

Legal Notice
Notice to Bidders

In accordance with the Education Law, sealed bids will be opened at a meeting of the Chittenden Town Board to be held in the Chittenden Town Office, 3345 Chittenden Avenue, Rochester 24, New York, on January 7, 1963, at 3:00 P.M. for the purchase of the following: 2 Bookcases 36 inches wide by 18 1/2 inches high by 10 inches deep; 4 Bookcases 36 inches wide by 22 1/2 inches high by 10 inches deep; 10 Magazine Shelves; 1 Legal file; 1 Letter file; 2 arm chairs; 3 side chairs; 4 child's chairs; 1 1/2 inch round table; 1 chairing desk; 1 Swivel chair; 1 Secretarial desk and 1 Secretarial chair. All bids must be endorsed with the title of the purchase to which they relate, the name and address of the bidder, and shall be in conformity with bidding sheets and specifications now available at the Chittenden Town Office. The Town Board reserves the right to reject any and all bids received.

MARGIE S. CHAPMAN
Secretary

TU-1-D-3-26

(Copy)

CHILI PUBLIC LIBRARY BOARD OF TRUSTEES SPECIAL MEETING Jan. 7, 1963

Meeting called to order by Mrs. Ireland at 8:05.

ALL MEMBERS PRESENT

Purpose of the meeting to receive bids for equipment for the library.

Bids were received from: Remington Rand
Professional interiors
Heinrich-Seibold
Zimmerli
National Contract Supply

After studying the bids, there were several questions that needed further clarification in regard to shelving, chairs, files, desk.

Motion was made by Mr. Mason that we accept bids of Remington Rand on a charging desk, swivel chair, and 3 tables. Mrs. Lowdel seconded the motion and it carried.

Mr. Mason and Mr. McHugh are to meet with Mr. Wickins, (town attorney) on Tuesday Jan. 8 to go over legal aspects of the bids.

Mr. McHugh and Mrs. Chapman are to contact Professional Interiors and Heinrich-Seibold about shelving, etc. and at the suggestion of Mrs. Loedel try to find some place where we could see samples of shelving and files.

Meeting adjourned at 9:50p/m.

Respectfully submitted,

Alene B. Potter, Secretary.

(Copy)

CHILI PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

Jan. 14, 1963

Mrs. Ireland called the meeting to order at 3:30p.m.
in the Town Hall.

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

Minutes of the Dec. 10th meeting were read and corrected
as to bills paid. Accepted as corrected.

Minutes of the special Jan. 7 Meeting read and approved.

Annual Treasurer's report was given by Mr. Mason and accept-
ed. Copy filed with these minutes.

Correspondence:

Letter of commendation from Miss Jean Connors, State
State Library Department in reply to letter telling of the open-
ing and plans for Chili Public Library.

Letter from Mrs. Jo Anne McClelland applying for the position
of part-time librarian at Chili Town Library. - Board decided
to defer action until we can get a definite answer from B.J. Applicant
Connors, who has been approached about the position.

Letter from Met Pro, Landsdale, Penna. confirming our
order of a book drop. It is to be shipped Feb. 4, 1963. Mrs.
Loedel made the motion to authorize Mr. Lusk to send payment Bookdrop
in advance as per request to save trouble and expense of COD.
Mr. Mason seconded, carried.

Letter from the MCLS asking to meet with us to present
us with material from A.L.A. on Small Libraries Project. ALA
Secretary to reply and invite them. Material

Old Business:

Mr. Wickens reviewed bids and found Professional
Interiors, Zimmerli, and National had not properly described
their items in the bids leaving us too much to assume. There-
fore these bids are to be discarded.

Mr. Mason made the motion that we accept the
bids of Remington Rand for Charge-out desk, tables and swivel furniture
stool; and the bids from Henrich Seibold for shelving, 2 files,
desk and desk chair and library chairs as follows: 2 children's
chairs, parchment; 2 children's chairs, coral; 4 adult chairs,
parchment; 4 adult chairs, coral; 2 arm chairs, coral. Mrs.
Loedel seconded, and it was carried.

Mrs. Chapman to notify all bidders as to who got the con-
tracts.

It was noted that Mrs. Ireland did a very commendable
job in speaking on the library at the Brasser PTA on Jan 7,
1963. She emphasized the fact that parents should think of

(Copy)

Jan. 14, 1963 Meeting continued -

the library for themselves as well as their children~~as~~ child-become book minded by example.

New business:

Ammendment to the constitution concerning special meetings read. Will be read at next meeting and action taken.

Bi-Laws

Mrs. Ireland presented a request for travel expenses to State Association of Towns Meeting in New York in Feb. She will be able to consult with the State Auditors as to the keeping of our books and will attend a meeting on local history departments in small libraries. Mrs. Loedel moved that \$100.00 be allowed for such expenses. Mr. Masnn seconded, and it carried.

The Librarian's salary was discussed. Mr. Mason made the motion that the salary for 1963 be \$5300.00 for a 38 hour week with the usual town employee benefits: 1 week vacation the first year - with pay; $\frac{1}{2}$ Social Security; $\frac{1}{2}$ N.Y. State Retirement; $\frac{1}{2}$ Blue Cross and Blue Shield; 10 days sick leave per year.

Librarians

Salary

Meeting was adjourned at 4:30 with suggestion we meet in afternoon during winter as it eases the driving problem.

Respectfully submitted,

Alene B. Potter, Secretary.

(Copy)

CHILI PUBLIC LIBRARY BOARD OF TRUSTEES MEETING Feb. 11, 1963

Met at the town hall on Feb. 11, 1963.

MEMBERS PRESENT - Mrs. Ireland, Mr. Mason, Mrs. Loedel and
Mrs. Chapman, Librarian.

The minutes of the previous meeting were read and approved.

Mr. Mason read the treasurers report. Cash balance \$252.03

Mrs. Ireland gave a very interesting report on the State Ass. of Towns Meetings held in N.Y.C. She showed informative brochures on what is being done in some N.Y.C. libraries.

Correspondence:

Mrs. Chapman read a pamphlet announcing a workshop for library trustees, in Rochester on April 6th.

Old Business:

Mrs. Ireland reported that Mrs. Newell - member of MCLS will be invited to be present at the next board meeting.

B.J. Connors has agreed to assist in the library for approximately 10 hours per week. Mr. Mason made a motion that Mrs. Connors be hired for approximately 10 hours per week at \$1.50 per hour. Mrs. Loedel seconded. Motion carried.

Personnel

The secretary is to send a letter to Mrs. McClelland notifying her that the position has been filled.

NEW BUSINESS:

Mrs. Loedel made a motion that books and records returned damaged should be compensated for by having the borrower Policy pay the library price for replacement. Also a fee of 10¢ for each additional library card and 10¢ for each date due card lost shall be collected. Mr. Mason seconded. Motion carried.

The book-drop has arrived and Mrs. Chapman will see to installation details.

Dedication of the library has been set on April 28th

Mrs. Ireland gave a report on the progress of the installation of bulletin board space.

St. Pius school has asked to borrow approximately 30 books (easy readers). It is the feeling of the board that we should limit the number of books taken at one time. Also this is a public library and the books should not be lent for school use. Policy

The ammendment to the constitution concerning specialboard meetings was deferred and action will be taken next meeting.

Meeting adjourned at 5:05pm.

Pauline Loedel, Sec. pro-tem.

(Copy)

CHILI PUBLIC LIBRARY BOARD OF TRUSTEES MEETING March 11 1963

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

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

Mrs. Newell of the Monroe County Library Board presented a library manual to each member. These are published by ALA. She discussed them with us and made suggestions on how to use it. She also asked for suggestions and comments after we have worked with it.

Mrs. Newell

Minutes of the previous meeting were read and approved.

Treasurer reported Expenses: \$933.46
Balance 17,858.17

Correspondence:

Harold Hacker - regarding oath of office for trustees of library. Mrs. Ireland will investigate possibility of taking oath at Town Clerk's office

Oath

Department of Library Extension - regarding training course in reference to be given during April, May and June in Canandaigua and Batavia. Mrs. Chapman asked for volunteers to go.

Mr. Mason moved we pay travel and lunch expenses for any volunteers and Mrs. Chapman. Mrs. Loedel seconded and it was carried.

Expenses

Library Trustees Foundation regarding Trustees Meeting, April 6, in Rochester on Financing Library Service. Mrs. Loedel and Mrs. Chapman plan to go.

Plans for the dedication on April 28th were discussed. Father Murphy to be asked to give invocation. Chairman of the Board to speak. Mr. Hacker to speak. Director of the Library, Mrs. Chapman. Rev. Waters - Benediction. Mrs. Ireland to appoint the following committees: 1. Food. 2. Tables. 3. Hostesses. 4. Mailing. Each trustee and volunteer to have boutonniere or some distinguishing tag. Invitation to read "Dedication at 3 followed by refreshments". 500 invitations to be printed by RPL. Paper to cost \$14.50.

April Meeting to be held April 22 as most of the trustees to be away in early April.

Mrs. Chapman is setting up a story hour program for summer in connection with recreation program.

Mrs. Chapman has initiated a 6 week story hour program on Tues. and Thurs. 1:30. Library is open to mothers during this time and it has been very successful.

Story

Hour

Circulation for February: 986 Registration 1162

Count

Motion was made by Mrs. Loedel and seconded by

(March meeting continued)

Mr. Mason that Mrs. Chapman receive a two week vacation this Personnel
year and that a study be made to determine maximum vacation.
Motion carried.

Motion made by Mrs. Loedel and seconded by Mr. Mason Fund
that the name of the fund of gifts to the library be called the Name
Chili Library Memorial Fund and that printed forms be made up
for thank you notes. Mrs. Chapman to investigate RPL printing Forms
of these forms.

Meeting was adjourned 9:45

Respectfully submitted

Alene B. Potter

(Copy)

CHILI PUBLIC LIBRARY BOARD OF TRUSTEES MEETING April 22, 1963

The meeting was called to order at 8:45.

Members Present: Mr. Mason, Mr. McHugh, Mrs. Loedel, Mrs. Ireland, Ms. Potter

Minutes of the February and March meetings were read and approved.

Mr. Mason reported expensed of \$3,489.92
Balance 16,098.24

Circulation: 3763 Registration: 1357

Correspondence:

From Harold Hacker regarding Oath of office - Oath
may be taken at Town Hall. All our board have taken oath.

From John McHugh regarding gift subscription
of Shopping Dollar.

Old business:

Applicants for page work are to be contacted and asked to meet with the board on May 13 at 8:30 and to submit a letter stating interest and qualifications. Mr. McHugh made this motion and Mrs. Loedel seconded it. Carried. Pages

Motion made by Mr. McHugh and seconded by Mr. Mason that Mrs. Chapman ask Bertha Henderson if she were interested in the clerical work at \$1.50 per hour for 20 hours per week. Carried. Personnel

Mrs. Chapman wants to know what we wish to do about patrons who have had 3 notices of overdue and the legal notice. Motion made by Mrs. Loedel and seconded by Mr. Hugh and carried that the town constable be sent to retrieve books after checking with Mr. Wickens. (Town attorney) Book
Policy

New business:

Hours were discussed and it was decided to keep the same hours for the present.

Article LL ammendment to the by-laws was read and Mr. McHugh moved for its adoption. Mrs. Loedel seconded, and it was carried. See attached sheet Bi-Laws

Plans for dedication: Mrs. White in charge of mailing and publicity. Mrs. Connors in charge of nameplates. Mrs. Dodgson and Mrs. Ramsey in charge of refreshments. Program was discussed.

Meeting adjourned at 10:10.

Respectfully submitted.

Alene B. Potter.

The meeting was called to order at 8:15.

Members Present: Mrs. Ireland, Mr. Mason, Mr. McHugh,
Mrs. Loedel, Mrs. Potter
Mrs. Chapman, Librarian.

The following applicants were interviewed for the position of pages at the Chili Library.

Lynn Osterly, Barbara Voke, Roger Weinreber, Diane Seeley, Bonnie Rubenstein, and Bonnie White. A letter of application for each of these and for Joan Trombley, a college student, were also considered. Mrs. McHugh made the motion and Mrs. Loedel seconded it that we hire L. Osterly, B. Voke, R. Weinreber, D. Seeley, and B. White. Bonnie Rubenstein and Joan Trombly would not be able to go on into the fall and winter with us while the others would. It was felt from the training point and smooth continuous operation that the first five would be most satisfactory. Motion carried. Mrs. Potter to notify all applicants of our decision. Pages are to start June 1, 1963 at \$1.00 per hour. Total page hours per week to be 25. (letters mailed May 15, 1963)

Minutes of the last meeting were read and approved.

Balance in treasury: \$16,698.24 Memorial fund: \$33.40
No bills since last meeting.

Mrs. Chapman explained the method of figuring our State Aid and reported that we will receive \$1530.40 instead of \$2000.00 estimated.

Circulation-3908

Registration - 1416

Correspondence:

From Mrs. May, Trustee of RPL - regret unable to attend dedication.

From Pittsford Community Library - Opening of Children's Room May 12.

From Harold Hacker (to Mrs. Chapman) - public relations brochure.

From B.J. Conors - resigning from volunteer work at Chili Public Library.

Old Business:

Reviewed policy on keeping library open on Election Day, Columbus Day, Washington's Birthday, Lincoln's Birthday, and Veterans Day. Mr. Mason made the motion, seconded by Mrs. Loedel that the library remain open on these days as circulation is very good. The front door to the building is to be locked and a notice posted informing patrons to come to back door, thus avoiding roaming and vandalism in the front part of the building. Motion carried. Secretary to write letter to Town Board informing them of this. (may 21-63)

Pages

State
Aid

Hours

Policy

(May mtg. continued)

Thank you letters to be sent to Spitz florist, Mrs. McFee Republican Committee, and Irving and Brasser Librarians for floral gifts at time of dedication (May 21)

Mrs. Ireland wrote thank yous to guest speakers.

Secretary was asked to write a note to Mrs. Cowles to let her know we missed her at the dedication. (Mailed May 21)

Letter of appreciation to E.J. Connors to be sent by the secretary. (Mailed May 16)

Letter of appreciation to John Steeves Pattern Shop for making mamorial plate for the dictionary stand. (May 21)

Mr. McHugh volunteered to work on brocures for publicity with Mrs. Chapman. Boy Scouts have volunteered to deliver this.

Mr. McHugh made suggestion that plans get under way for a Friends of the Library group. Mrs. Chapman to contact Rev. Waters and Rev. Marvin about this project.

Mr. McHugh Made the motion, seconded by Mr. Mason that the librarian receive four weeks vacation with pay, as this is the policy in nearly all the libraries of the area. Discussion follow-Personnel
ed. Carried. Policy

The subject of a book selection policy was brought up. Mrs. Ireland appointed Mr. Mason to gather material from other libraries on this and bring it in for discussion next month. Book
Policy

Mrs. Ireland reported that the reference course at Batavia is very good. Mrs. Borlen is unable to go so there is just the one representative at Batavia from Chili/

Mrs. Bertha Henderson met with the Board. She began her duties as library clerk today, May 13, 1963, working 20 hours per week at \$1.50 per hour.

Meeting adjourned at 10:20.

Respectfully submitted.

Alene B. Potter, Secretar6.

Addenda:

Motion made by Mr. Mason, seconded by Mrs. Loedel that a letter be sent to town board recommending the reappointment of John McHugh when his term expires on July 1st. (Mailed May14)

(Copy)

CHILI PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

June 10, 1963

The meeting was called to order at 8:10 pm.

Members Present: Mrs. Potter, Mrs. Loedel, Mrs. Ireland
Mr. Mason, Mr. McHugh
Mrs. Chapman, Librarian

Minutes of the last meeting were read and approved.

The treasurer reported balance on hand \$13,589.05 Library fund
Memorial fund - \$40.90
Expenditures \$6,030.86

Correspondence:

From Supervisor George Lusk concerning library hours on special holidays.

From Barbara Cowles expressing her regrets at missing the dedication.

Old Business:

The matter of hanging the library sign was discussed. Mr. McHugh is to take it up with Mr. Lusk.

Mr. McHugh reported progress on the brochure. It is laid out and ready to go to the printers. A motion was made by Mrs. Potter, seconded by Mrs. Loedel and carried that Mr. McHugh get this published through the Rochester Public Library as soon as possible.

Mrs. Chapman will see that the brochures get to Kirk Neal for distribution by the Boy Scouts.

Mr. McHugh is writing publicity for the Gates Shopping Dollar News.

Mrs. Chapman had designed and run the flyer for the story hour to distributed through the schools in grades K 1.

The matter of the possibility of the Town Board ruling out Mr. McHugh's reappointment because of his intention to move out of this area was brought up. A motion was made by Mrs. Loedel, seconded by Mr. McHugh and carried that Mr. Mason contact Mr. Charles DeGraves to see if he is willing to have his name submitted to Town Board as a possible trustee. If not, Mr. Mason to contact Homer Emens.

Mr. Mason recommended the LIBRARY BILL OF RIGHTS and the FREEDOM TO READ statement as our book selection policy. Mrs. Potter moved, Mrs. Ireland seconded and it was carried that this be accepted. Mrs. Chapman is to get multiple copies for the library.

Book

Policy

New business:

Circulation for May 3,508 Registration - 1,530

June - continued.

Mr. McHugh commended the excellent exhibits Mrs. Chapman has on the peg board.

Mrs. Chapman suggested that our insurance is not sufficient for the library with the size of the collection and the new equipment. It was moved by Mr. McHugh, seconded by Mrs. Loedel and carried that Mr. Vail be asked to make a survey and increase our present insurance.

Insurance

Mr. Mason made a motion which was seconded by Mr. McHugh, and carried to transfer mileage funds to miscellaneous for ease in paying bills to Conventions, classes etc. that includes both transportation, meals etc.

Transfer
of
Funds

Mr. McHugh made a motion that each trustee be given a trustee's membership to the N.Y. Library Association. Seconded by Mr. Mason and carried.

Mrs. Chapman brought up the matter of the need of a stool or stools to be used by the children to reach the top shelves in the childrens section. A motion was made by Mr. McHugh, seconded by Mrs. Loedel and carried that a good, safe metal one be purchased. Heinrich-Seibolds has such a stool.

Mrs. Chapman was authorized to purchase 2 dozen metal book easels.

Mrs. Ireland asked that a study be made and a staff policy be formulated for the Chili L. Mr. Mason moved that Mrs. Ireland bring a rough outline to the next meeting. Mrs. Loedel seconded, and it carried.

Mr. McHugh moved that the trustees be provided with the agenda the week before the meeting plus copies of the meeting be sent to each trustee. Seconded by Mr. Mason and carried.

Mrs. Chapman reported that RPL wants to know our policy on fines as some libraries are upping theirs. Mr. Mason moved we hold the line for public relations sake for the time being. Seconded by Mr. McHugh and carried.

Fines

Mrs. Ireland suggested a need to start an adult program in the fall. Mr. McHugh made a motion that Mrs. Ireland get a committee to work on this. Mr. Mason seconded and it was carried.

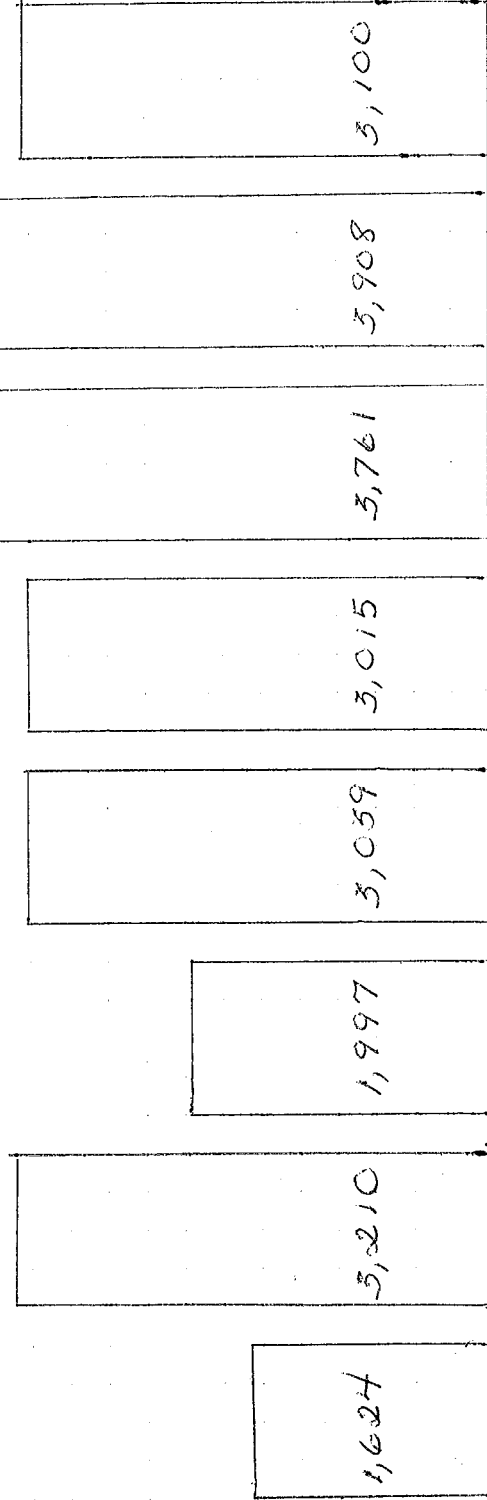
Mr. McHugh made a motion that Mrs. Chapman investigate mechanical charging systems, Mrs. Potter seconded and it was carried.

Meeting adjourned at 10:30.

Respectfully submitted,

Alene Potter, Secretary.

Story hour
Mar 7 - April 11



Oct. 13 days
Nov. 21 days
Dec. 18 days
Jan. 22 days
Feb. 20 days
March 21 days
April 21 days
May 22 days

Meeting 8:10 to 9:19.

ALL MEMBERS PRESENT

Minutes of the last meeting were approved as mailed.

Correspondence:

from Jennifer A Read concerning a position as library page.

Pages

from Supervisor George Lusk confirming the appointment of John McHugh to the library board for a term of five years.

Appoint-
ment

The librarians's annual report was filed with the minutes.

Circulation for June 3,600 Registration to June 30 - 1,640

The Treasurer's balance is \$13,983.80 expenditures to date \$7,176.84.

Memorial fund: balance is \$40.90

The outstanding bills for the month of June total \$800.15, material on order \$1,978.00 for books and \$871.40 for equipment.

Mrs. Ireland brought up the matter of having the trustees sign the voucher for pay of librarian and library employees.

Vouchers

The matter of an abstract summary of vouchers is to be investigated and discussed at the next meeting.

The Welcome Wagon has asked for material to carry.

Mr. McHugh reported that the brochure is to be ready by July 15.

Concerning the fall adult program Mrs. Ireland suggested Sally Hoyt of Ithaca, co-author of a book on birds, as a speaker.

The library sign is up.

Mr. Vail consulted with Mrs. Chapman on contents of the library. His report is not yet in.

Insurance

The stool has been ordered for the children.

Mrs. Potter made the motion that Mrs. Ireland and Mrs. Chapman work on a rough draft of the trustee's and personnel policy.

Policy

Mrs. Chapman is still investigating charging machines.

Extra copies of the Library Bill of Rights and the Freedom to Read statement have been obtained.

New business:

Mrs. Potter nominated Mr. Mason as Chairman for

July minutes continued;

the ensuing year, Mr. McHugh nominated Mrs. Potter who declined. Mrs. Loedel moved that the secretary cast one vote for Mr. Mason. Motion carried.

Mr. Mason nominated Mrs. Potter for vice-chairman.

Mr. McHugh made the motion that the librarian act as secretary in meeting except when discussing salary or tenure. It was seconded by Mr. Mason and carried.

Mr. Mason nominated Mrs. Loedel as treasurer.

Mrs. Ireland moved the secretary cast one vote for Mrs. Potter as vice-chairman and Mrs. Loedel as treasurer.

Mr. McHugh was appointed publicity chairman;

It was announced that the budget should be submitted by the September meeting.

Mr. McHugh was congratulated on joining us again.

Mrs. Ireland made a motion which was seconded by Mrs. Potter and carried that Jennifer Read be asked to fill out an application form. Page

Mr. McHugh made a motion that Mrs. Ireland should receive public recognition for her services to the library; it was seconded by Mrs. Loedel and carried.

The librarian was instructed to send a letter to the Town Board informing them of the new officers and committee heads.

The meeting was adjourned at 9:19

Respectfully submitted

Librarian (secretary)

Minutes of the regular meeting of the board of Trustees of the CHILI Public Library held August 12, 1963 at 8:00 P.M. All members present

The minutes of the previous meeting were corrected as follows: Mrs. Potter nominated Mr. Mason as chairman for the ensuing year; Mr. McHugh nominated Mrs. Potter who declined. Mrs. Loedel moved that the secretary cast one ballot for Mr. Mason. Motion carried.

Correspondence was read from Edith Estabrooks of the New York State Library, Library Extension Division regarding the renewal of the library's charter. Since there are a number of forms to be filed, the matter is to be completed at the next meeting.

There was no financial report as Mrs. Horstman was on vacation and did not have a monthly statement.

Mrs. Chapman reported that circulation for the month of July was 5,290 and registration has reached 1,939.

Mrs. Potter made a motion which was seconded by Mr. McHugh and carried that bills be paid.

Mrs. Ireland reported that Sally Hoyt will not be available for a fall adult program but perhaps can come later this year.

Mr. McHugh reported that the brochures are now in the library and are being assembled. They will be given to the scouts for distribution as soon as activities are under way this fall.

Mrs. Ireland and Mrs. Chapman are continuing to work on the trustee and personnel policy. A rough draft to be submitted at the next meeting.

Mrs. Chapman reported that she did not feel that an automatic charging machine was feasible at this time. Instead she suggested that a 16mm movie projector and screen and a record player might be of more value to the library. Mrs. Ireland moved, Mrs. Potter seconded and the motion was carried to have Mr. McHugh look into sources and prices of this equipment and report at the next meeting. Mrs. Loedel will also investigate sources.

Mrs. Chapman reported that Mr. Vail has been given a revised inventory of library property and has increased the library insurance as follows: additional \$5,000.00 on books and \$3,400.00 on equipment.

A motion was made by Mrs. Loedel, seconded by Mrs. Potter and carried that we purchase an abstract book for use in paying bills.

It was suggested that an anniversary article be arranged with the Democrat & Chronicle to be centered around Mrs. Ireland.

Mrs. Chapman presented a tentative budget for 1964. Discussion followed and Mrs. Chapman was instructed to type budget and have it ready for the next meeting.

A motion was made by Mrs. Ireland, seconded by Mr. McHugh and carried that Mrs. Donald Connors be hired at \$2.85 per hour during Mrs.

Chapman's vacation.

Members participated in a discussion of pamphlet No. 15 in "Planning Guides...." Several excellent suggestions were presented for consideration.

The meeting was adjourned at 10:17 P.M.

Respectfully submitted,

Marcia Chapman
Secretary

Minutes of a regular meeting of the Board of Trustees of the Chili Public Library held September 9, 1963 at 8:00 P.M. All members present.

The minutes of the previous meeting were corrected as follows: Mrs. Potter made a motion which was seconded by Mr. McHugh that the bills be paid which are listed separately and attached to minutes. Also it was moved by Mr. McHugh, seconded by Mrs. Potter and carried that Mr. Vail's report re: insurance be accepted and the bills paid.

Correspondence-- None.

The librarian reported that the circulation for August was 4,788; and registered borrowers number 2,034.

It was moved by Mr. McHugh, seconded by Mrs. Ireland and carried that bills on attached list be paid.

The financial report as attached was given and Mrs. Chapman was asked to report the amount of materials currently on order.

\$33.50 was reported as the balance on hand in the memorial fund.

It was reported that we will not be able to have a sign by the road until after election or possibly the first of the year.

Mrs. Chapman was instructed to get more letters for the front door; to instruct the patrons to use the rear door. A motion was made by Mrs. Potter, seconded by Mr. McHugh and carried, that the letters be ordered from Rueby Process.

The personnel policy to be discussed at the next meeting.
Mr. McHugh's report on the projector, record player to be given at the next meeting.

It was moved by Mr. McHugh, seconded by Mrs. Ireland and carried that a breakdown of the budget be submitted to Mr. Lusk.

Mr. McHugh made a motion which was seconded by Mrs. Loedel, and carried that the next meeting be held October 7, at 7:30 P.M.

A motion was made by Mrs. Potter, seconded by Mrs. Ireland and carried that application be made for renewal of the charter. The wording on the application to be changed from "five years" to "TWO" and a letter sent to explain such a change.

The meeting was adjourned at 9:45.

Respectfully submitted,

Marcia S. Chapman
Secretary

Minutes of the regular meeting of the Board of Trustees of the Chili Public Library, held October 7, 1963.

All members present with the exception of Mrs. Potter who arrived later.

The minutes of the previous meeting were approved as mailed.

Correspondence was read from Edith Estabrooks of the New York State Library concerning renewal of the library charter. Nothing further can be done until our 1964 budget is officially approved by the Town Board.

Mrs. Chapman reported that circulation from October 15, 1962 until Oct. 7, 1963 totals 41,972. Circulation for September totals 3,688. No registration figure was available as an error had been made in the file which would need to be corrected in order to give an accurate report.

No financial report was available. Mrs. Chapman reported that materials on order total \$1,555.24 as of October 1, 1963.

The balance in the Memorial Fund was reported as \$38.50. Mrs. Chapman is to contact RPL as to the forms acknowledging gifts to the fund.

Mr. McHugh moved; Mrs. Ireland seconded and it was carried that the bills, as per attached list, be paid.

Mrs. Chapman reported that she had contacted Mrs. Steeves, the neighborhood Girl Scout chairman and that they will help distribute the brochures.

The Boy Scouts will also be contacted. There has been favorable reaction to Mr. McHugh's articles in the Shopping Dollar.

Mrs. Ireland reported her progress on the personnel policy and submitted a report.

Mr. McHugh submitted his report on the projector and record turntable.

Our part in the Recreation Commission was discussed but no definite decision was made.

Mrs. Chapman has ordered the abstract book. Mrs. Horstmann suggested that we do not start to use it until January 1. There has been some confusion over the letters from Rueby Process which should be settled by next meeting.

The schedule for the New York State Library Association conference was discussed. Members will attend as many meetings as possible.

Meeting adjourned at 9:35.

Minutes of a regular meeting of the Board of Trustees of the Chili Public Library held November 11.

Mr. Getman from James E. Duncan Incorporated demonstrated the Kodak Pageant 16 mm. projector prior to the meeting.

The meeting was called to order at 8:45. All members were present with the exception of Mrs. Potter who is ill.

A motion was made by Mrs. Ireland; seconded by Mrs. Loedel and carried that the minutes be accepted as mailed.

A letter was read from B.J. Connors thanking Trustees for heir work at the N.Y.L.A. Conference. The report of the Librarian was given.

The financial report showed a balance of \$7,169.00. Expenditures totaled \$967.32 and materials currently on order \$1,889.60.

A motion was made by Mrs. Ireland, seconded by Mrs. Loedel and unanimously carried that the report be accepted.

Mrs. Loedel reported a balance of \$38.50 in the memorial fund.

Mr. McHugh submitted the articles that have appeared in the papers in the past month.

Mrs. Ireland presented suggested policies. It was decided to table this matter until next meeting to give the members an opportunity to study the material.

The purchase of the projector and screen was discussed.

A motion was made by Mrs. Ireland; seconded by Mrs. Loedel and unanimously carried to purchase this equipment for \$703.85. (Projector-cover-bi-focal lens and 60" lenticular screen)

Mrs Chapman had contacted Rueby Processing concerning the lettering. Due to an error , previous bill was not paid but will be processed at December meeting.

Mrs. Chapman was instructed to notify Miss Estabrooks of the New York State Library that our budget had been approved and invite her to attend a regular meeting.

Mrs. Ireland reported that 3 adult programs have been planned. Two noon book review and film programs and an evening slide and lecture program.

Mr. and Mrs. Ireland gave a notebook for memorial records and \$25.00 to start a rental collection in memory of Charlotte B. Ireland. Action is to be taken on the rental collection at the next meeting.

Mrs Ireland reported on the circulation meeting held at the RPL. The Recordak Jr. which is being used at Greece is to be discussed later,

Board met at 10:00 P.M. November 19, 1963.

Present: Mr. McHugh, Mr. Mason, Mrs. Ireland and Mrs. Potter

unstable

It was moved by Mrs. Potter that we purchase a Model P 55A with two sets of earphones at \$182.50 F.O.B. Fairfield, Connecticut. Seconded by Mrs. Ireland and unanimously carried.

Minutes of a regular meeting of the Board of Trustees of the Chili Public Library held December 9, 1963 at 8:00 P.M.

All Members present.

Mrs. Joanna McClelland was interviewed as a possible replacement for Mrs. Potter. Her letter of application is on file.

A motion was made by Mr. McHugh; seconded by Mrs. Potter and unanimously carried that the minutes be approved as mailed.

Correspondence read from Edith E. Estabrooks of the New York State Library. She or Mr. Flores will visit us soon.

Mrs. Chapman made her report.

It was decided to defer automatic charging until a later date when need warrants it.

It was suggested that topic for town librarian's meeting be included in the Librarian's report.

A motion was made by Mrs. Potter; seconded by Mrs. Loedel and unanimously carried that bills be paid.

A motion was made by Mrs. Potter; seconded by Mr. McHugh and unanimously carried that Mrs. and Mrs. Winsor D. Ireland be voted of thanks for their gift of money and the memorial record book.

A motion was made by Mrs. Potter; seconded by Mrs. Loedel and unanimously carried that Mrs. Ireland continue to work on the policy statement. A policy on "Friends of the Library" is to be formulated at the next meeting.

It was decided to start a Sunshine Fund assessing .25 per month. Mrs. Chapman is to ask the volunteers if they wish to participate.

3 adult programs are to be planned for January.

A motion was made by Mrs. Loedel; seconded by Mrs. Potter and unanimously carried to relocate funds where necessary.

A motion was made by Mr. McHugh; seconded by Mrs. Ireland and unanimously carried that use of the abstract book of vouchers begin at the next meeting

A motion was made by Mr. McHugh; seconded by Mrs. Ireland and unanimously carried that: Library close at twelve noon on December 24 and 31 and that we close all day December 25 and January 1.

A motion was made by Mrs. Ireland; seconded by Mr. McHugh and carried That Librarian's December salary be paid on December 15.

A motion was made by Mr. McHugh; seconded by Mrs. Potter and unanimously carried that Mainten-All Service be hired to wax library floor.

Mrs. Chapman was instructed to contact Charles Platner of Heinrich-Seibold regarding additional shelving.

Mrs. Chapman was instructed to call Gilboy's House of Books to get a price for old set of Encyclopedia Britannica.

A motion was made by Mr. McHugh; seconded by Mrs. Ireland and unanimously carried that the meeting be adjourned.

Respectfully submitted

Secretary