stagles, Lacy	Part Time Library Clerk	\$17.51
Walter, Faith	Part Time Library Clerk	\$17.51
Warburton, Kristin	Part Time Library Clerk	\$17.51
Pass, Vicke	Part Time Library Clerk	\$18.05
Fogarassy, Carol	Part Time Library Clerk	\$18.76
Vonhold, Alyssa	Part Time Library Clerk	\$18.59
Bell, Maxwell	Part Time Librarian Trainee	\$19.34
Belliveau, Donna	Part Time Library Clerk	\$20.95
Bruno, Pat	Substitute Library Assistant	\$22.98
Morrison, Hannah	Substitute Librarian	\$22.98
McGrath, Miranda	Part Time Librarian I	\$25.66
Keller, Alexander	Part Time Senior Clerk	\$23.33
Johnson, Marcia	Part Time Library Assistant	\$24.46
Marshall, Jill	Full Time Library Assistant	\$25.08
Tindale, Pat	Part Time Library Clerk	\$25.75
Morrow, Vangie	Full Time Library Assistant	\$27.29
Sutter, Laura	Full Time Librarian I	\$27.35
Saxena, Wendy	Part Time Librarian I	\$27.58
Watson, Valerie	Full Time Librarian II	\$30.00
Gagnier, S. Richard	Full Time Librarian II	\$40.38
Lowden, Jennifer	Assistant Library Director	\$41.25
Baker, Jeff	Library Director	\$57.95

**Monique Rew-Bigelow asked for the approval** of the Proposed 2025 Employee Pay Rate Increase of 2.25% as described. **Hearing no objections**, approved with unanimous consent.

**MCLS Items**

- None to Report

**Meetings:**

- Gates Chamber of Commerce Golf Tournament Committee – 10/23/24
- Gates Chamber of Commerce Awards Gala – 10/23/24
- Full Staff Meeting – 11/1/24
- Gates Chamber of Commerce Program Committee – 11/12/24
- Gates Chamber of Commerce Board Meeting – 11/12/24
- Friends of the Chili Public Library Board Meeting – 11/12/24
- RRLC Library Legislative Event – 11/15/24
- CPL Foundation Board Meeting – 11/18/24
- Gates Chamber of Commerce Golf Tournament Committee – 11/19/24

**Old Business: None**

**New Business: None**

**Committees:** Trustee Nomination Committee: The Committee will meet soon to discuss the proposed slate of officers prior to the annual meeting in December.

**Review of the CPL Budget Spreadsheet and Memorial Fund Spreadsheet:** Two months' worth of Lib/Town Bldg. Operations are indicated for October. The Travel.Conferences.Seminars line item includes the expenses for the recent NYLA conference.

**Approval Items:**

- Approval of Library Fund Abstract amount of \$46,282.60
- Approval of Memorial Fund Expenditures: None

**Monique Rew-Bigelow asked for the approval** of the Library Fund Abstract amount of \$46,282.60. **Hearing no objections**, approved with unanimous consent.

**Hearing no objections, the meeting was adjourned @ 6:59pm.**

**Next meeting date/time: Tuesday, December 17, 2024 @ 6pm in the Chili Public Library Ireland Room.**