

CHILI PUBLIC LIBRARY BOARD OF TRUSTEES MEETING January 8, 1968

The January meeting of the trustees was called to order by the Chairman Mr. Borlen at 8:00 p.m. Jan. 8th, in the Town Hall.

Members Present: Mr. Borlen, Mrs. Ireland, Mrs. Totman, Mrs. Potter  
Mr. Criddle, liaison

The minutes of the previous meeting were approved as mailed.

The Librarians report was read.

Mrs. Totman moved and Mrs. Potter seconded the MOTION to pay bills on Abstract No. 1, pg. 1 items No. 1 thru 11 amounting to \$974.88. Motion carried.

Bills

Circulation for Dec. - 4,980 a gain of 375 over Dec. '66  
Bookstock - 16,686 Records - 651

All Story Hours are filled - 80 children in 4 sessions.

147 Overdue notices were mailed in Dec.

The Training sessions for the Mechanical Charge-Out method were well attended.

The Borrow by Mail service which is being used downtown was reviewed. It was decided to postpone consideration of this until Sept. (Unless the librarian suggests it before then) because of the additional effort of moving into the new building.

There was considerable discussion about possible types of publicity to coincide with the opening of the new library.

Mrs. Ireland was re-appointed as liaison for the board with the Friends of the Library. It was noted that there is a meeting of the Executive Committee of the Friends Jan. 16th and a public program on Feb. 1st. in the Town Hall.

Mrs. Totman reported for the Memorial Fund. (same balance) Discussion took place concerning procedure on Memorial Cards. In the future the card will go directly from the library, but the 'thank you' will go from Mrs. Totman as in the past. (list of gifts at end)

Regarding Policies: Mr. Borlen appointed the entire board as a Committee to work with the librarian to review the entire Volunteer Program. With special considerations on attached Memo.

Mr. Borlen also appointed the entire Board and the Librarian to work as a committee to plan a program for moving the books with the Objective of moving with as little disruption as possible and if possible without closing the library. The desirability of an Inventory and the review of Classifications with emphasis on having a balanced collection was also discussed. Library Clubs, Friends of the Library were mentioned as possible groups to help in the moving.

A Program for National Library Week will be considered when and if we are in the new building at the time. (April)

Jan. '68 Library Trustees Meeting continued.

The board requested the review of annual reports sent from the library.

Building progress: The construction seems to be at a standstill. A meeting with the Architect is scheduled for tomorrow. It will be suggested to withhold payments until work is resumed. Furniture, shelving and other interior selections are going ahead as planned.

A complete review of all salaries and personnel in the library was made by Mr. Mason, Mrs. Ireland and Mr. Borlen in committee and after presentation to the board and with due consideration pro and con, Mrs. Ireland moved and Mrs. Totman seconded the MOTION to adopt the pay scales as listed below starting the second payroll in January 1968: Motion carried.

Salaries

Hilda Howl	to receive	\$1.85	per hour	(fr \$1.75)	
All pages	"	1.15	" "	(fr. 1.00)	Review in 6 mos
Doris Mallory	"	2.15	" "	(fr. 2.00)	
Bertha Henderson	"	2.35	" "	(fr. 2.20)	
Helen Emens	"	3.05	" "	(fr. 2.75)	

Meeting adjourned at 9:30 p.m.

Respectfully submitted,

*Barbara M. Ireland*

Barbara Ireland, Secretary.

Gifts received from:

Mrs. Joseph Scopa	34 Laredo Dr.	24	paperbacks
Mrs. Bernard McConville	26 Chestnut Dr.		books
Mr. & Mrs. Howard Brodersen	3100 Chili Ave.		good books
Mrs. Rawling Harmon	120 Chestnut Ridge		books
Wm. Mastin	3437 Union St.		books
Mrs. Nathane Anderson	50 Everett Dr.		books
Mr. O'Connor	26 Pine Knoll		set of books
Wilbur Marshall	38 Yolanda Dr.		box of books
Mr & Mrs Carl Trombley	54 Everett Dr.		books
Mrs. Elwin Coman	119 Fisher Rd.		Books on the Chili Grange

M E M O

SUBJECT: Volunteer Program

From: Mr. Borlen

Between now and the time we move into the new Library the Board should review our various policies and I think you will agree that high on the priority list is our policy with respect to Volunteers both adult and teenage.

There has been understandable restraint on the part of the board to institute policy review because of the confusion created by our crowded conditions.

Our increase in size and activity will permit the board and staff to pursue a more dynamic and aggressive approach to the needs of our community thus insuring continued progress.

The purpose of this memo is not to suggest or decide on a future policy but to more or less provide an agenda so that our present approach to Volunteers may be reviewed and implemented.

- \* I. Number Required
  - A. Active List
  - B. Reserve

- \*\*II Recruitment Methods
  - A. Church Organizations
  - B. P.T.A.
  - C. Friends of the Library
  - D. Volunteers (Recommendation)
  - E. Board Members

- \*\*\*III Qualifications & Duties
  - A. Service to Patrons (Charge out books etc)
  - B. Clerical Work
  - C. Typing
  - D. Story Hours
  - E. Reference Work

- \*\*\*\*IV Personnel Relations
  - A. Board Recognition
  - B. Quarterly Meetings
  - C. Volunteer Organization
  - C. Training Programs

\*If the reserve list could be enlarged it would be helpful in minimizing the impact of summer vacations and other unusual situations as they arise.

\*\*Realizing that the enlistment of volunteers can present some sensitive problems, it still may be necessary to take a calculated risk and broaden the scope of our activities in this direction.

\*\*\*There may be those who would prefer to do other types of work than serving patrons which would help the overall program.

\*\*\*\*In addition to letters of appreciation, quarterly meetings of a

MEMO - Volunteers continued:

semi-social nature with board and staff participation might be helpful in maintaining continued interest in this very meaningful service. This would also permit the volunteers to know each other.

We are very fortunate in having two former volunteers on our board and I am sure, this together with their knowledge of library operations will be extremely helpful in formulating a sound and workable program.

Much more sophisticated communities than Chili are using Volunteers successfully and it would seem that with the continuing increase in population we should be able to increase our Volunteer Staff.

Although the use of volunteers has had considerable effect on our budget requirements, I would suggest that less emphasis be placed on this in evaluating our progress and more on the value to the Library and the community, the regular staff and of course the volunteers themselves.

I think this subject is important enough to warrant at least one special meeting which we will set up in the near future.

Your suggestions and cooperation will be very much appreciated.

The February meeting of the trustees was called to order by the Chairman, Mr. Borlen at 8:00 P.M. Feb. 12 in the Town Hall

Members present: Mr. Borlen, Mrs. Ireland, Mrs. Totman, Mrs. Potter  
Mrs. Emens - librarian  
Absent: Mr. Mason  
Mr. Criddle - Town liaison

After the following correction in regard to salaries ' that Hilda Min.  
Howl receive \$1.85 per hour starting with the first payroll of 1968" Correct  
the minutes of the January meeting were approved as mailed. ed.

Communications: Remington Rand - Performance Bond for shelving  
Contract - Turned over to Town Clerk

# Librarians Report:

Circulation - Jan '68 - 6,846 up 789 over Jan '67  
Bookstock - 16,980 Records - 751

Bills were presented - Mrs. Totman made the MOTION and Mrs. Ireland Bills  
seconded it that Bills on Abstract No 2 pg. 1 items 12 thru 25 for  
\$1,955.98 be paid. Motion carried.

Mrs. Emens reported on the film reader for the Automatic Charge-out Machine.  
There has been some delay in delivery of this. Discussion of Dukane and  
Atlantic Models took place. . The use of the Automatic system is  
putting the books back in circulation much faster and eliminating  
the pile up which we previously had. The first test of the film  
reading will not be made until next week when our first overdues  
come in.

MCLS has added a NEW SERVICE by making Records available through NEW  
Inter-Library Loan. (ILL)

A Discussion in regarding Policy concerning an overdue bill of under Over-  
\$25.00 when the creditor had filed bankruptcy proceedings took place. due  
The Town Attorney advised us that this would cost more than the am- Policy  
ount of the bill to try to collect it. Therefore this should be  
reported as a loss.

# Friends of the Library:

An Executive Committee Meeting - Jan. 16 '68  
Mrs. Donald Connors, Director, Library Recruitment Project Pioneer System  
Topic: Happenings Now and in the Future in the PLS.  
Special invitations to include Town Board & spouses. Friends

A Public Meeting - Feb. 1st '68  
Mr. Roland Yaeger - Urban League of Rochester - former member of  
Peace Corp. -  
Colored Slide Talk - Colombia (Display by our librarian)

Both of these programs were very good.

Mr. Borlen reported on the building program: After a meeting with  
the Architect following the last meeting, the payment of bills was Buildin  
held up until the workman were back on the job. They are back, but g  
weather has prevented them from doing much now because the ground in-  
side the building is frozen and full of water so that the concrete  
can not be poured.

Library Trustees Feb. '68 Meeting Continued -

The Architect has been asked to give us a realistic date for completion of the building. The Attorney has been asked to see if there is anything more we can do.

A Discussion took place concerning collection of material on local history and buildings for the vertical files and for the anniversary program in a few years. It is understood that the Town Board is going to appoint someone to write the history and gather material for this very shortly. We will request that either this material or copies of it be made available for our local history files because of the numerous requests concerning this subject and the lack of material.

Local  
History

Back with us Volunteer - Mrs. Howard Ramsey, 37 San Mateo Rd.  
Teen - " Donna Nothnagle, 24 Clifton Rd. Clifton  
New Volunteers - Mrs. Robert S. Kenyon, 17 Mercedes  
Miss Alice Longbine, 835 Marshall Rd.  
New Teenage Volunteers - Robin Kenyon, 17 Mercedes  
Nancy Renner, 52 Gateway  
Chris DiRoma, 16 Cross Bow  
Sue Clar, 35 Sequoia  
Kathy Cullen, 55 Redbud Rd.

Staff  
Changes

Mrs. Karl Falleson, 2804 Chili Ave., always such a faithful volunteer has not been with us since her husbands illness last summer. Many thanks to her, and we hope she will be able to return to us.

Meeting adjourned at 9:00 P.M.

Respectfully submitted,

*Barbara M. Ireland*

Barbara M. Ireland, Secretary

A Special meeting of the trustees was called to order by the Chairman, Mr. Borlen at 7:30 P.M. on Feb. 27, 1968.

The purpose of the meeting was to act upon the resignation of Board Member Mrs. Potter and other pertinent business.

Mrs. Potters letter of resignation was read and board voted unanimously to approve her resignation, recognizing the fact of her additional commitments in connection with her sabbatical leave. However, this was done with regrets, recognizing the fact that Mrs. Potter has been with the library project since its inception. Public recognition of her services should be made and her name should be included in any dedicatory plaque of recognition if one is made for the new building. The library could not have been done without her efforts. She has also given many hours of volunteer service in the library. (Along with her sister, Mrs. Lenhardt.) Mr. Criddle voted with us as well as Mr. Mason who concurred in absentia. Present - Mrs. Totman, Mrs. Ireland, Mr. Borlen.

*"Concurred"*

Discussion of a replacement on the board took place. It was agreed that Mr. Carl Moore be asked to fill this vacancy. If agreeable with Carl this was unanimously approved by the board. A letter to Mr. Moore will be sent from the library board, and also a letter to the Town Board.

A letter of resignation was read from Mrs. Emens. Discussion followed. Action was tabled until the next meeting, March 11, 1968.

Discussion was made in regards to having a staff member attend board meetings and actually type the minutes of the meetings after approval of the Board Secretary. This was approved. It was further moved that such a person be paid on an hourly basis rather than for a meeting per se. Motion carried.

Meeting adjourned at 9:30 P.M.

Respectfully submitted,

*Barbara M. Ireland*

Barbara M. Ireland, Secretary

CHILI PUBLIC LIBRARY BOARD OF TRUSTEES MEETING March 11, 1968

The regular meeting of the Board of Trustees of the Chili Public Library was called to order by the Chairman, Mr. Borlen at 8:15 on March 11, 1968.

Members Present - Mr. Borlen, Mrs. Ireland, Mrs. Totman, Mr. Carl Moore  
Mrs. Emens, Acting librarian  
Mr. Criddle, Town Board Liaison

Mr. Moore was introduced and welcomed to the meeting.

The minutes of the Feb. 12, meeting were approved as mailed. The minutes of the Feb. 27th meeting were approved after correction of the word 'vote' to read 'concurred' - following the name of Mr. Criddle.

Communications: Report from Mr. Macomber on the building progress. 2/29  
Report gives May 15 as building completion deadline.

In regards to Mrs. Emens letter of resignation dated Feb. 8, 1968, Mrs. Ireland moved and Mrs. Totman seconded the motion that her resignation be accepted and a formal reply be drafted as to date of termination of service and other pertinent remarks. Motion carried unanimously. (Copies of letter be sent to Mr. Kent and Mr. Hacker.)

Staff  
re -  
signation

*Mr. Moore abstained from voting because of insufficient knowledge.*  
Mrs. Emens reported:

Librarian  
Report

Circulation for Feb. - 7,033 up 1,124 over Feb. '67  
Book stock 17,079 records 754

MCLS Grant - The current Focus Grant is for 50 children's books. In the field of Social Science. ~~We~~ have received a grant of \$225.00 for the first half of this.

Volunteer News - Mrs. Freida Falleson, who has been absent since her husband's illness last summer may not return.

Mrs. Sharp is recovering from her operation.

Kathy Kelly, 17 Brewster Lane is a new teen-age Volunteer

New Vol

Mrs. Ireland will attend the Mar. 20th meeting with Mrs. Emens at MCLS. It is to explain tentative plans for framed pictures and 8mm films in the town libraries.

Re-Vacations - Mrs. Totman moved and Mr. Moore seconded the motion that Mrs. Henderson and Mrs. Mallory plan to take their vacations as planned. (Apr. 2 and June 10) Motion carried.

Vacations

Mrs. Ireland moved and Mrs. Totman seconded the motion to pay bills on Abstract #3 page 1, items 26 thru 41 for \$610.01. Motion carried.

Bills

Mrs. Totman reported a balance in the Memorial Fund of \$245.48. (List of gifts attached)

Mr. Moore was appointed as Publicity Chairman.

Mr. Borlen reported- library shelving for the new building is already in storage waiting completion of the building. Work is being done on the building.

Bldg

The Town Attorney, Mr. Tomer has advised us not to use under age Volunteers for any purpose, such as moving books into the new building, where they might hurt themselves.

Vol.  
Use of



March - 1968 Library Trustees Meeting Continued.

Mr. Borlen and Mrs. Ireland will meet with Mrs. Emens in regards to plans for moving the library stock. It will also be necessary to meet with the staff and a meeting with the volunteers is recommended.

A Dedication can not take place until June at least.

Meeting adjourned at 9:30 PM.

Respectfully submitted,

*Barbara M. Ireland*

Barbara M. Ireland, Secretary

Gifts received:

From		In Mem.	
Mr. & Mrs. D. Henderson	795 Paul Rd.	Raymond White	\$10.00
Mr. & Mrs. J. Dodgson	29 San Mateo	Thelma Oesterly	5.00
Chili Grange		Wm Stewart	7.50
Mrs. Patricia Fieno	27 McNair Dr.	used books	-
Lloyd Merrill	9 Hillcrest Dr	" "	-

The regular meeting of the Board of Trustees was called to order by Chairman, Mr. Borlen at 8:30 P.M. on April 8, 1968.

Members Present: Mr. Borlen, Mrs. Ireland, Mr. Moore  
Mrs. Emens

The minutes of the previous meeting were approved as corrected.

The Board discussed future personnel plans. Talks with Mrs. Henderson and Mrs. Mallory were planned. Confirmation will be made of Mary Wickins' plans to again work this summer. She will get her B.S. degree this June and start on her Masters Degree in Library Science this fall.

A Motion was made by Mr. Moore, seconded by Mrs. Ireland that bills on Abstract No. 4 pg. 1 items 42 thru 55 for \$535.25 be paid.  
Motion carried.

Bills

Mrs. Emens reported:

Circulation: Mar. 7,492 up 278 over Mar.'67

Book stock 17,194 records 750

Kathy Kelly will not be working as a teen volunteer until summer.

Mrs. Emens will give a book review for YWCA Chapter at Mrs. Prestons, 46 Creekview Dr.

Mrs. Ireland and Mrs. Halleley will attend a meeting at RPL with Mrs. Emens on Library Standards for Children's services.

There will be a National Library Week jingle contest. Mr. Moore will do publicity.

Clarification on Lost Book Procedure: If a book is gone for 1 year it will be considered lost and be dropped from inventory. The card will be kept for an additional 6 months.

Lost Books

Story Hour will be continued this summer the same as last with the addition of the Paul Rd. school program.

Considerable time was spent answering a questionnaire from MCLS about preferences with alternatives on possible pilot programs for framed pictures and films (two types)- with or without projectors- program to be granted to all or some member libraries.

MCLS

Personnel Policy - Town will pay  $\frac{1}{2}$  of PIP under Blue Cross. (At present we have no eligible employee desiring this coverage)

Personnel Insurance

There was insufficient information to take action on the fact that according to Mrs. Robert Sale the Legion Auxiliary would like to give something to the library.

Gift

Building construction is continuing.

The film reader has arrived.

A Motion was made by Mrs. Ireland, seconded by Mr. Moore that the library be closed May 30, 1968 - Decoration Day. Motion carried.

Closing

April 1968 Trustees meeting continued-

The Memorial Fund balance on hand - \$327.90

Meeting adjourned at 11:00 P.M.

Respectfully submitted,

*Barbara M. Ireland*  
Barbara M. Ireland, Secretary

Gifts to Memorial Fund:

From:

Mrs. Derek Chapman	7 Andony Lane	For - Gift book
Mrs. Hazel Dalton	175 Chestnut Ridge	" "
Mr. & Mrs. D. Henderson	795 Paul Rd.	\$10.00 - Mem. C. Nichols
Board of Trustees	Library	5.00 - " Maude Stever
Mr. & Mrs. W. Ireland	268 Archer Rd.	5.00 " " "

A SPECIAL MEETING OF THE TRUSTEES OF THE CHILI PUBLIC LIBRARY April 25 1968

A special meeting was called to order by the Chairman, Mr. Borlen at 4:00 P.M. April 25, 1968 for the purpose of discussing staff changes and separation pay for Mrs. Emens.

Members Present: Mr. Borlen, Mrs. Ireland, Mrs. Totman, Mr. Moore

A Motion was made by Mr. Moore and seconded by Mrs. Totman that Mrs. Emens be paid 5 hours per day for 5 working days per week through the month of May and that her resignation date or termination of employment will be June 1, 1968. Motion carried.

In regards to staff changes Mrs. Totman moved and Mr. Moore seconded the motion that Mrs. Henderson will be 'Acting Librarian' with a salary of \$2.50 per hour and that Doris Mallory will continue as a permanent part time employee to work 30 hours or more per week as required, with a salary of \$2.35 per hour and will assume additional responsibilities. Both rates to start with pay roll No. 10. Motion Carried.

*acting  
librarian*

Meeting adjourned at 5:30 p.m.

Respectfully submitted,

*Barbara M. Ireland*  
Mrs. Barbara M. Ireland, Secretary

The regular meeting of the trustees was called to order by the Chairman, Mr. Borlen at 7:30 P.M., May 13, 1968.

Members present: Mr. Borlen, Mr. Mason, Mr. Moore  
Mrs. Ireland, Mrs. Totman

The minutes of the previous meeting were approved as mailed.

Bills were presented. Mr. Masnn moved and Mr. Moore seconded the MOTION to pay bills on Abstract No. 5 pg. 1 items #56 thru 71 for \$973.32. Motion carried.

Bills

After study of the trial balance, Mrs. Totman moved, and Mr. Mason seconded the MOTION to transfer \$870.00 from the Payroll fund to the Office Supplies fund for the purpose of covering the cost of the automatic charge out cards. Motion carried.

Trf.  
Funds

Mr. Moore moved and Mrs. Totman seconded the MOTION to accept the entire \$125.00 Book Grant from MCLS for YP paperback books. Both Mrs. Henderson and Mrs. Mallory will work on the selection of these books after attending the book meeting. Motion carried.

Book  
Grant

Circulation: April 6,589 up 722 over 1967

Book Stock: 17,396 Recordings 754

Fines collected \$164.08

Summer scheduling of staff seems to be all st. Mary Wickins will start to work June 17.

Mr. Mason moved, Mr. Moore seconded the MOTION to pay Bertha Henderson 10¢ per mile for authorized trips to MCLS meetings. Motion carried.

Mileage

Mrs. Ireland moved, Mr. Mason seconded the MOTION to hire two pages if and when they are needed. Motion carried.

Pages

Volunteer News: Jane Ramsey is leaving to help her husband.

Frieda Fallesen is back for the summer

Lois Kenyon is absent for a time

Mrs. Phyllis Johnson, 24 Fenton Rd. Mon AM NEW

The Memorial fund now has \$363.93 as reported by Mrs. Totman.

Mem.

Mr. Mason moved, Mrs. Totman seconded the MOTION that the Library be closed at 6PM on May 24th because of the traffic from the Firemen's Carnival. Motion carried.

Closing

Mrs. Totman moved, Mr. Moore seconded the MOTION that following her Certification of Eligibility dated April 22, 1968, Bertha Henderson be placed on Permanent Employment as a Senior Library Clerk in the Chili Public Library, and the necessary forms be filled out giving the examination number and sent to the Civil Service Commission or proper agent. She has been on the payroll since Jan. 19, 1964 and on temporary status in the present capacity since Sept. 8, 1967, Motion Carried. It was further resolved that a letter of congratulations be sent to her for her most diligent and faithful service.

Civil  
Serv.  
Appt

Library Trustees Meeting - May 13, 1968 continued -

Two applications for summer employment have been recieved, one for part time work from Mrs. Murray a volunteer and one from Mrs. Zuidema a school librarian in Spencerport. Replies will be sent - we already have our summer replacements.

The applications for pages were reviewed and the board concurred with Mrs. Henderson's recommendations.

There have been various requests to place displays or other things in the new library. (Mrs. Sales of the Garden Club, Mrs. Mellen of the Art Club, and Mrs. Paul of the Am. Auxiliary) Letters of appreciation will be sent to them and action taken at a later date. In the meantime the members of the board will meet Monday, May 20 at 4 PM for the purpose of formulating a general policy on such applications.

Policy

A Motion was made by Mrs. Ireland and seconded by Mr. Mason that the membership dues in the Trustees Foundation be paid for the trustees. (Borlen, Mason, Moore, Ireland) \$12.00 total Motion carried.

Dues

Mr. Borlen reported on the building progress explaining the delays.

Meeting adjourned at 9:20.

Respectfully submitted,

*Barbara M. Ireland*

Barbara M. Ireland, Secretary

The following people have given money to the Memorial Fund:

In Memory of

From

Mrs. Sarah Lusk

Mrs. Mary Parkhurst  
Mr. & Mrs. Fritz Horstman  
Mr. & Mrs. Glen Robbins  
Mr. & Mrs. Richard Harrington

Maude Stever

Mr. & Mrs. David Borlen  
Mr. & Mrs. John Crandall  
Mrs. Mary Parkhurst  
Mr. & Mrs. Howard E. Smith  
Mr. & Mrs. George Mallory  
Mrs. Lillian Zuber and sons Victor & Vincent  
Mr. & Mrs. Homer Emens  
Mr. & Mrs. Norman Smith  
The Secretaries in the Town Hall  
Mr. & Mrs. Thomas Pikuet  
Mr. & Mrs. Ralph Johnson  
Mr. & Mrs. Vernon Johnson  
Miss Lois Ferguson

The Meeting was called to order by the Chairman, Mr. Borlen at 4:00 PM. Members present: Mr. Borlen, Mr. Mason, Mrs. Ireland, Mr. Moore.

Mr. Moore submitted a mimeographed work sheet for Library Policy regarding acceptance of Gifts and Displays for use in the Library. Display Policy

Comments were made about various types of political and religious material recieved by the library. No decisions were reached.

In view of the progress being made in the library building a review of the building plans was made. Colors, etc. were discussed.

Mr. Mason made a MOTION and Mr. Moore seconded it that the Library be CLOSED on Saturdays for the summer - starting June 15 - thru September 7, 1968 inclusive. The Library will also be CLOSED July 4th, 1968. Summer Hours  
Motion carried.

Respectively submitted,

Barbara Ireland  
Barbara Ireland, Secretary

## CHILI PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

June 10, 1968

The meeting was called to order by the Chairman, Mr. Borlen at 7:45 PM. June 10, 1968 in the Town Hall.

Members present: Mr. Morlen, Mr. Mason, Mr. Moore, Mrs. Ireland  
Mr. Criddle - Town Board liaison  
Absent: Mrs. Totman, Mrs. Henderson

The Bills were presented and a MOTION was made by Mr. Mason and seconded by Mr. Moore to pay bills on abstract #6 pg. 1 items No. 72 thru 82 for \$715.78. Motion carried. Bills

Circulation: May '68 - 5,840 - May '67 6,257

Bookstock: 17,567 recordings 754

Fines collected - May 7 - June 4 - \$132.78

Beverly Halliley started working as a page June 10. She met the Board Members present.

An advertisement for a Library Director has been placed in the Library Journal & run for three months unless notified otherwise.

A notice of an opening for this position will also be posted at the AALA convention in Kansas City this month. Mr. Hacker will screen any applicants there.

A MOTION WAS made by Mrs. Ireland seconded by Mr. Mason that Mary Wickins and Bonnie Thomas start work as scheduled on June 17th. 1968.

Nancy Ryan, MCLS consultant, is checking the books for us this week at the book meeting because Mrs. Henderson is on vacation. The lists will be sent to us for ordering new books as seen fit.

A report was made of the water damage on Nonday, May 27th was made. The floor of the bulding was covered with water from a break in the utilities room. There was some loss of back issues of magazines and gift books (not yet processed). The cartons of transaction cards for the new charge out system were soaked. Some of the cards were wet. Mrs. Henderson called Mrs. Ireland (and others) for fans to place on the cards to dry them out. Mr. Vail, our Insurance agent and the insurance adjuster were called. The extent of the loss can not be finalized until it is known whether any of the cards are damaged so that they will not go in the machine.

Mrs. Henderson and her staff are to be pzaised for their prompt attention and efforts in drying the cards with fans, changing fillers in the boxes and removing excess wet cartons. The amount of damage will remain at a minimum.

New Library stationery is to be ordered.

The Friends are planning a luncheon for the Volunteers June 19th.

The building is progressing. Mr. Frost must move his furniture in by June 18th.

Publicity cooperation is very poor with Suburban News. There is no point in sending new until other has been printed.

Meeting adjourned until Monday June 17th at 4 PM.

Respectively submitted,

*Barbara Ireland*  
Barbara M. Ireland, Secretary.

The June 17, 1968 Meeting was called to order by the Chairman, Mr. Borlen at 4:00 PM.

Members present: Mr. Moore, Mr. Mason, Mr. Borlen, Mrs. Irelandd.  
Mrs. Henderson

Meeting

June

A review of salaries was made with specific consideration of salaries to be paid Mary Wickins and Bonnie Thomas.

17  
1968

A MOTION was made by Mr. Mason, seconded by Mrs. Ireland that Mary Wickins be paid \$2.25 per hour and that Bonnie Thomas be paid \$1.65 per hour. They will work this summer as needed. MOTION carried.

Salaries

A MOTION was made that mileage at 10¢ per mile be paid for attendance at Story Hour at the playgrounds. This will be paid to either Mary Wickins or Bonnie Thomas as directed. Motion made by Mrs. Ireland, seconded by Mr. Mason. Motion carried.

Story  
Hour  
Mileage

Meeting adjourned at 5:00 pm.

Respectively submitted,

*Barbara Ireland*  
Barbara Ireland, Secretary

Friends luncheon canceled for the 19th because of paint smell and paunding - while cutting door.

The regular monthly meeting of the Board of Trustees was called to order by the Chairman, Mr. Borlen at 7:45 P.M. July 8, 1968.

Members Present: Mr. Borlen, Mr. Mason, Mr. Moore, Mrs. Ireland  
Mrs. Henderson

Absent: Mr. Criddle, Mrs. Totman

Bills were presented. Mr. Mason Moved and Mr. Moore seconded the MOTION to pay bills on Abstract No. 7, pg. 1, items 83 thru 96 for \$697.66. Motion carried.

Bills

Mrs. Henderson presented Mary Wickins' report on the Summer Story Hour program.

Circulation - June '68 - 5,602 -- June '67 - 5,469  
Book Stock - 17,730 Recordings -761  
Fines collected - June \$93.36

New Volunteer Pages: Barbara Stein, 60 Creekview Dr.  
Mary Anne Greiner, 27 Berna Lane

Pages

Congratulations and thank you to Francis Woods, page, who has finished High School and is leaving.

A MOTION was made by Mrs. Ireland, seconded by Mr. Mason that Hilda M. Howl be paid for 2 weeks vacation- 5 days a week- 3 hours per day. Motion carried.

Vacation

Mr. Moore moved and Mr. Mason seconded the MOTION that Mrs. (Trott) Kessler be paid \$2.00 per hour, 3 hours per day, 4 days a week, for 4 weeks for cleaning. Motion carried.

Special  
Cleaning

At the request of the Chairman the book ordering procedure and outstanding order were reviewed. After discussion, Mr. Borlen Moved and Mr. Mason seconded the MOTION that the book ordering for July and Aug. be accelerated. Motion carried.

Book  
Ordering

A review of the mileage allowances was reviewed and a MOTION was made by the Chairman, Mr. Borlen, seconded by Mr. Mason that the mileage be based on accurate mileage of a reasonable direct route as authorized. (Rather than fixed mileage for specific things) Motion carried.

Mileage

The Chili Business Association's offer of a World Globe for the new library was accepted and will be confirmed.

Gift

Progress of the building was discussed and a tentative moving date of July 25th was made.

Moving

Discussion of an Open House and or Dedication took place. It was felt that this should be a Town Board, Library Board, Friends of the Library joint effort. However, if any printing is done by MCLS 5 weeks should be allowed for it. This plus time for mailing invitations means planning should be underway. New circulars will be needed also.



July '68 - Library Board Meeting continued-

Policy on starting age for Volunteer Pages was discussed with regards to insurance coverage. No decision was reached.

Meeting adjourned at 10:00 P.M.

Respectively submitted,

*Barbara M. Ireland*

Barbara M. Ireland, Secretary

July 1968

SUMMER CHILDREN'S PROGRAM

The response to the playground story hours for the first week of the summer program was about normal. Rainy weather and the fact that the children just got out of school might have held the numbers down somewhat, however. Approximate numbers attending were as follows: Hubbard Park, 25; Chestnut Ridge, 23; Clifton, 0; Paul Road, 20; Ballantyne, 20. Florence Brasser was rained out and, at Clifton, there had been no children for the recreation department's activities. The recreation department was going to wait one week to see if children come, and if they do not, they are planning on discontinuing their activities there.

The pre-school story hours on Wednesday morning went very well. The children were given book nametags which they will wear each week throughout the summer session. This seemed to please them very much. They responded well to the stories, games, and short movie. There were about 15 at the early meeting and 17 at the later one. Bonnie Thomas assisted at these story hours, and plans to take over in the future.

The Vacation Reading Club seemed to be very successful. Thirty-eight children attended. Quite a few were club members from last year. Their interest was very high and all seemed anxious to contribute. We discussed our plans for the coming weeks and had book reviews, (by the children as well as by me), movies, and arts and crafts. The book display which I set up of the new children's paperback books was also successful; the children took out more than half of the books on display.

The number of children attending was more than I anticipated. I have also had additional inquiries since then which indicate this number might increase. The high attendance makes it impossible for me to give the individual attention which I have in the past, and prevents the children from contributing all they want to. If this continues, I would suggest a limited pre-registration next year, and perhaps even two different club meetings a week if the demand for this activity continues to increase.

Mary Wickine



# The Friends of THE CHILI PUBLIC LIBRARY

3235 CHILI AVENUE • ROCHESTER, N. Y. 14624

889-1758

## EXECUTIVE COMMITTEE

MRS. RALPH E. WICKINS  
PRESIDENT  
ROBERT E. PRATHER  
VICE-PRESIDENT  
MRS. SHERMAN SKINNER  
SECRETARY  
CORNELIUS OUWEELEN  
TREASURER  
RICHARD MELVIN  
ASST. TREASURER

\*\*\*\*\*

DR. PAUL L. ADAMS  
LEO P. COLLINS  
MRS. ROBERT CRIDDLE  
MRS. KARL FALLESON  
DONALD GAZLEY  
JAMES HIGGINS  
MRS. WINSOR D. IRELAND  
MRS. GEORGE K. LUSK  
GERALD OESTERLY  
MRS. R. W. PARKHURST

MRS. HOMER EMENS  
LIBRARIAN

ANNUAL MEETING ..... 8 P.M.

PROGRAM: FROM BOOKS TO BROADWAY ..... 8:15

A program of songs from the musicals:

CAMELOT, CHARLIE BROWN, CABARET, AND I DO, I DO

Song and story by

FLORENCE ROSS

HELEN KONDOLF, accompanist

THURSDAY, MAY 2nd ..... CHILI TOWN HALL

Books from which the musical comedies were taken and recordings of  
the songs, all of which may be borrowed from the library, will be on display.

The program is FREE TO THE PUBLIC to bring to their attention the  
variety of resources available at the Chili Public Library.

\* \* \* \* \*

The Nominating Committee presents the following for members of the  
Executive Committee.

Mrs. Beall Dunblaton  
31 Fenton Rd.  
Rochester, N.Y.

Mrs. Leon Johnson  
24 Fenton Rd.  
Rochester, N.Y.

The regular meeting of the trustees of the Chili Public Library was called to order by the Chairman, Mr. Borlen at 8:00 P.M. in the new library, August 12, 1968.

Members Present: Mr. Borlen, Mr. Mason, Mr. Moore, Mrs. Ireland  
Mrs. Henderson, Acting Librarian  
Mr. Criddle, Town Board Liaison

Absent: Mrs. Totman (continued critical illness in the family)

The minutes of the July meeting were approved as mailed.

Mrs. Henderson reported:

Circulation for July - 7,533 ('67 - 6,934)  
Book stock - 17,842  
Recordings 756

Fines collected July 3 - Aug. 5 - \$86.99.

Summer pages leaving - Nancie Jewell - Aug. 9, Bonnie Thomas Aug. 30.

Mary Wickings will leave Sept. 6.

After discussion, Mr. Moore moved and Mr. Mason seconded the MOTION to increase Mrs. Howls pay 10¢ per hour for 4 hours per day. (from \$1.85 to \$1.95) Motion carried Salary

Bonnie Thomas submitted reports on both pre-school and playground Story Hours which she conducted this summer.

Appreciation and good wishes were sent to Nancie Jewell upon completion of her work with us as a page. She did an outstanding job in organizing our back issues of magazines and devised a system for easy reference.

Inquiry was made about the postage expenditure. Some of the reasons for additional expenses were: Increased cost of mailing, Increased number of inter-library loans requiring return by mail, and a review and request for delinquent fines in a special effort to clear our files.

At Mrs. Henderson's suggestion she will look into the possibility of a civil service rating for Mrs. Mallory and bring pertinent information to the next meeting.

Due to Mrs. Totman's heavy burdens at this time Mrs. Mallory will be requested to fulfill the necessary clerical duties involved as Treasurer of the Memorial Fund.

Everyone really pitched in and helped move the library books etc. starting July 25th and continuing the 26th and 27th. It was a big undertaking, but all comments were favorable. Appreciation goes to many people, but especially to Mr. Mason and Mr. Moore and the Staff who reopened the library on Monday to do a record volume of circulation of over 1000 in one day.

A special meeting of the trustees was held on Tuesday August 20, 1968, for the purpose of discussing the budget and personnel.

Members Present: Mr. Borlen, Mr. Mason, Mr. Moore, Mrs. Ireland

Mr. Borlen called the meeting to order at 8:00 p.m.

The Minutes of the previous regular meeting were approved as mailed. Personnel

The letter of application of Mrs. Spader for Library Director was read and a discussion in depth was made concerning her qualifications, salary and her previous interview with Mr. Borlen and Mrs. Ireland.

Mr. Moore moved and Mr. Mason seconded the MOTION that Mr. Borlen be authorized to contact Mrs. Spader for an interview with the entire board. Motion carried.

A RESOLUTION was unanimously approved for closing the library Sept. 2. Labor Day Closing

Some discussion was made of the budget.

Meeting adjourned at 9:30 p.m.

Respectfully submitted,

*Barbara M. Ireland* Secretary  
Barbara M. Ireland

August 26, 1968 Mr. Borlen, Mrs. Ireland and Mrs. Wickins met at the library at 2:00 p.m. for the purpose of discussing arrangements for the Dedication on Sept. 8, 1968. The Friends of the Library will assume full responsibility for the refreshments. The Volunteers will assist the Friends as hostesses.

The program was discussed, agreed upon.

Mr. Borlen called a special meeting of the trustees at 4:00 p.m. September 4, 1968 for the purpose of approving the budget.

Members Present: Mr. Borlen, Mr. Mason, Mr. Moore, Mrs. Ireland  
Mrs. Henderson

The complete budget for 1968 and the estimated budget for 1969, with estimates from Rochester Gas & Electric, and the Telephone Co, and Mr. Vail, the Insurance Agent, as well as the unexpended balance and interest on current accounts were reviewed and discussed. Budget

Mr. Mason made the MOTION and Mr. Moore seconded it that a request for \$29,781.00 to be raised from direct taxes in Chili in 1969 be presented to the Town Board. Motion carried.

Since Miss Nancy Ryan was at the library ~~at~~ a further discussion took place concerning the transaction cards for the charge out system and our increased circulation. The increase in circulation has resulted in a shortage of cards., this in spite of the fact that an increase had been planned for. Alternatives were discussed, as well as basic methods of this complicated system, because of our calendar year. Circulation figures were requested and action tabled.

Meeting adjourned at 5:30 p.m.

Respectfully Submitted/ Barbara Ireland

CHILL PUBLIC LIBRARY BOARD OF TRUSTEES MEETING August 20, 1968

A Special meeting of the Board of trustees was called to order by the Chairman, Mr. Borlen on August 20, 1968 at 8:00 pm for the purpose of discussion of Personnel and Budget.

The minutes of the previous were read and approved.

Letter of Mrs. Spader, librarian was read.

A discussion in depth took place as to Mrs. Spader's likelihood of accepting employment with our library, and her qualifications, Salary etc.

Mr. Moore moved and Mr. Mason seconded the MOTION that the Chairman, Mr. Borlen be authorized to contact Mrs Spader for an interview with the entire board.

Discussion took place about our 1969 budget requests. Additional staff needs etc. Additional meetings will be held next week.

A Dedication planning meeting will be held Monday at 2:30 pm.

Meeting adjourned at 9:30 pm.

Respectfully submitted,

*Barbara M. Ireland*

Barbara M. Ireland. Secretary

Members Present: Mr. Borlen, Mr. Moore, Mr. Mason, Mrs. Ireland

August '68 Library Board Meeting continued-

There are still some items which have to be taken care of before acceptance of the building. However, had we postponed moving again we would still be waiting.

Discussion took place concerning equipment still to be purchased. Mr. Mason moved and Mr. Moore seconded the MOTION that the necessary equipment totaling \$555.65 be ordered from Zimmerli Corp on State Contract as quoted. Also other equipment including Atlas stand, vacuum cleaner, benches for lobby as quoted. Motion carried.

It was agreed that blinds and storm sash will be needed for the work room.

Discussion took place about the urgency of the need for the parking lot.

After much discussion Mrs. Ireland made the Motion and Mr. Mason seconded it that all pages must have working permits and all pages who are being renumerated must be 16 years old. Effective immediately. MOTION carried.

Policy  
Pages

Mr. Moore Moved and Mr. Mason seconded the MOTION that Mr. Borlen, the Chairman, be authorized to dispose of the unused old shelving at the best possible price in accordance with estimates recieved. Motion carried. (Many individuals have expressed interest in them but preference will be made to a bulk sale and removal).

Investigation will be made as to the issuance of a key to the MCLS delivery man. (Custom/bonding/etc.) It was requested that a suitable record of the keys and issuance thereof be kept.

Discussion of a Dedication Program took place. Time was set for Sunday Sept. 8 from 3 until 5 pm with the program at 3pm. Mrs. Helen Power, member of the N.Y. Board of Regents will be asked to speak. Mr. Mason will see that the necessary paper stock is sent to MCLS for printing the invitations.

A Special Meeting will be called for the budget and for further discussion of a future librarian.

Meeting adjourned at 10:25 pm.

Respectively submitted,

*Barbara M. Ireland*

Barbara M. Ireland, Secretary

Sept. 10, 1968 - Mr. Borlen, Mr. Mason, Mr. Moore, Mrs. Ireland present for the purpose of discussing Library Director's Position with Mrs. Spader, librarian. (2:30 to 4:30 p.m.)

Sept. 11, 1968 Mr. Borlen, Mr. Mason, Mrs. Ireland met with Mrs. Henderson for a discussion in depth of the IBM cards used in the new charge out method. Following discussion Mr. Mason made the motion and Mrs. Ireland seconded it that Mrs. Henderson be authorized to purchase an adequate supply of cards to cover our increased circulation. (This will enable us to continue the bulk of our circulation for 2 week periods rather than 4 week - which with our increased demand is too long) MOTION carried. IBM cards

General staffing problems were also discussed and Mrs. Ireland made the motion and Mr. Mason seconded it that Mrs. Thelma Dumbleton be hired for up to 20 hours per week at \$1.90 per hour. MOTION carried. (Mrs. Dumbleton has been a regular Volunteer Monday Evenings for some time, Mrs. Henderson recommended her.) Date of employment Sept. 23rd if possible. Staff

Mr. Borlen reported that the Garden Club would like us to assume some of the cost of planting the shrubbery, thereby we would have a guarantee of the planting. Mr. Mason made the MOTION and Mrs. Ireland seconded it that we would pay for the planting of the shrubs. MOTION carried. Shrubs

Meeting adjourned at 5:30 P.M.

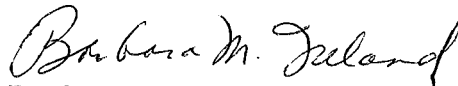
Sept. 18, 1968 Mr. Borlen, Mrs. Ireland, Mrs. Henderson

Mr. Deitrich of Faragher and Macomber reviewed with us the unfinished details of the building.

Plans were made for the Volunteers meeting to be held Sept. 19 at 10 AM.

Sept. 19th at 10 AM. a very successful Volunteers Meeting was conducted by Mrs. Henderson and Mrs. Ireland. Mrs. Johnson and Mrs. Mosher took notes.

Respectfully submitted,

  
Barbara M. Ireland,  
Secretary



The regular September meeting of the trustees of the Chili Library was called to order by the Chairman, Mr. Borlen at 7:30 P.M.

Members Present: Mr. Borlen, Mr. Mason, Mr. Moore, Mrs. Ireland  
Mrs. Henderson  
Mr. Criddle

Absent: Mrs. Totman- continued critical illness in family

Satisfaction was expressed for the Dedication Program and the attendance.  
(Separate report to be filed)

The minutes of the previous meeting were approved with the addition of the resolution for the closing on Sept. 2 for Labor Day (traditional).

Mrs. Krump and Mrs. Paul presented a plan for landscaping and foundation planting for the front of the library. Mr. Wick has advised them and will assist them. Permission and approval was made by the board. The planting will be done and taken care of by the Chili Garden Club.

Mrs. Henderson :

Circulation: August-8,766 - '67 7,408

Bookstock ; 18,131

Records- 755

Bills

Fines collected ~~XXX~~ \$84.43

Bills: Mr. Moore made the MOTION and Mr. Mason seconded it that bills on abstract No. 9 pg. 1 items 118 thru 137 for \$789.64 be paid. Motion carried.

Mary Wickins summary report was submitted. Mrs. Henderson had only high praise for both Mary Wickins and Bonnie Thomas for their work with us this summer.

Staff

Special Recognition was made for Frieda Fallesen who is moving, and has been such a faithful Volunteer.

The following are New Volunteers and more are urgently needed:

Mrs. Vincent Cigno	3712 Chili Ave.	24
Mrs. Norma Harmon	120 Chestnut Ridge Rd.	24
Mrs. Anthony Swann	2807 Chili Ave.	24
Mrs. Helene Morgan	12 Gateway Cir	24
Mrs. Beula Worden	321 Chestnut Ridge Rd.	24

Mrs. Henderson urgently needs more technical staff to replace summer help.

MR. Moore moved and Mr. Mason seconded the MOTION to give the MCLS driver a key to the workroom so that he can make deliveries for ILL. Motion carried.

Blinds for the work room are urgently needed.

Mrs. Spader will come Sept. 10 at 2:30 for interview.

Wed. Sept. 11 at 4:pm there will be a meeting about the transaction cards.

There will be a meeting with the Architect for complete review of building details. /Adjourned at (9:25 p.m.

*Bonnie Thomas*

The regular meeting of the Trustees was called to order by the Vice-Chairman, Mr. Mason at 7:30 P.M. October 14, 1968 in the Library.

Present: Mr. Mason, Mrs. Ireland, Mr. Moore  
Mrs. Henderson, librarian Mr. Criddle, liaison  
Absent: Mr. Borlen (out of town)  
Mrs. Totman (family illness)

The minutes of the last regular meeting of Sept. 9th were approved as mailed. (By motion)

A MOTION was made by Mr. Moore, seconded by Mrs. Ireland to pay bills on Abstract No. 10 pg. 1, items 138 thru 153 totaling \$2,684.27. Bills  
Motion carried.

Mrs. Ireland made the MOTION and Mr. Moore seconded it to increase the Petty cash to \$35.00 as requested by Mrs. Henderson. Motion Carried. Petty cash

A report of our standing on book ordering was presented by Mrs. Henderson, compiled by Mrs. Mallory

Circulation: Sept. 1968 - 7,288 1967 - 6,328  
Bookstock: 18,371 recordings 782  
Fines - Sept. \$74.78

Mrs. Ruth Pierson, 32 San Mateo Rd. is doing Volunteer Work in the library again. (Had worked several years ago) Vol.

Mrs. Henderson submitted estimates for blinds from McMillen Venetian Blind Co. and Edgett Window Shade Co. A MOTION was made to purchase white aluminum blinds from Mc Millen Venetian Blind Co. for \$49.00 including installation. (Best price) Motion made by Mr. Moore, seconded by Mrs. Ireland. Motion carried. (4 blinds for work room) These had not been included in the building but have become a necessity. Blinds

We now have the first production charge-out machine designed especially for libraries. This has been on order for sometime and will replace the rental we were using.

Mrs. Henderson reported that "thank you" letter had been sent to Hon. Barber Conable for the gift books and pamphlets which he ~~had~~ had sent for the library. They cover many subjects and can be used in the reference section. gifts

We have been swamped with requests for tours of the library by grade school groups in the area since our entering the new library. This has added additional pressure on our limited staff. By requesting a list of the children attending in advance and having a Volunteer type library cards for them, Mrs. Henderson has been able to run these more smoothly. tours

There is to be a small Book Grant of Large Print Books - Juvenile - after review of the purposes of these books as follows: those with eye problems, slow readers, those with emotional problems who tend to reject small print, and for grand parents to read to children. It was recommended that we participate. (Asb the numbers of books to be recieved was very small)

Oct. 1968 - Trustees meeting continued

Notation was made of a portable stand suitable for framed prints and a projector for the film lending program to accompany the grants approved last spring in these medias.

In regards to our search for a Library Director Mrs. Ireland reviewed the meeting of September 27 at which time Mr. Mason, Mr. Moore, and Mrs. Ireland met at 4-P.M., Mr. Borlen being out of town and planning to be gone a month it was felt that in all fairness to our present staff we could not sit idle for the month also a reply had to be made to one applicant. Mr. Borlen having said that Mrs. Spader had called just before he left to say she would not come.

It was our decision at that time to have Mrs. Ireland recheck with Mrs. Spader by phone; to check on the other applicant with Mr. Hacker, who had been given as a reference; to investigate any other possible methods of obtaining a Director.

Mrs. Ireland further reported that she had taken care of the "thank you" notes for the Dedication, and submitted the resumé of the Volunteers meeting on Sept. 19th.

At this meeting it was further reported that Mrs. Spader is definitely not coming to Rochester. She is taking a 9 to 5 position within driving distance of her home in a library system headquarters.

The applicant mentioned previously was checked out with Mr. Hacker as inadequate for our position and a suitable reply was sent to him.

Mr. Hacker will interview any applicants for us who might be available thru the placement service at the Library Convention in New York in the middle of November. Proper forms have been sent.

Discussion took place about advertising locally. The MOTION was made by Mr. Moore and seconded by Mrs. Ireland that we place ads in the Genesee Valley Papers for 3 weeks for professional help. Motion carried. Ad

Mrs. Ireland expressed an urgent plea for professional staff in our library either full or part time, this in fairness to our present staff who are doing such a magnificent job in 'holding the fort'.

A Volunteers work meeting is scheduled for October 17 at 10 AM. Mrs. Mallory and volunteers are working on the Procedures Manual and the meeting will be devoted to 'Over Dues'.

Mrs. Dumbleton is working out very well.

Meeting adjourned at 9:20 P.M.

Respectfully submitted,

*Barbara M. Ireland*  
Mrs. Barbara M. Ireland  
Secretary.

The regular meeting of the Board of Trustees of the Chili Public Library was called to order by the Chairman, Mr. Borlen at 7:40 pm November 11, 1968 in the library.

Members Present: Mr. Borlen, Mr. Mason, Mrs. Ireland  
Mrs. Henderson, Acting Librarian  
Mr. Criddle, liaison with Town Board  
Absent: Mr. Moore

Communications: fr. Mrs. Totman - resignation  
fr. Miss Bonnie Thomas - re vacation employment

Mr. Mason moved that the minutes of the previous meeting be approved as mailed.

Mr. Mason moved and Mrs. Ireland seconded the MOTION that we accept Mrs. Totman's resignation, as mailed, with regrets, and a letter of appreciation be sent at the earliest convenience. Motion carried. Trustee  
chg.

Mrs. Henderson reported:

Circulation for Oct. 7,848 up 1,253 over Oct. '67  
Book stock - 18,606 - Recordings - 811  
Fines collected for Oct. \$133.44

Report

Mrs. Mary Stevens, 15 Benedict Dr. is a new Volunteer.

Volunteer

The Framed Prints are coming in slowly, all should be in this week. They will be held for a time before any will be loaned.

Prints

The Juvenile card catalog is now completely in operation and will need to be expanded in the near future.

Card  
Catalog

We have had a total of 6 tours by school children and 4 are presently scheduled for the future.

Tours

Mrs. Mallory and Mrs. Henderson both felt that the 'nuts & bolts' meeting at the RPL on the mechanics of projectors, recorders, etc. was most informative and well worth while.

Mtg.

Acknowledgement was made of a handcrafted vase by Jan Sharp which she gave to the library.

Mr. Mason made the MOTION and Mrs. Ireland seconded it that bills on Abstract No. 11 pg. 1 items No. 150 thru 158 totaling \$881.99 be paid. Motion carried. It was further moved to authorize Mr. Borlen to review our entire insurance amount with Mr. Vail and to report at next meeting.

Bills

Insurance

In regards to application of Bonnie Thomas for employment during Christmas Vacation a reply will be made leaving the door open. It will be up to the librarian as to the advisability of such a short term arrangement.

Staff

Nov. 1968 Library Trustees Meeting -continued

Mr. Borlen reported on the meeting Nov. 6 with Mr. Macomber, Mr. Dietrich, Mr. Bevacqua, Mr. Kent, Mr. Burchill, Mr. Entress and Mrs. Ireland and staff present at which time a complete review of the unfinished or unsatisfactory building items was made.

Arch.  
Bldg.  
review

Reports of the interviews with job applicants was made by Mrs. Ireland and Mr. Borlen. We have had no new applicants for full time and none of the others have had suitable experience or background. Mr. Hacker is to interview any applicants at the Library Convention in N.Y. this week.

Staff

Mrs. Henderson is still being pressed by individuals for displays in the library. A review of pertinent points was made. This information will be compiled in a workable form for action at the next meeting.

Policy

Display

In regards to filling the vacancy of the unexpired term of Mrs. Totman, Mr. Mason made the MOTION and Mrs. Ireland seconded it that Mrs. Ralph Wickins be appointed. This term expires January 1, 1971. Motion carried.

Trustee

Mrs. Ireland will explore the possibility of inviting the Directors of the Friends of the Library to a special meeting in the library, at which time the Framed Prints will be shown and a tour of the library.

Friends

Meeting adjourned at 9:10 P.M.

Respectfully submitted,

*Barbara M. Ireland*  
Barbara M. Ireland, Secretary.

CHILI PUBLIC LIBRARY BOARD OF TRUSTEES MEETING Dec. 9, 1968

The regular meeting of the Board of Trustees of the Chili Public Library was called to order by the Chairman, Mr. Borlen at 8:00 p.m. December 9, 1968.

Members present: Mr. Borlen, Mr. Mason, Mr. Moore, Mrs. Ireland  
Mrs. Wickins.

Absent due to illness: Mrs. Henderson, Mr. Criddle

Mr. Borlen extended a cordial welcome to Mrs. Wickins, new member of the board.

The minutes of the previous meeting were approved after the addition of the omission of the Resolution to close the library November 28, 1968 - Thanksgiving Day.

Librarians report: Circulation - Nov. 68 - 7,903 up 1,609 over '67  
Book Stock - 18,846 Recordings 839  
Fines for Nov. \$154.36

Mr. Moore made the MOTION and Mr. Mason seconded it to pay bills on Abstract No. 12 page 1 items no. 167 thru 180 for \$1,622.28.  
Motion carried.

Bills

Mrs. Mason moved and Mr. Moore seconded the MOTION that the library be closed at 3:00 p.m. on Tuesday, December 24 and December 31, and closed all day December 25, Christmas and January 1, 1969, New Years Day. Motion carried.

closing

A request was made for permission for the staff to attend In Service Training Program on filing at KCLS. Mr. Moore moved and Mr. Mason seconded the MOTION that Mrs. Henderson, with other staff members, as practical without curtailing library services, be granted permission to attend the In Service Program. Motion carried.

Staff

Mrs. reported that 11 volunteers attended the Nov. meeting. An instruction meeting on "behind the scenes" jobs, with excellent results. Holidays and illnesses have curtailed the volunteer assistance.

Appreciation and commendation was made to Mrs. Henderson for her excellent articles in the local papers. They are brief, interesting and provocative.

Appreciation was made to the Chili Business Mens Assn. for the Globe.

The Golden Agers have completed the making of the bags for the Framed Prints. (Thanks were sent)

After review and discussion the Policy on Displays and Exhibits was duly Adopted for provisional use. To be reviewed after a trial period.

POLICY

Mr. Borlen, Mr. Mason and Mrs. Ireland met with the Auditor and rec- the audit report for 1966 and 67. All was in good order (Mtg. Nov. 18 -4pm)

Mr. Borlen reported that there are still a number of loose end in the building program. Mr. Mason moved that the Chairmans report be accepted.

Dec. 1968 Library Trustees Meeting continued --

Mr. Moore made the formal request for a flood light at the rear of the building. - Prices are to be obtained.

light

Mrs. Ireland made the MOTION and Mr. Mason seconded, that we again advertise in the Library Journal for 4 issues for a librarian. It was further moved that letters be sent to the Directors and Placement Bureaus of library schools at Albany, Syracuse, Geneseo. Motion carried. Library Director

Mrs. Ireland moved and Mr. Mason seconded the MOTION that a letter be sent to Mr. Kent commending Mr. Borlen for his work on the library board and requesting that he be reappointed as of January 1, 1969. Motion carried.

Trustee  
term

Election of Treasurer of the Memorial Fund will be delayed until the regular election of the Board officers in January/

There will be a brief meeting of the Board at 2:00 pm Dec. 20th for the purpose of paying bills.

mtg.

The next regular meeting is Jan. 13, 1969.

Meeting adjourned at 10:00 P.M.

Respectfully submitted,

*Barbara M. Ireland*

Barbara M. Ireland  
Secretary

CHILI PUBLIC LIBRARY BOARD OF TRUSTEES MEETING December 30, 1968

The final meeting of 1968 was called to order by the Chairman, Mr. Borlen at 2:10 PM in the Library.

Members Present: Mr. Borlen, Mr. Mason, Mrs. Ireland, Mrs. Wickins  
Mrs. Henderson - Acting Librarian  
Absent: Mr. Moore - out of town

The minutes of the last meeting were approved as mailed.

Correspondence: Mrs. Dorothy Smith, Albany - re- meeting with the trustees in regards to renewal of Charter. (Will try Charter to meet with her on the 15th or 16th of January) mtg

An inventory of equipment was requested to give to the town for insurance purposes. invent-  
ory

Mr. Mason Moved and Mrs. Ireland seconded the MOTION that bills on Abstract #13 pg. 1, items 181 - thru 191 amounting to \$1008.21 be paid. Motion carried. Bills

MCLS is to be notified of new Trustees and enroll them in the Library Trustees Association for mailing.

Framed Prints will be shown to the Town Board on Jan. 6th - before they are released for circulation. Mr. Moore will write some publicity.

Mrs. Ireland made the Motion and Mr. Mason seconded it that Mrs. Mallory come to the meetings and take notes to relieve the Secretary of the actual typing of the minutes. Motion Carried. Secret-  
ary

Mrs. Ireland made the MOTION and Mrs. Wickins seconded it that Mrs. Howle be paid \$2.10 per hour as of the first of the year to coincide with the Town payroll. Motion carried. Salary

Mr. Mason Moved and Mrs. Ireland seconded the MOTION to transfer necessary funds from unused budget area estimates to Payroll, Office supplies, Postage, and phone to cover deficit in estimates in these areas. Motion carried. Budget

Meeting adjourned at 4:30 PM.

Respectfully submitted,

*Barbara M. Ireland*

Mrs. Barbara M. Ireland, Secretary