

Chili Public Library Board of Trustees Meeting
Approved Minutes for March 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: Jim Lechner, Sue Ackerman

Meeting called to order @ 6:00 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: Andrew Lucyszyn asked if there were any objections to the approval of the minutes for February 26, 2019. Hearing none, the minutes were approved with Unanimous Consent.

Communications

- Town Liaison: The Town Board approved the CPL Standard Work Day. The easements for the Community Center Project were approved.
- Guests/Public: None Present

Director's Report

New Library Update: The Director discussed the architectural design. The Director plans to apply for the upcoming NYS Library Construction Aid grant.

General Information:

Friends of the CPL Board: The next CPL Friends Board meeting is Tuesday, April 9, 2019. 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). The Friends Board at their last meeting agreed to purchase CPL-on-the-Go! table cloth, books and giveaways, and replacement CPL tote bags. The Friends of the Chili Public Library have created their own Facebook page. The Board appreciates all the friends purchases. The tablecloth will be a nice addition to CPL-on-the-Go! site visits. Jim Lechner is scheduled to attend the April 9, 2019, Friends meeting.

- **CPL Statistics –**

Circulation	18,702	19,300	-3%
Library Visits	9,960*	10,967	-9%
Reference Questions	1,520	1,613	-6%
Programs	57	52	10%
Program Attendance	974	1,201	-19%
Items Borrowed	891	750	19%
Items Loaned (holds)	765	735	4%
Overdrive	2,542	1,897	34%
Meeting Room	72	81	-11%
Website Visits	5,203	5,810	-10%
Website Pageviews	8,085	9,301	-13%
	Mar 2018- Feb	Mar 2017- Feb	% of change
Circulation	238,256	242,495	-2%
Library Visits	135,235	143,933	-6%
Reference Questions	17,263	17,352	-1%
Programs	596	572	4%
Program Attendance	14,151	15,018	-6%
Overdrive	26,931	22,424	20%

*The library had a power outage on Monday, February 25 until 1:00 pm that affected the people counter. There is nothing unexpected in the statistics.

General

- **Budget Spreadsheet Presentation Improvements:** Library Board member Lori Hahn will review suggested improvements to the Library Board’s monthly budget spreadsheet. Kudo’s to Lori Hahn for making the spreadsheet more user friendly.
- **Volunteers Appreciation Luncheon –** In celebration of our volunteers, the library staff is having a volunteer appreciation luncheon on Monday, April 8th at 12 noon. Library Board members are invited to attend.

New Items:

- **Approval to Close the Chili Public Library Reserve, and Move It into the Fund Balance** – The Chili Public Library established a capital reserve via resolution on March 21, 1995, to finance the cost of equipment, construction, reconstruction, acquisition or renovation of facilities for the Chili Public Library. The intended purposes for this reserve have been completed, and no further use of the reserve is planned. There is approximately \$380 left in the reserve. It is recommended to close this reserve and move any remaining funds into the Library's Assigned Unappropriated Fund Balance.

Action Requested – Approve Closing the Chili Public Library Capital Reserve, and request the Town move any remaining funds into the Library's Assigned Unappropriated Fund Balance.

Andrew Lucyszyn asked if there were any objections to the approval of Closing the Chili Public Library Capital Reserve, and to request the Town move any remaining funds into the Library's Assigned Unappropriated Fund Balance. Hearing none, the closing of the reserve and transfer of funds was approved with Unanimous Consent.

- **Approval of RRLC/Causewave Capacity Building Assistance Grant Award:** The Rochester Regional Library Council has awarded the Chili Public Library a RRLC Causewave Capacity Building Grant in the amount of \$1,000 for Marketing & Communications Planning. RRLC will act as a financial agent for this project. The Library has one year to complete the project. When the project is completed Causewave will invoice RRLC the full amount of \$2,900. RRLC in turn will invoice the Chili Public Library \$1,900 as its portion of payment.

Action item: Approve the RRLC/Causewave Capacity Building Assistance Grant Award in the Amount of \$1,000.

The Memorial Fund will be used for CPL's portion.

Andrew Lucyszyn asked if there were any objections to the approval of the RRLC/Causewave Capacity Building Assistance Grant Award in the Amount of \$1,000 and the use of the Memorial Fund to pay the balance. Hearing none, the Assistance Grant Award in the Amount of \$1,000 and payment of the remaining balance was approved with Unanimous Consent.

- **Approval \$1 Per Day Late Overdue Fee for Library's New Fishing Rod Lending Program:** The Chili Public Library is proud to partner with the New York State Department of Environmental Conservation to be able to offer a fishing rod lending program, Rods and reels, complete with bobbers, hooks, and sinkers are able to be checked out just like library books for public use. Included are informational fliers with license and regulation information as well as maps to local fishing areas.

Fishing poles can only be check out and returned at the Chili Public Library. The loan period is for two weeks and a fine of \$1 per day will be assessed if returned late.

- **Action Required:** Approve \$1 per day overdue late fee for Library's new fishing rod lending program.

The DEC will replace broken items. The fliers they provide are informative. The Director shared the pamphlet *Reel in a Day of Fishing with your Chili Public Library Card*. In addition to the late fee CPL will charge \$20.00 if a pole is not returned. Librarian Jenn Freese coordinates the fishing rod lending program. A suggestion was made to do some programming around fishing.

Andrew Lucyszyn asked if there were any objections to the approval of the \$1 per day overdue late fee and \$20 lost fee for CPL's new fishing rod lending program. Hearing none, the \$1 per day overdue late fee and \$20 lost fee were approved with Unanimous Consent.

- **Approval of Youth Services Manager Cathy Kyle and Valerie Scheg Teen Librarian Attendance at the YSS Conference from April 24-26, 2019:** The director requests the library board approve Youth Services Manager, Cathy Kyle and Valerie Scheg Teen Librarian attend the YSS Conference, April 24-26, 2019 in Tarrytown, NY. YSS is the Youth Services Section of the New York Library Association. The cost is not to exceed \$1,000 to cover registration, mileage, meals and two night's hotel.

Action item: Approve the cost, not to exceed \$1,000 in registration, mileage, meals, and lodging for Youth Services Manager Cathy Kyle and Valerie Scheg Teen Librarian to Attend the YSS Conference from April 24-26, 2019.

Andrew Lucyszyn asked if there were any objections to the approval of the cost, not to exceed \$1,000 in registration, mileage, meals, and lodging for Youth Services Manager Cathy Kyle and Valerie Scheg Teen Librarian to Attend the YSS Conference from April 24-26, 2019. Hearing none, the cost for Youth Services Manager Cathy Kyle and Valerie Scheg Teen Librarian to Attend the YSS Conference was approved with Unanimous Consent.

- **Approval of Youth Services Manager Cathy Kyle to Attend the ALA Annual Conference from June 20-24, 2019:** The director is requesting the library board approve Youth Services Manager, Cathy Kyle attending this year's ALA (American Library Association) Annual Conference in Washington, DC, June 20-24, 2019. The cost is not to exceed \$600 to cover registration and meals.

Action item: Approve the cost, \$600 for registration and meals for Youth Services Manager Cathy Kyle to attend the 2019 ALA Annual Conference.

Cathy is providing her own lodging for the conference.

Andrew Lucyszyn asked if there were any objections to the approval of the cost, \$600 for registration and meals for Youth Services Manager Cathy Kyle to attend the 2019 ALA Annual Conference. Hearing

none, the cost for Youth Services Manager Cathy Kyle to attend the 2019 ALA Annual Conference was approved with Unanimous Consent.

- **Approval of \$195 Registration Fee for Teen Librarian Valerie Scheg to Take a Basic American Sign Language for Library Staff eCourse:** The director is requesting the library board approve Teen Librarian Valerie Scheg taking a Basic American Sign Language for Library Staff eCourse offered through ALA Publishing eLearning Solutions. The cost is \$195 and is a 6 week online class from May 20 - June 30, 2019. The Library has had deaf and hard-of-hearing patrons and this training will prove quite useful.
Action item: Approve the Registration Fee of \$195 for Teen Librarian Valerie Scheg to Take a Basic American Sign Language for Library Staff eCourse.

Andrew Lucyszyn asked if there were any objections to the approval of the Registration Fee of \$195 for Teen Librarian Valerie Scheg to Take a Basic American Sign Language for Library Staff eCourse. Hearing none, the Registration Fee was approved with Unanimous Consent.

MCLS Items:

- **None to report**

State Items:

- **State Budget Proposal** - From the New York Library Association. NYS Legislature Proposes Rejection of Cuomo's Library Cuts. Thanks to the efforts of thousands of library advocates from across New York State, our voices were heard! The NYS Legislature has released their "one house" budget proposals for this year's budget – and those bills reject the Governor's proposed cuts to Library Aid, and the Library Construction Aid programs. Here are the details on the two "one house" budget bills as they relate to library funding:

Assembly

- State Library Aid: +\$5M over Governor's Executive Budget – total of \$96.62M, which would restore the Governor's cut.
- State Library Construction Aid: +\$20M over Governor's Executive Budget – total of \$34M
- 2020 Census Funding: \$40M for 2020 Census Activities, including language including public libraries

Senate

- State Library Aid: +\$6M over Governor's Executive Budget – total of \$97.627M, which would restore the Governor's cut and **ADD \$1M in funding**
- State Library Construction Aid: +\$20M over Governor's Executive Budget – total of \$34M

- 2020 Census Funding: \$40M for 2020 Census Activities
Even though these proposals look very similar, they are simply the basis for three-way negotiations leading up to passage of the NY State Budget. Library computer usage will be impacted by the 2020 census as it is on line.

Meetings and Workshops and Outreach:

CPL Full Staff Meeting – 3/1/19
Gates Chili Chamber of Commerce Program Committee Meeting – 3/4/19
MCLS Director’s Council Meeting – 3/6/19
Supervisor David Dunning Meeting – 3/7/19
Gates Chili Chamber of Commerce Golf Committee Meeting – 3/11/19
Gates Chili Chamber of Commerce Chamber Board Meeting – 3/12/19
Friends of the Chili Public Library Board Meeting – 3/12/19
Department Heads Meeting – 3/10/19
MVP Wellness Lunch – 3/13/19
MCLS Town Library Directors Council Meeting – 3/14/19
Senior Center St. Patrick’s Day Lunch – 3/15/19
CPL Foundation Executive Committee Meeting – 3/16/19
Gates Chili Chamber of Commerce Networking Luncheon – 3/19/19

Committees

CPL Foundation Committee: The Foundation officers are vetting potential board members and researching national foundations for ideas and possible bequests. Our lawyer has not received any more communication about our tax-free status application.

Old Business: None

New Business: None

Review of the CPL Budget Spreadsheet and Memorial Fund Spreadsheet: The beginning of the year generally shows an increase in purchases of materials.

Approval Items:

- Approval of Library Fund Abstract amount of \$26,199.42.
- Approval of Memorial Fund Expenditures amount of \$2067.78.
- Approval of Memorial Fund Donations amount of \$500.00.

- 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 @ 6:55.

Next meeting date/time: April 23, 2019 @ Chili Public Library Ireland Community Room. 6:00pm.