

Chili Public Library Board of Trustees Meeting  
Approved Minutes for May 27, 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: Lori Hahn, Sara Landers, Jeff Stoiber

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

**Approval of minutes** of April 22, 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:** None Present
- **Guests/Public:** None Present

**Director's Report**

- The Library Director brought to the Library Board's attention a trust fund called the Trummonds Fund recently created by an anonymous donor. The purpose of the fund is to give annual distributions to most of the Monroe County Library System member libraries to purchase supplemental circulating materials for the public. There are rules governing acceptance and accounting of these annual disbursements. The first disbursement will occur in 2022. Director Baker explained some of the rules governing acceptance of the annual disbursements. The CPL Board appreciates this anonymous donor.
- Library building: Christa Construction will provide additional lighting in the two study rooms. Director Baker will finish the building grant report for the final 10% of the funds.

**General Information:**

- **Friends of the CPL Board:** The next Friends of the CPL Board Zoom meeting is June 8, 2021. Jim Lechner will attend as the Friends CPL Board member.

- **Chili Public Library Foundation Board:** The next CPL Foundation Board Zoom meeting is June 2, 2021.

**Statistics:**

<b>Month</b>	<b>April 2021*</b>	<b>April 2020</b>	<b>% of change</b>
<b>Circulation</b>	10,439	3,897	168%
<b>Library Visits</b>	4,706	0	100%
<b>Reference Questions</b>	640	17	3665%
<b>Programs (in-house)</b>	0	0	0%
<b>Program Attendance (in-house)</b>	0	0	0%
<b>Items Borrowed (holds)</b>	238	0	100%
<b>Items Loaned (holds)</b>	479	0	100%
<b>Overdrive</b>	3,086	3,882	-21%
<b>Hoopla New Patrons</b>	5	N/A	N/A
<b>Hoopla Unique Patrons</b>	92	N/A	N/A
<b>Hoopla Circulation</b>	281	N/A	N/A
<b>Meeting Room</b>	0	0	0%
<b>Website Visits</b>	3,636	2,290	59%
<b>Website Pageviews</b>	5,203	5,090	2%
	<b>May 2020- Apr 2021</b>	<b>May 2019- Apr 2020</b>	<b>% of change</b>
<b>Circulation</b>	144,155	204,922	-30%
<b>Library Visits</b>	38,727	113,470	-66%
<b>Reference Questions</b>	10,768	14,962	-28%
<b>Programs</b>	0	522	-100%
<b>Program Attendance</b>	0	10,075	-100%
<b>Overdrive</b>	39,945	32,756	22%

\* Due to the COVID-19 virus, the library closed to the public on March 14, 2020. The library began curbside service on May 20, 2020, with limited amounts of staff reporting and reopened to the public with limited hours on July 6, 2020. The library closed again to only curbside service again on December 14, 2020. Reopened again February 1, 2021. The

library closed completely on April 17, 2021, to pack and prepare for the move to the new Community Center.

**Curbside – April 2021**

Books	DVDs	BOCD	CDs	Other	Total	Pickups
19	0	0	0	0	19	5

**Virtual Program – April 2021**

Programs	Sessions	Views	Facebook Hits	Participants
Storytimes	0	0	0	0
Family Programs (Lego, Minecraft)	0	0	0	0
Tween/Teen Chili Chapters with Valerie	1	N/A	N/A	25
Adult Programs	6	N/A	N/A	285

- Ribbon Cutting and Grand Opening of the New Chili Community Center –** Dignitaries and public alike, along with the staff, gave overwhelmingly rave reviews of the new Chili Community Center. Library rooms the public made special note of were the Reading Room, the expanded Children’s Room with play area, the enclosed Teen area, and the updated and enlarged Makerspace Room.
- Library’s Website Updated –** In conjunction with the Library moving into the new Chili Community Center, the Library has updated its website using a color scheme to match the walls and furniture of the new Library. The website also includes an updated FAQs page about the new building that has photographs. The CPL Board thought it was a well done update.
- Library Polling Site –** The Library in its new location has been chosen by the Board of Elections to be a polling site for the June 22, 2021, primary election.
- Personnel Update –** Sally Scott part-time Library Page has moved out of state and resigned.

**New Items:**

- Approval of MCLS Document of Understanding –** The Director’s Council voted to endorse the MCLS Document of Understanding. The DOU covers 3 years (1/1/2022-12/31/2024). It needs to be endorsed and signed member libraries by September 1, 2021. This is a legal requirement.

**Action Requested –** Approve the MCLS Document of Understanding covering the years (1/1/2022-12/31/2024).

The action was tabled until the June 2021, CPL Board meeting to give the CPL Board members time to read through the DOU. Director Baker will provide a copy of the previous document for those who would like to see what has been changed in the current DOU. In the past the DOU was a one year agreement.

- **Approval of Chili Public Library Food and Drink Policy** – The Director requests the Library approve the CPL Food and Drink Policy as described. The CPL Board received a copy of the Food and Drink Policy draft in their packets.

**Action Requested** – Approve the CPL Food and Drink Policy

**Sue Ackerman asked if there were any objections to the approval of the CPL Food and Drink Policy. Hearing none, the policy was approved by Unanimous Consent.**

- **Approval of the Purchase of Overhead Struts and Backstops from Library Interiors Inc for the Adult Fiction and Non Fiction Shelving** – The Adult Fiction and Non Fiction shelving was moved from the old Library to the new Library. In that they have been re-assembled in longer rows the director requests 11 overhead struts for a total of \$363 be purchased for that shelving. In the old Library that shelving had makeshift wood rods as backstops for the books. There are metal backstops specifically made specifically for this shelving that needs to be purchased to match the backstops that is being used with the new Library shelving. The director requests 620 backstops be purchased for a total of \$6,820. The freight for the purchase of the backstops and overhead struts is \$405, for a total of \$7,588.

**Action Requested** – Approve the purchase of overhead struts and backstops from Library Interiors Inc. for the Adult Fiction and Non Fiction shelving for a total of \$7,588.

**Sue Ackerman asked if there were any objections to the approval of the purchase of overhead struts and backstops from Library Interiors Inc. for the Adult Fiction and Non Fiction shelving for a total of \$7,588. Hearing none, the purchase of was approved by Unanimous Consent.**

#### **MCLS Items:**

- **No Longer Quarantining Materials** – Due to the decrease in COVID cases in Monroe County and after consultation with the Directors' Council as well as System Staff, MCLS decided to drop the quarantine as a requirement for delivery. This went into effect Monday, May 17. The Library Director has followed suit and stopped the quarantine of materials returned to the Chili Public Library.

#### **State Items:**

**None to report**

#### **Meetings:**

- Bicentennial Meeting – 5/3/21
- CPL Foundation Board Meeting – 5/5/21

- Grand Opening Meeting – 5/7/21
- Meeting with Mike Curley – 5/10/21
- Grand Opening Meeting – 5/12/21
- Ribbon Cutting Event Walk Through Meeting – 5/13/21
- Ribbon Cutting and Grand Opening of the New Chili Community Center – 5/15/21
- Meeting with Dan Knapp – 5/21/21

**Committees:** In their packets the CPL Board received the Chili Town budget calendar milestones to present the 2022 budget. The CPL Budget committee will begin meeting in June to discuss the 2022 CPL budget.

**Old Business:** None

**New Business:** None

**Review of the CPL Budget Spreadsheet and Memorial Fund Spreadsheet:** The payment to Vargas Associates appears on the spreadsheet. CPL received \$470.00 for the sale of furniture from the old library. The cost of new computers and the half payment for the MCLS cost share are some expenses this month.

**Approval Items:**

- Approval of Library Fund Abstract amount of \$63,523.66.
- Approval of Memorial Fund Expenditures amount of \$2, 552.50.
- Approval of Memorial Fund Donations. There were no donations to the Memorial Fund.
- **Sue Ackerman asked if there were any objections** to the approval of the Library Fund Abstract and Memorial Fund Expenditures. **Hearing none**, both were approved by Unanimous Consent

Additional Comments from Audience: None

The meeting was adjourned @ 6:48pm to go to Executive session to discuss personnel issues.

The meeting was reconvened @ 6:58pm.

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

**Next meeting date/time: June 22, 2021 @ 6pm in the Chili Public Library Ireland Community Room.**