

Chili Public Library Board of Trustees  
Approved Minutes for February 27, 2024

**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: Monique Rew-Bigelow (President), Lorraine Ahearn (Vice President), Sara Landes (Secretary), James Lechner (Memorial Fund Treasurer), Vinny Dallo, Brian Hart

Library Director: Jeff Baker

Town Liaison: Mary Sperr

Absent: None

Excused: None

CPL Staff Present: Assistant Director Jennifer Lowden

**Meeting called to order @ 6:00** by President Rew-Bigelow

**Additional Comments from Audience:** None

**Approval of agenda: Monique Rew-Bigelow asked for approval** of the agenda. **Hearing no objections**, the agenda was approved with Unanimous Consent.

**Approval of minutes** of January 23, 2024:

**Monique Rew-Bigelow asked for approval** of the minutes for January 23, 2024. **Hearing no objections**, the minutes were approved with Unanimous Consent.

**Communications**

- **Town Liaison:** The new dog kennel will be completed mid-March ahead of schedule. The Town passed a resolution to proceed with an engineering company to provide the costs for moving forward with installing sidewalks on Paul Rd. near Davis Park. The Town passed a resolution allowing video conferencing for Town Planning & Zoning Boards. The Town passed a resolution regarding Smoke & Vape Shops in the Town of Chili.

**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 next Friends of the Chili Public Library Board meeting is March 12, 2024, Lori Ahearn has volunteered to attend. The next Friends Book Sale is scheduled for March 21-24, 2023. The Friends of CPL have put together a gardening theme Spring Raffle

Basket. Tickets for the raffle are \$2 each or 3 for \$5. The winner will be chosen the week of April 1. The Friends Board has partnered with the Town of Chili Senior Center to offer Books to People service to homebound residents that take part in the Grab and Go Lunch Program.

- **Chili Public Library Foundation:** The CPL Foundation Board met on February 26, 2024.

**Statistics:**

	<b>January 2024</b>	<b>January 2023</b>	<b>% of change</b>
<b>Circulation</b>	17,443	17,013	3%
<b>Library Visits</b>	10,371	9,243	12%
<b>Reference Questions</b>	1,271	1,067	19%
<b>Programs (in-house)</b>	57	51	12%
<b>Program Attendance (in-house)</b>	778	584	33%
<b>Items Borrowed (holds)</b>	1,193	906	32%
<b>Items Loaned (holds)</b>	1,926	1,336	44%
<b>Overdrive</b>	3,772	3,658	3%
<b>Hoopla Circulation</b>	423	319	33%
<b>Meeting/Study Room Use</b>	176	137	28%
<b>Website Sessions</b>	4,900	5,141	-5%
<b>Website Pageviews</b>	7,200	7,743	-7%
<b>Curbside</b>	0	0	0%
<b>Sparklab Attendance</b>	123	126	-2%
	<b>Feb 2023-Jan 2024</b>	<b>Feb 2022-Jan 2023</b>	<b>% of change</b>
<b>Circulation</b>	201,533	199,000	1%
<b>Library Visits</b>	115,206	107,031	8%
<b>Reference Questions</b>	13,884	13,220	5%
<b>Programs</b>	687	661	4%
<b>Program Attendance</b>	10,241	7,925	29%
<b>Overdrive</b>	40,663	38,604	5%
<b>Hoopla Circulation</b>	4,220	3,515	20%

**Virtual Programming – January 2024**

	<b>Sessions</b>	<b>Participants</b>
<b><u>Adult Programs</u></b>	1	30

- **Internship:** Max Bell, part-time Librarian Trainee, is doing an internship at the Library as part of his Library Science degree. The internship will be eight weeks for a total of 120 hours, starting in January.
- **Personnel Update:** Zyere Wade has been hired as part-time clerk with a start date of February 15, 2024 at a \$16.05 pay rate. Natasa Prelevic, has been hired as a substitute Library Clerk with a start date of February 19, 2024 at a \$16.05 pay rate. Patty Bruno has been rehired as a substitute library assistant with a start date of February 12, 2024 at \$22.47 pay rate.

**Monique Rew-Bigelow asked if there were any objections** to approving the appointment of new Substitute Library Clerk Natasa Prelevic & new Substitute Library Assistant Patty Bruno. **Hearing none**, approved by Unanimous Consent.

Part Time Clerk Zyere Wade was approved at the January 2024 Board Meeting.

- **Picture Hanging System in the Teen Room:** The Teen Room now has a picture hanging system in the Teen Room. With this picture hanging system, the Library will be able to showcase the works of our local teen talent.
- **Upcoming Trustee Online Training Via the Mid-Hudson Library System:**
  - What's New in the 2023 Edition of the Trustee Handbook, Tuesday, March 19th, 5:00-6:30 PM
  - Libraries for the Future: An Introduction to Sustainability as the Newest Core Value, Tuesday, June 18th, 5:00-6:30 PM
  - Governance Structure: The Role of Board Officers and Board Committees, Tuesday, October 15th, 5:00-6:30PM
- **Solar Eclipse Apparel:** in preparation of the Chili Community Center Solar Eclipse event, the Town of Chili is offering an exclusive Solar Eclipse apparel on sale now until February 29. The entire collection is viewed at <https://chilisolareclipse.itemorder.com/shop/home/>.
- **The Winter Reading Program Results:** The raffle winners of the various age groups have been drawn and notified. A total of 970 tickets were collected over the 6 weeks.

#### Old Items:

- **None to Report**

#### New Items:

- **Approval the cost of Youth Services Staff to attend the NYLA Youth Services Section (YSS) Conference April 19, 2024, Not to Exceed \$1,635:** 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 19, 2024 in Clayton, NY. The cost is not to exceed \$1,635 to cover registration, mileage, meals, and one night's lodging.  
**Action item:** Approve the cost, not to exceed \$1,635 in registration, mileage, meals, and lodging for Youth Services staff to attend the YSS Conference on April 19, 2024.

**Monique Rew-Bigelow asked if there were any objections** to approving the cost of Youth Services Staff to attend the NYLA Youth Services Section (YSS) Conference April 19, 2024, Not to Exceed \$1,635. **Hearing none**, approved by Unanimous Consent.

- **Library Board Evaluation:** At a previous meeting the Library Board asked the Library Director to find out how other Library Boards self-evaluate. The Library Director will report on his findings at the February meeting.

**MCLS Items:**

**None to Report**

**State Items:**

**None to Report**

**Meetings:**

- Gates Chili Chamber of Commerce Golf Tournament Committee Meeting - 1/24/24
- Chili Community Center Eclipse Day Meeting - 1/24/24
- CPL-on-the-Go! at St. Pius Tenth - 2/1/24
- CPL Full Staff Meeting - 2/2/24
- MCLS Advocacy Meeting with Board of Regents Representative - 2/2/24
- Meeting with CPL Friends Board President - 2/5/24
- MCLS Trustees Workshop - 2/8/24
- Meeting with CPL Friends Board President and Chili Senior Center Jenn Kelley - 2/9/24
- CPL Foundation Board Meeting - 2/26/24

**Old Business: None**

**New Business:**

- Approval to Increase the number of Library Board members from seven to nine.

**Monique Rew-Bigelow asked if there were any objections** to Increasing the number of Library Board members from seven to nine. **Hearing none**, approved by Unanimous Consent.

- Approval of Trustee Education Requirement Policy

**Monique Rew-Bigelow asked if there were any objections** to Approving the Trustee Education Requirement Policy. **Hearing none**, approved by Unanimous Consent.

**Committees:**

- **Nominating Committee:** A new Library Board Development policy was drafted for the Library Board and the Town Board outlining the responsibilities of each board regarding new terms or partial/vacated terms. The Nominating Committee will work together with the Town

Board to fill the 2 new Library Board positions. The Nominating Committee will also recommend a 3<sup>rd</sup> candidate for the Library Board to fill a vacancy.

- **Policy Committee:** No updates at this time.

**Review of the CPL Budget Spreadsheet and Memorial Fund Spreadsheet:** An updated 2023 full-year budget was presented, showing invoices that were applied for the 2023 budget year. A percentage increase/decrease column was added to the 2024 budget spreadsheet.

**Approval Items:**

- Approval of Library Fund Abstract amount of \$16,150.58.
- Approval of Memorial Fund Expenditures of \$3,293.00.

**Monique Rew-Bigelow asked for approval** of the Library Fund Abstract and Memorial Fund Expenditures. **Hearing no objections**, approved by Unanimous Consent.

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

**Next meeting date/time: Tuesday, March 26, 2024 @ 6pm in the Chili Public Library Ireland Room.**