

Chili Public Library Board of Trustees Meeting  
Approved Minutes for April 26, 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), Vinny Dallo, Sara Landes,  
Library Director: Jeff Baker  
Town Liaison: Mary Sperr

Absent: None  
Excused: None

**Meeting called to order @ 6:00pm** by President Hahn

**Approval of agenda:** Lori Hahn asked if there were any objections to the approval of the agenda with addition, as discussed. **Hearing none**, the agenda was approved with Unanimous Consent.

**Approval of minutes** of March 22, 2022: **Lori Hahn 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 placed a historical sign at the Clifton Fire Department on the morning of April 4, 2022, in honor of Chili's Bicentennial Year. The Chili Town Board then relocated to Chili Town Hall where a plaque commemorating Chili's bicentennial of the first Town of Chili Board meeting was unveiled, followed by the April 4, 2022, Chili Town Board meeting. After the meeting was adjourned, the plaque was placed at the entrance of Chili Town Hall.

Premises located at 1140 Paul Road, Churchville, NY 14428 and 257 Archer Road, Churchville, NY 14428 will be designated as "Landmark" as per Chapter 300 of the Town Code per the recommendation of the Historic Preservation Board.

The Town of Chili Chil-E Fest will be held on June 24 – June 25, 2022.

- **Guests/Public:** Monique Rew-Bigelow

**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).

- Chili Public Library coordinated with the Town of Chili historian, Pete Widener, to move the model of the Chili Cobblestone School, now a museum, to outside the CPL Reading Room. Information concerning the Cobblestone Museum hours, located on Scottsville Road, will be available on the model.
- The Reading Room has two new exhibits. One is by The Chili Art Group. The other, from the Town Historian, is about the Grange.

**Information:**

- **Friends of the CPL Board:** The Friends Board will next meet Tuesday, May 10, 2022 at 6pm. Lori Ahearn will attend as the CPL Board representative. The Friends Board approved purchasing CPL-on-the-Go! giveaway books and items for the Chil-E Fest.

**Statistics:**

	March 2022	March 2021	% of change
Circulation	17,820	15,369	16%
Library Visits	10,738	4,395	144%
Reference Questions	1,262	1,062	19%
Programs (in-house)	55	0	N/A
Program Attendance (in-house)	660	0	N/A
Items Borrowed (holds)	900	957	-6%
Items Loaned (holds)	1159	989	17%
Overdrive	3,247	3,247	-3%
Hoopla Circulation	256	265	-3%
Meeting Room	139	0	N/A
Website Sessions	5,644	3,579	58%
Website Pageviews	8,371	5,490	52%
Curbside	2	N/A	N/A
Sparklab Open Hours	183	N/A	N/A
	Apr 2021-Mar 2022	Apr 2020-Mar 2021	% of change
Circulation	199,192	137,613	45%
Library Visits	71,985	34,021	112%
Reference Questions	14,283	10,145	41%
Programs	364	0	N/A
Program Attendance	4,890	0	N/A
Overdrive	37,217	40,741	-9%
Hoopla Circulation	3,035	2,502	21%

\*Due to the COVID restrictions, there were no in-house programming during March 2021.

**Virtual Programming – March 2022**

Virtual Programming	Sessions	Participants
Adult Programs	1	52

**Old Items:**

- **2022 RRLC Causewave Capacity Building Grant** – The Director is pleased to report the Rochester Regional Library Council has reviewed the library’s RRLC Causewave Capacity Building Grant to brand the library and has approved full funding of the grant in the amount of \$4,500. Volunteers from the CPL Board will be needed for this project. Director Baker will send out a memo when times and dates are confirmed.

## New Items:

- **Approval of 2021 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 Library Board is required. A summary of the report document will be reviewed at the Library Board meeting and the full report will be available at the meeting.

**Action Requested:** Approve the 2021 Chili Public Library State Annual Report.

**Lori Hahn asked if there were any objections** to the approval of the 2021 Chili Public Library State Annual Report. **Hearing none**, the report was approved by Unanimous Consent.

- **Approval of 2022-2026 Chili Public Library Long Range Plan** – At the Library Board’s March 2022 meeting the CPL Long Range Planning Committee presented the 2022-2026 Chili Public Library Long Range Plan. The Director request approval of the plan by the Library Board,

**Action Requested:** Approve the 2022-2026 Chili Public Library Long Range Plan.

**Lori Hahn asked if there were any objections** to the approval of the 2022-2026 Chili Public Library Long Range Plan. **Hearing none**, the report was approved by Unanimous Consent.

- **Action Requested:** Approval of the changes to the Anti-Nepotism policy statement within the CPL Personnel Policy.

**Lori Hahn asked if there were any objections** to the approval of the changes to the Anti-Nepotism policy statement within the CPL Personnel Policy. **Hearing none**, the changes were approved by Unanimous Consent.

## MCLS Items:

- None to report

## State Items:

- **New York State Budget Update** - The final NYS Budget was passed on Saturday, April 9, 2022. Although Library Aid did not reach the target level, we are thankful for the increase in funding (about \$5.5M more than the 2021-2022 fiscal year). Library Construction held steady at the same level as the previous year - \$34M.

The 2022-2023 NYS Budget includes:

- Library Aid \$99.6M
- Library Construction \$34M
- Digital Inclusion \$10M
- Release of \$150K Love Your Library Fund
- Establishment of the Working to Implement Reliable and Equitable Deployment of Broadband Act (WIRED)
- Modifications to Open Meetings Law

## Meetings:

- Full Staff Meeting – 4/1/22
- Bicentennial Clifton Hamlet Sign Dedication Event – 4/2/22
- Bicentennial Town Board Meeting Event – 4/2/22
- Gates Chili Chamber of Commerce Golf Committee Meeting – 4/5/22
- Gates Chili Chamber of Commerce Program Committee Meeting – 4/5/22
- Gates Chili Chamber of Commerce Networking Event – 4/5/22
- MCLS Directors' Council Meeting – 4/6/22
- Director's Evaluation Meeting – 4/11/22
- Gates Chili Chamber of Commerce Board Meeting – 4/12/22
- Friends of the CPL Board Meeting – 4/12/22
- CPL Foundation Committee Meeting – 4/14/22
- Town of Chili Staff Wellness Program – 4/14/22

## Committees:

- **The Nominating Committee put forward the resolution** for Monique Rew-Bigelow to fill the remainder of Susan Ackerson's CPL Board term. The resolution needs CPL Board approval so it can be sent to the Town Board for the appointment to be made.

**Lori Hahn asked if there were any objections** to the approval of the resolution to have Monique Rew-Bigelow fill the remainder of Susan Ackerson's CPL Board term and to send the resolution to the Chili Town Board. **Hearing none**, the resolution was passed with Unanimous Consent.

**Old Business:** None

**New Business:** None

**Review of the CPL Budget Spreadsheet and Memorial Fund Spreadsheet:** There were three pay periods this month. The expense for the hybrid zoom and in-person meeting equipment was on the spreadsheet.

## Approval Items:

- Approval of Library Fund Abstract amount of \$12,158.99
- Approval of Memorial Fund Expenditures amount of \$27.50.
- Approval of Memorial Fund Donations. There were no donations.
- **Lori Hahn 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

**Lori Hahn adjourned the meeting to go into executive session @ 6:45** to discuss personnel issues including library organization.

**The CPL Board meeting reconvened at 7:00pm.**

**Action Requested by the director:** In recognition of Jennifer Lowden's increased responsibilities as Assistant Director of the Chili Public Library, the Library Board approve her pay rate increase, from \$34.67 to \$36.25, to take place on payroll 11, May 8, 2022

**Lori Hahn asked if there were any objections** to the approval of the pay rate increase for Jennifer Lowden as described. **Hearing none**, the rate increase was approved by Unanimous Consent.

**Hearing no objections, the meeting was adjourned @ 7:05pm.**

**Next meeting date/time: May 24, 2022 @ 6pm in the Chili Public Library Ireland Room.**