

Chili Public Library Board of Trustees
Approved Minutes for November 15, 2022

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), Jeffrey Stoiber (Vice 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: Vinny Dallo; Lori Hahn; Monique Rew-Bigelow

CPL Staff Present: Assistant Director Jenn Lowden

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

Approval of agenda: Jeff Stoiber asked for approval of the agenda. **Hearing no objections**, the agenda was approved with Unanimous Consent.

Approval of minutes of October 25, 2022: **Jeff Stoiber asked for approval** of the minutes for October 25, 2022. **Hearing no objections**, the minutes were approved with Unanimous Consent.

Communications

- **Town Liaison:** Resolutions to be presented at the November 16, 2022, Town Board meeting include adoption of the Annual Town Budget for 2023 and using funds from the American Rescue Plan and the Local Fiscal Recovery Funds acts for the purchase of a portable assisted hearing system for the Chili Community Center.
- **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.

- **NYS Open Meeting Law** - Director Baker informed the Board how the law currently dictates the way hybrid zoom Board meetings can be conducted.

Information:

- **Friends of the CPL Board:** The Friends Board had their annual meeting Tuesday, November 8, 2022, at 6pm. The following 2023 slate of officers was elected: Co-Presidents Eileen Malloy Desormeaux and Eileen Rehn, Vice-President Carol LaValle, Membership Chair Caitlin McGee, Treasurer Marcia Johnson, and Secretary Rebecca Herlan. The Director will share with the Library Board the Friends income and expense reports that were

discussed at the Friends Board meeting. Their next Book Sale will take place in the Ireland Room on the following dates: Friends Preview - Thursday, November 17 from 4pm-8pm. General Public - Friday, November 18 from 9am-5pm, Saturday, November 19 from 9am-5pm. \$5 Bag Sale - Sunday, November 20, from 1pm-4pm.

- **CPL Foundation:** The CPL Foundation Board will next meet on November 21, 2022.

Statistics:

	October 2022	October 2021	% of change
Circulation	15,194	16,208	-6%
Library Visits	8,712	8,629	1%
Reference Questions	1,089	1,352	-19%
Programs (in-house)	39	53	-26%
Program Attendance (in-house)	607	685	-11%
Items Borrowed (holds)	874	775	13%
Items Loaned (holds)	1,138	1,043	9%
Overdrive	3,019	2,983	1%
Hoopla Circulation	338	237	43%
Meeting Room	122	104	17%
Website Sessions	4,704	4,722	-.38%
Website Pageviews	7,195	6,987	3%
Curbside	0	1	-100%
Sparklab Open Hours	85	72	18%
	Nov 2021-Oct 2022	Nov 2020-Oct 2021	% of change
Circulation	198,314	181,387	9%
Library Visits	104,924	44,509	136%
Reference Questions	13,710	13,356	3%
Programs	489	164	198%
Program Attendance	6,489	2,398	171%
Overdrive	38,006	37,492	1%
Hoopla Circulation	3,319	3,069	8%

*To better serve the Library patrons, starting April 2022 the loan period for DVDs is three weeks instead of 1 week.

Virtual Programming - October 2022

	Sessions	Participants
Adult Programs	1	35

- **CPL-on-the-Go!** – CPL-on-the-Go! attended the Gates Chili Central School District Fall Family Fest: Harvesting Health and Wellness in our Community! on November 10, 2022.

- **CPL Holiday Party:** The CPL Holiday Party is Friday, December 16, 2021 at 7:00pm. Library Board, Town Board, CPL Friends Board, CPL Foundation Board, staff and volunteers are welcome to attend. Please RSVP to Jeff Baker.
- **Annual Mitten Drive** – The library is holding its 22nd annual mitten drive. New mittens, gloves and hats are being collected for January distribution. The library will be collecting from November 7 to December 2, 2022.
- **NYLA Conference Reports** – This year’s New York Library Association Conference was held on November 2-5, 2022. It was a productive conference attended by Assistant Director Jennifer Lowden, Youth Services and Programs Manager Valerie Watson, and Youth Services staff Jill Marshall and Laura Sutter. A report of the workshops they attended were electronically distributed to the Library Board. Jenn Lowden shared her experience at the conference. She noted that participants feel reenergized after attending the conference and thanked the CPL Board for their support.

Valerie Watson and Cathy Kyle, Central Library of Rochester and Monroe County Children’s Library and CPL’s past Youth Services Manager, presented a standing room only program at the Conference called *Blurring the Line Between Collections and Programming*. Library programming has changed and adapted greatly over the past two years, and programming staff have had to shift to meet these new needs. This session highlighted some of these changes, and laid out the ways that the Chili Public Library sought to use new, interactive collections to bring elements of library programming into their patrons’ homes. Participants heard about STEAM kits, subscription boxes, and Story Spoons, how each of these items were developed, and how to bring these ideas to their own libraries and communities.

Old Items:

- **Branding Update** – The CPL Branding Committee members, Lori Ahearn, Jenn Lowden, and Jeff Baker will roll out the library’s branding platform to the Library Board. Handouts in the Board packet added visuals to the presentation. The Board had a positive response to what the committee presented. Director Baker will give the presentation during a Zoom meeting to the three trustees not present at the Board meeting.

New Items:

- **Approval of Ethics Statement for Trustees Policy**
Action Requested: Approve updated Ethics Statement for Trustees policy.

Jeff Stoiber asked if there were any objections to the approval of the updated Ethics Statement for Trustees policy. **Hearing none**, approved by Unanimous Consent.

- **Jeff Stoiber has resigned** from the CPL Board due to work commitments. The Board appreciates the time, commitment, and knowledge Jeff contributed as a CPL trustee. He will be missed.

MCLS Items:

- None to report

State Items:

- None to report

Meetings:

- Film Screening & Discussion Program – “Mical” (Dyslexia Film) – 10/27/22
- TLCU Conference – “Look into the Future” program – 11/2/22
- TLCU Conference – “Collection Development and Marketing” – 11/2/22
- MCLS Seminar – 11/3/22
- Gates Chili Chamber of Commerce Program Committee Meeting – 11/8/22
- Gates Chili Chamber of Commerce Board Meeting – 11/8/22
- Friends of the Chili Public Library Board Meeting – 11/8/22
- Directors Council Meeting – 11/9/22
- Causewave Branding Meeting – 11/9/22
- Gates Chili Central School District Family Fall Days – 11/10/22
- Chili Community Center Veterans Breakfast – 11/12/22

Committees: See Branding Update above.

Old Business: None

New Business: None

Review of the CPL Budget Spreadsheet and Memorial Fund Spreadsheet: The NYLA conference expense shows up under operating expenses. Interest on accounts increased.

Approval Items:

- Approval of Library Fund Abstract amount of \$38,887.23.
- Approval of Memorial Fund Expenditures amount of \$50.76.
- Approval of Memorial Fund Donations amount of \$25.00.
- **Jeff Stoiber asked for approval** of the Library Fund Abstract, Memorial Fund Expenditures and Memorial Fund Donations. **Hearing no objections**, all were approved by Unanimous Consent

Additional Comments from Audience: None

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

Next meeting date/time: December 20, 2022, @ 6pm in the Chili Public Library Ireland Room.

