

Chili Public Library Board of Trustees Meeting  
Approved Minutes for January 22, 2019

**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), Andrew Lucyszyn (Vice President), Lorraine Ahearn (Secretary), James Lechner (Memorial Fund Treasurer), Lori Hahn, Karen Reifenstein, Jeffrey Stoiber  
Library Director: Jeff Baker  
Town Liaison: Mary Sperr

Absent: None

Excused: Susan Ackerman, James Lechner, Karen Reifenstein

**Meeting called to order** @ by Vice President Lucyszyn.

**Approval of agenda:** Andrew Lucyszyn 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 December 18, 2018: Andrew Lucyszyn asked if there were any objections to the approval of the minutes. Hearing none, the minutes were approved with Unanimous Consent.

**Communications**

- Town Liaison: A resolution was passed to accept the \$15,000 Bullet Aid from Senator Ranzenhofer to be used for the purpose of providing children's programming, updating technology and improving the Library and to change the CPL revenue budget to reflect this amount. A resolution was passed to permit an interfund loan from the reserves to decrease the expense associated with borrowing external funds for the Community Center Facility. The Town is advertising for bids for the site work for the new Community Center Facility.
- Guests/Public: None Present

**Director's Report**

General Information:

- **New Library Update:** Small adjustments continue to be made to the design which has become more specific. Chris Levy is checking the plans for IT needs. Jeff Baker will begin to receive data sheets for his approval as the next step in the process.
- **Take Your Child to the Library Day** is February 2nd. Activities have been planned for the day.
- **The Essential Oils Program** was cancelled due to the snow closing of CPL.

- There may be a need for a Sign Language Interpreter during some programs. Jeff Baker is researching the process and cost of acquiring interpreting services.
- **Friends of the CPL Board:** The next CPL Friends Board meeting is Tuesday, February 12, 2019. Sue Ackerman has volunteered to attend. The Library Director greatly appreciates the support for programming the Friends Board gives each year to the library. This support is shown by the quality and quantity of programs offered every year to those in the community. At their January 2019 meeting the CPL Friends approve the donation of \$11,000 in support for 2019 CPL programming. This donation will cover the expenses for Visiting Artists, craft and technology supplies, food and tableware for programs (children, teens, adults) in 2019. The Director may request additional funding for special programs throughout the year. The CPL Board also appreciates the support given by the Friends Board.

- **CPL Statistics -**

Month	December 2018	December 2017	% of change
Circulation	17,265	16,842	3%
Library Visits	8,853	9,267	-4%
Reference Questions	1,121	1,098	2%
Programs	31	37	-16%
Program Attendance	647	610	6%
Items Borrowed (holds)	693	678	2%
Items Loaned (holds)	629	703	-11%
Overdrive	2,381	1,827	30%
Meeting Room	55	57	-4%
Website Visits	4,812	5,096	-6%
Website Pageviews	7,124	7,456	-4%
	<b>Jan - Dec 2018</b>	<b>Jan-Dec 2017</b>	<b>% of change</b>
Circulation	239,293	244,336	-2%
Library Visits	136,741	145,412	-6%
Reference Questions	17,403	17,026	2%
Programs	592	566	5%
Program Attendance	14,702	14,432	2%
Overdrive	25,858	22,228	16%

An increase in program attendances appears to correlate with an increase in circulation.

- **The Alzheimer's Association Presents**– The Library is hosting a series of four informative programs presented by the Alzheimer's Association. Understanding Alzheimer's and Dementia, Wednesday, January 16, Effective Communication Strategies, Wednesday, February 20, Understanding & responding to Dementia-Related Behavior, Wednesday, March 20, Dementia Conversations: Driving, Doctor Visits, Legal & Financial Planning, Wednesday, April 17. These programs were coordinated by Jill Marshall.
- **Two New Youth Services Programs** – Cathy Kyle the Youth Services Manager has created two new youth services programs. Young Librarians for ages 8-12 who want to make a difference in our library. They meet the first Monday of the month at 6pm. Science Club is for all ages. Youth come to share their love of all things science. They meet the third Thursday of each month at 6pm.
- **Information to New Homeowners** – In 2018, the Friends of the Chili Public Library Board mailed 400 letters to new homeowners in Chili, inviting them to come to the library and enclosing information about programs and services. Since they started mailing to new homeowners, they have mailed 1,610 letters overall.

#### **New Items:**

- **Approval of CPL Friends Donation** – The Library Director requests the Library Board approve the Friends of the Chili Public Library donation, they approved at their January 2019 meeting, in the amount of \$11,000. \$10,050 of the donation to be deposited in the library's Library Fund. The remaining \$950 will be turned into Wegman's and Tops gift cards to be used for the programs the library offers.  
**Action requested: Approve the \$11,000 donated to the Chili Public Library from the Friends of the Chili Public Library.**

**The Board recognizes** the increase in the donation from last year's amount and its importance to programming. We appreciate the Friends of Chili Public Library.

**Andrew Lucyszyn asked if there were any objections to the approval** of the \$11,000 donated to the Chili Public Library from the Friends of the Chili Public Library. Hearing none, the donation was approved with Unanimous Consent.

- **Approval of Senator Michael H. Ranzenhofer 2018-2019 Bullet Aid** - The Chili Public Library has been awarded a \$15,000.00 grant for 2018-2019 Bullet Aid from New York State and Senator Michael H. Ranzenhofer to be used for the purpose of providing children's programming, updating technology and improving the library. The Library Director requests the Library Board approve to increase revenue

account L3840 (State Aid for Libraries) by \$15,000.00 and expense account L7410.2 (Library- Equipment) by \$15,000.00.

**Action requested: Approve the \$15,000 in 2018-2019 Bullet Aid from Senator Michael H. Ranzenhofer.**

**Andrew Lucyszyn asked if there were any objections to the approval** of the \$15,000 in 2018-2019 Bullet Aid from Senator Michael H. Ranzenhofer. Hearing none, the Bullet Aid was approved with Unanimous Consent.

#### **MCLS Items:**

- **Meeting with Harry Bronson, NY Assembly** – The Library Director, Library Board member Lori Ahearn, and Friends of the Chili Public Library Board member Caitlin McGee will be attending a meeting with Assemblyman Harry Bronson on January 25, 2019 to advocate for State funds for the Monroe County Library System. The Monroe County Library System provide the Library with the online catalog, internet access, delivery, interlibrary loan, and shared databases.

#### **State Items:**

- **None to report**

#### **Meetings and Workshops and Outreach:**

CPL Foundation Committee Meeting – 12/19/18

CPL Full Staff Meeting – 1/4/19

Town of Chili Community Center Complex Meeting – 1/4/19

Gates Chili Chamber of Commerce Board Meeting - 1/8/19

Friends of the Chili Public Library Board Meeting – 1/8/19

Gates Chili Chamber of Commerce Golf Tournament Meeting – 1/15/19

Causewave/CPL Foundation Meeting – 1/18/19

#### **Committees**

- **CPL Foundation Committee:** All information was completed and sent in the 2018 calendar year to apply for our non-profit status. Jeff Baker, Bob Pacer and Andrew Lucyszyn have met with Causewave to discuss what support is now needed from Causewave. We are still receiving services under the Causewave grant we were awarded.
- **Personnel Committee:** It is time for the committee to develop the Director's annual evaluation. Shortly, Jeff Stoiber will email the Board the evaluation form to be completed by Board members.

Old Business: None

New Business: None

**Review of the CPL Budget Spreadsheet and Memorial Fund Spreadsheet:** As predicted we had less revenue from fines, fees and charges than was budgeted, while more revenue has been generated through CPL Friends support and patron use of our printers, fax machine and copier. The difference between the budgeted amount and actual amount spent on materials and programming is minimal. The library's bookkeeper will update information about employee benefits before we have a final accounting for the calendar year. The Memorial Fund has moved some CDs to a more favorable 2% interest rate.

**Approval Items:**

- Approval of Library Fund Abstract amount of \$4,209.64.
- Approval of Memorial Fund Expenditures amount of \$1329.51.
- Approval of Memorial Fund Donations amount of \$510.00.
  
- Andrew Lucyszyn 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: None

**Hearing no objections, the meeting was adjourned @ 7:30.**

**Next meeting date/time: February 26, 2019 @ Chili Public Library Ireland Community Room. 6:00pm.**