

Chili Public Library Board of Trustees Meeting
Approved Minutes for September 27, 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: Sara Landes

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 August 23, 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:** A public hearing on the Town of Chili 2023 Preliminary Budgets is on October 12, 2022. The Town Board passed a resolution to adopt the Town of Chili 2030 Comprehensive Plan update. The Town Board passed a resolution, on the recommendation of the Director of Finance, to accept EFPR Group, LLP's proposal to provide independent CPA auditing services for the Town's 2022, 2023 and 2024 financial statements. CPL's audit is done with the Town of Chili audit

The Gates Chili Chamber of Commerce will give a Special Recognition Award to the Town of Chili, for Chili's 200 Year Bicentennial Anniversary during the Chamber's Community Awards Gala on October 13, 2022.

- **Guests/Public:** None Present
- **CPL Staff:** Assistant Director Jennifer Lowden

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).

- Trustee annual training is not presently required under NYS regulations, but will probably be so in the near future. Jeff Baker is sending the CPL Board a link to some training opportunities.

Information:

- **Friends of the CPL Board:** The Friends Board will next meet Tuesday, October 11, 2022 at 6pm. Jim Lechner has volunteered to attend. The Friends next Book Sale will take place in the Ireland Room. Friends Preview - Thursday, November 17 from 4pm-8pm. General Public - Friday, November 18 from 9am-5pm, Saturday, November 19 from 9am-5pm. \$5 Bag Sale - Sunday, November 20, from 1pm-4pm
- **CPL Foundation:** The next Foundation Board meeting is Thursday, October 20, 2022. The current goal of the CPL Foundation is to obtain endowments with a target of reaching \$2,000,000.

Statistics:

	August 2022	August 2021	% of change
Circulation	20,569	22,230	-7%
Library Visits	10,424	7,292	43%
Reference Questions	1,393	1,556	-10%
Programs (in-house)	53	42	26%
Program Attendance (in-house)	820	969	-15%
Items Borrowed (holds)	942	886	6%
Items Loaned (holds)	1,252	998	25%
Overdrive	3,635	3,334	9%
Hoopla Circulation	305	276	11%
Meeting Room	172	56	207%
Website Sessions	5,193	4,292	21%
Website Pageviews	7,971	6,464	23%
Curbside	0	4	-100%
Sparklab Open Hours	163	N/A	N/A
	Sep 2021-Aug 2022	Sep 2020-Aug 2021	% of change
Circulation	200,848	177,319	13%
Library Visits	104,885	37,860	177%
Reference Questions	14,121	13,456	5%
Programs	503	76	562%
Program Attendance	6,464	1,411	358%
Overdrive	37,971	37,949	.1%
Hoopla Circulation	3,181	3,034	5%

*To better serve the Library patrons, starting April 2022 the loan period for DVDs is three weeks instead of 1 week.

Virtual Programming - August 2022

	Sessions	Participants
Adult Programs	1	24

There has been an increase in visits and programs.

Old Items:

- **Branding Update** – The Director will review the Causewave Capacity Building Grant. Director Baker turned the update over to Jenn Lowden. The Board received the Causewave printout “Brand Development Information” which was discussed at a previous CPL Board meeting. Causewave has sent electronic surveys to CPL users. The CPL Branding Committee members are CPL staff Jenn Lowden, Jeff Baker, Valerie Watson, and Laura Sutter, and CPL Trustee Lori Ahearn.

New Items:

- **Personnel Update** – Kathryn Garrett, part-time clerk has left the Library for a new career path. Kristen Warburton has been hired as a part-time clerk at a pay rate of \$14.20 effective September 26, 2022.
- **Approval Filing of the 2021 990 Form with the IRS:** As a non-profit the Chili Public Library is required to file a Form 990 with the IRS. FreedMaxick performed the town audit.
Action Item: Approve filing of the 2021 Form 990 with the IRS.

Lori Hahn asked if there were any objections to the approval of the filing of the 2021 Form 990 with the IRS. **Hearing none**, the filing was approved by Unanimous Consent.

- **Approval of the 2022 NYLA Conference Request:** The Director requests the library board approve the Assistant Director Jenn Lowden, and Youth Services staff (Valerie Scheg, Laura Sutter, and Jill Marshall) attend this year’s New York Library Association (NYLA) Conference in Saratoga Springs, NY, November 2-5, 2022. The cost is not to exceed \$2,700 to cover registration, travel, hotel, meals, and mileage. Youth Services Manager Valerie Scheg is receiving a \$100 registration discount for presenting at the Conference with our previous Youth Services Manager Cathy Kyle. Their talk is called “Blurring the Line between Collections and Programming.” This conference is extremely helpful in providing information as to new programs and services provided by libraries across the state that can be implemented in this library.
Action Item: Approve the 2022 NYLA Conference Request not to exceed \$2,700.

Lori Hahn asked if there were any objections to the approval of the 2022 NYLA Conference Request not to exceed \$2,700. **Hearing none**, the request was approved by Unanimous Consent.

- **Approval of Library to Require Background Checks and Physicals for New Employees:** 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 (\$53) including drug testing is (\$65), 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.

Lori Hahn asked if there were any objections to the approval of having the Library Require Background Checks and Physicals for New Employees. **Hearing none**, the Checks and Physicals were approved by Unanimous Consent.

- **Approval of the Proposed CPL Board of Trustees 2023 Meeting Dates:** The following is the proposed CPL Board of Trustee meeting dates for 2023. The meetings will be held at 6pm in the Barbara Ireland Community Room.

Tuesday, January 24

Tuesday, February 28

Tuesday, March 28

Tuesday, April 25

Tuesday, May 23

Tuesday, June 27

Tuesday, July 25

Tuesday, August 22

Tuesday, September 26

Tuesday, October 24

Tuesday, November 28

Tuesday, December 19

Action Requested: Approve the 2023 Library Board meeting dates as presented.

Lori Hahn asked if there were any objections to the approval of the 2023 Library Board meeting dates as presented. **Hearing none**, the dates as presented were approved by Unanimous Consent.

MCLS Items:

- None to report

State Items:

- None to report

Meetings:

- Vail Insurance Meeting – 8/24/22
- Senior Center/Library Meeting – 8/29/22
- Gates Chili Chamber of Commerce Program Committee Meeting – 9/30/22
- Cash Handling Webinar – 9/1/22
- Town Board Budget Meeting – 9/1/22
- MCLS Directors Meeting – 9/7/22
- Causewave Branding Meeting – 9/8/22
- Gates Chili Chamber of Commerce Board Meeting – 9/13/22
- CPL Foundation Meeting – 9/15/22
- Staff Policy Meeting – 9/21/22
- Gates Chili Chamber of Commerce Networking Event – 9/21/22

- Hubbard Springs Garden Club of Chili Meeting – 9/22/22
- Gates Chili Chamber of Commerce Golf Committee Meeting – 9/27/22
- Gates Chili Chamber of Commerce Program Committee Meeting – 9/27/22

Committees: Branding Committee – see above under Branding Update.

Old Business: None

New Business: None

Review of the CPL Budget Spreadsheet and Memorial Fund Spreadsheet: The copier amount is for two months. There were three payrolls this month. Earnings from interest has shown an increase.

Approval Items:

- Approval of Library Fund Abstract amount of \$15,127.35.
- Approval of Memorial Fund Expenditures amount of \$5, 243.13.
- Approval of Memorial Fund Donations amount of \$85.87.

- **Lori Hahn asked for approval** of the Library Fund Abstract, Memorial Fund Expenditures and Memorial Fund Donations. **Hearing no objections**, all were approved by Unanimous Consent

Additional Comments from Audience: None

Hearing no objections, the meeting was adjourned @ 6:45pm.

Next meeting date/time: October 25, 2022 @ 6pm in the Chili Public Library Ireland Room.