

Chili Public Library Board of Trustees Meeting
Approved Minutes for September 28, 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), Lori Hahn, Sara Landes, Vinny Dallo
Library Director: Jeff Baker
Town Liaison: Mary Sperr

Absent: None

Excused: Lorraine Ahearn

Location: CPL Conference Room

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 August 24, 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:**
 1. Town Board meeting scheduled for October 13th; includes a public hearing on the proposed Budget.
 2. Bicentennial Board Meeting: February 22, 2022 marks the 200th anniversary of the first Town of Chili Board of Trustees meeting. The Town Board normally meets on the 4th Wednesday of the month; this proposed date change creates a potential conflict with CPL Board of Trustees meeting.
 3. Gates Chili Chamber of Commerce (GCCC) will present ceremonious “big checks” to the Friends of Chili & Gates libraries, at the GCCC annual meeting on November 16, 2021. \$6,150 was raised for each of library’s Friends, resulting from the Golf Tournament.
- **Guests/Public:** None Present

Director’s Report

General Information:

- **Friends of the CPL Board:**
 1. The next Friends of the CPL Board meeting is October 13, 2021. Jim Lechner has volunteered to attend.
 2. Fall Book Sale starts Wednesday 9/29 (Friends Preview); Thursday 9/30 through Sunday 10/03 (General Public).

- The Library was scheduled to host the next MCLS Friends Council meeting in October; this event has been canceled.

• **Chili Public Library Foundation Board:**

- The next CPL Foundation Board meeting is September 29, 2021.
- The Foundation is holding a special event, “Library After Hours,” on the evening of Friday, November 12, 2021. Invitations were presented to each of the Trustees in attendance. The Foundation Board is working on an agenda.

Statistics:

Month	August 2021	August 2020*	% of change
Circulation	22,230	15,965	39%
Library Visits*	7,292**	4,422	65%
Reference Questions	1,556	1,169	33%
Programs (in-house)	42	0	100%
Program Attendance (in-house)	969	0	100%
Items Borrowed (holds)	886	701	26%
Items Loaned (holds)	998	722	38%
Overdrive	3,334	3,426	-3%
Hoopla New Patrons	13	12	8%
Hoopla Unique Patrons	86	77	12%
Hoopla Circulation	276	0	100%
Meeting Room	56	0	100%
Website Visits	4,292	3,320	295
Website Pageviews	6,464	5,116	26%
	Sept 2020 - Aug 2021	Sept 2019 - Aug 2020	% of change
Circulation	177,319	166,673	6%
Library Visits	37,860	76,288	-50%
Reference Questions	13,456	11,970	12%
Programs	76	327	-77%

Program Attendance	1,411	4,758	-70%
Overdrive	37,949	36,966	3%
Hoopla Circulation	2,810	776	262%

* Due to COVID measures during August 2020, the Library was open 32 hours per week.

August 2021 the Library was open 64 hours per week.

** New Library door counter device started working on August 9, 2021.

Virtual Program

	Sessions	Participants
Adult Programs	1	42

- **2021 New York Summer Reading Program Results:**

Children Registered: 683

Children Raffle Tickets Submitted: 1396

Minutes Read: 195,440

Teens Registered: 51

Teens Raffle Tickets Submitted: 254

Pages Read: 42,418

Adults Registered: 79

Adult Raffle Tickets Submitted: 470

Pages Read: 78,490

The Library had 22 Summer Reading programs for children, which 561 people attended.

The Library had 22 Summer Reading programs for teens, which 85 people attended.

The Library had 9 Summer Reading programs for adults, which 179 people attended.

The Library was able to bring back the popular Tie-Dye program, our Teen Pizza program and were able to meet in-person for our Adult craft programs for the first time since February of 2020. Cricut machine has been a success. Overall, it was a fantastic first summer in our new space!

New Items:

- **Personnel Update** – Alex Carr, new employee, teaching sewing classes. Teen clerk Elizabeth Kurz Michel has resigned.
- **CDC Masking Guidelines** – Fully vaccinated employees are not required to wear face coverings. Unvaccinated employees must wear facial covering in public. Proof of vaccination can be provided to the Town HR department. Unvaccinated visitors are encouraged to wear face coverings.

MCLS Items:

- **Annual MCLS Legislative Thank You Breakfast** – The MCLS Legislative Annual Legislative Thank You Breakfast has been canceled.

State Items:

None to report

Meetings:

- CPL Foundation Meeting – 9/01/21
- Meeting with Recreation Department Head – _____
- CPL Full Staff Meeting – _____
- Gates Chili Chamber of Commerce Executive Committee Meeting – _____
- Gates Chili Chamber of Commerce Program Committee Meeting – _____
- Friends of the Chili Public Library Board Meeting – _____
- CPL Foundation Meeting – _____
- Gates Chili Chamber of Commerce Golf Tournament Meeting – _____

Committees: None to report

Old Business: None

New Business: None

Approval Items (all passed unanimously):

- NYLA Conference in Syracuse: Approval of \$1,250 total expenditures for three (3) participants.
- Approval of the Ireland Room updated reservation procedure.
- Approval of \$500 from the Memorial Fund for the 2021 CPL Holiday Party (12/17/2021 @ 7pm).
- Approval of Proposed CPL Board of Trustees 2022 Meeting Dates; location moved to CPL Conference Room; start time 6pm. All meetings take place on the fourth (4th) Tuesday of the month, with the exception of February (moved to Wed 2/23 to accommodate Town's bicentennial meeting), November (3rd Tuesday 11/15) and December (3rd Tuesday 12/20).
- Approval of 2021-2022 Local Library Services Aid: MCLS has distributed the first portion (90%), amount = \$7,358.
- Approval of Payment for End Cap Signage: \$4,311.60 from the Memorial Fund.
- Approval of the 2021 CPL Budget Amendment: approved receipt of patron's donation, amount = \$7,712.04; approved increasing expense account (Equipment) by \$7,712.04.

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

Long Range Planning Survey: reviewed the results of survey. Long Range Planning committee will meet to review in depth and provide analysis to the full Board.

Additional Comments from Audience: None

Hearing no objections, the meeting was adjourned @ 7:04pm.

Next meeting date/time: Tuesday, October 26, 2021 @ 6pm in the Chili Public Library Conference Room.