

Chili Public Library Board of Trustees
Draft Minutes for March 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 (Vice President), Sara Landes (Secretary), James Lechner (Memorial Fund Treasurer), Monique Rew-Bigelow, Vinny Dallo,
Library Director: Jeff Baker
Town Liaison: Mary Sperr

Absent: None
Excused: None

CPL Staff Present: Assistant Director Jennifer Lowden

Meeting called to order @ 6:03pm by President Hahn.

Approval of agenda:

An approval item for an employee pay adjustment was added to the agenda.

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

Approval of minutes of February 28, 2023: **Lori Hahn asked for approval** of the minutes for February 28, 2023. **Hearing no objections**, the minutes were approved with Unanimous Consent.

Communications

- **Town Liaison:** The Town is under contract to sell the old Senior Center building. The Town will have a new design for the dog shelter drawn up. The new location will be near the Highway Department. Young Explosives will provide fireworks for the Chil-E Fest on June 24th. A new Dog Control Code Enforcement Officer will be hired.
- **Guests/Public:** None

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 Board will next meet Tuesday, April 11, 2023. Jim Lechner has volunteered to be at the meeting. The next Friends Book Sale is scheduled for March 30-April 2, 2023. The Friends Board has approved a plan to increase membership.

Statistics:

	February 2023	February 2022	% of change
Circulation	*16,053	15,512	3%
Library Visits	9,612	8,368	15%
Reference Questions	1,096	1,118	-2%
Programs (in-house)	57	51	12%
Program Attendance (in-house)	870	608	43%
Items Borrowed (holds)	942	819	15%
Items Loaned (holds)	1,151	1,086	6%
Overdrive	3,093	3,072	1%
Hoopla Circulation	352	253	39%
Meeting Room	172	96	79%
Website Sessions	4,677	5,633	-17%
Website Pageviews	7,443	8,127	-8%
Curbside	0	1	-100%
Sparklab Open Hours	32**	122	-74%
	Mar 2022-Feb 2023	Mar 2021-Feb 2022	% of change
Circulation	199,541	196,741	1%
Library Visits	108,275	65,642	65%
Reference Questions	13,198	14,083	-6%
Programs	523	309	69%
Program Attendance	7,036	4,230	66%
Overdrive	38,625	37,333	3%
Hoopla Circulation	3,614	3,044	19%

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

**Statistics were not recorded for part of the month.

Virtual Programming: February 2023

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

- **Spark Lab Hours:** An additional Spark Lab time slot has been added Friday afternoons from 2:30pm-4:00pm until the end of June. This is a result of the Recreation Department having Homeschool Open Gym from 1:00pm-2:30pm until the end of June, which the library is capitalizing on the families in the Open Gym program visiting the Spark Lab afterward.
- **New Signage in the Library:** To help patrons navigate the library a *Chili Library Café* sign and *Restroom* sign from the Takeform Company is being installed by the end of the month.
- **Personnel Update:** Terry Spurling, Part-Time Clerk has retired from the library effective March 20, 2023. The Director and staff greatly appreciate the 34 years of service she has given to the Library.

The Library Board would like to recognize and thank Terry Spurling for 34 years of service and congratulate her on her retirement.

Old Items: None to report

New Items:

- **Approval of a salary adjustment for Vikke Pass from \$16.00 an hour to \$16.50 an hour.** Vikke Pass will take on the processing role after the retirement of Terry Spurling.
Action Requested: Approve the salary adjustment for Vikke Pass as described.

Lori Hahn asked if there were any objections to the approval of the salary adjustment for Vikke Pass from \$16.00 an hour to \$16.50 an hour. **Hearing none**, approved by Unanimous Consent.

- **Approval of the 2023 FFRPL Fund Grant Acceptance Letter:** The Chili Public Library Board agrees to accept a grant in the amount of \$8,502.33 and abide by the conditions of the FFRPL Fund.
Action Requested: Approve the 2023 FFRPL Fund grant acceptance letter as described.

Lori Hahn asked if there were any objections to the approval of the 2023 FFRPL Fund Grant Acceptance Letter. **Hearing none**, approved by Unanimous Consent.

- **Approval of the Chili Public Library Budget Amendment – FFRPL Fund:**
WHEREAS, the Chili Public Library Board approved to accept at their March 28, 2023 meeting the FFRPL Fund grant for 2023.

NOW, THEREFORE, BE IT RESOLVED, for the 2023 Library Budget to increase the revenue account Gifts & Donations - Other 03.2705.0000.9999 by \$8,502.33, and increase the following expense accounts Books 03.7410.4071.0000 by \$5,101.40; Discs/Tapes.Audio Books - Adult/Teen 03.7410.4072.970 by \$850.23; and Overdrive 03.7410.4072.9743 by \$2,550.70

Action Item: Approve the 2023 Chili Public Library Budget Amendment Resolution as described.

Lori Hahn asked if there were any objections to the approval of the Chili Public Library Budget Amendment for the FFRPL Fund. **Hearing none**, approved by Unanimous Consent.

- **Approval of Library Being Closed Saturday, June 24 for Chil-E Fest –** The annual Chil-E Festival will once again be held in the parking lot of the Chili Community Center on Saturday, June 24 from 12:00-10:00pm. The Community Center building will be closed during Chil-E Fest to allow vendors access to the parking lot. Library staff will have a booth at Chil-E Fest and will take part in the parade.
Action Item: Approve the Library being closed Saturday, June 24 for Chil-E Fest.

Lori Hahn asked if there were any objections to the approval of the Library being closed Saturday, June 24 for Chil-E Fest. **Hearing none**, approved by Unanimous Consent.

- **Approval of the Updated CPL Library Board Bylaws:** The CPL Board Policies Review Committee recommends the Library Board approve the draft which updates CPL Library Board bylaws.
Action item: Approve the Updated CPL Board Bylaws as presented.

The Library Board reviewed the proposed updated changes to the bylaws recommended by the CPL Board Policies Review Committee. The Board decided to hold off on approving the updated bylaws until the Board's April meeting.

The Board reviewed the Chili Public Library's Internet Access Policy and approved no changes to the policy.

The Board reviewed the Chili Public Library's Staff Internet Usage Policy and approved no changes to the policy.

The Board reviewed the Code of Conduct Policy and Confidentiality of Records Policy. The Board recommended changes be made to both policies and to hold off on approval of the updated policies until the Board's April meeting.

MCLS Items:

- None to report

State Items:

- **Assembly and Senate One-House Budget Proposals:** The Assembly and Senate one-house budget proposals have been released. Based on their separate and joint deliberations, the two houses will reach agreement on spending and revenue recommendations, which will be reflected in amended versions of the Governor's proposed appropriation bills.

Assembly:

- > Library Aid: \$104.6M
 - \$8.5M increase from Executive
- > Library Construction Aid: \$54M
 - \$40M increase from Executive
- > Love Your Library Fund: \$175,000 Release

Senate:

- > Library Aid: \$103.1M
 - \$7M increase from Executive
- > Library Construction Aid: \$39M
 - \$25M increase from Executive
- > Love Your Library Fund: \$150,000 Release

Meetings:

- Meeting with CPL Friends Board President – 2/28/23
- CPL Full Staff Meeting – 3/3/23
- Gates Chili Chamber of Commerce Golf Tournament Committee – 3/7/23
- Gates Chili Chamber of Commerce Programming Committee – 3/14/23
- Gates Chili Chamber of Commerce Board Meeting – 3/14/23
- Friends of the Chili Public Library Board Meeting – 3/14/23
- CPL Library Board Policies Committee – 3/15/23
- MCLS Director's Retreat – 3/16/23
- Director's Evaluation – 3/22/23

- Gates Chili Chamber of Commerce/Causewave Meeting – 3/23/23
- Gates Chili Chamber of Commerce Ribbon Cutting

Committees:

Trustee Nominating Committee: The Trustee Nominating Committee has recommended Brian Hart be appointed by the Chili Town Board for the open library board seat.

- Vinny Dallo made a motion to approve Brian Hart for the open board seat, 2nd by Monique Rew-Bigelow. In favor: 6; Opposed: 0; Abstained: 0.

Policies Review Committee: The Policies Review Committee reviewed the Updated CPL Library Board Bylaws, Code of Conduct Policy, Confidentiality of Records Policy, Internet Access Policy, and Staff Internet Usage Policy during the meeting.

Old Business: None

New Business: None

Review of the CPL Budget Spreadsheet and Memorial Fund Spreadsheet: The full amount of the Real Property Taxes are indicated on the spreadsheet this month. Interest continues to be higher than expected. No invoice was received in February for utilities, so March will have two months' worth of utilities.

Approval Items:

- Approval of Library Fund Abstract amount of \$9,796.79.
- 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

Hearing no objections, the meeting was adjourned @ 7:22.

Next meeting date/time: Tuesday, April 25, 2023 @ 6pm in the Chili Public Library Ireland Room.