

The meeting was called to order at 8:00 p.m. by Mrs. Ireland.

MEMBERS PRESENT - Mr. McHugh, Mrs. Ireland, Mrs. Potter,
Mr. Mason, Mrs. Cowles.
Guests Mrs. Lusk, Mr. Lusk

Minutes from the October and December meetings were read and approved.

TREASURER REPORT - No purchases had been made.
Balance is \$8,000.00

A motion was made and carried that the By-Laws be voted on at the next meeting, when all Trustees would have a chance to read them By-Laws

A communication from Brighton Library regarding used furnishings was read and discussed. It was decided not to purchase any.

The Book Drive will be held 1 Feb. to 28 Feb. Mrs. White will be in charge. Publicity will be given to local radiostations and local paper. Motion made and carried that each donator of books be given a form indicating the price of books (which) may be deducted from Income Tax.

Book Plates are to be made up for new books given to the Library with the name of the giver to be put in. Stationary with Chili Library letterhead will be ordered.

Mrs. Ireland announced that Miss Ryan from Main Library will be able to work with volunteers Thursday of each week, in our Library.

Mr. Lusk told us that any purchases of over \$1,000.00 has to be put up for bid according to State Law.

Meeting adjourned at 9:30 p.m.

Respectfully submitted,

Barbara Cowles

The meeting was called to order by the Chairman, Mrs. Ireland, at 8:08p.m.

MEMBERS PRESENT - Mrs. Ireland, Mr. Mason, Mr. McHugh,
Mrs. Cowles.

The minutes were read and corrected to read that the balance in the treasury consisted of \$8,000.00 rather than \$8,100.00. The minutes then stood approved as corrected.

The Treasurer's report was read. The balance is \$8,000.00. Two bills were presented: for refinishing the card catalogue (\$4.00), and secretary supplies (\$2.06). These were approved and signed for payment.

Bills

A motion was made and approved that Mrs. Ireland be empowered to attend the Association of Towns Meeting in Buffalo on Feb. 14-16 with expenses not to exceed \$100.00.

The correspondence was read.

Story Hour for the Chili Recreation (Com) will be held one day a week during the summer in the Library Room for one hour each week. The reader to be chosen and announced before Feb. 21st., as the Recreation Committee wishes to print the program at that time.

Mrs. Ireland announced that the Lion's Club volunteered to pick up books for the Book Drive.

Since Mrs. Potter was unable to attend this meeting it was moved that the By-Laws be passed at a future meeting.

By-Laws

The volunteers will meet for an indoctrination meeting on Tuesday, March 6, if this date meets with the approval of the Main Library.

Meeting was adjourned at 9:28p.m.

Respectfully submitted

Barbara Cowles, Secretary

(Copy)

CHILI PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

Mar. 12, 1962

The meeting was called to order at 8:30 p.m. by Mrs. Ireland.

MEMBERS PRESENT - Mrs. Ireland, Mrs. Potter, Mrs.
Cowles, Mr. McHugh.

GUESTS - Mr. Lusk.

The minutes of the Feb. meeting were read and approved.

There was no Treasurer's report

Bills presented were:

For check imprinted	\$	5.50
Associations of Towns		31.00
Shelving		985.50
Installation of shelving		118.50

(All approved)

The color of chairs was discussed and Mr. McHugh will get samples of colors for the next meeting.

It was also moved we start contacting librarians toward hiring a librarian in October 1962.

The meeting was adjourned at 9:45.

Respectfully submitted,

Barbara Cowles, Secretary

(Copy)

CHILI PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

Apr. 9, 1962

The meeting was called to order at 8:45 by Mrs. Ireland.

MEMBERS PRESENT - Mrs. Ireland, Mrs. Potter, Mrs. Cowles,

GUEST - Mr. Lusk

It was moved that the minutes of the previous meeting be dispensed with. T

There was no Treasurer's report

Bills presented were:

C.W. Morse & Co.	\$	6.10
Scrantom's		9.42

(approved)

The names of several Librarians were presented as possible candidates to the Board. Mrs. Ireland will screen the applicants after which they will appear before the Board if their qualifications are acceptable.

A present was purchased for Mrs. Connors to be given to her before her trip to the World's Fair in Seattle. (Where she will work for 5 weeks) A reception in her honor upon her return was suggested by Mr. McHugh.

On May 9 a meeting on Circulation Control given by the Public Library for all the Town Librarians will be held in our Library. It was announced by Mrs. Ireland. (This was really the Monroe County Library System - use of the building was approved) Time control will be used on all systems of checking out books.

Mr. McHugh will have the imprinted book plates and stationery by next meeting.

The meeting was adjourned at 9:30.

Respectfully submitted,

Barbara Cowles, Secretary

The meeting was called to order by the Chairman, Mrs. Ireland, at 8:15 p.m.

MEMBERS PRESENT - Mrs. Ireland, Mrs. Potter, Mrs. Cowles, Mr. McHugh, Mr. Mason.

The minutes of the previous meeting were read and approved.

The Treasurer's report was read. Mr. Mason reported our balance as \$6,837.70. \$140.50 was reported for the special fund of the Gage Miller Memorial.

Mrs. Potter suggested after this (Memorial) fund is used for the purchase of the dictionary stand (as intended) that a Special Fund be set up for Memorials or book gifts, etc.

Mr. McHugh has not been able to get the stationery and book plates as yet. He will contact Roy Miller to draw up a design for both.

A discussion of the purchase of a dictionary stand followed. It was moved that we inquire about the stand put out by Remington Rand. The secretary will write to their representative in Buffalo.

Bills presented were:

(Approved)

Scrantom's (office supplies)	\$ 4.90
Gaylord's "	12.90
Monroe County Library System -(supplies)	79.48
Brighton Library (bookends)	19.00

The salary for a Librarian was discussed. An applicant will be invited to come for an interview at the next meeting, June 11, 1962.

A reception for Mrs. Connors was arranged for Sunday afternoon, June 3, 1962., from 3:00 - 5:00 p.m. Mrs. Bean will be asked to take charge of refreshments. The secretary will send invitations to the Boards of Trustees of County Libraries as well as the volunteers that are working in our Library.

The By-Laws were discussed. Mr. McHugh moved the By-Laws be accepted. It was seconded by Mr. Mason and approved. Mrs. Potter will send copies to each Board member. Bi-Laws

The meeting was adjourned at 9:50.

Respectfully submitted,

Barbara Cowles, Secretary

(Copy)

CHILI PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

June 11, 1962

The meeting was called to order at 9:02 p.m. by the Chairman, Mrs. Ireland.

MEMBERS PRESENT - Mrs. Ireland, Mrs. Potter, Mrs. Cowles,
Mr. Mason, Mr. McHugh

Interviewed - Mrs. Chapman

The minutes (of the previous meeting were read and approved) and filed. The Treasurer's report was:

Balance on hand (Library fund)	\$6,721.50
" Memorial fund	140.50

The correspondence was read.

Mrs. Marcia Chapman was interviewed before the meeting as a possible Librarian. Discussion was held regarding the interview. A motion was made and seconded that if Mrs. Chapman's references are acceptable, she will be offered a contract at \$95.00 per week for the remainder of the year from September 1, 1962, increment to \$5,300 per year for 1963. This will be subject to the approval of the State.

Personnel

Salary

Bills were presented:

Borrower's cards from MCLS	\$ 8.00
Treasurer's Book	3.25
Secretary supplies	5.81

Mrs. Potter made a motion, seconded by Mrs. Cowles, that the bills be paid.

Mrs. Potter also made a motion that a note of appreciation be sent to Mrs. Bean for the work she did on the reception for Mrs. Connors.

Mr. McHugh reported the stationary is in the process of being printed.

The Board passed a recommendation that Mr. Mason, whose 1 year term will expire in July be re-appointed for a full 5 year term.

The meeting was adjourned at 10:00 pm.

Respectfully submitted,

Barbara Cowles, Secretary.

(Copy)

CHILI PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

July 7, 1962

TRUSTEES PRESENT - Mr. McHugh, Mr. Mason, Mrs. Cowles,
Mrs. Ireland.

The meeting was called to order at 8:07 p.m. by the
Chairman, Mrs. Ireland. Minutes (of the last meeting) were
read and approved.

The Treasurer's report showed a balance of \$6,844.94
(including \$140.50 from dictionary stand fund)

Mr. Hacker advised we ask the Town Board to pay the
librarian's salary, up to January, since the balance of our money
will be used for books and supplies. There is a possibility the
Town Board will not be able to do this; in that case Mrs. Chapman
will be hired later in the year. Mr. Lusk will take the sug-
gestion before the Town Board on Wednesday, July 11, 1962. The
Board of Trustees will be present.

Mr. McHugh reported on the progress of the bookplates and
stationery.

Election of officers was held. It was voted that all offic-
ers remain as previously elected.

Adjourned at 9:15 p.m.

Respectfully submitted.

Barbara Cowles, Secretary

(Copy)

CHILI PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

Aug. 13, 1962

The meeting was called to order by the Chairman, Mrs. Ireland.

MEMBERS PRESENT - Mrs. Ireland, Mrs. Cowles, Mrs. Potter,
Mr. McHugh, Mr. Mason.
Mrs. Chapman, librarian

The minutes of the previous meeting were read and approved.

The balance in the treasury is \$6,844.94. Balance in book money \$20.34.

Vouchers were as follows:

Baker and Taylor	\$164.27
Doubleday and /co	24.32
Morse	24.00
Remington Rand & Co	107.10
Gaylord Bros.	7.15
New Method Book Binding	33.52

Mr. McHugh moved we pay the vouchers and it passed.

The following resolution was passes: That we hire a librarian at \$95.00 per week, with increment of \$300.00 per year; and benefits as follows: one weeks' paid vacation for the first year, two weeks vacation thereafter; paid benefits: $\frac{1}{2}$ Social Security $\frac{1}{2}$ New York State retirement; $\frac{1}{2}$ Blue Cross-Blue Shield; ten days vacation with pay. The effective date of appointment shall be September 4, 1962. Mrs. Marcia Chapman of Brockport will be our first librarian.

Salary

&

Benefits

Mrs. Ireland announced that on Sept. 8, 1962 a Field Day will be held at the Town Hall with displays of all the recreation programs held in the summer. Mr. McHugh suggested he take pictures during Story Hour that we could blow up and use for our display.

The budget for 1963 was then drawn up (see attached sheet) Budget
This is to be presented to the Town Board by Sept. 1.

The meeting was adjourned at 8:45 p.m.

Respectfully submitted,

Barbara Cowles, Secretary

Overdue Books List

EXPENSES:

Library
Annual dues

Pages
Retirement

BOOKS:

Services:

Travel
Postage
Telephone
Books
Miscellaneous

Office supplies

Equipment:

Shelving
Filing

TOTAL

00

Dated

(Copy)

CHILI PUBLIC LIBRARY BOARD OF TRUSTEES MEETING September 10, 1962

The meeting was called to order by Mrs. Ireland at 8:15p.m.

PRESENT: Mrs. Ireland, Mr. McHugh, Mrs. Potter.
Mrs. Chapman.

Minutes of the last meeting were read and approved.

As Mr. Mason is in the hospital, there was no treasurer's report.

Mrs. Ireland reported the proposed budget prepared at the last meeting had been submitted to the town board.

Correspondence: From George Lusk re appointment of librarian.

Mr. McHugh was given insurance folder to evaluate.

Mrs. Chapman reports she will finish her integration training at R.P.L. on Wednesday, Sept. 12, after which she will be at Chili Library full time.

Mrs. Wenkert of R.P.L. will run training classes (for volunteers who are to staff library) on Thursday Sept. 27 - one at 9 a.m. and one at 7 p.m.

Vouchers were as follows:

Baker and Taylor	
R.P.L. (supplies)	160.20
Bookazine	38.33
New Method	10.13
Cadmus	1.62

Discussion was held about possibilities for replacing Mrs. Cowles on board when she resigns in October due to leaving the Community.

Mr. McHugh will contact Mr. Nichols on stationery and bookplates.

The library phone is to be installed. A sign is to be placed in Town Hall indicating library.

Mrs. Ireland and Mrs. Chapman are authorized to order any shelving or other supplies needed for opening.

Opening date - October 15, 1962 at latest

Hours 12:30 - 8:00 pm 4 days a week

Meeting adjourned 9:30 p.m.

Respectfully submitted,

Alene B. Potter, Sec. pro. temp.

(Copy)

CHILI PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

Oct. 8, 1962

The meeting was called to order at 8:15 p.m. by the Chairman, Mrs. Ireland.

MEMBERS PRESENT: Mrs. Ireland, Mrs. Potter, Mr. McHugh,
Mrs. Cowles.

Librarian : Mrs. Chapman

The minutes (of the previous meeting) were read and approved.

Treasurer's report was not read as Mr. Mason was still absent due to illness.

The resignation of Mrs. Cowles was read and accepted. Prs. Pauline Loedel's namde was mentioned as a replacement for Mrs. Cowles. The Board moved she be asked if she would consider an appointment to fulfill the unexpired term.

The following vouchers were presented:

Scrantom's	\$	9.45
Coldwater Lumber Co.		29.69
Gaylord Bros.		21.88
Assoc. Libraries		17.53
New Method		138.21
Bookazine Co.		85.65
Doubleday Co.		67.76
Baker & Taylor Co.		1151.20
GHP Books		41.67
E.M. Hale & Co.		15.93
Story Hour		23.67

(All ordered paid)

Mrs. Potter made a motion, seconded by MrMcHugh that the policy of the library will be: Juvenile cards will be issued to second graders; seventh grade children may receive adult cards; also 2¢ a day fine will be charged on overdue books (to a maximum of \$1.00); also two overdue notices will be sent out on books which have not been returned.

Policy

cards

finer

The budget was discussed and it was decided that we would keep to the budget as it was originally planned and no cuts could be made on it.

The meeting was adjourned at 10:00 p.m.

Respectfully submitted,

Barbara Cowles, Secretary.

(Copy)

CHILI PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

Nov. 12, 1962

Meeting from 8:10 to 9:45 - at the Library.

PRESENT - Mrs. Ireland, Mrs. Potter, Mr. McHugh
Mrs. Chapman, Librarian

Minutes of the last meeting (were) read and approved.

Treasurer's Report by Mrs. Ireland (who had gotten it from Mr. Mason.) Balance \$2779.23

Motion made by Mr. McHugh that a letter go from the Board to Mrs. Pauline Loedel confirming her appointment to finish the four year term of Barbara Cowles. Seconded by Mrs. Potter and carried. Mrs. Ireland volunteered to write the letter.

Appointment

Mrs.
Loedel

Mr. McHugh has perused insurance material and has turned it over to Mr. John Riedman for evaluation. Mr. Lusk has advised us that for the remainder of the year we are covered by the Town Hall insurance by that next year we will be expected to provide our own from Library funds.

Insurance

Budget for the year was approved by the Town Board of Nov. 7, 1962.

Mrs. Chapman reported that circulation in the first four weeks was 2556 and registration was 668.

Also that she is to have a weekly column in the Shopping Dollar. Mrs. Ireland suggested that she send a duplicate to Suburban News.

Vouchers as follows were presented and ordered paid after proper signatures:

Doubleday	\$37.84
Bookazine	92.61
New Method	87.49
Baker and Taylor	541.01
B.J. Connors	11.87
Scrantom's	2.78
Black Star	1.65
Gaylord	28.40
Field	106.09
Rochester Telephone	25.00
Cadmus	5.94
Rubey Processing	12.01
Demco	5.55
Hunting	4.03
Grosset, Harper, Dunlap	31.26
Associated Libraries	16.24
Winsor Ireland	24.45
total	<u>\$1034.52</u>

There has been difficulty locating a book drop but efforts will continue.

Nov. 12, 1962 meeting continued

Motion was made by Mrs. Potter and seconded by Mr. McHugh and carried that Mrs. Chapman and Mrs. Ireland go ahead and purchase the following items which were discussed at length.

1. Underwood Olivetti Typewriter from Leone as service is excellent and typewriter on trial seems most satisfactory.
2. Clock
3. Filing cabinets (2)
4. 1 rectangular table, 1 round table
5. 1 children's table and benches
6. 10 regular chairs and 2 arm chairs
7. 3 units for the charge out desk

Mr. McHugh is authorized to get a lucite sign for hall/
January 20, 1963 set as a tentative date for open house.

Respectfully submitted,

Alene Potter, Secretary.

The meeting was called to order at 8:00p.m.

MEMBERS PRESENT: Mr. Mason, Mrs. Loedel, Mrs. Ireland
Mr. McHugh, Mrs. Potter
Mrs. Chapman, Librarian

Minutes of the last meeting (were) read and approved.

Treasurer reported a balance of \$3258.03. This includes transfer of \$1700.00 given us in August by the board (Town Board) to allow us to round our book budget.

Mr. McHugh has ordered the sign for hallway. It is to be red with white letters.

Motion made by Mrs. Loedel that library be closed Dec. 24, 25, 31 and Jan. 1st. Mr. Mason seconded it and it was carried.

Mrs. Chapman reported -

	Circulation for Nov.	3211
	Registration	835
	Number of books we own	3133
(from RPL)	Approximate No. on loan	3000

The secretary is to write Miss Jean Connors, Division of Library Extension, on progress made at library.

Secretary is to write note of appreciation to Barbara Cowles.

The following items have been purchased: Typewriter, clock. Other items total over \$1000.00 so must go to bid.

Specification for these being made up by Mrs. Chapman and Mrs. Ireland, who have contacted five companies: 3 charge units, filing cabinets, magazine shelving, children's round table and 4 chairs, 3 adult tables and 14 chairs.

The plates for Chili Town Library Stationery are at C.H. Nichols, Chili Center.

Stationery

As to the ALA Insurance policy, Mr. Riedman suggests it does not cover all items. We should contact Mr. Vail.

Plates

Open house will have to be postponed until we have our furniture.

Mrs. Bruce Marshall in Brockport has offered to do a very careful job on magazine orders so we can get the most for our money. Mrs. Chapman is to send her order.

Magazines

Vouchers as follows presented and ordered paid.

Vouchers
attached

Meeting adjourned at 9:10 pm.

Respectfully submitted,

Alene B. Potter, Secretary.

Vouchers from Dec. 10, 1962 meeting

Am. Seat	\$14.39
Huntting	21.24
Marquis	23.35
Halt	7.04
Tideler	7.65
GHP Bks	2.08
Doubleday	20.36
Cadmers	2.25
Wilsons	24.00
Mehrio	12.50
Buf. Soc. At.	3.30
Follett	11.42
Silver Buchett	4.03
Baker	325.36
New M.	390.15
Bookazine	73.75
MCLS	6.03
Roch. Tel.	10.20
MCLS	86.96