

Chili Public Library Board of Trustees Meeting
Approved Minutes for May 24, 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

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. Hearing none, the agenda was approved with Unanimous Consent.

Approval of minutes of: Lori Hahn asked if there were any objections to the approval of the minutes of April 26, 2022. Hearing none, the minutes were approved with Unanimous Consent.

Communications

- **Town Liaison/Gates Chili Chamber of Commerce:** The 2022 Chil-E Fest is on June 24 – June 25. The parade will be held on June 24, 2022 @ 6:30pm. Fireworks are on June 25@10pm.

Auditors, Freed Maxick, gave The Town of Chili a clean bill of health for the 2021 audit.

- **Guests:** 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).

- The CPL Board was shown samples of *Wonderbooks*, read along children's books. The Lions Club of Chili donated money to purchase some of the books.
- The CPL Board was also shown a sample of what can be made with the new 3D printer.

Information:

- **Friends of the CPL Board:** The Friends Board will next meet Tuesday, June 14, 2022 at 6pm. Jim Lechner has volunteered to attend. A mini-Booksale will take place in early summer.

- **CPL Foundation:** Bob Pacer has resigned from the Foundation in order to spend more time with family. Bob was instrumental in the development of the CPL Foundation and has been the CPL Foundation president. The CPL Board wishes him the best.

Statistics:

	April 2022	*April 2021	% of change
Circulation	16,516	10,439	58%
Library Visits	9,396	4,706	100%
Reference Questions	1,177	640	84%
Programs (in-house)	41	0	N/A
Program Attendance (in-house)	604	0	N/A
Items Borrowed (holds)	824	238	246%
Items Loaned (holds)	776	479	62%
Overdrive	3,148	3,086	2%
Hoopla Circulation	282	281	.4%
Meeting Room	145	0	N/A
Website Sessions	5,428	3,636	49%
Website Pageviews	8,339	5,203	60%
Curbside	1	N/A	N/A
Sparklab Open Hours	92	N/A	N/A
	May 2021-Apr 2022	May 2020-Apr 2021	% of change
Circulation	205,269	144,155	42%
Library Visits	76,675	38,727	98%
Reference Questions	14,820	10,768	38%
Programs	405	0	N/A
Program Attendance	5,494	0	N/A
Overdrive	37,279	39,945	-7%
Hoopla Circulation	3,036	2,783	9%

*Due to the COVID restrictions, there were no in-house programming during April 1-18, 2021 and the library was closed April 19-30, 2021 in preparation for the move to the new Community Center.

Virtual Programming - April 2022

	Sessions	Participants
Adult Programs	0	0
Children's Programs	0	0

- **Personnel Update** - Valerie Watson has been promoted to being the Library's Programs and Youth Services Manager – Her civil service title is full time Librarian II at a pay rate of \$26.37, effective May 9, 2022. Laura Sutter has been promoted to full time Librarian Trainee at a pay rate of \$17.43 effective May 9, 2022. Thanks to Dawn Forte, for her help in her role as the civil service liaison.

Old Items:

- None to report

New Items:

- **Approval of 2021 Chili Public Library Annual Report to the Community** – A minimum standard of the State Library is for public libraries must produce a Report to the Community. The report was in a colorful, easy to read format created by Jenn Lowden.
Action Requested: Approve the 2021 Chili Public Library Report to the Community.

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

- **Approval of Increasing Start of the Day Cash Register Drawer to \$80 from \$75** – The start of the day cash register is \$75. The Circulation staff find the number of ones in the drawer runs low throughout the day which would be remedied if the start of the day cash register was \$80.
Action Requested: Approve Increasing the Start of the Day Cash Register Drawer to \$80 from \$75.

Lori Hahn asked if there were any objections to the approval of Increasing the Start of the Day Cash Register Drawer to \$80 from \$75. **Hearing none**, the increase was approved by Unanimous Consent.

MCLS Items:

- None to report

State Items:

- None to report

Meetings:

- Gates Chili Chamber of Commerce Golf Committee Meeting – 4/27/22
- Gates Chili Chamber of Commerce Program Committee Meeting – 4/28/22
- MCLS Directors' Council Retreat – 5/4/22
- CPL Full Staff Meeting – 5/6/22
- Gates Chili Chamber of Commerce Board Meeting – 5/10/22
- Friends of the CPL Board Meeting – 5/10/22
- Gates Chili Chamber of Commerce Program Committee Meeting – 5/12/22
- Gates Chili Chamber of Commerce Program Ribbon Cutting – 5/12/22
- Town Finance Director Meeting – 5/13/22
- CPL Board Budget Committee Meeting- 5/13/22
- Gates Chili Chamber of Commerce Bob Duffy Speaking Event – 5/19/22

Committees: The budget committee, Jim Lechner, Lori Hahn, Sara Landes and Jeff Baker, presented the preliminary work that has been done on the budget. This framework was discussed and the CPL Board members stated their positions on what is needed for the library to continue the best service to the community.

Lori Hahn will send a memo for the CPL Trustees to indicate on which committees they would like to serve.

Old Business: None

New Business: None

Review of the CPL Budget Spreadsheet and Memorial Fund Spreadsheet: The NYLA Conference cost was on the spreadsheet. The cost of utilities is rising.

Approval Items:

- Approval of Library Fund Abstract amount of \$32,580.25.
- Approval of Memorial Fund Expenditures amount of \$294.90.
- 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:

Hearing no objections, the meeting was adjourned @ 8:22pm.

Next meeting date/time: June 28, 2022 @ 6pm in the Chili Public Library Ireland Room.