

Chili Public Library Board of Trustees Meeting
Approved Minutes for March 25, 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: Sara Landes

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 was approved, as amended, with Unanimous Consent.

Approval of minutes of February 25, 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:** The Town of Chili held a public meeting on March 17, 2021, to consider repealing and replacing the Town of Chili Chapter 500 Zoning code.
The Town of Chili is in good shape after going through the pandemic.
The ribbon cutting for the new Chili Community Center is set for May 15, 2021, @ 11am.
- **Guests/Public:** None Present

Director's Report

- **New Library Update:** The new shelving has arrived and is in the process of being installed. Everything is proceeding as planned. The staff will have the boxes and labels in the next few days. Movers will move the collection, boxes and equipment under the supervision of Vargas Associates.
- The CPL Board received electronic copies of all approval items prior to the Board meeting.

General Information:

- **Friends of the CPL Board:** The Friends Board did not meet March 9, 2021. Their next meeting is April 13, 2021. Sue Ackerman will attend to represent the CPL Board.

- **Chili Public Library Foundation Board:** The CPL Foundation Board will next meet April 7, 2021.

Statistics:

| Month | February 2021* | February 2020 | % of change |
|----------------------|----------------|---------------|-------------|
| Circulation | 12,085 | 18,250 | -34% |
| Library Visits | 5,397 | 10,368 | -48% |
| Reference Questions | 1,049 | 1,567 | -33% |
| Programs (in-house) | N/A | 49 | -100% |
| Program Attendance | N/A | 622 | -100% |
| Items Borrowed | 711 | 943 | -25% |
| Items Loaned (holds) | 859 | 845 | 2% |
| Overdrive | 2,660 | 2,718 | -2% |
| Hoopla New Patrons | 7 | N/A | N/A |
| Hoopla Unique | 74 | N/A | N/A |
| Hoopla Circulation | 236 | N/A | N/A |
| Meeting Room | N/A | 82 | -100% |
| Website Visits | 3,332 | 3,518 | -5% |
| Website Pageviews | 5,047 | 5,154 | -2% |
| | Mar 2020- Feb | Mar 2019- Feb | % of change |
| Circulation | 133,790 | 228,910 | -42% |
| Library Visits | 34,942 | 132,203 | -74% |
| Reference Questions | 9,911 | 17,006 | -42% |
| Programs | 18 | 615 | -97% |
| Program Attendance | 285 | 11,915 | -98% |
| Overdrive | 40,566 | 30,617 | 33% |

* Due to the COVID-19 virus, the library closed to the public on March 14 and only essential staff reported until March 20. The library began curbside service only on May 20 with limited amounts of staff reporting and reopened to the public with limited hours on July 6, 2020. CPL returned to curbside only on December 14, 2020. Resumed open to the public February 1, 2-2021.

Curbside - February 2021

| Books | DVDs | BOCD | CDs | Other | Total | Pickups |
|-------|------|------|-----|-------|-------|---------|
| 117 | 10 | 0 | 0 | 0 | 133 | 42 |

Virtual Program - December 2020

| Programs | Sessions | Views | Facebook Hits | Participants |
|------------|----------|-------|---------------|--------------|
| Storytimes | 20 | N/A | N/A | 94 |

| | | | | |
|---|---|-----|-----|-----|
| Family Programs (Lego, Minecraft) | 6 | 493 | 91 | 51 |
| Tween/Teen Chili Chapters with Valerie | 1 | N/A | N/A | 22 |
| Adult Programs (Painting night, book discussion) | 7 | N/A | N/A | 221 |

Programs are about the same number as last year, but attendance has been less.

- **Herb Gardening Program**– In the month of March the Library provided a variety of adult virtual informative programs. Topics ranged from ‘Working from Home’ to an ‘Herb Gardening’ program which over 50 participants had registered.
- **1000 Books Before Kindergarten Program** – The Director will explain to the Library Board the collaboration the Library has with the area school districts to promote reading to children. The CPL Board packets included a copy of the CPL tracking sheet used by participants.
- **The Chili Public Library Tik Tok Account** – The Library’s Marketing Team has created a Chili Public Library Tik Tok account. Tik Tok is a short- form, video sharing app. It is a new way for the Library to communicate with the tweens and teens. This is an example of using current technology trends to meet the needs of the community.
- **Chili Public Library New Building Occupancy Schedule** – The Library Director will share with the Library Board the new Library building occupancy schedule as prepared by Vargas Associates.

New Items:

- **Approve Closure Dates of Chili Public Library in Preparation of Opening of the Chili Community Center** – Based on the Chili Public Library new building occupancy schedule, the Library Director recommend the current library building be closed from Monday, April 19, 2021 until the grand opening date of the Chili Community Center of Saturday, May 15, 2021. During the time of closure shelves from the current building to be used in the new Library will be disassembled and set back up in the new building, and staff will be used to help move the collection and supplies over to the new building. A copy of the timeline for the move was included in the CPL Board packets.

Approve Closure Dates of the Chili Public Library as Described.

Sue Ackerman asked if there were any objections to approve the Closure Dates of the Chili Public Library as Described. Hearing none, the dates were approved by Unanimous Consent.

Approve Proposed Hours of the Chili Public Library – The Library Director recommends the Chili Public Library be open when the new Chili Community Center

opens to the public, with the schedule described below. These hours are consistent with other area libraries.

Monday – Thursday 9:00 am-9:00 pm

Friday and Saturday 9:00 am-5:00 pm

Closed Sundays

Approve the Proposed Hours as Described.

Sue Ackerman asked if there were any objections to the approval of the Proposed Hours as Described. Hearing none, the Proposed Hours were approved by Unanimous Consent.

Approval of Updated Library Wall Exhibit Policy – The Library’s Wall Exhibit policy, that was approved at the February 2020 Library Board meeting, has been changed to include an updated waiver statement.

Action Item: Approve the updated Library Wall Exhibit Policy.

Sue Ackerman asked if there were any objections to the approval of the updated Library Wall Exhibit Policy. Hearing none, the updated policy was approved by Unanimous Consent.

- **Approval of the Pinpoint Group Professional Services Agreement**– The CPL Library Director requests the library board approve the Professional Services Agreement from The Pinpoint Group for equipment and labor for moving into the new library building in the amount of \$6,670. The professional services agreement includes shutting down, disconnecting, and preparing for the move of approximately 53 computers, monitors, and accessories, existing wireless access points for possible future use, servers, and network equipment and removal of unneeded equipment for disposal as needed. It also includes the move of servers and network equipment, installation in new racks and the setup of the new and moved computers and equipment to the new library. This further includes creating a new patron PC image with all the necessary patron software and configurations and making a system image which will be used to set up the remaining patron PCs. Other PCs will be set up, updated, and configured as needed for how they will be used.

Action Requested: Approve the PinPoint Group Professional Services Agreement as presented.

Sue Ackerman asked if there were any objections to the approval of the PinPoint Group Professional Services Agreement as presented. Hearing none, the PinPoint Service Agreement was approved by Unanimous Consent.

- **Approval of Computer Purchase** – The computers in the public areas of the Library are close to 10 years old and are in need of replacement. The Director requests the Library Board approve the purchase of approximately 53 computers,

monitors, and accessories from the PinPoint Group in the amount of \$24,611.84, in preparation of the move to the new Library building.

| | | | |
|-------|--|-----------|--------------|
| 34 | Lenovo ThinkCentre M75q-1 Tiny | \$ 590.96 | \$ 20,092.64 |
| 26 | Hewlett Packard VH240a 23.8" monitor with tilt/height adjustment | \$ 143.74 | \$ 3,737.24 |
| 4 | Hewlett Packard M27ha 27" monitor with tilt/height adjustment | \$ 195.49 | \$ 781.96 |
| TOTAL | | | \$ 24,611.84 |

Action Requested: Approve the purchase of computers and equipment from the PinPoint Group not to exceed \$24,611.84.

Sue Ackerman asked if there were any objections to the approval of the purchase of computers and equipment from the PinPoint Group, not to exceed \$24,611.84. Hearing none, the purchase of the computers and equipment was approved by Unanimous Consent.

- **Approval of 2020 Chili Public Library State Annual Report** - Annually, the Chili Public Library must submit a State Annual Report to the Division of Library Development. The assurance that this "Annual Report" was reviewed and approved by the System Board is required. A summary of the report document will be reviewed at the April Library Board meeting and the full report will be available at the meeting. The report contained information discussed at previous CPL Board meetings.

Action Requested: Approve the 2020 Chili Public Library State Annual Report.

Sue Ackerman asked if there were any objections to the approval of the 2020 Chili Public Library State Annual Report. Hearing none, the Annual Report was approved by Unanimous Consent.

- **Approval of the 2021 Chili Public Library Personnel Policy** – The CPL Personnel Committee requests the Library Board approve the updated 2021 CPL Personnel Policy.

Action Requested: Approve the 2021 CPL Personnel Policy as presented.

Sue Ackerman asked if there were any objections to the approval of the 2021 CPL Personnel Policy as presented. Hearing none, the Personnel Policy, as presented, was approved by Unanimous Consent.

MCLS Items:

- **None to report.**

State Items:

- **None to report.**

Meetings:

- CPL Personnel Committee Meeting – 3/1/21
- Gates Chili Chamber of Commerce Golf Tournament Meeting – 3/2/21
- Chili Town Historian Meeting -3/2/21
- MCLS Director’s Council Meeting – 3/3/21
- CPL Foundation Meeting – 3/3/21
- Meeting with Mike’s Professional Cleaners – 3/4/21
- Full Staff Zoom Meeting – 3/5/21
- Meeting with Recreation Department Head – 3/5/21
- Gates Chili Chamber of Commerce Marketing Meeting – 3/5/21
- Vargas Associates Meeting – 3/8/21
- Gates Chili Chamber of Commerce Program Committee Meeting – 3/9/21
- Gates Chili Chamber of Commerce Board Meeting – 3/9/21
- MCLS Directors Weekly Meeting – 3/10/21
- Supervisor Meeting – 3/10/21
- Vargas Associates Meeting – 3/15/21
- Meeting with Highway Department Head - 3/16/21
- Ribbon Cutting Meeting – 3/17/21
- Meeting with PinPoint Group – 3/18/21
- Gates Chili Chamber of Commerce Marketing Team Meeting – 3/19/21
- Gates Chili Chamber of Commerce Golf Tournament Meeting – 3/22/21
- MCLS Directors Weekly Meeting – 3/24/21

Committees: The Personnel Committee presented the updated CPL Personnel Policy for CPL Board approval. The CPL Board gives kudos to the Personnel Committee for the updated personnel policy and the updated CPL director’s evaluation form.

Old Business: None

New Business: None

Review of the CPL Budget Spreadsheet and Memorial Fund Spreadsheet: Revenues from fines, fees and holds were close to the estimated amount. Due to shortened hours of operation, expenses for Personnel services was less than budgeted. An insurance payment was made.

Approval Items:

- Approval of Library Fund Abstract amount of \$8,622.12.
- Approval of Memorial Fund Expenditures amount of \$3,799.42.
- Approval of Memorial Fund Donations. There were no donations this month.

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

Additional Comments from Audience: None

At 6:50 the meeting was adjourned to move to executive session to discuss Director Baker's 2020 annual review.

The CPL Board reconvened at 7:00.

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

Next meeting date/time: April 22, 2021 @ 6:00pm in the Chili Town Hall meeting room.