

Chili Public Library Board of Trustees Meeting
Approved Minutes for February 26, 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: Lori Hahn, James Lechner

Meeting called to order @ 6:00 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 addition as discussed, by Unanimous Consent.

Approval of minutes of January 22, 2019: 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/Gates Chili Chamber of Commerce: A resolution was passed to authorize the advertisement for bids for General Trades, Electrical, Plumbing/Fire Protection & Mechanical necessary for the development of the new Community Center Facility. Resolutions were passed to award bids for the new Community Center Facility: site work to Bayside Paving, Foundations to LeChase Construction Services, Steel, to Ramar Steel Sales Inc.

Nominations for the annual Gates-Chili Chamber awards are due by March 1, 2019. Check the website for details. Supervisor Dunning's State of the Town was presented during the recent Chamber's luncheon meeting.

- Guests/Public: None Present

Director's Report

New Building Update - The Director reviewed Design 5 with the Board including some 3-D renderings. The Director continues to collaborate with the architects. Elements of the design are reviewed to be sure it meets all codes and is cost effective.

CPL Website – The CPL Website is not ADA compliant. There are web design companies that have worked with area libraries to freshen their sites. The Board agreed that it is a good idea for CPL to investigate

companies in our area. Prior to contacting outside companies, Andrew Lucyszyn and Cathy Kyle will discuss changes that can be made to meet ADA compliance as quickly as possible.

General Information:

Friends of the CPL Board: The CPL Friends Board meeting for February 12, 2019 was cancelled due to bad weather. The next CPL Friends Board meeting is Tuesday, March 12, 2019. Lori Hahn has volunteered to attend. The CPL Friend’s next book sale will be March 27st (4pm-8pm Friend’s preview), March 28nd (12pm-8pm), March 29rd (9am-4pm), March 30th (9am-4pm), and March 31st (1pm-4pm bag sale).

• **CPL Statistics -**

| Month | January 2019 | January 2018 | % of change |
|-------------------------------|--|--|--------------------|
| Circulation | 19,444 | 19,883 | -2% |
| Library Visits | 10,354 | 10,953 | -5% |
| Reference Questions | 1,424 | 1,471 | -3% |
| Programs | 45 | 46 | -2% |
| Program Attendance | 680 | 1,004 | -32% |
| Items Borrowed (holds) | 1,084 | 530 | 105% |
| Items Loaned (holds) | 750 | 804 | -7% |
| Overdrive | 2,536 | 2,108 | 20% |
| Meeting Room | 66 | 77 | -14% |
| Website Visits | 5,584 | 6,153 | -9% |
| Website Pageviews | 8,716 | 9,602 | -9% |
| | February 2018- January 2019 | February 2017- January 2018 | % of change |
| Circulation | 238,854 | 243,385 | -2% |
| Library Visits | 136,242 | 144,923 | -6% |
| Reference Questions | 17,356 | 17,061 | 2% |
| Programs | 591 | 565 | 5% |
| Program Attendance | 14,378 | 14,571 | -1% |
| Overdrive | 26,286 | 22,293 | 18% |

The statistics have remained fairly static. The Items Borrowed data is a glitch related to the beginning of the new fiscal year

General

- **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 met 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. Assemblyman Bronson is supportive of our public libraries and would like to see library funds added back into the budget. Director Baker said we would like the construction funding to stay at least at last year’s level rather than the proposed decrease as we begin construction of our new library. AIM money also impacts our budget. A permean 2% cap seems to be the bargaining chip the governor will use.
- **Michael Benson Program** – The library had a successful program on Saturday, February 23rd with over 125 in attendance. Michael Benson discussed his new book Nightmare in Rochester – The Double Initial Murders detailing two well-known unsolved 1971-1973 murders in Monroe County. Because of the large number of attendees, the program was relocated to the Town Meeting Hall.
- **Growl for Literacy:** For the third year in a row the Chili Public Library and Florence Brasser elementary school are partnering in a four-week program that will provide an opportunity for students to attend the library in an after school program called “Growl for Literacy”. Students will be transported by bus to the library for a fun-filled literacy program that will run from 3:30-4:30 pm. Kindergarten students will attend the library on Tuesdays, February 26, March 5, March 12, and March 19. 1st grade students will attend on Wednesdays, February 27, March 6, March 13, and March 20. 2nd grade students will attend Thursdays, February 28, March 7, March 14, and March 21. The Kindergarten students had a nice start on March 26. The Director is open to involving other school districts in our library area in future years.

New Items:

- **Approval of Standard Work Day** – The Chili Public Library hereby establishes the following as standard work days based on the record of activities maintained by the library. This information is submitted to the Town of Chili Finance Department who in turn report days worked to the New York State and Local Employees’ Retirement System.

Action Requested – Approve the standard work day for CPL employees as listed in the chart below.

| Title | Standard Work Day (hrs/days) |
|------------|------------------------------|
| Bookkeeper | 7.50 |
| Cleaner | 7.50 |

Sue Ackerson asked if there were any objections to the approval of the standard work day for CPL employees as presented. Hearing none, the standard work day for CPL employees was approved with Unanimous Consent.

2018 Year in Review: The Director will present a review of the past year's accomplishments to the Library Board. The Board was given a Power Point presentation and an electronic copy of the presentation by the Library Director. The number of programs, circulations and outreach were impressive. Our expenditures and revenues for the library were in agreement with the budget projections made. Due to personal changes and benefits that came in under projected amounts we spent less of the surplus budget than was anticipated. New resources, like Launch Pads, that have been purchased for our collection. It was a successful year for CPL.

MCLS Items:

- **None to report**

State Items:

- **State Budget Proposal** - Governor Cuomo released his FY2019-2020 Executive Budget proposal & accompanying legislation. It includes a 4% cut in library aid. The proposed funding is \$4M less than what was in last years' enacted state budget. This proposed cut fails to acknowledge the crucial role libraries serve in our communities, and the contributions they make to our state's education system. Library Construction Aid received a \$20M increase in last year's enacted budget - Governor Cuomo has proposed eliminating that additional funding. The State Division of Library Development estimates that library renovation and construction needs are \$1.7B statewide. Over 48% of public libraries in NYS are 60+ years old, and an additional 33% are 30+ years old. Investment in the Library Construction Aid program must be increased to address aging infrastructure, energy inefficient buildings and the evolving ways people use libraries. The Legislature is in the process of responding to this proposal. The proposed budget directly affects CPL.

Meetings and Workshops and Outreach:

MCLS Director's Retreat – 1/24/19

Gates Chili Chamber of Commerce Program Committee Meeting – 1/30/19

CPL Full Staff Meeting – 2/1/19

Gates Chili Chamber of Commerce Golf Tournament Meeting – 2/5/19

MCLS Director's Council Meeting – 2/6/19

Interview by Syracuse University Library Student – 2/7/19

Chili Community Center Meeting – 2/14/19

Demo Program of the CPL Make-a-Story Room – 2/16/19

Assemblyman Harry Bronson Meeting – 2/21/19

Causewave Community Partners Meeting – 2/21/19

Gates Chili Chamber of Commerce State of the Town – 2/26/19

Committees

- CPL Foundation Committee: Director Baker, Andrew Lucyszyn and Bob Pacer met with the Causewave staff assisting us. Causewave prepared a flow chart of the steps needed to be taken as the Foundation moves towards becoming a functioning body. Some of this will be done prior to, but with the anticipation of, receiving a tax-free status for the CPL Foundation. This ended the work under the Causewave grant. The committee would like to apply for another grant to continue our work with Causewave.

Sue Ackerman asked if there were any objections to the Foundation Committee applying for the grant. Hearing none the Board agreed with Unanimous Consent.

Old Business: None

New Business: None

Review of the CPL Budget Spreadsheet and Memorial Fund Spreadsheet: Fines, Charges and Holds were as expected in January. The Ranzenhofer Bullet grant appears on the spreadsheet. The last pay period in December 2018 was actually paid in January 2019 but accounted for in December 2018. In the Memorial Fund, money was donated in memory of Jack Koval to be earmarked for Harry Potter materials. Two patrons adopted books.

Approval Items:

- Approval of Library Fund Abstract amount of \$16,768.46.
- Approval of Memorial Fund Expenditures amount of \$218.39.
- Approval of Memorial Fund Donations amount of \$195.00.

Sue Ackerman 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

Sue Ackerman adjourned the meeting @ 7:25 to go to Executive session to discuss personal issues.

Sue Ackerman reconvened the meeting @ 7:50.

Sue Ackerman asked if anyone objected to increasing Miranda McGrath hourly rate to \$17.00 commencing on March 11, 2019, to bring her salary in line with comparable MCLS positions. Hearing none the increase is approved with Unanimous Consent.

Hearing no objections, the meeting was adjourned @ 7:55

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

