

Chili Public Library Board of Trustees Meeting
Approved Minutes for August 23, 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: None

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

Approval of agenda: Lori Hahn asked for approval of the agenda. **Hearing no objections**, the agenda was approved with Unanimous Consent.

Approval of minutes of July 26, 2022.: Lori Hahn asked for approval of the minutes. **Hearing no objections**, the minutes were approved with Unanimous Consent.

Communications

- **Town Liaison/Gates Chili Chamber of Commerce:** The 2023 Town of Chili Budget discussions, for all departments, are scheduled for September 1, 2022, at the Chili Town Hall. The public may attend as observers. A draft of the budget is at the at the CPL reference desk. The Town of Chili Master Plan has been updated. Chili Town Court is in the process of moving to the Chili Town Hall location. Renovations of the space it occupies includes increased security measures.

The Chamber of Commerce raised \$2,500 each for the Chili Public Library and the Gates Public Library. The Golf Committee will discuss what went well and what could be done differently for the 2023 tournament.

- **Guests/Public:** 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 of Trustee group picture will be taken at the September 27, 2022, CPL Board meeting.
- An updated CPL organizational chart was in the Board packet.

Information:

- **Friends of the CPL Board:** The Friends Board will next meet Tuesday, September 13, 2022 at 6pm. Jeff Stoiber has volunteered to attend.
- **CPL Foundation:** The next Foundation Board meeting is Thursday, September, 8, 2022.
- **Town Board Budget Meeting:** The Town Board Budget meeting will be Thursday, September 1, 2022 at 5pm. President Lori Hahn and Director Jeff Baker will attend.
- **School Supply Drive:** The Library's School Supply Drive is from August 1 - September 9, 2022.
- **Beyond Books: The 21st Century Library:** The Director will show to the Library Board the CBS Morning News segment. The CPL Board saw many parallels to our library as well as interesting practices that might be possible at CPL

Statistics:

	July 2022	July 2021	% of change
Circulation	*19,521	24,511	-20%
Library Visits	9,714	*	N/A
Reference Questions	1,287	1,752	-27%
Programs (in-house)	54	33	64%
Program Attendance (in-house)	868	426	104%
Items Borrowed (holds)	991	823	20%
Items Loaned (holds)	1,357	1,138	19%
Overdrive	3,343	3,187	5%
Hoopla Circulation	331	249	33%
Meeting Room	141	40	253%
Website Sessions	5,294	4,680	13%
Website Pageviews	8,076	7,293	11%
Curbside	0	1	-100%
Sparklab Open Hours	190	N/A	N/A
	Aug 2021-Jul 2022	Aug 2020-Jul 2021	% of change
Circulation	202,509	171,054	18%
Library Visits	101,753	34,990	191%
Reference Questions	14,284	13,069	9%
Programs	492	34	1,347%
Program Attendance	6,613	442	1,396%
Overdrive	37,670	38,041	-1%
Hoopla Circulation	3,152	3,024	4%

*To better serve the Library patrons, starting April 2022 the loan period for DVDs is three weeks instead of 1 week. **The people counter was not working in July 2021. There were no Spark Lab open hours in July 2021.

Virtual Programming - July 2022

	Sessions	Participants
Adult Programs	1	45

Old Items:

- **Results of the 2022 Chamber Golf Tournament Fundraiser** - The 2022 Chamber Golf Tournament Fundraiser was held Monday, July 25, 2022. 90 golfers took part in the tournament which raised \$2,500 each for the Chili Public Library and the Gates Public Library. The checks will be presented to the libraries at the Chamber's annual meeting in November. The CPL Board appreciates the time and effort needed to hold the tournament and the funds CPL will receive. Sponsorships were decreased from the previous tournaments.
- **Summer Reading Program Results** – The Director will share with the Library Board the results of the Library's Summer Reading Program which ended August 19, 2022. There was an increase of adult reading over last summer.
- **Branding Update** – The Director will review the timeline of the Library's Causeway Capacity Building Grant with the Library Board.

New Items:

- **Approval of Library to Require Background Checks and Physicals for New Employees**
– In that the Library staff works with the public, the Library Director recommends the Library Board approve moving forward with background checks and physicals for new employees. The Town of Chili uses Metrodata for their background checks. The cost for a background check is \$29 for those living in Monroe County. The cost for a general physical including drug testing is \$118, for a total cost to the Library of \$147 per new hire.
Action Item: Approve having the Library Require Background Checks and Physicals for New Employees.

Action item is tabled until clarification is obtained by Director Baker.

- **Approval of Laptops Purchase:** The Library has 12 laptops staff use for Zoom meeting, Minecraft programs, and in-library use by patrons. Six of the laptops are model Thinkpad E550, almost seven years old, and are in need of replacement. The Library received a quote from Pinpoint Group in the amount of \$4,842.24 to replace the six older laptops with six ThinkPad E15 Gen 3 laptops.

Action Requested: Approve the purchase of six ThinkPad E 15 Gen 3 laptops at the cost of \$4,842.24 to be paid from the Memorial Fund.

Lori Hahn asked if there were any objections to the approval of the purchase of six ThinkPad E 15 Gen 3 laptops at the cost of \$4,842.24 to be paid from the Memorial Fund. **Hearing none,** the purchase was approved by Unanimous Consent.

MCLS Items:

- **2022-23 Local Library Services Aid (LLSA) and Love Your Library Special Revenue** –

Whereas the System anticipates receiving 2022-23 Local Library Services Aid (LLSA) from the State of New York, the purpose of which is to enhance the member library's ability to provide library services to their local communities, to be distributed at \$7,766 and Whereas the System anticipates receiving 2022-23 Love Your Library special revenue, a onetime appropriation from the State of new York, the purchase of which is to strengthen and support summer reading program activities during 2022, and to be distributed at \$300 (1/20th of total aid) per member of the Monroe County Library System.

Whereas the System is required to distribute these funds to System Member libraries based on a per capita formula established by the State, and

Whereas, The System is required by law to distribute funds received within thirty (30) days of receipt, and

Therefore, the system shall pay the Library \$8,066. The payment will be based on the funding level established by the New York State Education Department Division of Library Development for the 2022-23 fiscal year.

Action Item: Approve Acceptance of the 2022-23 Local Library Services Aid (LLSA) and Love Your Library Special Revenue as described.

Lori Hahn asked if there were any objections to the approval of acceptance of the 2022-23 Local Library Services Aid (LLSA) and Love Your Library Special Revenue as described. **Hearing none**, the acceptance was approved by Unanimous Consent.

- **Personnel Update** – Gianna Auble and Anaya Baptiste have been hired as Library Pages at a pay rate of \$13.20 effective July 25, 2022.

Action Item: Endorse the hiring of Gianna Auble and Anaya Baptiste as described.

Lori Hahn asked if there were any objections to the endorsement of the hiring of Gianna Auble and Anaya Baptiste as described. **Hearing none**, the hiring was endorsed.

- **Library Programs September – December 2022** – The Library Director will review the programs it will be provided to the community, planned for September – December 2022.

State Items:

- None to report

Meetings:

- Gates Chili Chamber of Commerce Golf Tournament Meeting – 8/3/22
- CPL Full Staff Meeting – 8/5/22
- Gates Chili Chamber of Commerce Program Ribbon Cutting – 8/9/22
- CPR Training – 8/10/22
- Gates Chili Chamber of Commerce Ribbon Cutting – 8/16/22
- Gates Chili Chamber of Commerce Board Special Meeting – 8/16/22
- Endless Highway Inc. Meeting – 8/17/22

Committees: Director Jeff Baker, Assistant Director Jenn Lowden, and Reference Librarian Richard Gagnier are developing a CPL policies organizational chart which they will present to the CPL Policy Review committee at a future date.

Old Business: None

New Business: None

Review of the CPL Budget Spreadsheet and Memorial Fund Spreadsheet: On-line fees due to CPL were added to the fines, charges and fees line item. Expenditures that were previously approved were cashed.

Approval Items:

- Approval of Library Fund Abstract amount of \$7,747.32.
- Approval of Memorial Fund Expenditures. No expenditures this month.
- Approval of Memorial Fund Donations. No donations this month.
- **Lori Hahn asked for approval** of the Library Fund Abstract. **Hearing no objections**, the abstract was approved by Unanimous Consent.

Additional Comments from Audience: None

Hearing no objections, the meeting was adjourned @ 6:55PM

Next meeting date/time: Tuesday, September 27, 2022 @ 6pm in the Chili Public Library Ireland Room.