

BOARD OF TRUSTEES, CHILI PUBLIC LIBRARY SPECIAL MEETING Jan. 27, 1969

A special meeting was called on January 27, 1969 at 4 P.M. for the purpose of discussion of the application of Mrs. Carol Reid for a position at the Chili Public Library.

The resume sent to us by the Genesee State College was received. agreement was reached that Mrs. Reid should be asked to meet with the Board of Trustees of the Chili Public Library at as early date.

Present:

Mr. Borlen
Mrs. Ireland
Mr. Moore
Mrs. Wickins

Meeting adjournes at 4:30 P.M.

Respectfully submitted,



D.C. Borlen, Secretary

CHILI PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

January 13, 1969

A regular meeting of the Board of Trustees of the Chili Public Library was held on January 13, 1969 at the library. The meeting was called to order by the Chairman, Mr. Borlen, at eight o'clock in the evening.

There were present: Mr. Borlen
Mrs. Ireland
Mr. Moore
Mrs. Wickins
Mr. Criddle, Liaison with Town Board
Mrs. Henderson, Acting Librarian

Absent: Mr. Mason

The minutes of the December 31, 1968 meeting were read by Mrs. Wickins. Mrs. Ireland moved that the minutes be approved as read.

Mr. Borlen read a letter received from the Town Clerk informing him that at the December 18, 1968 meeting of the Town Board a resolution was adopted reappointed him a member of the Library Board of Trustees with term of office to expire on December 31, 1973.

Re-appoint-
ment of
Trustee

On MOTION made by Mr. Borlen, seconded by Mr. Moore and unanimously carried, the Board of Trustees proceeded to elect the following officers for 1969:

Election
of
Officers

Chairman - Barbara M. Ireland
Vice Chairman - Carl Moore
Secretary and Treasurer of Memorial Fund - David Borlen

The meeting was then turned over to the new officers, with Mrs. Ireland presiding.

Mr. Borlen reported the receipt of a letter from Dorothy Smith from Albany informing the Board that she will have to postpone her meeting with the Board regarding our Charter until some time in February, as she will not be in the Rochester area until then. The Secretary will arrange an appointment at Mrs. Smith's convenience.

Communica-
tions

Charter

Mr. Borlen moved and Mrs. Ireland seconded the MOTION that we accept with regret Mr. Mason's letter of resignation dated December 31, 1968 and that a letter of appreciation and commendation be sent to him at the earliest possible date. Mr. Moore suggested that the Board use the occasion of Mr. Mason's recent seventy-fifth birthday to give public recognition to Mr. Mason's years of dedication and service to the Library. This will be done through publicity and recognition from the Town Board with Mr. Moore taking responsibility.

Trustee
Resigna-
tion

Mrs. Ireland made the MOTION and Mr. Borlen seconded that bills on Abstract #1, page 1, items 1 thru 5 totaling \$242.57 be paid. Motion carried.

Bills

Mrs. Henderson reported:

Librari-
an's
Report

Total circulation December 1968 5,354
 December 1967 4,980 a gain of 374

Total circulation for 1968 was 84,094 against 75,305 for 1967
 representing a gain of 7,689

Fines collected for December \$149.41
 Book stock 18,989
 Records 867

A letter of appreciation has been sent to ex-volunteer Frieda Falleson. Volunteers

Mrs. Paul Gardella 198 Hillary Drive is our new volunteer. She will work on Monday evenings from 6:30 to 9:00.

Kathleen Ball 58 Brian Drive is a new volunteer page working one hour on Friday afternoons and two hours on Saturday afternoons.

Donations: Mrs. Bernice Wilcox - magazines Donations
 Mrs. Linda Scott - a Christmas book
 Mrs. Lois Fritz - many books
 Dr. Vito Laglia - two boxes of books
 Margaret Sickles - Books
 Wm. Kelly - Monroe County Budget Book

Letters of appreciation have been sent.
 Mr. Criddle asked about the distribution of donated books that we cannot use. Mrs. Henderson reported that they were sent to M. C. L. S. Headquarters for possible use by other libraries.

After a short discussion, Mr. Borlen made a MOTION, seconded by Mr. Moore authorizing purchase of a ball-type element for the IBM Selectric typewriter to be used primarily for labeling and bulletin board notifications. The price of the element - \$18.00. MOTION carried. IBM Element

A discussion followed with Mr. Moore regarding the publicity on the Framed Prints, also the releasing of the prints for circulation. Mr. Borlen made a MOTION that the Framed Prints be made available for circulation as of January 14, 1969. Mr. Moore seconded. MOTION carried. Framed Prints

Mr. Borlen reported that at a recent meeting of the Chili Lion's Club he had the honor of accepting for the Board of Trustees, the generous gift of a new screen for showing slides and films. Mr. Borlen made a MOTION that a letter of thanks be sent as soon as possible informing the Lions that a resolution was made giving formal expression of appreciation to the organization for their gift. Mr. Moore seconded. MOTION carried. Screen

A discussion followed on the advisability of repairing the old screen. Estimates were received from Mr. Getman of Duncan by the staff and will be studied and acted upon at the next meeting.

Mr. Borlen reported that he gave Mr. Macomber a list of unfinished building details at a meeting on December 6, 1968. With the exception of several small items; further information on the heating unit in Building

regard to uniform heat (the work room remains cooler than the library) and the leak in the roof, the building problems have been taken care of. Mr. Borlen will pursue these unfinished details and will pressure to get the heating engineer out here.

Mr. Borlen reported an estimate of \$150.00 for two flood lights for the outside rear of the building. A discussion followed and it was decided to pursue the matter further. Mr. Borlen will follow-up and report next month.

Floodlights

Mr. Borlen made a MOTION to adopt the following salary schedule effective as of the next payroll (#2) January 13~~4~~, 1969:

Salaries

Bertha Henderson from \$2.50 to \$2.65 per hour
 Doris Mallory from \$2.35 to \$2.50 per hour
 Thelma Dumbleton from \$1.90 to \$2.05 per hour
 All pages from \$1.15 to \$1.25 per hour
 Mr. Moore seconded. MOTION carried.

After a short discussion a MOTION was made by Mr. Borlen and seconded by Mr. Moore to change the meeting day to the second Wednesday of each month for a trial period of three months. MOTION carried.

Change of
Meeting
Night

A RESOLUTION was adopted for the library's official closing on the following holidays of the current year:

Holiday
Closings

New Year's Day	January 1, 1969	Labor Day	September 1, 1969
Memorial Day	May 30, 1969	Thanksgiving Day	November 27, 1969
Fourth of July	July 4, 1969	Christmas Day	December 25, 1969

A RESOLUTION was adopted for mileage to be paid to Mrs. Henderson to designated meetings as approved by the Board of Trustees at ten cents per mile.

Mileage

A MOTION was made by Mr. Borlen and seconded by Mr. Moore that the Trustees Foundation dues of \$5.00 each be paid for Mr. Borlen, Mr. Moore, Mrs. Ireland and Mrs. Wickins.

Trustees
Foundation
Dues

Meeting adjourned 9:20 P. M.

Respectfully submitted,

David C. Borlen, Secretary

CHILI PUBLIC LIBRARY BOARD OF TRUSTEES SPECIAL MEETING

FEBRUARY 3, 1969

A meeting was called to order at 4 P.M. February 3, 1969 to give all board members an opportunity to interview Mrs. Carole Reid who was graduated from Geneseo Library School on Feb. 1, 1969. All board members were present.

Mr. Borlen Reported on contacts made at Geneseo, Syracuse University and State University at Albany, which indicated there was little chance of a library director being available from the January graduating classes.

After considerable discussion, and with the understanding that if Mrs. Reid was engaged it would not disturb the functions and responsibilities of our present staff. but would implement their efforts.

In cooperation with the staff she will specialize in book selection, children's department and the gradual building up of the reference section.

The distance from Mrs. Reid's home (Mt. Morris) to the library was a negative factor, however, the Board was assured this would not interfere with her putting in a full complement of hours each week.

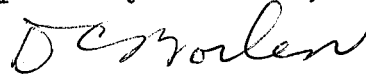
Mrs. Barbara Ireland made a motion and Mr. Carl Moore seconded it that Mrs. Reid be engaged on the following basis:

1. Period of six months.
2. Remuneration: \$6600.00.
3. Minimum work week.
4. Payment of salary bi-weekly starting Feb. 10, 1969

Motion Carried.

Meeting adjourned.

Respectfully submitted,


D.C. Borlen, Secretary

February 12, 1969

A regular meeting of the Board of Trustees of the Chili Public Library was held on Feb. 12, 1969 at the library. The meeting was called to order by Mrs. Ireland at 8:30 in the evening.

Those present: Mrs. Ireland
Mrs. Wickins
Mr. Moore
Mr. Borlen
Mrs. Henderson, Acting Librarian

The minutes of the previous meeting were read and approved after a correction to last motion to read: "Motion carried".

Reminder of the meeting with Miss Dorothy Smith on Tuesday February 25, 1969 at eight o'clock in the evening.

Mr. Borlen made a motion, seconded by Mr. Moore to pay bills covered by Abstract # 2, page 1, Items #6 thru #18 in the amount of \$751.34.

Communi-
cation

Bills

Mrs. Henderson reported:

Librarian'
report

Circulation for January: 1969---8,602
1968---6,846
Gain: 1,756

Fines for January: \$223.05
1/3 thru 1/28

Book stock: 19,319
Recordings: 893

On January 16, 1969, a Girl Scout Troop from St. Pius X Church, working on a badge, visited the library for instruction on location of books to suit their need; catalog use and care of books.

A Volunteer Workshop was held the third Thursday of January with nine present. Mrs. Borlen served refreshments.

A gift plant received from Madeline Wenkert and Lois Klonick. It was acknowledged.

Several gifts of books, records and magazines received and acknowledged.

The Memorial Fund balance as of Feb. 12, 1969: \$438.20

OLD BUSINESS

Mr. Borlen made a motion, Mr. Moore seconded that lighting be installed at back of building at cost not to exceed \$150.00.

Lighting

Three tables delivered, inspected. Very satisfactory-- Two for record players and one for supervisory station in children's department.

Tables

In view of the new screen, received from the Lion's Club, it was decided to ~~postpone~~ ^{postp} to postpone repairs to the old one for the time being. Screen

New business

Mr. Borlen suggested the invoice for the Remington Rand covering end panels should not be approved for payment until they furnish us with a guarantee for at least one year from the present date. (subsequently received)

Panels

Action on the fifteen tray card catalog and atlas stand postponed until next meeting to permit securing of updated quotation from Remington Rand.

Card cat-
alog &
Atlas stan

Mr. Borlen moved the IBM maintenance contract be cancelled. Mr. Moore seconded; the motion carried. In view of the fact IBM automatically renews this contract, Mrs. Henderson was instructed to write a letter cancelling same.

IBM main-
tenance

Considerable discussion was held regarding difficulties with the charge out machine. It was generally agreed that Kodak should assume full responsibility and provide us with a new machine with a full guarantee from date of installation. They should also replace any spoiled film due to mechanical malfunctions.

machine
Charge-out
machine &
film

Meeting adjourned at 10:10 P.M.

Respectfully submitted,



D.C. Borlen, Secretary,

CHILI PUBLIC LIBRARY BOARD OF TRUSTEES SPECIAL MEETING

February 25, 1969

A special meeting of the Board of Trustees of the Chili Public Library was held on February 25, 1969 at the library.

The meeting was called to order by the chairman Mrs. Barbara Ireland at 8 P.M.

Present:

Mrs. Wickins
Mrs. Ireland
Mr. Moore
Mr. Borlen
Mr. Criddle-Liason Town Board

Guests:

Miss Dorothy Smith, University of the State of New York
Library Division
Miss Nancy Ryan, Monroe County Library System

This meeting had been set up with Miss Smith to permit her to inspect the new Library and review with the Board the progress made since our previous application for a provisional charter.

The most outstanding is the expansion into the new library, the increase in the book collection and the increase in circulation.

There was also considerable discussion of library trends and an informal review of the Board's thinking, and plans for the next three to five years.

Some of the questions in the provisional charter renewal were discussed and Miss Smith was advised that we would send in our application forms within the next few days.

To comply with this application the Board unanimously adopted the following resolution:

RESOLVED:

That we request the Board of Regents of the University of The State of New York to extend the Provisional Charter of the Chili Public Library which was granted November 19, 1965, for a period of five years; and that the President and Secretary of the Board be authorized, empowered and directed to act for the Board in all matters pertaining to this application.

Meeting adjourned at 10:15 P.M.

Respectfully submitted,

D.C. Borlen, Secretary.



March 12, 1969

The meeting was called to order March 12, 1969 at 8 P.M. at the Library

Present:

Mrs. Wickins
Mrs. Ireland, Chairman
Mr. Moore
Mrs. Henderson, Acting Librarian

Absent:

Mr. Borlen, Sec. (Out of town)

The secretary's report was accepted as corrected: Feb. 12, motion carried concerning lighting.

Sec.
report

It was moved by Mr. Moore, and seconded by Mrs. Wickins that bills on abstract #3, pg.1, items 19 thru 37 totaling \$662.05 be paid. MOTION CARRIED.

Bills

There was some discussion on the Hobby Show: tentative date, April 25, 26. Possible place: New Library and old library room in Town Hall.

Hobby show

Mrs. Henderson reported:

Report

Circulation: Feb. 1969 8,716
" 1968 7,033
Gain: 1,683

Book count: 19,480 Records: 907

Fines: Feb. 1, thru 25: \$179.06

Memorial fund: Balance as of Jan 29, 1969: \$438.20

A copy of the New York Red Book was received from Assemblyman Frank Carroll. Gift acknowledged.

Staff news: Volunteer page Kathleen Ball resigned due to illness(family)

New volunteer page Barbara Criddle-Sat. afternoon.

Former volunteer page Barbara Stein has now been hired to work as a regular page Fridays-3-7.

Ill at the hospital: Volunteer Phyllis Johnson

We will be getting more framed prints sometime in the future, as MCLS has budgeted \$17,000 for additional prints.

Mrs. Reid attended an 8MM film training session Wed. March 5 at MCLS.

Old projection screen has been repaired temporarily by Mr. D. Henderson
Recordak has arrived but not installed.

Mrs. Wickins moved and Mr. Moore seconded the motion that an atlas stand be purchased from Remington Rand to match existing equipment, cost:\$391.95, along with another 15 tray card catalog to fit on the top of the present one in the children's area. Cost: \$194.40 MOTION CARRIED.

Atlas
stand &
Card
catalog

It was requested a memo be sent to Mr. Kent, Town Supervisor re: purchase.

A motion was made by Mr. Moore and seconded by Mrs. Wickins to give authority to the Chairman, Mrs. Ireland to renew the time deposit for another month.

Time dep.

MOTION CARRIED

A motion was made by Mrs. Wickins and seconded by Mr. Moore to allow the Chili Garden Club to use part of the Library workroom for a Federation Workshop for the 15th, 22nd, & 29th of April, and the 6th 13th & 20th of May. Approximately 20 girls and two instructors will attend, and will provide their clean-up committee. They in turn will provide the library with flower arrangements.

Garden
club

MOTION CARRIED.

Discussion concerning hospitalization for Mrs. Reid was tabled.

Hospital-
ization

After a discussion concerning a charge for reserves, Mr. Moore moved and Mrs. Wickins seconded a motion that the library charge 10¢ per reserve for all reserves: inter-library loans as well as our own. MOTION CARRIED

Mr. Moore also made a motion, seconded by Mrs. Wickins that the patron assume the postage costs for out of state inter-library-loans. MOTION CARRIED.

Mrs. Wickins moved and Mr. Moore seconded a motion that the library follow recommended procedures for fines for the 8MM projector: \$1.00 per day; and that the loan period be for 24 hours. MOTION CARRIED.

Mrs. Wickins moved, seconded by Mr. Moore that policy concerning the 16MM projector be revised to change the fine rate from \$1.00 per hour to \$1.00 per day. MOTION CARRIED.

Mrs. Henderson was authorized to employ Mrs. Helene Morgan part time, up to 20 hours per week as needed at \$1.90 per hour as Typist-clerk on a temporary basis.

The chairman reminded members to renew the Oath of Office if they had not done so.

Mrs Henderson reviewed at length the staff situation with Mrs. Reid in the library and tendered her resignation.

A meeting with Mrs. Reid was scheduled for 4 P.M. Friday March 14, 1969.

Meeting adjourned at 10:40 P. M.

Respectfully submitted,
Constance S. Wickins
Mrs. Ralph Wickins, Sec. Pro-tem.

MINUTES OF THE BOARD OF TRUSTEES REGULAR MEETING April 9, 1969

The meeting was called to order at 8:30 P.M. April 9, 1969

Present:

Mrs. Ireland, Chairman
Mrs. Wickins
Mr. Moore
Mr. Criddle, Town Liason
Mrs. Henderson, Acting Librarian

Absent:

Mr. Borlen

The minutes were approved as mailed.

Regarding correspondence, it was decided to send a follow-up letter to Miss Dorothy Smith, Division of Library Development, Albany, N.Y., regarding application for the charter.

Charter

In regard to the auditor's report, there is to be an advertisement placed in a local newspaper according to law. A motion was made by Mr. Moore seconded by Mrs. Wickins, designating the Gates-Chili News as the official newspaper for the Chili Public Library. Motion carried.

Motion
Auditor's
report

Mrs. Henderson reported:

Circulation: March 1969 9044
 " 1968 7492
 1552 gain

Librarian's
report

Book Stock: 20,675 Recordings: 918

Fines: From March 5 thru April 8: \$176.58.

(Minutes of last meeting should read through March 4, instead of Feb. 25.)

The library will receive a gift subscription of the Christian Science Monitor for 3 months sponsored by Mrs. Geo. Brook of Pittsford.

The new 8MM projector is very active having gone out 9 times since it arrived March 7. The bulb burned out. Replacement cost: \$8.95.

Fire extinguishers have been installed.

Outside light installed but not satisfactory.

Staff News: Ill: Eleanor Borlen, Phyllis Johnson, Mrs. Stevens.

Barbara Swann will be returning soon (ill).

New Volunteer Mrs. Shirley Nee, 55 Hillary Dr. Mon. 6:30-9.

Margaret Morris on vacation for month.

Wilcox Letter & result.

New Clerk-typist Helene Morgan working out exceptionally well (works as a volunteer also).

Staff member Thelma Dumbleton, carrying an extra workload doing a fine job also.

Book and check for 20.00 received as gift from Chili American Legion Aux.

Gift

New Recordak installed & working fine. Film was pre-tested.

Recordak

Discussion followed, regarding cost of Bulb for new 8MM projector, and possible service charge for loaning projector.

8MM
projector
bulb

After discussion of Mrs. Wilcox's request for clarification of her dismissal as a volunteer, Mr. Moore moved and Mrs Wickins seconded that the appropriate section of library policy be xeroxed and made available for her perusal. MOTION

Mrs. Wickins made a motion, seconded by Mr. Moore that the American Legion be sent a letter acknowledging receipt of the book: "The American Legion Story" and a check for \$20.00 to be used as designated by the Library Board. The Board wishes to express its deep appreciation to the American Legion Auxiliary. The Board has designated Mrs. Henderson to look into the purchase of reference materials on the American flag. Materials to be in memory of Chili servicemen who have given their lives in the service of their country. Motion carried. Gift & Motion

Robert Nudd has agreed to be chairman of the Hobby show. Week-end of May 24th is under consideration. Hobby show

The chairman, Mrs. Ireland reported on the meeting of March 14th, with Mrs. Ireland, Mr. Moore, and Mrs. Wickins present, at which time Mrs. Reid was dismissed. Mrs. Reid

Mr. Moore made a motion authorizing the Chairman of the Board of Trustees to contact Mr. Robert Brown, 6 Crossbow Dr. to see if he would be willing to serve to fill the unexpired term of Mr. Mason, to January 1, 1973. Mrs. Wickins seconded the motion. Motion carried. New trustee Motion

Mr. Moore made a motion, seconded by Mrs. Wickins that the Chili Library be closed on Saturday, May 31. 1969. Motion carried. Closing motion

Mrs. Wickins made a motion seconded by Mr. Moore that the summer hours for closing on Saturdays follow those of the Monroe County Library System: June 14th thru Sept. 6th inclusive. Motion carried. Summer closing Motion

A motion was made by Mr. Moore to pay the bills on abstract #4, pg. 1, items 38 thru 48, totaling \$755.39. Mrs. Wickins seconded the motion. Motion carried. Bills motion

It was decided a memo be sent to Mr. Kent and Mr. Burchill regarding parking conditions in front of library, and lighting in rear of building. Memo

Mr. Moore recommend that tentative approval of the board policy in relation to librarian be given so that Mrs. Ireland could contact Mr. Brady. Mr. Brady

Mr. Moore made a motion, seconded by Mrs. Wickins, that the chairman contact Mr. Brady and set up an interview as soon as possible. Motion carried. Motion

The chairman appointed Mr. Moore to draw up guide lines for the Author's Club (local art & local history), as to 1. purpose; 2. propose names for Review Board; 3. Review Board to draw up guidelines for material; 4. Annual report. Author's club.

Meeting adjourned at 11:30 P.M.

Respectfully submitted,

Constance M. Wickins
Mrs. Ralph Wickins
Secretary, Pro-tem

The regular meeting of the Board was called to order at 8 P.M. May 14, 1969 by President, Mrs. Ireland.

Present: Mrs. Ireland, Mr. Borlen, Mr. Moore, Mr. Brown, Liason-Mr. Criddle.

Absent: Mrs. Wickins

The Board extended a cordial welcome to new member: Mr. Robert David Brown
6 Crossbow Dr.
Rochester, N.Y. 14624

New Board member

Minutes of the previous meeting were approved as read. minutes.

Mr. Moore moved and Mrs. Ireland seconded a motion to pay bills: Abstract # 49 Bills through #63, amounting to: \$986.41. MOTION CARRIED.

Mrs. Henderson reported: Circulation Apr. 1969: 7727; Apr. 1968: 6589; Gain: 1138. Report.
Fines: Apr. 9, thru May 14, 1969: \$253.19.
Book stock: 19,969

Staff news: Still unable to work: Eleanor Borlen, Barbara Swann, Phyllis Johnson. Ill: Mrs. Stevenson (Fri, afternoon Vol.)

Gift books: "Official all-time baseball records" from Major league baseball club. Thank-you note sent.

"American freedom-our heritage, book sent from Anne Butcher North Chili postmaster. Thank you note sent.

Other used books, all acknowledged.

Summer program planned.

Art focus grant from M.C.L.S. \$75 worth of titles.

Juvenile focus grant from M.C.L.S. Total of \$250, (\$151 for reference books and \$95 for records.

Three pages will be graduating and will leave us: Beverly Halliley, Sara Scopa and Nancy Kelly. Sara may be with us for a time after she graduates depending on the availability of more lucrative work.

Page Lori Johanson will be going to Europe this summer for 6 weeks study.

A motion was made by Mr. Moore, seconded by Mr. Borlen that the Library be closed at 6 P.M. on May 23, 1969 due to the Fireman's Carnival. MOTION CARRIED. Early closing

The summer program as presented by the Librarian was received. Mr. Moore moved, , Mr. Brown seconded its adoption. MOTION CARRIED. Summer program

To carry out this summer program, Mr. Moore moved, and Mr. Brown seconded a motion to extend Helen Morgan's hours to 30 hours each week. MOTION CARRIED. Extra hours.

Mr. Borlen Moved, Mrs. Ireland seconded a motion to hire Bonnie Thomas for up to 20 hours per week at the rate of \$1.75 per hour. MOTION CARRIED. Staff.

A resolution was introduced to pay transportation costs to playgrounds for Helene Morgan at the rate of 10¢ per mile. Motion made to accept resolution by Mrs. Ireland, seconded by Mr. Moore. MOTION CARRIED. Mileagee

Mr. Moore moved to accept the following grants available from M.C.L.S.: grants.
Art focus grant: \$75.00

Juvenile focus grant: \$250.00. (~~\$155-reference books~~; \$95-records)

Mr. Borlen seconded the motion. MOTION CARRIED.

Because of the high cost of maintenance (burned out bulbs), a decision was made to charge for the use of our 8MM projector on the following basis:

8MM
projector
charge

Rental charge: \$1.00 per day.
overdue charge(fine): \$1.00 per day.

The rental and overdue charges to be applied concurrently making the charge of \$2.00 per day each day the projector is overdue.


A motion was made these charges by Mr. Moore, seconded by Mr. Brown. MOTION CARRIED.

Mr. Borlen reported on his contacts with the architect regarding the problems that Building have not been resolved (letter of 5/6/69. Payment of contractors' invoices are still report. being withheld, pending the satisfactory completion of the problems involved.

A discussion and review of various applications for the position of Library Director was held and decision was reached for the Board to meet with Mr. Dobbs of Ithaca, thursday evening May 15, 1969.

Meeting adjourned.

Respectfully submitted,


David Borlen, Secretary

A special meeting of the Board of Trustees of the Chili Public Library was held on May 19, 1969, at the Library.

Meeting was called to order by Chairman Mrs. Barbara Ireland at 8:30 P.M.
Present: Mrs. Wickins, Mrs. Ireland, Mr. Moore, Mr. Brown, Mr. Borlen
Guests: Mr. Clifford Tomer, attorney and Mr. Robert Criddle, Liason
Town board.

This special meeting was called for the purpose of reviewing and finalizing a decision with respect to the employment of Mr. Robert Dobbs, Jr. as our Library Director.

The Board had met with Mr. Dobbs on May 15th at which time he presented his credentials and other pertinent information as to his experience and qualifications for the proposed position.

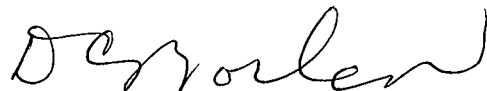
In the interest of flexibility and in order to expedite negotiations, it was suggested that the Board authorize one member to meet with Mr. Dobbs.

Mr. Borlen moved, Mr. Moore seconded a motion that Mr. Brown be assigned the task of acting for the Board in bringing this matter to a conclusion mutually satisfactory to both parties. MOTION CARRIED. MOTION

Mr. Moore moved and Mrs. Wickins seconded the motion that mileage be paid to Mr. Dobbs at the rate of 10¢ per mile for 220 miles round trip from Ithaca to Chili. MOTION CARRIED. MOTION

Meeting adjourned at 9:45 P.M.

Respectfully submitted,



D.C. Borlen, Secretary

The regular meeting was held on June 11, 1969 of the Board of Trustees of the Chili Public Library.

Meeting was called to order by Chairman Mrs. Barbara Ireland at 8:30 P.M. Present: Mrs. Wickins, Mrs. Ireland, Mr. Moore, Mr. Brown, Mr. Borlen; Mr. Criddle, Liason Town Board.

The minutes of the previous meeting were read and approved.

Mr. Moore moved, Mr. Brown seconded the motion to pay bills on abstract #6, page 1, items 64 through 73 amounting to \$341.27. MOTION CARRIED.

MOTION

Mrs. Henderson reported: Circulation May 1969 6,190

" 1968 5,840

350 Gain

Fines: May 15 thru June 10, 1969: \$154.47

Book Stock: 20,085; Recordings: 915.

1. Staff news: Still ill: Eleanor Borlen, Phyllis Johnson, Barbara Swann, Mrs. Stevens.
New volunteer page: Anne Bietry, 805 Westside Dr.
Mrs. Morgan is on vacation, Thelma Dumbleton is working extra hours.
2. Four books on the U.S. flag have been ordered for the reference section with at least one for the Juvenile section. These will be paid for with the money given by the Chili American Legion Auxiliary.
3. I called the phone company to ask them to correct a wrong listing in the directory (our former listing is still under: Chili, Town of.) We discovered this after many people called to no avail. The next issue of the directory will be corrected.
4. One of the keys to the ladies' room was dropped down the floor drain. It was not able to be retrieved. We now keep the door unlocked.
5. 8MM projector is broken. (Two nob's were broken off).
6. The bad-weather rugs we were using at the front door have been discontinued until further notice. The small rug we purchased has done a good job of absorbing the grime and slush without hurting the carpeting.
7. Bonnie Thomas started working June 2nd. She has been preparing flyers to be taken to the elementary schools we serve. A total of 2,326 children will receive them just before school lets out for the summer.
8. Bonnie's reading club will consist of children 8thru 12 who will make up their own reading list of books they enjoy and report on them.
9. Publicity was sent to each of the local papers.
10. Summer scheduling is set up for the entire staff, but the new librarian may change it if he wishes.
11. Mr. Dobbs has been in twice to talk to us about the various phases of our work and procedures; and has asked us to sent for catalogs for films, slides, tapes, books, paperbacks, supplies equipment, pictures and audiovisual material.
He called me person-to-person, collect with respect to mileage promised him; and a request that I set up a staff meeting for noon on Monday June 30th.
12. Mrs. Brennan of Westside Dr. gave us \$1.00 to show her appreciation of the library. A thank-you note was sent. The money was turned in for deposit along with the library fine money.

Mr. Borlen moved and Mr. Brown seconded a motion authorizing Mrs. Henderson to purchase a new typewriter (portable) on the following basis:

New machine: \$99.50

Trade-in old: 20.00

Net am't. \$79.50

MOTION CARRIED

CAPITAL
EQUIPMENT
MOTION

Mr. Moore moved and Mr. Brown seconded a motion that Mr. Robert Dobbs, Jr. be employed as Library Director on the following basis: (Mrs. Ireland's letter of May 21, 1969 and Mr. Dobbs' acceptance letter of May 24, 1969.)

"Annual starting salary \$9,200.00 with a \$500.00 increment in 6 months; 4 weeks

vacation a year, participation in state retirement plan, and we will pay

SALARY

½ Blue Cross and Blue Shield hospitalization coverage."

Mr. Dobbs is to start work on June 30, 1969, his remuneration to be paid on the Town of Chili bi-weekly basis as follows:

Payroll # 14 thru 25 in the amount of \$353.84

" # 26 " " " \$353.92 totaling \$4600.00.

In addition ½ of Blue cross and ½ of Blue Shield will be paid; also participation in the State Retirement Plan. MOTION CARRIED.

EXACT
AMOUNT FOR
EACH
PAYROLL
MOTION

Mr. Moore moved, Mrs. Wickins seconded a motion that the Board express their appreciation to Robert Nudd for his valued efforts on behalf of the Hobby Show. The secretary to send a letter so advising. MOTION CARRIED

MOTION

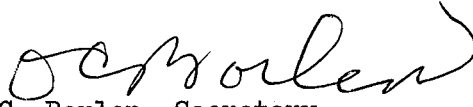
Mrs. Ireland will contact Mr. Kent and Mr. Burchill to teview the possibility of proceeding with the parking lot before the cold weather.

Mr. Borlen reported on his efforts to resolve the problems still pending with the architect and building.

BUILDING

Meeting adjourned at 10:15 P.M.

Respectfully submitted,


D.C. Borlen, Secretary

Present: Mrs. Wickins, Mrs. Ireland, Mr. Brown, Mr. Borlen, Mr. Moore, Mr. Criddle-
liason- Town Board.

The meeting was called to order at 8:00 P.M. by Mrs. Ireland, chairman.
Minutes of the previous meeting were read and approved as corrected.

It was agreed by the Board that Mrs. Henderson should continue to type minutes of Board meetings, both regular and special, as well as any correspondence. Also to assist with some of the detail in connection with the Memorial Fund. The secretary of the Board will write minutes for typing. It will not be necessary for Mrs. Henderson to attend Board meetings at present.

Librarian's report:

Mrs. Henderson: Circulation: June 1969 7,150
" 1968 5,602
Gain: 1,548

Fines: June 11, thru July 8: \$180.25

Book stock: 20,306 Recordings: 915

Summer program: Story at playgrounds- Small attendance
Bonnie's reading club- 60 attended.

8MM projector has been sent to Mr. Duncan's for repair. MCLS purchased it from Mr. Duncan Nov. 14, 1968. It was recommended that a sign be put on the projector saying it should not be moved while the bulb is hot.

Yearbook 1969 (Churchville-Chili School) was presented to the Library by Miss Nancy Karnischky, teacher. Gift acknowledged.

Mileage: A claim for allowance for mileage was sent to MCLS to cover the period from Oct. 1968 thru June 1969. This was done on a form sent from MCLS, and is done each year.

Page news: Graduating: Nancy Kelly, Beverly Halliley, & Sara Scopa who have taken positions elsewhere. Karen Seely resigned to work elsewhere. Volunteer page Barbara Criddle is next to be hired.

Mr. Dobbs:

The Apollo display and television appealed to all and was received with favorable comment.

The card catalog for the children's section was put together and is in use.

Mr. Moore moved and Mrs. Wickins seconded a motion to pay bills on abstract #7, pg. 1; items 74 thru 86 amounting to \$610.83. MOTION CARRIED.

MOTION

Mr. Borlen reported on Memorial Fund: Previous balance: \$458.30

Deposit 7/8/69 : 17.00

Present balance: \$475.30

Mr. Borlen requested Board approval to open an interest bearing account for those funds not currently allocated to specific projects.

Memorial
Fund BANK

Mr. Brown moved, Mr. Borlen seconded a motion that a minimum of \$100.00 be maintained in the Memorial checking account and an interest bearing account be opened with the balance, this to be added to at intervals if funds become available.

ACCOUNT

MOTION CARRIED.

MOTION

Building report by Mr. Borlen:

- A. Mr. Macomber sent their engineer to the Library to instruct the staff on operation of thermostats to secure best results heating and air-conditioning equipment.
 - B. This information to be confirmed in writing together with necessary information regarding servicing and maintaining equipment.
 - C. Architect to confirm in writing the final acceptance of this equipment to permit the Board to recommend payment of bills now being held up.
- Roof has been repaired and no further leaks have been reported.
C eiling tile is to be replaced and bills should still be held up until after this is completed.

BUILDING
REPORT

The architects' recommendation for installing grills in the shelving at the air return was reviewed and decision made to reject this because of high cost: \$431.00 (Ryan-O'Brien Stone Co. quotation of 6/24/69.). Mr. Moore moved, Mrs. Wickins seconded a motion to reject the proposal. MOTION CARRIED.

MOTION

Mr. Brown moved, Mr. Borlen seconded the motion to install a 400 watt Mercury vapor dusk to dawn light on a new pole behind the library at a cost of \$85.00 per year. (RG&E letter of 6/23/69. MOTION CARRIED

LIGHT
MOTION

Mr./ Borlen to contact Mr. Kent with respect to tying this into the Town of Chili Municipal lighting contract.

Mr. Borlen moved, Mr. Brown seconded that mileage be paid to Mr. Dobbs. at the rate of 10¢ per mile on the basis of actual miles for trips from the Chili Library to attend book meetings and other authorized meetings. MOTION CARRIED.

MILEAGE

Motion by Mr. Borlen, seconded by Mr. Brown that Mr. Kent be authorized to provide a prepayment check for exactly \$99.25 to the order of the U.S. Government Printing Office. MOTION CARRIED.

Pamphlets

The above to cover purchase of pamphlets and other Government media required in the reference section.

The proposal for a combination Library and Town Building sign was discussed. Mr. Criddle agreed to confer with other Town officials, and submit a recommendation.

Mrs. Ireland reported on contact with Mr. Kent and Mr. Burchill regarding the parking lot, and assurance was given that installation will be started in time to complete before cold weather.

Mrs. Ireland picked the following committees:

Committees

LONG RANGE PLANNING

Mrs. Wickins

Mr. Moore

PERSONNEL POLICY

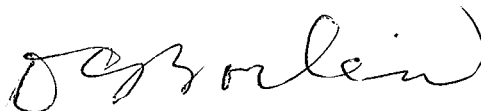
Mr. Brown

Mr. Borlen

Motion was made by Mr. Borlen and seconded by Mr. Brown that Barbara Criddle be hired as a page at \$1.25 per hour as needed. MOTION CARRIED.

New
page
MOTION

Meeting adjourned at 10:30 P.M.



Respectfully submitted,

D.C. Borlen, Secretary

DIRECTOR'S REPORT AUGUST 1969

CIRCULATION:

This month...	7730	7730
Last month...	8603	Year ago....	8766
Gain	873	LOSS	Gain 1036 LOSS

PATRONS SERVED:

	Daily Average.....
This month...	2740
Last month...	2686 Year ago....
Gain	54 Gain

FINES:

\$114.33

STOCK:

Books.....	20,674
Records.....	995
Pamphlets....	
Pictures.....	770
Prints.....	24
Maps.....	
Tapes.....	
Filmstrips...	
Slides.....	

22,463

Total:

REPORTS:

STAFF NEWS

Lori Johnson(page) returning from Europe says she was sorry to come home.

GIFTS

Gift of 34 books received from Mr. Burt Feeley, a thank you letter was sent to him and to his neighbor Miss Beatrice Taylor from her help in contacting us about the books and helping us obtain them from Mr. Feeley.

PROGRAMS

We will be expanding our story hour programs this fall to include 3 days (instead of 2) of stories for our 4 & 5 year olds. This third day is made possible by using Mrs. Morgan who helped with programs this summer.

A Saturday morning film program will begin Oct. 4 for grades 1 to 6. This is an attempt to reach this age of child where we did not do so before, except in the summer months.

OTHER

For your information: RAVD will sponsor the screenings of 42 award winning films from the 1969 American Film Festival, Sept. 22-26. Times for showings are included in a brochure announcing the program.

OTHER

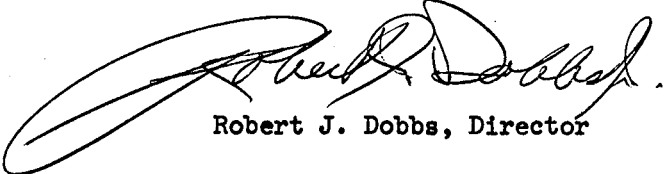
1. MCLS will no longer be able to supply rotating collections of recordings, as of Jan. 1970. The suggested figure of 10% of your materials budget be spent on recordings. Framed print and 8 mm film purchases will still be supplied by MCLS.
2. The storage magazine section was re-organized. The magazines were placed into metal dividers which make finding magazines easier. Bonnie Thomas and Pat O'Connor were commended for doing this fine job.
- 3/ Records were moved into the area that is now our Audio-visual center. The couches and chairs which were in that area were moved to form a reading corner around the magazines and new books.
4. The recent issue magazines were put into better order and labeled.

5. A slide-filmstrip projector was found in the cupboards. It was received on a grant a few years ago. It has been placed in the audio-visual center to be used with appropriate material, most borrowed from RAVD.
6. Approximately 4000 book pockets and 7000 application forms which are unusable in our present operations were sent back to the Gaylord company for credit.
7. (Presentation of newspaper publicity)
8. (Presentation of printed materials)
9. (Tour and A-V demonstration)

ADDENDA:

10. "Talking books", books in record form, can be ordered through us for any handicapped person.
11. Shelves were re-arranged and books moved. The large "q" books were moved into the regular non-fiction shelves so that all of the adult books on one topic will be in one place instead of two.
12. Signs were placed around the room to better point out various areas.
13. A "Short story" section was created for those persons interested in that type of literature.

Respectfully submitted:



Robert J. Dobbs, Director

REVIEW OF GRANTS RECEIVED AS OF AUGUST 1969

APRIL 1969

Grant was received for material on CONTEMPORARY ART

Amount \$ 75.00

APRIL 1969

Grant received for material for JUVENILE REFERENCE
AND JUVENILE DISC RECORDINGS.

Amount \$250.00

We spent 98.85 on records and 150.95 on books.

JULY 1969

Grant received for material on SCIENCE

Amount \$350.00

Extra income from grants totaled to: \$675.00

No equipment grants have been recieved this year to date.

REGULAR MEETING OF THE BOARD OF TRUSTEES August 13, 1969

The meeting was called to order at 8:30 P.M. by the chairman, Mrs. Ireland.
Present: Mr. Brown, Mr. Borlen, Mr. Moore, Mrs. Wickins, Mrs. Ireland, and Mr. Criddle
Liason, Town board.

Minutes of the previous meeting were read and approved.

Mrs. Wickins moved, and Mr. Moore seconded a motion to pay bills on abstract #8 page 1, items 87 through 105 amounting to: \$2,408.99. MOTION CARRIED. Bills motion

Mrs. Ireland reported that a new provisional charter has been received from the University of the State of New York covering a period of 5 years from Oct. 27, 1968. Charter

The Librarian's report was received and is covered by Exhibit #1 attached. Librarian's report.

In reviewing the success of the Summer Program, the Board requested the Secretary to write letters to each of the following persons expressing deep appreciation for their efforts on behalf of the program: Mrs. Betty duncan, Mrs. Helene Morgan, and Miss Bonnie Thomas.

A motion was made by Mr. Borlen, seconded by Mr. Moore that the Library Hours be extended as follows: Tuesday, Thursday and Saturday 10-5, instead of 1-5. MOTION CARRIED. (This will not require additional staff or staff hours. New hours Motion

LONG RANGE PLANNING: Mrs. Wickins reported on a meeting of July 31st, setting forth some of the ideas that should be considered in the future, such as Extension of Audio Visual Program and other new services that would further enhance the value of the Library to our community. The Board is in complete agreement with this approach. Long range Planning

The rest of the meeting was devoted to an in depth analysis of the Library's financial requirements for 1970, with the following motions being made:

Mr. Moore: "I move we adopt a budget of expenditures for 1970 amounting to \$45,203.00." Budget

This was seconded by Mr. Brown. MOTION CARRIED. Motion

Mr. Borlen moved that a request for \$35,403.00 should be made to the Town Board. This money to be provided from taxes. Mrs. Wickins seconded. MOTION CARRIED.

Mrs. Ireland to send a covering letter to the Town board.

Meeting adjourned at 10 P.M.

Respectfully submitted,


David C. Borlen, Secretary

DIRECTOR'S REPORT JULY 1969CIRCULATION:

This month...	8603	8603
Last month...	7150	Year ago....	7533
Gain	1453	Gain	1070

PATRONS SERVED:

	Daily average.....	app. 150
This month...	2686 2686
Last month...	Year ago....
Gain		Gain

STOCK:

Books.....	20462
Records.....	990
Pamphlets....	
Pictures.....	770
Prints.....	24
Maps.....	
Tapes.....	
Filmstrips...	
Slides.....	22,246

Total:

FINES:

from July 9 to July 31: \$75.91

REPORTS:STAFF NEWS

A card was received from Lori Johnson, one of our pages, who is having a good time in Europe.

Mrs. Henderson reports her husband is doing well after his recent illness and has started back to work part time.

GIFTS

75 record albums were received from R.C.A. Record Corp. These have been added to our collection and publicity to papers has been printed.

1969 Baseball register from Sporting News Pub. Co. - Consumer education Bibl.

PROGRAMS

from Congressman Conable.

(Reports attached)Also, Betty Duncan reports her programs went well this summer.

OTHER

1. Record collection was divided into more usable categories:
Show - Religious - Country, Western & Folk songs - Jazz - Spoken word - Opera - Classical - Classical, Vocal - Popular - International - Children's
2. Record player found in cupboards (reported broken, but was not) was placed in the children's section for their use. A sign was placed near the adult record player stating that children should use the player in the children's section.
3. Letters of reply were sent to two applicants for library positions explaining at present no positions were available but that they might be considered in the future.
4. The television set placed in the library to cover the Apollo flight was used primarily during lift-off, moon lift-off, and recovery. Pamphlets on space that were part of the space display were observed with 3 or 4 being checked out. Delivery man from RPL made favorable

DIRECTOR'S REPORT (continued)

comments about the space display and he said that he will give copies of photographs taken by spacecraft that he is making from originals he is getting from the government.

5. A special book grant of \$350 was received from the system for science books.

6. A questionnaire was completed for an article to appear in Library Journal concerning new library buildings completed within the last year.

7. Special plastic tabs called "Golden Guides" were begun to be inserted into the card catalog so that patrons and staff will be able to find material faster. The guides have printed subject headings to make a more detailed break-down of the catalog.

8. Magazine shelves in the workroom were re-arranged to provide a little more space in that area.

9. Supply shelves were re-arranged to make supplies easy to obtain.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read 'R. J. Dobbs', with a large, sweeping loop at the end.

Robert J. Dobbs, Director.

August 13, 1969

MEMORANDUM FOR THE CHILI PUBLIC LIBRARY BOARD

SUBJECT: Summer Reading Program

Someone recently asked me how the playground summer reading program was going to which I said, "It's over and the kids and I including bugs and dogs all survived. I did enjoy those six weeks and hope that many more children became better acquainted with the Chili Public Library and its functions.

To make this a more successful program we ^{will} should offer this program in cooperation with the Recreation Department, who offer "crafts" at the same time making it difficult to retain the children's attention.

Mid-way through our sessions refreshments were served- this was, of course, an immediate success.

Perhaps another summer we could have our "reading hour" after completion of "Crafts" - maybe the children could bring lunches and we could furnish some "treats".

Helene Morgan

DIRECTOR'S REPORT SEPTEMBER 1969

CIRCULATION:

This month...	8534		8534
Last month...	7730	Year ago....	7288
Gain	804	Gain	1246

PATRONS SERVED:

		Daily Average.....	104
This month...	2712		
Last month...	2740	Year ago....	_____
Gain	28	Loss	Gain

STOCK:

Books.....	20,839
Records.....	1,003
Pamphlets....	
Pictures.....	770
Prints.....	24
Maps.....	
Tapes.....	
Filmstrips...	1
Slides.....	

FINES:

\$178.23

Total: 22,736

REPORTS:

STAFF NEWS

Volunteer pages David DeGraff(a sophomore) and Janet Gordon(senior) joined our staff.

GIFTS

Several back issues of N.Y.State Conservationist and Outdoor Life magazines-given by Mr. M. Clark Paulmer

PROGRAMS

A film program will be held for adults from Oct. 24 through Nov. 14. These Friday night programs will consist of new travel films supplied by downtown. As a result of a recent Friends of the Library, Directors, meeting the Friends will sponsor the program.

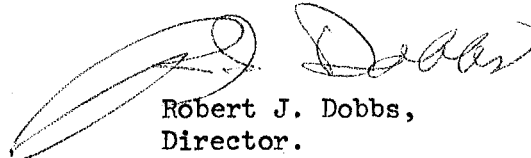
Time was changed for the Saturday morning film programs, 15 minutes later, to possibly enable some of the children taking religious instruction to be present at the showings.

OTHER

1. On Sept. 2 and 3 I attended an orientation conference at Rochester Public Library.
2. Extra shelving was ordered for the YP section, after consulting with the board chairman. We have parts of shelving left over so this will only be wall braces and installation.
3. Attendance at morning openings is growing.
4. Five posters on the fall story hours, and one on the film program, were placed in North Chili, Westgate, and Chili-Paul shopping centers. Brochures were placed with them allowing people to learn of the details of each program.
5. Talking books were ordered for two persons. One, a girl of 12 who has an eye-focusing problem, and by working with a large print book and one of the talking book records has she has been able to enjoy reading for the first time. The second, a cerebral palsy victim. He is a boy of 16 and he has no muscular control at all, yet the talking book enables him to hear a book as he cannot read because he cannot turn pages.

6. As we were ordering talking books for these two people, we inquired about obtaining 4 or 5 on a rotating basis, so we would be able to give the records to people without making them wait ~~for them~~. A telephone call from the librarian at the New York State library for the Blind confirmed my request and 20 talking books were sent to us as long as we need them.
7. Letters were sent to the pastors of community churches explaining the talking book service, and the Volunteer Outreach Service program. A similar letter will be sent to principals of area schools.
8. The vertical file use has grown since material has been more accurately cataloged.
9. The town will now be charging us 15¢ a copy for Xerox copies, *The public will be charged 25¢.*
10. On Sept. 18 a volunteer brunch was held at Mrs. Henderson's with about 20 ladies present. Volunteer schedules have been completed and these ladies are "in full swing".
11. Publicity releases were sent to radio stations for the story hours and children's film program.
12. A note was received from Alan Kubler, publicity director of RPL, stating that he had included our children's film program in a communique to the Calendar Editor of the Time Out-Guide for Leisure Living publication, the Sept. 327, and Oct. 3 issues.
13. A "New Borrower" envelope was created to give persons who have not had Chili Library cards before, information on our library's services, procedures, and programs. 121 ~~were sent out to new borrowers whose names we kept on file until we could complete the envelope.~~
14. (publicity, printing,)
15. (examination of RPL Director's Reports)

Respectfully submitted,



Robert J. Dobbs,
Director.

Meeting was called to order by chairman, Mrs. Ireland, at 8:30 P.M.
Present: Mrs. Wickins, Mrs. Ireland, Mr. Brown, Mr. Moore, Mr. Borlen, Town
Board Liason Mr. Criddle, and Mr. Dobbs, Librarian.

Minutes of previous meeting read and approved as corrected.

A letter dated 9/5/69 from the Town Clerk, Mary Parkhurst was read into the
record. The following resolution was adopted by the Board of Town of Chili at
its meeting on 9/3/69:

PRINTER

RESOLVED THAT upon the recommendation of the Library Board, a Gestetner
Stencil Duplicator, Model 320, be purchased, at a cost of \$520.00 and BE IT FURTHER
RESOLVED that the Library Operation Fund reimburse the General Fund for \$260.00.

Mr. Borlen moved, Mr. Moore seconded motion that the needed duplicator Services
be provided to our Library on this basis and that the Town be reimbursed by the
Library in the amount of \$260.00. MOTION CARRIED.

MOTION

Mrs. Marwick and Mrs. Paul of the Chili Garden Club appeared to discuss
various phases of the club's activities in conjunction with the Library, and also
to formally offer to the Library and Town a 15 to 18 foot blue spruce tree.

TREE

OFFERED

BY

GARDEN

CLUB

MOTION

Mr. Moore moved and Mrs. Wickins seconded a motion that we accept their offer
with thanks. MOTION CARRIED.

Due to technicalities involved in using town equipment to move this tree, it
was agreed that the Garden Club would send a letter to the Town Board con-
firming their offer and Mr. Criddle would procure necessary authorization at
the next Town Board meeting.

Librarian's report: Exhibit #1 attached.

Librarian's
report

The Library Board made a visual inspection of the Library with Mr. Dobbs,
and commended him on some of the changes and improvements that have been made.

Mr. Moore moved, Mr. Brown seconded a motion to pay the bills on abstract
#1, items 106 through 122 amounting to \$2095.95. MOTION CARRIED.

Bills
MOTION

Mrs. Wickins reported on the "Friends of the Library", advising that a
meeting of the Executive Board is tentatively scheduled for 10/7/69.

FIRENDS
MEETING

MEETING ADJOURNED AT 10:30 P.M.

Respectfully submitted,

David C. Borlen

David C. Borlen, Secretary

DIRECTOR'S REPORT October, 1969

CIRCULATION:

This month	8,723	8,723
Last month	8,534	Year ago	7,848
Gain	189	Gain	874

PATRONS SERVED:

	Daily Average	131
This month	3,524	
Last month	2,712	Year ago
Gain	812	Gain	

FINES:

\$ 160.57

REPORTS:

STAFF NEWS

STOCK:

Books	20,973
Records	1,026
Pamphlets	
Pictures	770
Prints	24
Maps	
Tapes	
Filmstrips	1
Slides	

Total:	<u>22,794</u>
--------	---------------

GIFTS

Total of 75 paperbooks, in almost new condition were left at different times in the bookdrops by an unknown donor.

PROGRAMS

A gentleman who would not give his name left several cookbooks. Children's Film Program - Total through Nov. 1 ; 216 average of 43 each week. Adult Travel Film - First week 37 - next week 18 (Halloween night) Story hours - 18 to 20 each session - total of 80 per week.

OTHER

1. The Director spoke to two groups this month: To the Board of Directors of the Friends of the Library and to a second grade class from Paul Road School. (Letters of "thank you" are attached for your inspection.)
2. The Director attended a short meeting downtown to examine a series of taped interviews with children's authors. The tapes were prepared by Mrs. Arlene Potter, former Librarian at Florence Brasser School and former Chili Library Board Member.
3. A Bulletin Board was set up for Volunteers for their name tags and announcements pertaining to them.
4. A small 4-H display was set up and left in the library for about a week.

Continued:

5. A Volunteer Workshop was held on Oct. 16th with a review of procedures and circulation techniques as the subject matter for the meeting.

6. Some free pamphlet, picture, and film strip materials were ordered with some of them being received this month.

7. A total of 100 "Chiply's Chatter" booklists were placed in various places in the community (20 in each place) after picking up what remained, the distribution of these were as follows:

Marine Midland in Chili Paul Center distributed	15
Security Trust in Westgate	9
Star Market in Westgate	11
Super Duper in Westgate <i>N. Chili</i>	3
Lincoln Rochester Bank in N. Chili	all 20

More were left for this week.

8. Reference questions:

(Interest was expressed in the kinds of reference questions we get - here are a few.)

How to hold a Spelling Bee.

Material on Professionalism and Unionism.

Picture of hands signals used by the deaf - and what it is called.

Material in the Greek Language.

How to chrome plate metal.

Material on the "Doge" of Venice.

Reading material for 9th graders with 3rd grade reading ability.

9. *2 attended workshops on publicity.*

Publicity and Printing

Respectfully Submitted,



BOARD OF TRUSTEES REGULAR MEETING October 8, 1969

The meeting was called to order by the chairman: Mrs. Ireland. at 8:30 P.M.
Present: Mr. Moore, Mrs. Ireland, Mr. Brown, Mrs. Wickins and Mr. Dobbs, Librarian
Absent: Mr. Borlen, and Mr. Criddle

The Minutes were approved as sent.

Mr. Moore moved and Mr. Brown seconded the motion that the bills be paid
on Abstract #10, page 1, items 123 through 140 totaling \$697.02. MOTION CARRIED.

MOTION
BILLS

Librarians report: Exhibit # 1 attached.

A motion was made by Mr. Moore and seconded by Mr. Brown that Helene Morgan
will be paid at the rate of \$2.00 per hour for up to 30 hours per week, starting
with pay period #21 which started October 6, 1969. MOTION CARRIED.

Salary
MOTION

Mr. Brown made a motion that the Board of Trustees of the Chili Public
Library meet on the 1st Tuesday of the month promptly at 5:15 P.M. and the
meetings would end no later than 6:45 P.M. Seconded by Mr. Moore. MOTION CARRIED.

NEW DATE
FOR MEET.
MOTION

Mrs. Wickins reported on the meeting of the Board of Directors of the FRIENDS
of the CHILI PUBLIC LIBRARY which was held at the Library last night, Thursday
October 11, 1969. Mrs. Robert Criddle is the new president, and Mrs. Leon Johnson
is the new secretary; other officers remain the same. Mrs. Anthony Swann and the
Rev. Robert Downs are the two new directors to fill the vacancies on the Board.
Robert Dowbs, director of the library, lead a tour of the Library and spoke on the
ways the Friends might contribute to the library and its services.

NEW
OFFICERS
OF FRIENDS

The Town of Chili Recreation met with the Board of Trustees, and Mr. Dobbs led
a tour of the library and discussed possible cooperation between the Library and
the Recreation Committee and the Library.

The meeting was adjourned at 10:40 P.M.

Respectfully submitted,

Constance A. Wickins

Constance Wickins, Sec. Pro-tem.

This is in addition to the minutes of meeting of October 8, 1969.

A discussion was held regarding policy of Budget Control, Accounting and Purchasing. It was decided to table this for action by the complete board.

D. G. Borden

DIRECTOR'S REPORT November 1969

CIRCULATION:

This month	8301		8301	
Last month	8723	Year ago	7903	
<hr/>				
Loss	422	Gain	398	

PATRONS SERVED:

This month	3316		138	
Last month	3524	Year ago		
<hr/>				
Loss	208	Gain		

FINES: \$138.20

REPORTS:

STOCK:

Books.....	21,133
Records.....	1,057
Pamphlets.....	
Pictures.....	2,183
Prints.....	24
Maps	
Tapes.....	
Filmstrips.....	15
Slides.....	
Paperbacks.....	
Sculture.....	

Total 24,412

STAFF NEWS

Janet Gordon, volunteer page, is no longer with us as she is getting too busy with school activities. I will attempt to add about 3 new volunteer pages starting Christmas vacation to build this group in membership.

GIFTS

Books received from Mr's. John Fultner and Mr's. Dennis Cimino. Books and magazines received from Mrs. Edna Rowland. Several years back issues of Reader's Digest received from Mr. Joe Klapp.

PROGRAMS

A multi-media kit will be coming from Aramco Oil Co. entitled YOU DISCOVER SAUDI ARABIA. Children's Film Program-Total of 458 (including 170 for last day's feature film) Av. 41 Adult Film program - 110 Av. 28

Children's story hours - The only suggestion given by the volunteers giving the story hours was that it should be made clearer to mothers that they should stay away from the area where the story hours are given. They distract the children.

OTHER

1. Three tours were given this month:

1. To a group of 5 women (and their children) who live near each other and get together a couple of times each month. There were shown the library and its facilities and services and a film was presented to them, also. These women were interested in the audio-visual center and its materials and a special loan was arranged for them for a special program. They were interested in flower-arranging and wished to give a program on it in one of their homes. I arranged for them to get the filmstrip-record set on flowers from downtown and let them borrow our projector for the evening. They were very satisfied with the service.

2. Other groups were one 2nd grade from Paul Road School and One nursery school group, from Roberts Weslyn.

2. Distribution of the newsletter has proven successful as each week only about 5 to 30 are let of the 100 placed in the community.

3. The vertical file is being continually revised with help from pages and volunteers who type the catalog cards for the items there.
4. Questionnaires were given to some parents of children concerning our story hours and our Saturday morning film programs. Results are listed below:

Film Program - 10 questionnaires returned.

All 10 would like program continued.

9 would like at same time - 2 would like afternoon

1 stated a program similar for older children would be nice.

Story Hours - 16 returned.

10 would like a similar program

7 would like a two day a week sessions

8 would like an afternoon session - 4 stated 1 day, 4 stated 2 days

6 would like a 3 year old program - 5 of these voted for morning session

3 were interested in a program for older children

4 wished a program of some sort for mothers - 6 did not

(of the 4 who did; 1 suggested films - 3 suggested book reviews)

5. (Publicity)

Respectfully submitted,

Librarian

REGULAR MEETING OF THE BOARD OF TRUSTEES, NOV. 4th, 1969

Meeting was called to order at 5:15 P.M. by the chairman Mrs. Ireland.
Present: Mrs. Wickins, Mrs. Ireland, Mr. Brown, Mr. Borlen, Mr. Moore, Mr. Dobbs, librarian.

Minutes of the previous meeting were read and approved with additions and corrections.

Mr. Moore moved, Mrs. Wickins seconded a motion to pay bills, abstract # 11, page 1, items 141 through 158 amounting to \$584.85. MOTION CARRIED

BILLS
MOTION

The Board received the Librarian's report which is covered by Exhibit #1, attached.

Budget Control Accounting & Purchasing. Mr. Borlen moved and Mr. Brown seconded the adoption of the following recommendations:

BUDGET
CONTROL

- #1. Before an expenditure is made beyond the budgeted amount of a particular account, (i.e.) furniture, supplies, postage, etc.) it must be approved by Board resolution.
- #2. Subsequently, the Board will approve reallocation of funds in one account of the budget to another if there is a usable surplus.
- #3. The following budget control procedures will be used to determine the advisability of Board action
 - A. Present monthly trial balance (as prepared by accounting department)
 1. Budgeted amount each classification
 2. Actual expenses each classification.
 3. Plus the amount of encumbrances on outstanding orders
 4. Balance of funds available in account
- #4. To determine the amount of outstanding obligations for items in the book budget, the list price less 20% will be used. MOTION CARRIED.

MOTION

A motion was made by Mr. Brown, seconded by Mr. Moore to make the following transfer of funds in the budget:

TRANSFER
OF FUNDS
MOTION

\$115.00 to Equipment account from the water account.

\$317.00 to supplies account from misc. repairs account.

\$ 75.00 to postage account from mileage account. Details attached.*

MOTION CARRIED

Purchasing: A revision of proposed purchasing procedure and forms was made, and although no formal action was taken, tentative approval was given, subject to further revisions and Board action.

Mrs. Ireland expressed her appreciation to the committee members: Messers Brown, Borlen, and Dobbs for their suggestions and recommendations made as a result of a committee meeting on Oct. 21, 1969.

MEMORIAL FUND:

Previous balance:	\$471.66
Depos. M. Parkhurst:	5.00
	<u>\$476.06=</u>
Check drawn:	5.44
	<u>\$470.62</u>
First Federal Savings Acc't.(5%):	\$350.00
Security trust checking "	: <u>120.62</u>
TOTAL (Savings & Commercial)	: \$470.62

MEMORIAL
FUND
REPORT

Mr. Moore moved, Mrs. Wickins seconded the motion that the following procedures be put into effect immediately: MOTION CARRIED.

Payroll
book
notations
Motion

Notation in front of the payroll book for each staff member will be kept up to date with the following information:

1. Date of employment.
2. Salary - + number of hours approved.
3. Date of the Board action.

A personnel file will be kept on each person, (including volunteers). This file is available to the trustees and Librarian.

A card file will be kept on the Board members and Friends of the Library Board of Directors, showing terms of office, address, phone etc.

The chairman called a special meeting of the Board for Nov. 11, 1969 at 5:15 P.M. to review and act upon an employment agreement with the Librarian, Mr. Dobbs.

The meeting was recessed at 6:45 P.M. until Nov. 11, 1969, at 5:15 P.M.

Recess

CONTINUATION OF THE REGULAR MEETING OF THE CHILI LIBRARY BOARD OF TRUSTEES
(Adjourned Nov. 4, 1969)

The meeting was called to order by Chairman Mrs. Ireland at 5:15 P.M.
Present: Mrs. Ireland, Mrs. Wickins, Mr. Borlen, Mr. Brown, Mr. Dobbs, Librarian.

A request from the University of Rochester Medical Center through their Mr. Display Gordon to set up a special display in the Library was received. Motion

A motion by Mr. Borlen, seconded by Mrs. Wickins was made approving request. MOTION CARRIED. The Librarian is to obtain a signed release absolving the Chili Public Library from any liability in connection with this exhibit.

A special purchase order form was received incorporating voucher and revision, as suggested in the meeting of Nov. 4, 1969. Purchase order

Mr. Borlen moved, Mr. Brown seconded the motion to approve the Purchase Order Form on a trial basis. MOTION CARRIED. Motion

Mr. Borlen moved, Mr. Brown seconded a motion to table the proposed employment agreement with Mr. Dobbs until Personnel policy is received and approved by the Board. After approval, the employment agreement will again be taken up for review., and possible action by the Board. Personnel policy tabled. MOTION

A motion by Mr. Borlen, seconded by Mr. Brown was made to increase Mr. Dobbs' salary from \$9200.00 annually to \$9700.00 annually starting with payroll # 1 in 1970, in accordance with letter of intent dated May 21, 1969. Salary increase MOTION
MOTION CARRIED.

A motion by Mr. Brown, seconded by Mrs. Wickins to transfer \$2000.00 Fund
from the unexpended balance to payroll fund to cover salaries for the balance transfer
of 1969 calender year. MOTION CARRIED. motion

Next regular board meeting will be Tues Dec. 9, 1969 at 5:15 P.M.

Meeting adjourned 7 P.M.

Respectfully submitted,


David C. Borlen, Secretary

11-4-69

Budget Transfers *

A motion should be made to transfer funds as indicated below:
(Figures have been rounded off to next highest dollar)

Equipment	78.76 over - this Trial Balance
	<u>35.55</u> Commitments (YA shelves)
	<u>114.31</u> or 115.00 Transfer from <u>Water</u>
Supplies	155.25 over
	130.81 Commitments
	<u>30.00</u> Nov. & Dec. Reserve
	<u>316.06</u> or 317.00 Transfer from <u>Misc. Repair</u>
Postage	23.01 Over
	18.00 Commitments
	<u>33.99</u> Nov. & Dec. Reserve
	<u>75.00</u> Transfer from <u>Milage</u>

Chili
Chili Public Library Board of Trustees - 1969

file w/minutes

1. Filled one vacancy of board - Mr. Robert Brown replacing Mr. Charles Mason
2. Employed a Library Director. After much effort and one unfortunate experience, we now have Mr. Robert Dobos, Jr. as our Library Director. We have been working with him for six months. Much progress has been made under his energetic direction.
3. Improvement in specific areas:
 1. Mr. Borlen continued with the building program. The Parking Lot is completed.
 2. Mrs. Wickins and Mr. Moore and committee met on long range planning. Up to 20% of the library materials budget was approved for audio visual material.
 3. Budget approval was obtained for a part time Childrens Librarian starting in 1970.
 4. Mr. Brown and Mr. Borlen and committee met on Personnel Policy. A number of areas were finalized.
 5. Purchase procedures, and record keeping were reviewed with improved methods being adopted creating a better understanding for all.
 6. Cooperation efforts were undertaken with other town units by: Meetings with the Recreation Commission and the Town Historian
 7. The Friends of the Library was revitalized with Mrs. R. Criddle as new Chairman.
 8. The Volunteer staff was enlarged.
 9. Cooperative purchase with the Town of a new printer, resulting in Mr. Dobbs - Weekly 'Chiplys Chatter' and the New Borrowers envelope. *(attach each)*
 10. Review of Policies as necessary
-- Displays
 11. Attempts were made to shorten board meetings by having committee meetings - a pre-dinner meeting was tried - Our liaison member was unable to make these.
 12. Mr. Dobbs has started work on his Masters Degree in Library Science.

Exhibit #2

DIRECTOR'S REPORT Dec. 1969

CIRCULATION:

This month	5847	5847
Last month	8301	Year ago	5354
xxxxLoss	2454	Gain	493

PATRONS SERVED:

	Daily Average
This month	2266
Last month	3316	Year ago
xxxxLoss	1050	Gain

FINES:

\$180.17

STOCK:

Books	21,280
Records	1,079
Pamphlets	...	1,799
Pictures	2,208
Prints	23 plus
Maps	
Tapes	
Filmstrips	...	15
Slides	
Paperbacks		837

Total: 27,241

REPORTS:

STAFF NEWS

Some sickness has affected our volunteers. Norman Harmon has been ill, and her husband is going into the hospital for chest surgery. Alice Longbine has Chicken pox. Three or four others have been absent with other illnesses or illnesses in their families.

For the story hours coming up, new volunteers will be helping out. Betty Duncan will be continuing, Mrs. Debby Gardella, and Luella Shearing (faithful volunteers) plus new volunteers Mrs. Joanne Giudici and Mrs. Robert Adams will be starting as new storytellers.

GIFTS

PROGRAMS

Attendance for the special children's program on Dec. 24. was 80 children. Films, and stories were given including use of some filmstrips. Refreshments were served courtesy of the friends and Mr. John Burchell came in as Santa Claus for a few minutes.

OTHER

1. Morroe Co. Library System is now giving us daily delivery (Monday through Friday), whereas we had been getting delivery only 3 times a week.
2. We have received word from the system that they have budgeted \$21,600 for Focus grants and \$9,000 for a special grant in 1970. A schedule of these grants is available for board inspection.
3. The director has spoken to 3 groups recently. The Chili Art Club, the Senior Citizens, and a group of girl scout leaders.
- 4. I met with Mrs. Ireland and Mrs. McFee to discuss local history materials in the library. More discussion will take place when Mrs. McFee returns from Florida in the spring.
5. The paperbacks in the Young Adult section were removed from the regular shelves and placed at the end of the section by themselves. This has resulted in many of them circulating.

6. An inventory of our record holdings has been in progress since before November with final results available, we hope, at the end of February.
7. Displays set up were very successful. The U. of R.'s Christmas Village received many favorable comments. A display on airplanes is presently in the library and many of the books displayed there have circulated.
8. The card catalog drawers were re-labeled to provide clarity as well as appearing more neatly marked.
9. The page in charge of the magazine section has been instructed to place older issues of a magazine in any blank spaces in the magazine area. The result has been that many of these back issues have circulated.
10. The abstract and all vouchers are now clearly marked so that there will be no confusion as the account from which a bill should be paid.
- 11. Significant comparisons on Annual Report: (including information not asked for.)
- a. Hours increased from 36 to 45.
 - b. Grand total holdings 1968-21,061
1969-26,913
5,852 items.
 - c. Circulation 1968 - 84,094
1969 - 95,167
11,073
 - d. Equipment loan -
 - 16mm projector - 19 times
 - 8mm projector - 38 times
 - Screen - 4
 - Filmstrip proj.- 2
- 12. Fourteen new prints were received and seven pieces of sculpture. The sculpture is not yet ready for loan as tote bags with pockets stapled to them have yet to arrive.
13. The remainder of our sculpture collection will be purchased by us as the system has given our library \$112 to do so.

Respectfully submitted,

Librarian.

The meeting was called to order at 8:30 P.M. by Chairman, Mrs. Ireland.

Present: Mrs. Ireland, Mrs. Wickins, Mr. Moore, Mr. Brown, Mr. Borlen, Mr. Dobbs, Librarian, and Mr. Criddle, Liason town Board.

Minutes of the previous meeting were read and approved.

Mr. Moore moved, Mrs. Wickins seconded a motion to pay bills abstract #12 items 159 through 182 (with exception of item 179), amounting to \$1939.64.
MOTION CARRIED.

BILLS
MOTION

Mr. Moore moved, Mr. Brown seconded a motion that all monies from fines be recorded and turned over to the treasurer on a daily basis. MOTION CARRIED.

FINES
MOTION

The Board recieved the Librarian's report as covered by Exhibit #1.

Mr. Brown moved, Mr. Borlen seconded the adoption of the following resolution: Resolved that the Board adopt the Personnel Policy as guide lines on a tentative basis, so that personnel rules may be acted upon at a future meeting, not later than Nov. 1970. MOTION CARRIED.

PERSONNEL
MOTION

Motion by Mr. Borlen, seconded by Mr. Moore that the Board express appreciation for the successful tea given as a reception for Mr. and Mrs. Dobbs by the Friends of the Library. The secretary was instructed to formally acknowledge this by letter to Mrs. Criddle, President of the Friends of the Library. MOTION CARRIED

FRIENDS OF
LIBRARY
MOTION

Motion made by Mr. Borlen, seconded by Mr. Brown that the Board recommend to the Town Council that Mr. Carl C. Moore, Jr. be appointed to a new five year term as Trustee starting Jan. 1, 1970. (Interim appointment expires Dec. 31, 1969.) Secretary to confirm this by letter. MOTION CARRIED.

TRUSTEE
MOTION

Mr. Moore moved, Mr. Brown seconded a motion that the Library close at 5 P.M. December 24 & Dec. 31, 1969. MOTION CARRIED.

Early
closing
MOTION

Discussion was held regarding the procurement of a part-time Children's Librarian. It was agreed that Mrs. B.J. Connors should be contacted, also the information be circulated through-out the system.

Children
librarian

The initial effort should be amde to procure a Children's Librarian with top professional qualifications.

Mr. Borlen moved, Mr. Moore seconded a motion that authorization be granted to participate in this experiment of loaning sculpture. The initial number of items (reproductions) not to exceed 15. MOTION CARRIED.

MCLS
Sculpture
coll.
MOTION

Mr. Borlen moved, Mrs. Wickins seconded a motion that the chairman, Mrs. Ireland be authorized to act on behalf of the Board in approving early programs for children in 1970. MOTION CARRIED.

PROGRAMS
EARLY
1970
motion

Meeting adjourned at 10:30 P.M.

Respectfully submitted,


David C. Borlen. Secy.

AMENDMENT to the minutes of the last meeting dated Dec. 15, 1969 to read:

Remuneration for Mr. Robert J. Dobbs for the year 1970 to be paid on the Town of Chili bi-weekly basis as follows:

Payroll #1 thru 25 in the amount of \$373.07

" #26 " " " " \$373.25 totaling \$9,700.00.

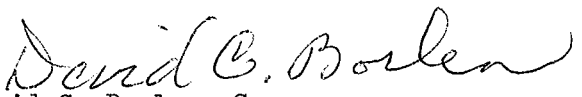
Special Meeting of the board of Trustees of the Chili Public Library Dec. 30, 1969

The meeting was called to order by Mrs. Ireland, chairman at 4 P.M.
Present were Mrs. Ireland, Mr. Borlen and Mr. Brown.

Mr. Brown moved to pay the bills on abstract #13, page 1, items 182 through 194 totaling \$706.20. Mr. Borlen seconded the motion. MOTION CARRIED. BILLS

Mr. Borlen moved and Mr. Brown seconded a motion to increase Hilda May Howell's Salary salary from \$2.10 per hour to \$2.30 per hour starting with Payroll # 1. of 1970. increase
Mr. Brown seconded the motion. Motion carried. Jan.1 Hilda May Howl.

Meeting adjourned at 4:45 P.M.


David C. Borlen, Sec.