

Chili Public Library Board of Trustees  
Approved Minutes for February 28, 2023

**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: Lori Hahn (President), Lorraine Ahearn (Secretary), James Lechner (Memorial Fund Treasurer), Monique Rew-Bigelow, Vinny Dallo, Sara Landes  
Library Director: Jeff Baker  
Town Liaison: Mary Sperr

Absent: None

Excused: Lorraine Ahearn, Monique Rew-Bigelow

CPL Staff Present: None

**Meeting called to order @ 6:00pm** by President Hahn.

**Approval of agenda:**

Two items were added to the agenda; Old Business: Election of Board Vice-President and Secretary, and Committees: Trustee Nominating Committee.

**Lori Hahn asked for approval** of the agenda. **Hearing no objections**, the agenda was approved with Unanimous Consent.

**Approval of minutes** of January 24, 2023: **Lori Hahn asked for approval** of the minutes for January 24, 2023. **Hearing no objections**, the minutes were approved with Unanimous Consent.

**Communications**

- **Town Liaison:** The town accepted an offer for the old town hall/senior center. The World's Largest Snowball Fight event was cancelled due to lack of snow and ground conditions. Tours of the new Fire Department building are currently on hold.
- **Guests/Public:** None Present

**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.

- The 27<sup>th</sup> Annual Gates Chili Chamber of Commerce Foundation Golf Tournament will take place on July 24, 2023 at Morgan's Crossing.
- The library has started a new Non-Fiction Book Group that will meet the third Tuesday of the month at 6:30 PM. Registration is not required, and books for the current month can be picked up at the Checkout Desk.
- The Winter Reading Challenge was popular, with 163 books being read by children.

**Information:**

- **Friends of the CPL Board:** The Friends Board will next meet March 14, 2023. Lori Ahearn has volunteered to be at the meeting. The next Friends Book Sale is scheduled for March 30-April 2, 2023.
- **CPL Foundation:** The CPL Foundation will next meet February 27, 2023.

**Statistics:**

	January 2023	January 2022	% of change
<b>Circulation</b>	17,013	15,235	12%
<b>Library Visits</b>	9,243	7,966	16%
<b>Reference Questions</b>	1,067	1,156	-8%
<b>Programs (in-house)</b>	51	46	11%
<b>Program Attendance (in-house)</b>	584	316	85%
<b>Items Borrowed (holds)</b>	906	806	12%
<b>Items Loaned (holds)</b>	1,336	1,114	20%
<b>Overdrive</b>	3,658	3,425	34%
<b>Hoopla Circulation</b>	319	239	33%
<b>Meeting Room</b>	137	115	19%
<b>Website Sessions</b>	5,141	4,686	10%
<b>Website Pageviews</b>	7,743	6,887	12%
<b>Curbside</b>	0	2	-100%
<b>Sparklab Open Hours</b>	126	74	70%
	Feb 2022-Jan 2023	Feb 2021-Jan 2022	% of change
<b>Circulation</b>	199,000	193,314	3%
<b>Library Visits</b>	107,031	62,671	71%
<b>Reference Questions</b>	13,220	14,014	-6%
<b>Programs</b>	661	279	142%
<b>Program Attendance</b>	7,925	3,744	112%
<b>Overdrive</b>	38,604	3,6921	5%
<b>Hoopla Circulation</b>	3,515	3,027	16%

\*To better serve the Library patrons, starting April 2022 the loan period for DVDs is three weeks instead of one week.

**Virtual Programming**

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

- **Portable Assisted Hearing System:** The Director identified the need for an assisted hearing system for use in the Ireland Community Room. The Recreation Director also identified opportunities to utilize an assisted hearing system in other areas of the Community Center. In response, the Town has purchased through ARPA funds, a portable assisted hearing system designed by the Director of MIS. An assisted hearing system overcomes the challenges of noise, distance, clashing conversations, and hearing loss in order to deliver precise and personalized audio in any setting or environment. The Listen Technologies iDSP Prime Level III RF System utilizes a transmitter and universal antenna. It is complete with eight receivers, and universal ear speakers. The system also includes a charging/dispensing station. When a patron with an activated t-coil in their hearing aid, or a patron with earphones, use a neck loop lanyard attached to an iDSP receiver, they are able to hear directly into her hearing aid or ear phone what is spoken into the wireless microphone.

**Old Items:** None to report

**New Items:**

- **Approval the cost of Youth Services Staff to attend the NYLA Youth Services Section (YSS) Conference April 28, 2023, Not to Exceed \$1,375:** The Director requests the library board approve the Youth Services staff (Valerie Watson, Wendy Saxena, Jill Marshall, Laura Sutter) attend the NYLA YSS Conference on April 28, 2023 in Lake George, NY. The cost is not to exceed \$1,375 to cover registration, mileage, meals, and a one night's lodging.  
**Action item:** Approve the cost, not to exceed \$1,375 in registration, mileage, meals, and lodging for Youth Services staff to attend the YSS Conference on April 28, 2023.

**Lori Hahn asked if there were any objections** to the approval of the cost of Youth Services Staff to attend the NYLA Youth Services Section (YSS) Conference April 28, 2023, Not to Exceed \$1,375. **Hearing none,** approved by Unanimous Consent.

**MCLS Items:**

- None to report

**State Items:**

- None to report

**Meetings:**

- Gates Chili Chamber of Commerce Programming Committee – 1/25/23
- Gates Chili Chamber of Commerce Golf Tournament Committee – 1/31/23
- MCLS Director's Council – 2/1/23
- Causewave/Chamber Branding Staff Meeting – 2/2/23
- CPL Full Staff Meeting – 2/3/23
- Tour of the Golisano Engagement Community Center – 2/8/23
- Gates Chili Chamber of Commerce Ribbon Cutting – 2/9/23
- Causewave/Chamber Branding Staff Meeting – 2/9/23
- Gates Chili Chamber of Commerce Golf Tournament Committee – 2/14/23
- Gates Chili Chamber of Commerce Board Meeting – 2/14/23
- Friends of the Chili Public Library Board Meeting – 2/14/23
- Causewave/Chamber Branding Staff Meeting – 2/16/23
- Gates Chili Chamber of Commerce Programming Committee – 2/21/23

- Causewave/Chamber Branding Staff Meeting – 2/23/23
- CPL Foundation Board – 2/17/23

### **Committees:**

**Personnel Policy Committee:** The Personnel Policy Committee is in the process of putting together the annual review for Director Baker. Once complete, Board President Lori Hahn will deliver the review to Director Baker.

**Policies Review Committee:** The Policies Review Committee will meet soon to review the Bylaws.

**Trustee Nominating Committee:** The Trustee Nominating Committee will start interviews soon for the open Board seat.

### **Old Business:** Election of Board Vice-President and Secretary

- Vinny Dallo made a motion to elect Lorraine Ahearn as CPL Board of Trustees Vice-President, 2<sup>nd</sup> by Jim Lechner. In favor: 4; Opposed: 0; Abstained: 0.
- Vinny Dallo made a motion to elect Sara Landes as CPL Board of Trustees Secretary, 2<sup>nd</sup> by Jim Lechner. In favor: 4; Opposed: 0; Abstained: 0.

### **New Business:** None

**Review of the CPL Budget Spreadsheet and Memorial Fund Spreadsheet:** The Utilities line-item December 2022 Budget Spreadsheet was amended. On the January 2023 Budget spreadsheet, the interest/earnings was higher than expected, and a \$10,000 gift from the Friends was received for programming.

### **Approval Items:**

- Approval of Library Fund Abstract amount of \$12,769.80.
- Approval of Memorial Fund Expenditures. No expenditures this month.
- Approval of Memorial Fund Donations. No donations this month.
- **Lori Hahn asked for approval** of the Library Fund Abstract. **Hearing no objections**, all were approved by Unanimous Consent

Additional Comments from Audience: None

### **Executive Session:**

- Sara Landes made a motion to enter Executive Session, 2<sup>nd</sup> by Vinny Dallo; to discuss a personnel matter at 6:40.
- Vinny Dallo made a motion to exit Executive Session, 2<sup>nd</sup> by Jim Lechner at 6:53.

**Hearing no objections, the meeting was adjourned @ 6:53.**

**Next meeting date/time: Tuesday, March 28, 2023 @ 6pm in the Chili Public Library Ireland Room.**