

Chili Public Library Board of Trustees Meeting
Approved Minutes for October 26, 2021

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: Susan Ackerman (President), Jeffrey Stoiber (Vice President), Lorraine Ahearn (Secretary), James Lechner (Memorial Fund Treasurer), Vinny Dallo, Lori Hahn, Sara Landes,
Library Director: Jeff Baker
Town Liaison: Mary Sperr

Absent: None
Excused: None

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

Approval of agenda: Sue Ackerman asked if there were any objections to the approval of the agenda, as amended. Hearing none, the agenda, as amended, was approved with Unanimous Consent.

Approval of minutes of September 28, 2021: Sue Ackerman asked if there were any objections to the approval of the minutes. Hearing none, the minutes were approved with Unanimous Consent.

Communications

- **Town Liaison/Gates Chili Chamber of Commerce:**
 - A public hearing is planned to gather input concerning park land use contiguous to the Chili Public Library. The Chili Town Board is actively searching for funding to develop this park.
 - On November 11, 2021 there will be a drive by salute to veterans from the Town of Chili. Signs have been placed in each veterans' yard.
 - The Town of Chili Bicentennial committee is prepared to place Bicentennial signage throughout Chili in 2022.
 - Ann Lander is the new Town of Chili assessor.
 - At the November 16, 2021 meeting, the Gates Chili Chamber of Commerce will present a check for \$6,150 to CPL Friends from the 2021 Golf Tournament proceeds

- **Guests/Public:** Bill Calnon, Chili Public Library Foundation, Inc. Vice President.
The Chili Library Public Foundation, Inc. and Chili Public Library are hosting an invitation only after-hours event on November 12, 2021. The various rooms of the new library will be showcased to view the many areas within CPL. Attendees will have the opportunity to learn about the wide-ranging programs offered and visions of what CPL can do with financial support. There will be time for mingling with other library lovers.

Director's Report:

(Please note: All documents to be discussed were electronically sent to the CPL Board prior to the meeting. Documents emended during the meeting were electronically sent to CPL Board members.)

General Information

- Bathrooms: A design flaw in the plumbing was corrected.
- **Friends of the CPL Board:** The Monroe County Library System Friends Council met at CPL on October 13 and received a tour of the library from the Director. The Friends had a successful Fall Book Sale bringing in \$3,000 in sales. The CPL Board appreciates the work the Friends do to support the library.
- **MCLS Department Meetings:** CPL has hosted other meetings for various departments, such as MCLS Teen Librarians and Children's Librarians. These groups received tours from Director Baker.

Statistics:

Month	September 2021	September 2020	% Of change
Circulation	17,457	14,823	18%
Library Visits*	8,029	4,997	61%
Reference Questions	1,295	1,286	1%
Programs (in-house)	35	0	100%
Program Attendance (in-	302	0	100%
Items Borrowed (holds)	947	815	16%
Items Loaned (holds)	884	697	27%
Overdrive	3,092	3,192	-3%
Hoopla New Patrons	10	10	0%
Hoopla Unique Patrons	72	75	-4%
Hoopla Circulation	246	200	23%
Meeting Room	78	0	100%
Website Visits	4,315	3,124	38%
Website Pageviews	6,541	4,901	33%
Curbside	1	N/A	N/A
Makerspace Open Hours	7	N/A	N/A
	Oct 2020-Sep	Oct 2019-Sep	% of change
Circulation	179,953	162,458	11%
Library Visits	40,892	70,017	-42%
Reference Questions	13,465	11,753	15%
Programs	111	273	-59%
Program Attendance	1,713	3,866	-57%
Overdrive	37,849	37,699	0%
Hoopla Circulation	2,856	976	193%

Due to COVID measures during September 2020 the Library was open 32 hours a week, no in-library programming took place. The statistics are becoming commensurate with pre-pandemic numbers. Many in-house programs are replacing the pandemic virtual programming.

Virtual Programming

	Sessions	Participants
Adult Programs (Painting Night)	1	45

New Items:

- **Community Halloween** - The Library and Recreation Department are having a Community Halloween event at the Community Center on October 30, 2021 from 12pm-2pm. The event is for ages 2-7.
- **OverDrive Big Library Read** – OverDrive’s next Big Library Read has been announced. The e-book and audiobook Five Total Strangers by Natalie D. Richards will be available in the MCLS catalog and on the Libby app November 1-15, 2021 for simultaneous use at no charge to member libraries. OverDrive will also be sunsetting the OverDrive app and focus on Libby as the primary app for users. This will occur February 2022.
- **Personnel Update** – Alyssa Conhold-Sova has been hired as a Part-Time Clerk, for up to 19.5 hours per week at \$13.50 per hour. The CPL Board endorsed the action. Start date is November 5, 2021.

Approval Filing of the 2020 990 Form with the IRS: As a non-profit the Chili Public Library needs to file a Form 990 with the IRS. FreedMaxick filled out the form following the town audit.

Action Requested: Approve filing of the 2020 Form 990 with the IRS.

Sue Ackerman asked if there were any objections to the approval of the filing of the 2020 Form 990 with the IRS. **Hearing none**, the filing was approved by Unanimous Consent.

- **Approval of the Library Holiday Closed Dates Adjustments for 2021:** To be in line with the Community Center’s holiday closing schedule, the Director requests the Library Board approve the following.
 - Closing the Library at 5pm on Veterans Day, Thursday, November 11, 2021
 - Closing the Library on New Year Eve’s, Friday, December 31, 2021

Action Requested: Approve the 2021 Library Holiday Closing adjustments as presented.

Sue Ackerman asked if there were any objections to the approval of the 2021 Library Holiday Closing adjustments as presented. **Hearing none**, the closings were approved by Unanimous Consent.

- **Approval of Chili Public Library Proposed 2022 Closed Dates**

January 1^	Saturday	New Year's Day
January 2	Sunday	Day after New Year's Day
January 17^	Monday	Martin Luther King Day
February 21^	Monday	President's Day
April 17	Sunday	Easter
May 28	Saturday	Memorial Day weekend
May 29	Sunday	Memorial Day weekend
May 30^	Monday	Memorial Day
July 2	Saturday	July 4 weekend
July 3	Sunday	July 4 weekend
July 4^	Monday	Independence Day
September 3	Saturday	Labor Day weekend
September 4	Sunday	Labor Day weekend
September 5^	Monday	Labor Day
November 23	Wednesday	Close @ 5PM (CC at 6pm)
November 24^	Thursday	Thanksgiving Day
November 25^	Friday	Day after Thanksgiving
December 24^	Saturday	Christmas Eve
December 25	Sunday	Christmas Day
December 26^	Monday	Christmas Day observed
December 31	Saturday	New Year's Eve

Days highlighted in yellow, the Community Center building will be closed.

Days not highlighted in yellow, the Community Center building will be open for the gym and walk/run track, and the Recreation and Senior Center Departments will be closed.

^10 paid holidays

Closed Sundays

Action Requested: Approve the Chili Public Library Proposed 2022 Closed Dates as presented.

Sue Ackerman asked if there were any objections to the approval of the Chili Public Library Proposed 2022 Closed Dates as presented. **Hearing none**, the closed dates were approved by Unanimous Consent.

- **Approval of \$10 Maximum Per Fax, and 15 Cents per page of Lamination Paper Sold for Use in the Spark Lab (Makerspace).**

Action Requested: Approve of \$10 Maximum Per Fax, and 15 Cents per page of Lamination Paper Sold for Use in the Spark Lab (Makerspace).

Sue Ackerman asked if there were any objections to the approval of \$10 Maximum Per Fax, and 15 Cents per page of Lamination Paper Sold for Use in the Spark Lab (Makerspace). **Hearing none**, fees were approved by Unanimous Consent.

- **Approval Chili Public Library Spark Lab (Makerspace) Policy Revision:** The guidelines of the Makerspace Policy have been updated.
Action Requested: Approve the Library's Spark Lab (Makerspace) policy revision.

Sue Ackerman asked if there were any objections to the approval of the Library's Spark Lab (Makerspace) policy revision. **Hearing none**, the policy revision was approved by Unanimous Consent.

- **Approval Chili Public Library 3D Printer Policy Revision:** The guidelines of the 3D Printer Policy has been updated.
Action Requested: Approve the Library's 3D printer policy revision.

Sue Ackerman asked if there were any objections to the approval of the library's 3D printer policy revision. **Hearing none**, the policy revision was approved by Unanimous Consent.

- **Chili Public Library 2021 Year End Report:** The Library Director will review the draft the Library's Year End Report. Final yearly figures will be updated at the beginning of 2022.

MCLS Items:

- **None to report**

State Items:

- **None to report**

Meetings:

- Gates Chili Chamber of Commerce Program Committee Meeting – 10/6/21
- Directors' Council Meeting – 10/7/21
- CPL Foundation Meeting – 10/7/21
- Full Staff Meeting – 10/8/21
- Gates Chili Chamber of Commerce Meeting – 10/12/21
- Department Heads Meeting – 10/13/21
- Friends of the Chili Public Library Board Meeting – 10/13/21
- MCLS Friends Council Meeting – 10/13/21
- Member Library Directors Council Meeting – 10-14-21
- Gates Chili Chamber of Commerce Program Committee Meeting – 10/14/21
- Bicentennial Subcommittee Meeting – 10/14/21
- MCLS Roundtable Meeting – 10/20/21
- Gates Chili Chamber of Commerce Awards Gala – 10/20/21
- CPL Foundation Meeting – 10/21/21

➤ Gates Chili Chamber of Commerce Golf Tournament Meeting – 10/26/21

Committees: None

Old Business: None

New Business: Sue Ackerman and Lori Ahearn have completed their 5-year terms as trustees. Lori Ahearn would like to continue as a CPL Trustee. Sue Ackerman is retiring from the CPL Board. Lori Hahn is appointed to replace Sue Ackerman as CPL Board President. The search committee will be filling the vacated trustee position. The CPL Board thanks Sue Ackerman for her years of service to CPL.

Review of the CPL Budget Spreadsheet and Memorial Fund Spreadsheet: 90% of the Library System Grant (LLSA) for the new library has been received. The approved payment for the endcaps appears on the spreadsheet.

Approval Items:

- Approval of Library Fund Abstract amount of \$8,466.40.
- Approval of Memorial Fund Expenditures amount of \$4,33.60
- Approval of Memorial Fund Donations amount of \$20.00.

- Sue Ackerman asked if there were any objections to the approval of the Library Fund Abstract, Memorial Fund Expenditures or Memorial Fund Donations. Hearing none all were approved by Unanimous Consent

Additional Comments from Audience: None

Hearing no objections, the meeting was adjourned @ 7:00 pm.

Next meeting date/time: November 16, 2021 @ 6pm in the Chili Public Library Ireland Community Room.

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