

Chili Public Library Board of Trustees
Approved Minutes for December 27, 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: Lori Hahn, Jeffrey Stoiber

CPL Staff Present: None

Meeting called to order @ 6:00pm by Lori Ahearn.

Given the President and Vice-President's absence, Lori Ahearn ran the meeting and Sara Landes recorded the meeting minutes.

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

Approval of minutes of November 15, 2022: **Lori Ahearn asked for approval** of the minutes for November 15, 2022. **Hearing no objections**, the minutes were approved with Unanimous Consent.

Communications

- **Town Liaison:** On February 18, 2023, the Town will host a Snowball Fight event in an attempt to beat a Guinness World Record. The prior record is 7,681 participants. The event will take place on the Archer Road field from 8-4, and shuttles will be provided. The event is presented by the Pirate Toy Fund, and preregistration is recommended at worldslargestsnowballfight.com.
- **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.

Information:

- **Friends of the CPL Board:** The Friends Board Fall Book Sale was a huge success. The event resulted in over \$3,500 in sales, a new record.

Statistics:

	November 2022	November 2021	% of change
Circulation	15,859	16,121	-2%

Library Visits	8,985	8,212	9%
Reference Questions	898	1,228	-27%
Programs (in-house)	28	40	-30%
Program Attendance (in-house)	414	459	-10%
Items Borrowed (holds)	842	783	8%
Items Loaned (holds)	1,354	1,134	19%
Overdrive	2,961	2,848	4%
Hoopla Circulation	333	266	25%
Meeting Room	165	141	17%
Website Sessions	4,803	4,663	3%
Website Pageviews	6,941	6,584	5%
Curbside	0	1	-100%
Sparklab Open Hours	130	53	145%
	Dec 2021-Nov 2022	Dec 2020-Nov 2021	% of change
Circulation	198,052	183,159	8%
Library Visits	105,697	48,711	117%
Reference Questions	13,380	13,504	-1%
Programs	477	204	134%
Program Attendance	6,444	2,857	126%
Overdrive	38,119	37,245	2%
Hoopla Circulation	3,386	3,046	11%

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

Virtual Programming – November 2022

	Sessions	Participants
Adult Programs	1	30

- **Outreach** – The Library took part of the Parade of Lights and Tree Lighting Ceremony at the Chili Community Center. Mrs. Claus set aside time from her busy schedule to read stories to children by the Senior Center fireplace, and inside the Center children who visited the CPL-on-the-Go! booth were thrilled to receive a free book courtesy of the Friends of the Chili Public Library. The Library gave away 102 books!
- **Girl Scout Gold Award** – Local resident and Girl Scout Bronwyn Lucyszyn presented the Library the book she created called The Pandemic: Chili's Story. The book is a series of interviews and personal accounts from residents and businesses in Chili, describing the effect of the year 2020 and the COVID-19 pandemic. She spent over 100 hours in creating the book, and will earn a Gold Award - the highest award in Girl Scouting. The award is earned by developing and carrying out lasting solutions to issues in their neighborhoods and beyond. The book is currently held at the library's information desk and is in the process of being catalogued and will become part of the library's permanent local history collection.
- **Pirate Toy Fund Collection Site** – The Chili Community Center is a collection site for the Pirate Toy Fund. There is a collection box located at the Library's entrance.

Old Items:

- **Branding Update** – The CPL Branding Committee rolled out the Library’s branding platform to the staff at the December full staff meeting.
- **Chili Hold Card Sale** - The library is having a hold card sale, \$1.00 off the price of Chili’s hold gift card, 12 holds for \$4.00. Offer expires 12/31/2022.
- **Sign-Up Sheets** - The director will distribute the CPL Board sign-up sheets for library trustees to attend the 2023 CPL full staff meetings and the CPL Friends Board meetings.

New Items:

- **Approval of Proposed 2023 Chili Public Library Employee Pay Rates**
The Director requests the Library Board approve the proposed 2023 Chili Public Library employee pay rates, to go into effect the beginning of payroll 2 on January 1, 2023.
Action Requested: Approve the Proposed 2023 Chili Public Library Employee Pay Rates as Presented.

Lori Ahearn asked if there were any objections to the approval of the Proposed 2023 Chili Public Library Employee Pay Rates. **Hearing none**, approved by Unanimous Consent.

- **Approval to Reduce the 2023 Holds Fee from 50 Cents to 25 Cents per Hold.**
Action Requested: Approve Reducing the 2023 Holds Fee from 50 Cents to 25 Cents per Hold.

Lori Ahearn asked if there were any objections to the approval of the 2023 Holds Fee from 50 Cents to 25 Cents per Hold. **Hearing none**, approved by Unanimous Consent.

- **Approval of Updated Chili Public Library 2023 Closed Dates**

January 2	Monday	New Year’s Day (observed)
January 16	Monday	Martin Luther King Day
February 20	Monday	President’s Day
May 27	Saturday	Memorial Day weekend
May 29	Monday	Memorial Day
July 4	Tuesday	Independence Day
September 2	Saturday	Labor Day weekend
September 4	Monday	Labor Day
November 22	Wednesday	Day before Thanksgiving Close @ 5PM
November 23	Thursday	Thanksgiving Day
November 24	Friday	Day after Thanksgiving
December 23	Saturday	Christmas Day weekend
December 25	Monday	Christmas Day observed
Closed Sundays		

Action Requested: Approve the updated Chili Public Library 2023 Closed Dates as presented.

Lori Ahearn asked if there were any objections to the approval of the updated Chili Public Library 2023 Closed Dates. **Hearing none**, approved by Unanimous Consent.

- **Approval of NYLA Memberships** – NYLA no longer provides a discounted Organizational Membership of \$323 to the Library. The library director proposes the Library Board approve reimbursing five Individual Membership cost for those that will attend next year’s NYLA Conference. The total reimbursement is \$490. Those that are NYLA members save \$60 in cost for registration for the 2023 NYLA Conference.

Action Requested: Approve reimbursing five individual 2023 NYLA memberships for the amount of \$490.

Lori Ahearn asked if there were any objections to the approval of reimbursing five individual 2023 NYLA memberships for the amount of \$490. **Hearing none**, approved by Unanimous Consent.

- **Approval of FFRPL Annual Grant Report** – The Director request the FFRPL Annual Grant Report.

Action Requested: Approve the FFRPL Annual Grant Report as submitted.

Lori Ahearn asked if there were any objections to the approval of the FFRPL Annual Grant Report as submitted. **Hearing none**, approved by Unanimous Consent.

- **Approval of Payment for Chili Library Café and Restroom Signage:** To assist patrons in better navigating the Library, the Library Director requests approval of payment for the purchase of Chili Library Café and Restroom signage. Takeform is the company that has supplied signage for the Chili Community Center. The cost for the painted acrylic letters and installation service by Takeform for both items is not to exceed \$2,200 to be paid from the CPL Memorial Fund.

Action Requested: Approve Payment for Chili Library Café and Restroom Signage.

Lori Ahearn asked if there were any objections to the approval of the Payment for Chili Library Café and Restroom Signage. **Hearing none**, approved by Unanimous Consent.

MCLS Items:

- None to report

State Items:

- None to report

Meetings:

- Gates Chili Chamber of Commerce Ribbon Cutting – 11/17/22
- MCLS Board Meeting at the Chili Public Library – 11/21/22
- Causewave Branding Meeting Review – 11/28/22
- Gates Chili Chamber of Commerce Ribbon Cutting – 11/29/22
- Town of Chili Tree Lighting Ceremony – 12/2/22
- Spark Lab (Makerspace) Tour to Brockport Library Foundation – 12/5/22
- Gates Chili Chamber of Commerce Board Meeting – 12/6/22
- MCLS Director’s Council – 12/7/22
- Chamber Golf Tournament Meeting – 12/8/22
- Gates Chili Chamber Holiday Networking Luncheon – 12/13/22
- Chili Public Library Holiday Party – 12/16/22

- Gates Chili Chamber of Commerce Ribbon Cutting – 12/19/22

Committees: None

Old Business: None

New Business: None

Review of the CPL Budget Spreadsheet and Memorial Fund Spreadsheet: The second half of the annual payment of Automation Cost Shares occurred in November 2022.

Approval Items:

- Approval of Library Fund Abstract amount of \$15,635.11.
- Approval of Memorial Fund Expenditures amount of \$563.22.
- Approval of Memorial Fund Donations. No donations this month.
- **Lori Ahearn asked for approval** of the Library Fund Abstract and Memorial Fund Expenditures. **Hearing no objections**, all were approved by Unanimous Consent

Additional Comments from Audience: None

Hearing no objections, the meeting was adjourned @ 6:47.

Next meeting date/time: January 24, 2023 @ 6pm in the Chili Public Library Ireland Room.