

DIRECTOR'S REPORT ***** January 1 - February 17, 1993

Circulation totals reported in my last report were incorrect. The correct numbers:

1992 = 196,308

1991 = 192,858

1990 = 188,929

Circulation: January 1993 = 18,151

Fines: \$1394.28

January 1992 = 17,409

742 gain

Meetings & Activities:

- 1/5 - Librarians' meeting
 - Adult Book Discussion. Horowitz & Mrs. Washington by Henry Denker was featured. 10 attended.
 - Evaluations conducted 1/6 - 1/8
- 1/7 - Department Heads Meeting
- 1/8 - Staff meeting - 15 attended
- 1/11 - Meeting with Mr. Brixner
- 1/12 - Librarians' meeting to discuss goals and priorities for 1993
 - Presentation of \$500 gift to the Library from the Chili Lions Club. Charmaine Gamache and I accepted the gift on behalf of the Library. The money was used to purchase books-on-cassettes and large print materials.
- 1/14 - Director's Advisory Council at RPL and meeting with Rolland Michael, Personnel Officer.
- 1/15 - Completed phase 1 of the Evaluation of MCLS Services
- 1/18 - Town Department Heads meeting
- 1/25 - Town Library Directors' Council at Gates Public Library
- 1/26 - Library Board Meeting
- 2/2 - Librarians' meeting
 - Town Department Heads meeting
 - Adult Book Discussion. M.D.: One Doctor's Adventures among the Famous and Infamous from the Jungles of Panama to a Park Avenue Practice by B. H. Kean. 12 attended.
- 2/5 - Staff meeting
 - Fax Committee meeting at RPL
 - Town Department Heads meeting - Could not attend.
- 2/9 - Librarians' meeting
- 2/10 - Director's Advisory Council at RPL
- 2/11 - Brian Lauder, Center for Independent Living, conducted an Accessibility Audit for the Library. His report will be sent to us in 3-4 weeks.
 - Bonnie Vaccarella and Laine Williams from Library Automated Services visited to plan for the installation of the CARL system. They will prepare a site drawing for use by our electrician and supply necessary cables.
 - Town Task Force on compliance with the A.D.A.
- 2/17 - Noon meeting of the Chili Business Association.

Staff News: William will return from France March 1. Terry will return from Florida early in March. Vangie is in Hawaii for this week. Ken Milner will be in Florida for 2 more months! Page Kristy Seaman transferred from Houghton to Roberts Wesleyan College so she is back with us about 10 hours a week.

Dorothea Pompa

PROGRAMS:

On January 11 the K-1 children from Grace Covenant school arrived for their monthly storytime session. There were 12 children in attendance. Toddler storytime began the week of January 12. We have 3 sessions per week, with 10 children and their parents in each session. Laurie planned and presented the Birthday Party/Library Card Signup program on January 16. Ten children attended. We hosted a Puppet Workshop for Elementary age children on January 18. Maureen Whalen from the MCLS consultants office directed this program. 20 children were in attendance, which was the maximum she allowed. Thursday, January 28 will be the first presentation by Dr. Carolyn Schuler from the consultants office. The program is entitled, "Who Reads What When" and is aimed at teachers and parents to assist them in choosing quality books for children. Suburban News has an excellent article in this week's paper on Dr. Schuler and her program.

DISPLAYS:

The children's display case has a wide variety of "white objects" for a special winter theme. Books with winter as a theme were placed out also. Valentine decorations went up on January 22, along with books on love, chocolate, and Valentines day. The large hearts in the childrens room were donated by Petersons. We have a display of Ghostwriter books, a poster, and reading lists on our fiction shelves. This is a PBS/ALA combined program bringing reading and television together.

MEETINGS:

On January 20 I attended the MCLS summer reading committe meeting at Rundel. We finalized plans for the reading lists, bookmarks, flyers and reading logs. January 21 was the Gates school librarians meeting, this time it was held at the Gates Public Library. One of many interesting points that was brought to our attention was Governor Cuomo stating that school librarians may not be necessary, and he may propose allowing schools decide whether to run their libraries with an aide, or a certified librarian. This is an idiotic plan that some districts will grab onto to save a few thousand dollars, meanwhile the children will be the ones suffering.

January 27 is the "J" meeting at Rundel, there will be at least 100 books to select from and afterwards I have a 5th grade reading list meeting for MCLS.

MISCELLANEOUS:

New reading lists have been added to the notebook in the children's room. They include, Attention Deficit Disorder, Teacher's Choice Awards, Stories to read-aloud, and books on death.

Bookmarks were sent to 3 schools (total 100) to advertise some of our programs for the month of January.

Teacher's newsletters were delivered to 4 schools (135 total). Flyers promoting the Dr. Carolyn Schuler program were sent to 5 elementary schools and several nursery schools.

There are two new children's magazines available, Soccer Jr., and American Girl.

Michael McCullough

Laurie St. Laurent

1993 Transactions:

1/20/93	Deposits:		
	Chili Lions' donation	500.00	
	Reed Reference Ref.	148.73	
	Book Sale	90.50	
			739.23

Closing Account Balance:
1/20/93 - \$13,839.99

Rochester Community Savings Bank Account Balance
January 20, 1993 - \$13,839.99

2/28/93	Interest		99.56
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3/12/93	Deposits:		
	Book Sale		135.00

Closing Account Balance:

March 12, 1993 - \$14,074.55

Rochester Community Savings Bank Account Opening Balance
April 7, 1993 - \$14,109.55

4/7/93	Deposits:		
	Book Sale		25.00
	Memorial (Mary Connolly) Carol O'Connor		10.00
5/3/93	Memorial (Eugenia Kelly)		10.00
5/27/93	Withdrawal (plaque for E. Riedman)		(40.50)
5/27/93	Withdrawal (Volunteer gifts)		(227.50)
5/31/93	Interest		106.78
7/26/93	Deposit:		
	Book Sale		563.00

Closing Balance:
July 26, 1993 - \$14,521.33

CHILI PUBLIC LIBRARY

MINUTES OF THE BOARD MEETING
January 26, 1993 - 7:00 p.m.

Present: Gary Squires, Rilla Crothers, Randy Allen, Eileen Riedman, Dottie Pompa, Library Director, Jerry Brixner, Town Liaison.

Election of Officers: Rilla Crothers moved that the current officers be elected for another year. Randy Allen seconded the motion. MOTION CARRIED. Officers are Gary Squires, President; Buz Dumbleton, Vice President; Marcia Rosenberg, Secretary; Randy Allen, Treasurer of the Gift Fund.

Minutes: Minutes of the December 22, 1992 meeting were approved as submitted.

Bills: Randy Allen moved that bills on Abstract #2, in the amount of \$8066.46 be approved for payment. The motion was seconded by Rilla Crothers. MOTION CARRIED. The fine and payroll records were also reviewed and accepted.

Communications: An announcement was received about the February 27 Trustee Orientation at the Rundel Library.

Director's Report:

1. 1993 goals for the Director were presented and are attached.
2. Night of 1000 Stars will be April 21, 1993.
3. Report on storage of juvenile program material will be delayed pending further investigation of the meeting room facilities.
4. Exterior lighting: two bids were received. Vanderlinde Electric (\$1630.) and Glen Reed (\$1288) to replace 3 lights with one vapor light and add additional fixtures to the Town Hall/Library. Letter will be sent to the Town Board for approval.

Board Vacancy: Mr. John Collins was interviewed by the Board. It was decided, after his interview, to invite him to fill the Board vacancy.

Old Business: Randy Allen reported that the Friend's bank account was closed and submitted a final report to be filed with the Board of Elections.

New Business: RG&E has confirmed a gas leak under the Recreation Building. As a result of a check on the library's furnace, we will ask Leo Roth Corp. to correct any deficiencies. Gary Squires was authorized to approve money for necessary repairs.

A request from MCLS was made by Paula Smith for information on liability insurance. The Director was requested to obtain more information.

The Volunteer Recognition Tea will be on May 12, 1993 from 3 - 5 p.m.

The meeting was recessed at 8:45 p.m. and reconvened on January 29, 1990 at 5:00 p.m. Staff increments were discussed. Effective February 20 increments of 3% will be given. The meeting was adjourned at 5:15 p.m.

The next meeting will be on February 23, 1993 at 7:00 p.m. in the Chili Library.

Respectfully submitted,

Eileen K. Riedman

Eileen K. Riedman, Secretary Pro-Tem.

CHILI PUBLIC LIBRARY
LIBRARY BOARD MEETING AGENDA

January 26, 1993
7:00 p.m.

*

Election of Officers

Minutes of the December 1, 1992 meeting

Abstract of Bills, Fine and Payroll Records

Communications

Director's Report

1993 Goals

Night of 1000 Stars, Wed., April 21

Storage of juvenile program material

Exterior lighting

Committee & Officer's Reports and Recommendations

MCLS Board

Old Business

New Business

Report on the Library's needs

Volunteer Recognition, May 12

Staff increments

Date of Next Meeting

*Mr. John Collins will meet with the Board at 7:30 p.m.



February 1, 1993

Mr. John Collins
24 Bent Oak Road
Rochester, NY 14624

Dear Mr. Collins:

On behalf of the members of the Chili Public Library's Board of Trustees, I wish to invite you to join the Board to fill a vacancy created by the resignation of George Kimmich. The balance of George's term runs through December 31, 1995.

Although I was unable to attend the January 26 meeting, I am glad to know that the Board agreed that your background and experience would be a valuable addition.

Thank you for coming to the January 26 meeting! We look forward to your acceptance of our offer.

Sincerely,

Marcia Rosenberg

Marcia Rosenberg, Secretary
Library Board of Trustees

xc: Gary Squires, President



February 1, 1993

Mr. Frank Austin, President
CHILI LIONS CLUB
18 Ronnie Lane
North Chili, NY 14514

Dear Mr. Austin:

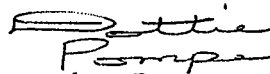
On behalf of the members of the Chili Public Library's Board of Trustees and staff, I wish to thank all of the members of the Chili Lions Club for their recent gift of \$500. to the Library.

This donation enabled Sean Gagnier and me to order many new unabridged books-on-cassettes and large print titles. These collections are extremely popular with library patrons who are always anxious for new materials in these formats.

Your organization has provided a valuable community service to all of Chili's citizens who will receive enjoyment, pleasure, and information in formats useful to the visually impaired.

If the Library can be of service to your organization in the future please do not hesitate to call on us.

With sincere appreciation and thanks -


Dorothea Pompa
Library Director

February 8, 1993
24 Bent Oak Road
Rochester, NY 14624

Board of Trustees
Chili Public Library
3235 Chili Avenue
Rochester, NY 14624

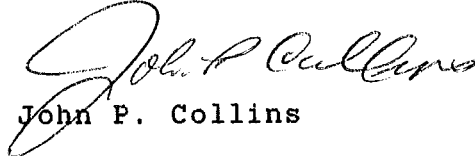
ATT: Marcia Rosenberg, Secretary

Dear Ms. Rosenberg:

I will be happy to accept the invitation from the Chili
Public Library Board of Trustees to fill the present vacancy
on the Board.

Thank you for the invitation, and I look forward to the time
I will spend on the Board.

Sincerely,



John P. Collins

Circulation: February 1992 = 17,447 Fines: \$1,584.29
February 1993 = 17,204
 243 loss

- 2/22 - TLDC at Henrietta cancelled due to weather
- 2/23 - Library Board meeting
- 2/25 - User's Group meeting at the Wheatley Library
- 2/26 - Department Heads' meeting
- 3/2 - Librarians' meeting
 - Adult Book Discussion - 14 attended. Song of the Lark by Willa Cather was the selection for the evening.
- 3/4 - Sean attended a Department Heads' meeting for me
- 3/5 - Department Heads' meeting
- 3/9 - Department Heads' meeting
 - Librarians' meeting
- 3/10 - DAC meeting at RPL. Agenda: further cuts to consultant services
 - Met with Ron Fodge, head of Parks & Recreation, to discuss the Library's participation in the Chil E Fest.
- 3/11 - Mr. James Want called on me to discuss his participation on the A.D.A. Task Force.
- 3/12 - Staff meeting - minutes attached.
- 3/13 - 2:30 p.m. Storm closing.
- 3/15 - Library opened one hour late because the front parking lot and sidewalk were not cleared until 11 a.m.
- 3/16 - Librarians' meeting
- 3/17 - Three of us attended the Town's St. Patrick's Day Luncheon and complied with the edict to provide green food.

Roaring CAT: Our CD-ROM, the gift from the Rochester Regional Library Council (RRLC), has been out of operation for some time. The first repair, to reconfigure the hard drive, did not completely fix the computer. A catalog card, stuffed into the disk drive, had to be retrieved and now the floppy disk needs to be checked.

Staff: Sharon Schwarz is on maternity leave. The baby is expected late in April and a Baby Shower/Luncheon is planned for March 24.

My gratitude is extended to all staff who worked diligently to keep the Library open during storms or pending storms. We know that a record number of videocassette loans was reached on March 12 and 13.

Dorothea Pompa

CHILI PUBLIC LIBRARY

Minutes of the Board Meeting
February 23, 1993 - 7:00 p.m.

Present: Gary Squires, Randy Allen, Eileen Riedman, Marcia Rosenberg, John Collins, Dottie Pompa, Library Director, Jerry Brixner, Town Liaison.

Minutes: Minutes of the January 26, 1993 meeting stand as written.

Abstract of Bills, Fines and Payroll Records: In a motion made by Gary Squires, seconded by Marcia Rosenberg, Abstract #5*, pages 1 and 2, in the amount of \$6,372.26, and the fine book were approved. The payroll records could not be approved as written as the Supervisor would not issue the checks with the approved raises. See New Business. *Abstract number reflects new numbering system of the Town.

Communications: Mr. John Collins accepted an appointment to fill the board vacancy.

- Susan John indicated she is helping to get monies for the libraries.
- The Town Board has turned down the request for additional exterior lighting on the Town Hall/Library. It was not certain from what budget the bill would be paid.

Director's

Report: - In order to add Lotus, in particular for personnel records, the IBM PC will be upgraded.
- A staff meeting was held on February 5. The minutes are attached
- Local celebrities have been asked to read April 21 at the Great American Read-Aloud.
- CPL coffee mugs are being considered for gifts for Volunteer Recognition and perhaps to sell.
- We will receive \$1,742 from the Materials Grant Allocation. This first half-payment for the year will be put in the General Fund for Equipment purchases and Visiting Artists Programs.
- On March 10 there will be another meeting to discuss CARL.
- Dottie suggested that Buz and she work on a policy for the Library's response to Freedom of Information inquiries.

Committees: MCLS - The Board has estimates of the costs of the CARL system. See attached information for approximate cost to CPL using the charges MCLS has projected.

- MCLS has approved the proposed Automated Services Agreement for the library board presidents to sign.
- Trustee Council: MCLS has a video of the CARL demonstration that would be available for home viewing.
- Over 10,000 postcards were received that were sent on to the Albany legislators urging support for libraries.
- Trustee Liability: The Council recommends checking to see what coverage boards might have for liability. There was a bill in legislation for indemnification but it died because of lack of activity. Another bill has been proposed or is expected to be proposed.

February 23, 1993

-2-

Board meeting

Old

Business: The raises for staff, approved by the Board to be implemented February 6, 1993, were rejected by the Supervisor. The Board has advised Mr. Brixner that the Library budget, once approved, is managed by the Library Board as the employees of the CPL are not under his supervision. CPL is not affected by the union contract.

New

Business: Staff training for CARL will be during July and August with CARL to be in place over Labor Day weekend.

- Automated Services Agreement has been received with one change: weighted votes based on % of cost shares. The contract is due April 21, 1993. The equipment order will be placed in March. The agreement will be signed at a later date and the equipment order placed after March 10.

The next scheduled meeting is March 23, 1993 at 7:00 p.m.

Respectfully submitted,



Marcia R. Rosenberg, Secretary
Library Board of Trustees

CHILI PUBLIC LIBRARY

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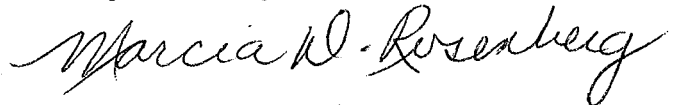
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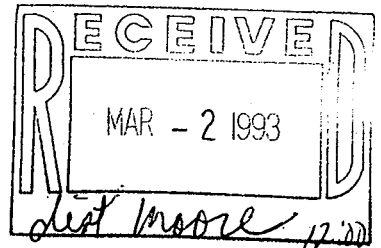
The next scheduled meeting is March 23, 1993 at 7:00 p.m.

Respectfully submitted,

A handwritten signature in cursive script, reading "Marcia R. Rosenberg".

Marcia R. Rosenberg, Secretary
Library Board of Trustees

BERNARD WINTERMAN
LABOR RELATIONS CONSULTANT
314 WILLOWBEND ROAD
ROCHESTER, NEW YORK 14618-4048
TELEPHONE (716) 442-1993



February 27, 1993

Jerome F. Brixner, Town Supervisor
Chili Town Hall
3235 Chili Avenue
Rochester, New York 14624

Dear Mr. Brixner:

This is concerning your communication off February 24, 1993 regarding increments for Town library employees.

It is my understanding that the library employees are employees of the Library Board of Trustees and not of the Chili Town Board; that the Town Board's sole function in respect to the library employees, is to approve an annual budget, which is disbursed at the sole discretion of the Board of Trustees; that the Board of Trustees is authorized by the New York State Education Law, and is exempt from Resolutions of the Town Board.

If my understanding is correct, i.e., the library employees are not employees of the Town, then they are not covered by Article XIII, Section 1. of the collective bargaining agreement and may receive wage increases and/or increments during 1993.

If there are further questions concerning this matter, please communicate with me at your convenience.

Sincerely,

Bernard Winterman
Town Representative



March 2, 1993

Jerome F. Brixner, Supervisor
Town of Chili
3235 Chili Avenue
Rochester, NY 14624

Dear Supervisor Brixner:

Members of the Chili Public Library's Board of Trustees have appointed John P. Collins to fill a vacancy on the Board.

Mr. Collins will fill out the remainder of the term of George Kimmich which expires on December 31, 1995.

Mr. Collins resides at 24 Bent Oak Road.

Sincerely,

Marcia Rosenberg, Secretary
Library Board of Trustees

TOWN OF CHILI

Originated in 1822

TOWN OFFICES: 3235 CHILI AVENUE. ROCHESTER, NEW YORK 14624 TEL: 889-3550

JEROME F. BRIXNER
SUPERVISOR
CAROL O'CONNOR
TOWN CLERK

GEORGE J. BARTNETT
DEPUTY SUPERVISOR
TRACY L. LOGEL
STEPHEN W. HENDERSHOTT
ROBERT L. CRIDDLE
JAMES E. POWERS
COUNCIL MEMBERS


March 5, 1993

Stephen W. Hendershott
Councilman

Dear Steve:

Thank you for Seconding the proposal for the joint venture between the Library and the Town Hall to make safety a concern for the north side of the Town Hall Library Building.

Sincerely,


Jerry Brixner
Supervisor

XC: Town Board
George Bartnett
Dorthea Pompa
✓ Gary Squires, President - Library Board of Trustees

TOWN OF CHILI

Originated in 1822

TOWN OFFICES: 3235 CHILI AVENUE. ROCHESTER, NEW YORK 14624 TEL: 889-3550

JEROME F. BRIXNER
SUPERVISOR
CAROL O'CONNOR
TOWN CLERK

GEORGE J. BARTNETT
DEPUTY SUPERVISOR
TRACY L. LOGEL
STEPHEN W. HENDERSHOTT
ROBERT L. CRIDDLE
JAMES E. POWERS
COUNCIL MEMBERS

March 10, 1993

Gary Squires, President
Library Board of Trustees
105 Stottle Road
Churchville, NY 14428

Dear Mr. Squires:

Gary

Enclosed is a copy of the correspondence from Bernard Winterman, Labor Relations Consultant to myself whereby Mr. Winterman confirms, "the library employees are not employees of the Town, then they are not covered by Article XIII, Section 1. of the collective bargaining agreement and may receive wage increases and/or increments during 1993."

I wish to express my thanks through this correspondence to Mr. Winterman for his assistance and prompt response to my inquiry of February 24, 1993.

Sincerely,

Jerry Brixner
Jerry Brixner
Supervisor

XC: Town Board
George Bartnett
Mr. Winterman
Dottie Pompa - Library Director
Eileen Riedman - Library Board of Trustees

Circulation: March 1993 = 19,732
March 1992 = 17,586
2,146
gain!

Fines: \$1,602.37

Copier: Last commission received
December 14, 1992

Meetings & Activities:

- 3/23 - Library Board Meeting. I was unable to attend.
- 4/1 - User's Group at the Wheatley Library
- 4/2 - Staff meeting - 12 attended. Please see the attached report on the program, presented by two representatives from TRIADD (To reach and inform about developmental disabilities). For me this program was especially helpful as an example of "sensitivity training".
- 4/5 - Town Department Heads' meeting.
 - Proctored exam from the American Gemological Society for a Chili resident
- 4/6 - Librarians' meeting
 - Adult Book Discussion Group. The Long Walk - The True Story of a Trek to Freedom by Slavomir Rawicz was featured - 11 attended.
- 4/7 - William attended a morning meeting with Assemblyman Susan John at RPL for me.
- 4/9 - Leo Roth Inc. installed the new ventilation, as required by RG&E, in the furnace area
- 4/14 - William attended the Director's Advisory Council at RPL for me.
- 4/20 - Librarians' meeting
- 4/21 - Great American Read-Aloud in honor of National Library Week. Sean coordinated the program. Board members Eileen Riedman, Rilla Crothers, Marcia Rosenberg and Buz Dumbleton, former children's librarian Leslie De Looze, Patricia Smith and Joseph Altobelli read to children in the afternoon. Joe Hendrick, art professor at MCC, William Heyen, poet and professor at SUNY Brockport, Pete Kennedy (PXY), Peter King (KLX), George Goodwin, library volunteer, George Mc Dade, MCC faculty, and Andy Swartz, a friend of the library, read to adults during the evening. A staff committee (Terry Spurling, Susan Dunn, Sean and Mike) set up the reception area and coordinated the refreshments, flowers and other party supplies. We thank all staff for providing fine baked goods and pitching in to help make the event such a success!
- 4/22 - Town Department Heads' meeting
 - Brief visit with State Senator Mary Ellen Jones and her aide. Mr. Brixner brought Sen. Jones in to see the crowded conditions in the library. We toured and I explained our space plight.
 - Operations Committee Meeting at the Penfield Public Library. Vangie Morrow, Carol Fogarassy and Susan Dunn represented Chili. The meeting was directed to those individuals who will be responsible for linking and circulating library materials under the CARL system.

Congratulations! Sharon Schwarz gave birth to a baby boy on April 20. We wish the very best for baby Eric, his Mom and Dad, and sisters Darcey and Tracey.


Dorothea Pompa

CHILI PUBLIC LIBRARY
LIBRARY BOARD MEETING AGENDA

March 23, 1992
7:00 p.m.

MINUTES of the February 23, 1993 meeting

ABSTRACT OF BILLS, FINE AND PAYROLL BOOKS

COMMUNICATIONS

From Supervisor Brixner re: exterior lighting motion
To Gary Squires re: library increments

DIRECTOR'S REPORT

Freedom of Information Law
Strong letter to patrons
Chili-E Fest
CARL equipment

COMMITTEE & OFFICER'S REPORTS AND RECOMMENDATIONS

MCLS Board - Mrs. Riedman

OLD BUSINESS

NEW BUSINESS

CARL contract and electricians' price quotations
Chil-E Fest
Volunteer Recognition gifts
Director's evaluation
Susan John visit at RPL Board Room, Wednesday, April 7, 1993
at 9:00 a.m. Opportunity for trustees and constituents to
interact with a legislator.
Leo Roth letter re: price quote on ventilation correction

Date of Next Meeting

CHILI PUBLIC LIBRARY

MINUTES OF THE BOARD MEETING

March 23, 1993 - 7:00 p.m.

Present: Gary Squires, John Collins, Eileen Riedman, Buz Dumbleton, Randy Allen, Marcia Rosenberg, Supervisor Jerry Brixner, Town Liaison.

Minutes: The minutes of the February 23, 1993 meeting stand as written.

Abstract of Bills, Fine and Payroll Records: In a motion made by Eileen Riedman, seconded by Buz Dumbleton, Abstract #9, pages 1 and 2, in the amount of \$4,768.53 was approved as amended (corrected because of a double entry of Invoice 116363 in the amount of \$33.75) and the fine and payroll records were approved as submitted. MOTION CARRIED.

Communications: The Town Board approved additional lighting in the parking area. Work has already been started.
The Union negotiator agreed that the Library personnel was not part of the union agreement.

Director's Report: Dottie will submit a written summary to the Board of items listed for discussion tonight.

Old Business: The Trustee's liability coverage is still a concern.
Is the Board covered and by what policy?

New Business: Price quotations were received from Vanderlinde and Central Electric for the electrical work for the CARL installation. Vanderlinde will be re-contacted as their bid may not reflect the work needed to be done. Their representative met with a LAS staff member so Mrs. Pompa will make sure that the bids are for the same work. On a motion made by Eileen Riedman, seconded by Randy Allen, approval was made for an amount not to exceed the Central Electric bid of \$1,450. MOTION CARRIED.
On a motion by Randy Allen, seconded by Marcia Rosenberg, the amount of \$260. is approved to purchase Volunteer Recognition gifts for the library's seven volunteers. Funds to be used will be decided at a later date. MOTION CARRIED.
The Director's evaluation will be done at the next meeting.
Leo Roth Corp. has submitted a price quotation of \$1,375 for furnace repair (install damper and vent). On a motion by Marcia Rosenberg, seconded by Randy Allen, approval was made for the necessary repairs. MOTION CARRIED.

The next meeting will be April 27, 1993 at 7:00 p.m.

Respectfully submitted,

Marcia D. Rosenberg
Marcia Rosenberg, Secretary
Library Board of Trustees

April 3, 1993

TO: Members of the Library Board of Trustees

FROM: Dottie

RE: Report for March 23, 1993 meeting

Freedom of Information Law (FOIL). I obtained copies of the FOIL policy of the Gates Public Library and recent correspondence between Town Attorney Michael J. Mazzullo and Town Clerk Carol O'Connor.

Mike's advice is that the Town needs one designated Records Access Officer and Carol O'Connor is that person.

My recommendation is that the Library have its own policy on Public Access to Records under the FOIL so that if Carol receives a request we will have guidelines to follow. Attached is a suggested draft.

Strong Letter. When a library patron has overdue material the library sends the first overdue notice after 14 days. After 60 days a bill for replacement is sent. We receive lists of patrons who owe the library more than \$50. in materials and I have been telephoning to urge them to return the materials. Finally I wrote a more threatening letter that has replaced the 'phone call. Mike Mazzullo reviewed it for me and has said it is okay to use "consider other alternatives which may include..." even if we don't use a collection agency. Apparently the letter has been 50% effective. We mailed two on 3/31 and on 4/1 a \$75. videocassette was returned. A copy of the letter is attached.

Volunteer Recognition Tea, May 12 3-5 p.m. Sean and I perused many gift catalogs and found a suitable gift for our loyal volunteers. Our suggestion is an acrylic and brass clock (5¼" wide, 5¼" high) that has the word "Volunteer" in calligraphy at a cost of \$30. each. Lou Hillman, Joan Lenhardt, Lorraine Loudon, Ken Milner, Jennifer Neufeglise, Megan Newmann and Louise Schwellensattl are currently volunteering in 1993.

Chile Fest. The library staff is interested in participating in the Chile Fest celebration by sponsoring a booksale on Saturday and Sunday and by selling items (tote bags, mugs, pencils, magnetic boards) to benefit the library's gift fund. We have decided that the time needed to make a float would be better spent in organizing the sale and making the library visible to the Chili community. More details at the next board meeting.

Leo Roth Corporation. On March 31 the proposal to correct deficiencies in the library's heating system was signed and returned to Leo Roth Corp.

Wemoco response. Our request that Wemoco students build storage cabinets for the library that would be placed in the Town Meeting Room resulted in a price quotation for materials and hardware (not including 16 casters) of nearly \$400. Upright metal cabinets run from \$375 - \$900. At this time we do not have permission to place wooden cabinets in the meeting room but the upright unit would be acceptable. The librarians have decided to postpone this project for now until we can decide on the best way to proceed.

Report on the Accessibility Audit for the A.D.A. was received in March. I will send a copy of the full text to Gary and highlight the recommendations in this report.

Brian Lauder, Accessibility Specialist for the Rochester Center for Independent Living, filed a report dated March 17, 1993, based on his visit to the Chili Public Library on February 11.

"As an affiliate of the Town of Chili, the Library must comply with the Title II requirements of the Americans with Disabilities Act (ADA) as well as Section 504 of the Rehabilitation Act of 1973. Title II permits the use of either the Uniform Federal Accessibility Standards (UFAS) or the ADA Accessibility Guidelines (ADAAG) as technical standards. The latter were chosen because they are more up-to-date. All public and common use areas of the library were audited, including some facilities shared with the Town."

PARKING: Two designated handicapped spaces are needed at the front and at least one at the rear. One of these should be designated "van accessible". This requires installation of an 8-foot-wide access aisle as well as specific signage.

ENTRANCES: ADAAG requires only two of the three library entrances to be accessible. It is suggested that the exterior doors be retro-fitted with power operators activated by push plates at the front entrance. For the rear entrance the recommendation is to remove the interior door as ADAAG requires a minimum distance between doors of 48 inches and the current space provides for 45 inches. An alternative would be to install a buzzer system in the vestibule whereby a visitor who requires assistance could contact a staff member.

INTERIOR ACCESSIBLE ROUTE: A portion of the circulation desk at least 36 inches long should be lowered to 36 inches. We could also install a fold down counter with the same dimensions or provide an auxiliary table. Some library materials (such as cassette displays on top of shelves) are too high for a wheelchair user to reach. We need to relocate these materials or provide a sign at the circ. desk informing users that assistance is available for items which are difficult to reach. Some book carts and chairs need to be relocated.

REST ROOMS: There needs to be modification in the grab bars and positioning of the urinal. (A Highway Department employee, doing an audit for his department, has informed me that the mirrors and towel dispensers are also too high for ADA requirements). Both rest room door closures are too fast and the women's room door needs a power-operated door. Both doors should be equipped with levered handles for persons with limited gripping strength.

If you wish to review the complete audit both Gary and I will have copies.

CARL Pre-Installation Price Quotations: George Miller of Vanderlinde Electric Corporation has submitted a proposal on April 2, 1993, to provide necessary labor, supervision, tools, and material to install the electrical requirements for the computer automation project at a cost of \$1,150. Thomas P. Goonan of Central Electric submitted a price quotation for the same job at a cost of \$1,450.

R. Rompa

Mrs. John Riedman
1125 West Side Drive
Rochester, New York 14624

April 23, 1993

Chili Public Library Bd. Trustees
3235 Chili Ave.
Rochester, N. Y.

Dear Gary,

Please accept my resignation
from the Chili Lib Bd. of Trustees
effective May 31, 1993.

It has been both my honor
and privilege to have served on
the Board and witnessed the tremendous
growth of its services by a most
competent and friendly staff. The
library is extremely fortunate to
be ably guided by a Board that
brings a variety of professional
talents and I am sure this
will continue.

You can be assured of
my interest in the growth of
the library and its services.

Sincerely,
John R. Riedman

Circulation: 1993 = 17,428 April fines: \$1,623.83
 1992 = 15,919
 1,509 gain!

Meetings & Activities:

- 4/26 - Town Library Directors' Council at the West Irondequoit Library
- 4/27 - Meeting with Gary Squires
 - Library Board Meeting
- 4/29 - User's Group at the Wheatley Library
- 5/4 - Librarians' meeting
 - Adult Book Discussion Group. The Firm by John Grisham was featured. 11 attended
- 5/6 - Town Department Heads' meeting
- 5/8 - and 5/12 and 5/13 - 16 hours of community service performed
- 5/10 - James Want, ADA Task Force member, interviewed me
- 5/11 - Librarians' meeting
 - Theresa Marino and Judith Kharbas, ADA Task Force members, met with me to discuss personnel and hiring practices
- 5/12 - Directors' Advisory Council at RPL.
 - Volunteer Recognition Tea. Lou Hilman and George Goodwin could not be present. Joan Lenhardt, Lorraine Loudon, Ken Milner, Jennifer Neugeglise, Megan Neumann and Louise Schwellensattl were honored along with Eileen Riedman. Mrs. Riedman has served on the Board of Trustees since Dec. 1974. I sincerely thank all of the staff and board members who set up the reception, provided a wide variety of delectable treats, wrapped gifts and helped out in so many ways.
- 5/14 - Second phase of the MCLS evaluation due
 - Staff meeting - 11 attended
- 5/18 - Librarians met with Leo Soneson, Standard & Poors Customer representative, who instructed us in the use of new reference materials. William arranged the meeting.
- 5/19 - Most orders for CARL equipment placed
- 5/20 - Town Department Heads' meeting
- 5/25 - Library Board meeting
 - Librarians' meeting
 - Barbara Coe and Alice Miller explained the Russian Sewing Project undertaken to benefit Rochester's sister city of Novgorod, Russia. They have placed a poster and collection box in the foyer.
- 5/26 - Met with Vangie Morrow, Carol Fogarassy and Susan Dunn who will assist me in coordinating training for CARL.
 - Sean arranged for a special program through the National Endowment for the Arts, "Musical Life in old'Time Rural America" - 20 attended. Jane Galton told us that the program was superlative! She wished more people had attended to benefit from the content
- 5/27 - User's Group at the Wheatley Library.
 - Rochester Telephone completed connecting a new line for CARL

Dorothea Pompa

CHILI PUBLIC LIBRARY
LIBRARY BOARD MEETING AGENDA

April 27, 1993
7:00 p.m.

MINUTES of the March 23, 1993 meeting

ABSTRACT OF BILLS, FINE AND PAYROLL BOOKS

COMMUNICATIONS

LIAISON REPORT: Mr. Brixner on his visit to Agropoli

DIRECTOR'S REPORT:

Freedom of Information Law draft
Volunteer Recognition Tea
Fine schedule under CARL
Patron suggestion/funding new library building

COMMITTEE & OFFICER'S REPORTS AND RECOMMENDATIONS

MCLS Board - Mrs. Riedman
Trustee Council - Mrs. Rosenberg

OLD BUSINESS

Director's Evaluation

NEW BUSINESS

Automation Services Agreement, equipment orders, wiring
Chile Fest
A.D.A.

Date of Next Meeting

CHILI PUBLIC LIBRARY

MINUTES OF THE BOARD MEETING

April 27, 1993 - 7:00 p.m.

Present: Gary Squires, John Collins, Buz Cumbleton, Randy Allen, Rilla Crothers, Marcia Rosenberg, Director Dorothea Pompa, Supervisor Brixner, Town Board Liaison.

Minutes: The minutes of the March 23, 1993 meeting stand as written.

Abstract of Bills, Fine and Payroll Records: In a motion made by Rilla Crothers, seconded by Randy Allen, Abstract #12 dated 4/27/93, in the amount of \$10,065.12 was approved for payment and the fine and payroll records were approved as submitted.

Communications: A patron, Mr. Ford, has submitted an idea to interest local businesses and residents in possible funding of a new library.

Eileen Riedman has submitted a letter of resignation from the Board effective May 31. The Riedmans are moving and will no longer be residents of Chili.

Director's Report: The Board received drafts of the proposed policy on the Freedom of Information Law to read and discuss at the next meeting.

The Volunteer Recognition Tea will be May 12 from 3-5 p.m.

On a motion made by Buz Dumbleton, seconded by Gary Squires, it was approved to use the Gift Fund for the volunteer recognition

The Library is insured for property damage and personal injury but the Board is not covered for liability suits for alleged "misconduct". (The Board needs indemnification).

The Board agreed to keep the fine schedule as it is.

Committees: Marcia Rosenberg was selected to be the representative to the Trustee Council.

Old Business: The Director's evaluation has been done and will be reviewed in a future executive session.

New Business: Many policy decisions about CARL were made at the last User's Group meeting. The final equipment order deadline is April 30. For what Chili needs the cost should be no more than \$7,539. although some prices are not yet finalized. On a motion by Buz Dumbleton, seconded by Rilla Crothers, equipment costs of not higher than \$9,000 was approved. MOTION CARRIED. Cabling will be completed by May 15; the telephone equipment will be installed June 3; training commences July 6 and CARL will be in use on September 6.

July 24 & 25 is the Chile Fest. As the staff is suffering from "float burnout" the library will not have a float in this year's parade. The library will instead have a "Grand Book Sale". Plastic bags (I love my library) will be purchased (500 for \$80.).

A.D.A. The library is expected to provide "reasonable accommodations" for disabled patrons. For programs, a hearing impaired person may request an interpreter which we must provide given at least one week's notice. Aisles must be

TOWN OF CHILI

Originated in 1822

TOWN OFFICES: 3235 CHILI AVENUE. ROCHESTER, NEW YORK 14624 TEL: 889-3550

JEROME F. BRIXNER
SUPERVISOR
CAROL O'CONNOR
TOWN CLERK

GEORGE J. BARTNETT
DEPUTY SUPERVISOR
TRACY L. LOGEL
STEPHEN W. HENDERSHOTT
ROBERT L. CRIDDLE
JAMES E. POWERS
COUNCIL MEMBERS

April 27, 1993

Gary Squires, President
Library Board of Trustees

Dear Mr. Squires:

Tonight I am pleased to present to the Chili Library various Italian pieces of literature presented to me recently during my visit of April 6 - 13, 1993 to Agropoli, Italy.

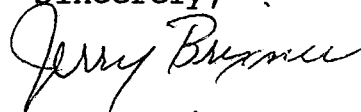
Agropoli is Chili's Sister City in Italy and during my visit we exchanged a number of official and literary items.

First of all:

1. Booklet entitled "Geographic Story of the Territory of Agropoli"
2. A Presentation based on the old geographic and historic territory of Agropoli with accompanying artifacts
3. A Booklet of Poems authored by Maria Pepe Totaro
4. A series of booklets of the Greek ruins of the Town of Paestum as presented its officials to the Chili Public Library

by

Sincerely,



Jerry Brixner
Supervisor and
Chili Delegate to the Chili
Agropoli Sister Cities Ceremony

XC: Town Board
George Bartnett
Dept. Heads

May 14, 1993

Chili Town Board
C/O Supervisor William Kelly
3225 Chili Avenue
Rochester, New York 14624

Dear Mr. Kelly:

Per your request, the members of the Chili Library Board of Trustees, would like to express our thoughts on expanding our current library. Three past studies have pointed out that the Town Hall and Library are in need of space. This one point was agreed upon by all committees. How much, where and how to pay for this expansion has been in debate for over 10 years.

Our number one choice is to build a library. We feel that if the town were to build a library it would solve two problems. It would give the library the space that it needs and by leaving its current location would allow the Town Hall to expand thus solving your space crunch. A building of this nature could be built on town property that runs adjacent to Old Chili Scottsville Road. Currently this property has a small playground and two ball fields. We suggest that a structure be built in this location approximately 20,000 square feet in size. We have a feasibility study that shows that this building could be built for around 2 million (approx \$100 sq.ft.) The ball fields could be relocated and the playground could be incorporated back into the new layout.

Our number two choice would be to lease property at one of the two plazas that have space available. This would solve the space problem but from a numbers standpoint we would be paying about the same monthly payment as a 20 year bond but have nothing at the end of the lease. In a sense this also keeps a taxpaying business from taking this spot.

On a side note, there may be Federal or State funding available however neither agency will commit to any project before it has full approval and in the "construction" stages. Every year we apply for grants and receive the same answer.

We would be happy to expand on these thoughts at your convenience. This problem will not go away and unfortunately as our community grows it will only get worse.

Please review our request and get back to us if you have any further questions. Our next meeting is on June 28th at 7:00 a.m. If possible we would appreciate your thoughts on this for our meeting.

Thank you for your time.

Sincerely,

Buz Dumbelton, President
Library Board of Trustees

BD:rwa

cc: file
town board members

CHILDREN'S SERVICES REPORT:

MAY 1993

Programming:

Toddler Time ended on May 14th. Attendance for the 4 week program was 194.

Laurie gave 5 homeschool children and 1 adult a tour of the library on April 29th. She also explained about many of the resources we have that they may find particularly useful.

Thirteen Grace Covenant students came on May 3rd for a storytime session.

Saturday, May 22nd was our last Birthday Party/Library card signup program until September. 9 children attended the program.

PreSchool Storytime began May 24. We have 5 sessions per week and are filled up with 75 children registered.

May 27 & 28th Sean and I will begin school visits with 3 talks at Florence Brasser school. Laurie will start the following week. We will be visiting all the local elementary schools.

Displays:

We had book displays highlighting Mothers Day and National Bike Safety Month.

A patron, Alex Rote, set up a display in our children's case with jewelry, geodes, shells, and fossils. Many of our Geology and Earth Science books have been circulating since this display was set up.

Carol Fogarassy and I set up a display promoting our summer reading program at the Disney school on Coldwater Rd. (May 24).

Meetings:

The Gates School Librarians and Chili and Gates Public librarians meeting was May 20th at Paul Rd. School. The summer reading program visits were confirmed. I also handed out flyers promoting the May 26th program (Music), posters from Gaylord promoting the summer program and pen pal brochures from Rundel.

Laurie attended the CARL publicity committee meeting at Rundel on 5/20.

Miscellaneous:

Our cookout/registration is almost finalized. (June 22). The area merchants have been very generous in their food/supply donations.

CHILDREN'S LIBRARIANS
Laurie St. Laurent
Michael McCullough

CHILI PUBLIC LIBRARY

MINUTES OF THE BOARD MEETING

May 25, 1993 - 7:00 a.m.

Present: Gary Squires, Randy Allen, Buz Dumbleton, John Collins, Eileen Riedman, Marcia Rosenberg, Director Dottie Pompa.

Minutes: The minutes of April 27 stand as written.

Abstract of Bills, Fine and Payroll Books: In a motion made by Randy Allen and seconded by Buz Dumbleton, Abstract #15, dated May 25, 1993, in the amount of \$8,291.34 (pages 1, 2, and 3) was approved for payment and the fine and payroll records were approved as submitted.

Communications: The Gates-Chili Teacher's Association donated an instructional video to the library.
The Supervisor sent a communication regarding a leak in the roof.

Director's Report: The Town Attorney will review the issue of Trustee liability.
The Summer Reading Program, Book Banquet, registration will be a picnic on June 22 from 5 - 7 p.m. Help is needed to register the children, cook and clean-up.
CARL update - see attached.

Committees: MCLS - Mrs. Riedman reported that the financial outlook is better and an announcement of a substantial donation is expected soon.
The Nominating Committee is in the process of finding a candidate.

Old Business: Randy Allen has arranged for the library to have either space under the tent or a booth at the Chile Fest for the book sale.

New Business: The written policy for the Freedom of Information Law will be submitted for review by the Town Attorney.

The next meeting will be June 22 at 7:00 a.m.

Respectfully submitted,



Marcia D. Rosenberg, Secretary
Library Board of Trustees

CHILI PUBLIC LIBRARY

Memorial Fund Report for May 26 through November 13, 1992

Rochester Community Savings Bank Account Balance:

5/21/92 - \$13,027.39

5/26/92	Withdrawal - Gale Research, memorial fund book donation	846.12
5/31/92	Interest	126.70
6/8/92	Book Sale	180.00
7/1/92	Withdrawal - Ayers Printing Co.- book-plates for Wickens Memorial	106.00
7/1/92	Book Sale	100.00
8/26/92	Books Sale (\$85.00) Driscoe Memorial (\$10.00) Louise Van Waes Memorial (\$35.00)	130.00
8/31/92	Interest	115.73
11/3/92	Judith Camillaci donation and Joe Klapp Memorial	50.00
11/3/92	30th Anniversary withdrawals: Nightingale Conant (Chili Business Assoc.) Four Seasons Gifts and Cards (flowers) Borders Book Store (gift certificates) Carol O'Connor - Town Hall (beverages)	65.90 26.00 60.00 18.96
11/13/92	Memorials for Sadie Burkhart	170.00

Rochester Community Savings Bank Account Balance:

11/13/92 - \$12,776.84

MCLS/RPL INITIALISMS GLOSSARY

A	- Adult
AACR2	- Anglo-American Cataloging Rules 2 (standard cataloging code)
ACE	- Association of City Employees (City of Rochester)
ACTS	- Advisory Committee on Technical Services
AFSCME	- American Federation of State, County & Municipal Employees (City Employee Union)
AIL	- Adult Independent Learner Program
ALA	- American Library Association
ALANET	- American Library Association Network (Electronic mail)
ALTA	- American Library Trustee Association (ALA)
APT	- Administrative, Professional & Technical Employees (City Designation for managerial employees group)
ASPA	- American Society for Public Administration
BER	- Bureau of Employee Relations (City's Personnel Office)
BFR	- Bill for Replacement
BOCES	- Board of Cooperative Educational Services
BSI	- Books-Sandwiched-In
CES	- Central Services (usually refers to Central Library Budget)
CIP	- Capital Improvement Program; Cataloging in Publication (Cataloging data supplied by LC which appears on title page verso of many new books)
CLA	- Central Library Administration
CLBA or CBA	- Central Library Book Aid
CLDA	- Central Library Development Aid
COS	- Community Services (usually refers to City Branch Library Budget)
COSAC	- Coordinated Outreach Services Advisory Committee
CSD	- City School District
CSEA	- Civil Service Employees Association (County & State Employees Union)
DAC	- Director's Advisory Council (Includes Town Directors, RPL Assistant Director for Central Public Services, RPL Assistant Director for Community Services. The purpose of the group is to provide systematic, definitive feedback regarding MCLS services.)
DLD	- Division of Library Development
ESL	- English as a Second Language
GAC	- MCLS Grants Advisory Committee
GEAC	- Name of Toronto Based Company Supplying Circulation Computer Systems
HSD	- Human Services Directory
I&R	- Information & Referral Services
ILL	- Inter-Library Loan
ISBN	- International Standard Book Number (used to identify a specific author, title, & edition of every book published throughout the world)
ISSN	- International Standard Serial Number (similar to ISBN for serial publication)
J	- Juvenile
JIC	- Job Information Center
LAS	- Library Automation Services
LC	- Library of Congress

Over

MCLS/RPL INITIALISMS GLOSSARY

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JIC	- Job Information Center
LAS	- Library Automation Services
LC	- Library of Congress

Over

May Circulation	1993 = 14,620	June Circulation	1993 = 18,158
	1992 = 13,002		1992 = 15,491
	1,618 gain		2,667 gain

May Fines \$1,513.82
June Fines 1,608.46

Meetings & Activities:

- 6/1 - Librarians' meeting
 - Adult Book Discussion Group - 10 attended. The ballot and annotations were prepared for the September - June meetings.
- 6/4 - Staff meeting.
 - Sean attended a Town Department Head's meeting for me.
- 6/9 - Directors' Advisory Council meeting at RPL
- 6/15 - Librarians' meeting
- 6/17 - User's Group at the Wheatley Library
- 6/22 - Library Board meeting
 - Picnic to kick off the Summer Book Banquet program registration. Thanks to Marcia, Randy and Gary for helping out.
 - Evaluations were conducted with William, Laurie, Sean and Mike, all of whom were hired in June.
- 7/7 - Lou Hilman set up and tested the IBM PS/Valuepoint 2, needed for the CARL system.
 - Seven WYSE 50 terminals were delivered. Wands and printers have not come in yet.
- 7/9 - Staff meeting - 16 attended
 - Breakfast Party for Ruth Coddington who will be moving to Georgia with her husband Steve at the end of July.
- 7/13 - 20th anniversary of the Director's employment at the CPL.
- 7/14 - Directors' Advisory Council at RPL
- 7/16 - Fax Committee meeting at RPL

CARL Training: Vangie Morrow attended special training sessions at RPL from June 28 - July 2. William trained at RPL July 6 - 10 while Sean and Mike trained at Gates the same week. Laurie and I went to Gates July 12 - 15. Vangie and William will attend more sessions as training assistants (called Walk-Arounders).

The CARL "functions" are more refined and easier to learn than Geac. It appears that the new system will do more for us in a better way! We'll know on September 7 - the red letter day when 35 libraries make the switch. LAS staff set up one WYSE terminal on the circulation desk so we now have a practice terminal. All staff but Pat, Karen, Sandra and the pages will receive 12 hours of training.

Reminder: The BIG BOOK SALE is scheduled for Saturday, July 24 from noon until 5 p.m. on the Library's front lawn. If you wish to help we will begin setting up tables and moving boxes at 10 a.m.

Dorothea Pompa

CHILI PUBLIC LIBRARY

MINUTES OF THE BOARD MEETING

June 22, 1993
7:00 a.m.

Present: John Collins, Buz Dumbleton, Rilla Crothers, Gary Squires,
Marcia Rosenberg, Director Dottie Pompa, Town Board Liaison -
Supervisor Jerry Brixner

Minutes: The minutes of the May 25, 1993 meeting stand as written.

Abstract of Bills, Fine and Payroll Books: In a motion made by Buz Dumbleton and seconded by Marcia Rosenberg, Abstract #18 dated June 22, 1993, pages 1, 2, and 3, in the amount of \$7,945.94 was approved for payment and the fine and payroll records were approved as submitted. MOTION CARRIED UNANIMOUSLY.

Communications: An invitation was received for the Open House ceremony for the new drive-up window for the Gates Public Library.

Director's Report: June 22 from 5 - 7 p.m. a cookout will be held to kick off the Summer Reading Program.

The Book Sale during the Chile Fest will be on Saturday, July 24 and because of the number of items to transport will be held on the library's side of the street.

CARL Update - Vangie Morrow will be the training coordinator. The training schedule is on target. The Macintosh PC order was cancelled as the PC will not be needed until November. Telephone lines and cable are installed and have been tested. An Open House for CARL will be held September 20 at 7 p.m.

Minutes from the June 4 staff meeting have been distributed.

The information on trustee liability seems to be difficult to obtain but Dottie is still working on it.

The Freedom of Information Law guidelines need to be reviewed by the Town Attorney.

Committees: The Nominating Committee is still working on finding a new member.

Trustee Council. The meeting was held June 10 at the Irondequoit Public Library. The MCLS Legislative Committee has decided on a letter writing campaign to the Governor.

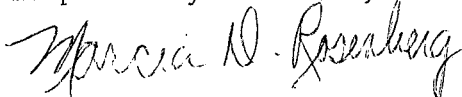
The Pittsford Library is interested in a security system and wanted to know if other libraries were considering one.

The next Council meeting will be in September.

There being no old business or new business the meeting adjourned at 8:30 a.m.

The next regular meeting is scheduled for July 27 at 7 a.m.

Respectfully submitted,



Marcia Rosenberg, Secretary
Library Board of Trustees

Programming:

School Visits: Sean, Laurie, and I visited 4th and 5th graders at St. Pius, Brasser, Paul Rd., Chestnut Ridge schools to promote Book Banquet, our summer reading program. We went in teams of two. We had all of our supplies in a picnic cooler and entertained the students with some lively booktalks. We also handed out program flyers and talked about the summer programs. Hopefully more children will make it through the entire 6 week program. We believe students will feel more comfortable approaching us in the future as a result of these 1/2 hour visits.

Total: 19 classes 450 students

PreSchool Storytime continues through the week of June 25th. We have 5 sessions per week, and are averaging 65 students/week.

Summer registration begins tonight-6/22, with our Book Banquet Cookout. McDonald's, North Chili Super Duper, K-Mart, Nick's, Colombini's have all donated items for this event.

Displays:

The children's room has been gradually decorated during June for Book Banquet. Our display case has kitchen utensils of yesterday and today. We have food theme books on display and will continue to have creative displays over the summer.

Big Books:

We have purchased 1/2 dozen "Big Books" and placed them in the circulating collection. They are very popular with parents and children. We are reinforcing the bindings and covers to prolong their shelf life.

Pen Pal:

Our pen pal exchange program with Centereach Middle Country Public Library has grown by another 10 children during June.

Weeding:

Laurie and I are working steadily on weeding the children's non-fiction collection. Seldom circulated books, those out-of-date, and duplicate copies of once popular books are being deleted. Replacement copies are being ordered for useful titles that are worn out from overuse.

Meetings:

I attended the J book meeting on June 2nd at Rundel. Laurie is working on the publicity committee for CARL with Librarians from all over Monroe County. She has attended several meetings during June. They are considering many ideas to promote CARL, and make the transition to using the computer instead of a card catalog easier for patrons.

Pages:

Mark Hasselberg, Abby Brill, Lisa Cupo, Mike Aguglia, Melissa Naulin, Kathy Nally will all be graduating from High School. We hope several will stay for the summer, and Abby and Lisa may work in the fall. Mark's last day was June 18, he is working full-time for the summer at a factory in Henrietta. This was a great group of teenagers and we will miss them.

<u>July Circulation:</u>	1992 = 19,715	<u>July Fines:</u>	\$1,396.44
	1993 = 18,139		
	1,576 loss	<u>Copier Income:</u>	\$876.28

Meetings & Activities:

- 7/20 - The librarians met with Julie Curry who demonstrated a new CD-ROM product
- Librarians' meeting
- 7/22 - User's Group at the Wheatley Library
- 7/24 - Chile Fest Book Sale from noon until 5 p.m. Many thanks to Rilla and Bill Crothers, Marcia Rosenberg, Randy Allen, and the library staff who donated time, tables, books and framed prints for the sale. The day brought perfect weather (88), large crowds and a tired but proud crew. Mike and Sean were splendid co-chairs, ably assisted by William, and did all the preliminary sorting. Many staff donated their hours!
- 7/27 - Library Board Meeting
- Librarians' meeting
- 8/3 - Librarians' meeting
- 8/6 - Town Department Head's meeting
- 8/10 - Librarians' meeting
- Gary met with me to review the recommendations of the Accessibility Audit for the ADA compliance
- 8/11 - Directors' Advisory Council at RPL
- 8/16 - Buz and I met to review figures for the proposed 1994 budget
- 8/17 - Librarians' meeting

Summer Update on Pages:

Pages Kathy Nally (SUNY Fredonia), Missy Naulin (Smith College), Mike Aguglia (University of Buffalo), Paul Blandino (Edinboro State), and Tom Greenwood (Univ. of Buffalo and Dean's List this past semester) will be starting or returning to college this fall.

Both Abby Brill and Lisa Cupo will attend RIT and work part time. Becky Melville will be a senior at Gates-Chili High School and continue working.

Paul and Tom, returning students, had special assignments over the summer to help prepare the collection for the migration to CARL.

Laurie St. Laurent, Page Supervisor, is in the process of hiring three new pages.

CARL:

Vangie and William are preparing training sessions for our volunteer staff. One meeting will be devoted to the circulation desk functions and the second will introduce the on-line catalog. Sean, as Volunteer Coordinator, is working with them.

Some staff were unable to take the 12-hour training offered by Library Automated Services so Vangie and William will be training them as well.

We have received three printers, switchboxes and special cable. LAS has ordered and received the wands we will require. Installation by both LAS staff and our staff will take place from September 2-3. LAS will be installing software for the IBM PC; Vangie and William have been trained to hook up the remaining equipment.


Dorothea Pompa

Programming:

The Cook-Out registration on June 22nd went extremely well. Many thanks to the board members who came to help and show their support for our summer programs. We served 250 people that night and registered 142 children for the Book Banquet reading program.

Four hundred and six children are registered ~~for the summer~~ reading program. This compares favorably to previous years:

1991-362, 1992-412.

Visiting Artist Programs:

Our first VAP program (Cool Cooking for Kids) was held on July 8 with 32 children in attendance. (Thanks to Dot for assisting at this event while Laurie was on vacation and I was at CARL training.)

July 15th was International Tasting Day. Laurie and I baked and purchased foods that represented countries from around the world. 65 people attended. We began the program with two stories and then let the children sample the wide variety of food we offered. There were many books about the countries, folktales, and cookbooks on display that the children checked out. Tasting Day was a good lead-in for our Kids Cooking Contest which will be held on July 29.

July 22 was the Pet Care program. Dr. Wollney from Chili Animal Care was our speaker. She did this program on her day off, free of charge. Twenty people attended the two sessions, a small group, but they seemed very interested in what she had to say.

Storytimes:

The Tuesday morning K-3 grade storytimes are well attended. On July 13th 32 children listened to stories about gardening and food, then made their own 1/2 pint garden from recycled milk cartons.

July 20th we focused on books by James Marshall, had a relay race based on an episode from one of the books, then the children made silly masks. July 27th will be our last K-3 session for the summer.

Family Storytime on Thursday evenings seem to be going well. July 8th 30 people listened to frog stories. July 15th was a camping theme and we cooked smores in the library using a microwave. The last storytime was July 22 (25 people), and we had picnic/food stories and made refridgerator magnets out of recycled materials and potpourri. I thought attendance was good considering the great weather, night time sports activities, and other summer events.

Puppet Workshop:

A dozen 4-6th graders are constructing their own puppet theatres out of large cardboard boxes, paint, and construction paper. A few have started making puppets using cereal boxes, paper plates, cups and other materials. The last session (we had 2 so far) will be July 27th.

CARL:

Sean and I went through training July 6-9. Laurie went July 12-15. I believe the system will be great and once patrons get used to all of the advantages they will also like it.

Donations:

McDonalds, Wendy's, TGIF, Spaghetti Warehouse, and Paper Cutter have donated prizes for our Book Banquet program. These will be used for awards for those readers who complete all 6 weeks of our program.

Meetings:

July 14 was the "J" book meeting at Rundel. Two librarians from another system presented a seminar on Draw & Tell storytelling that was quite interesting.

Michael McCullough
Laurie St. Laurent

CHILI PUBLIC LIBRARY

MINUTES OF THE BOARD MEETING

July 27, 1993

7:00 a.m.

Present: Rilla Crothers, John Collins, Randy Allen, Gary Squires, Buz Dumbleton, Marcia Rosenberg, Director Dottie Pompa, Town Board Liaison Supervisor Jerry Brixner.

Minutes: The minutes of June 22, 1993 stand as written.

Abstract of Bills, Fine and Payroll Books: In a motion made by Rilla Crothers and seconded by John Collins, Abstract #21, dated July 27, 1993, pages 1,2 and 3, in the amount of \$9,967.98 was approved for payment and the fine and payroll records were approved as submitted.

Communications: In answer to a request for information by the Supervisor, the Town Attorney has notified us that the Board of Trustees is covered for liabilities that may occur related to board decisions.

Director's Report: The Book Sale held during the recent Chile Fest netted about \$463.

CARL Update: The printer order was cancelled and has been reordered through another company. Training has begun for staff.

Other: Minutes of the July 9 staff meeting are available.

The guidelines for the Freedom of Information Law have been reviewed by the Town Attorney and are accepted as modified.

A bequest has been given to the library from the estate of Henrietta Potter. Details will be worked out with the family.

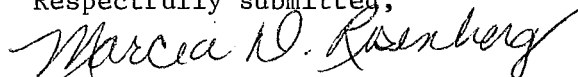
Thomas Myers of Interactive Television Association has evaluated the town's training computers and has recommended donation of some pieces to the library. As the town has not made its determination no response from the trustee board is appropriate at this time.

Old Business: Dianne Moore suggested a transfer of funds from accounts on line items when covered by other monies. Since we are within our budget this was not seen as necessary.

New Business: Buz will work with Dottie on the 1994 proposed budget.

Liaison Report: The Supervisor has informed us that his report on a seminar he attended on ADA personnel guidelines is available to us. A county grant for bringing the town into compliance with the ADA Law will also cover the library.
The next meeting will be August 24 at 7:00 p.m.

Respectfully submitted,



Marcia D. Rosenberg, Secretary
Library Board of Trustees

PROGRAMMING:

The summer reading program came to a close on Thursday, August 19th with our Book Banquet Celebration. Due to generous support from sponsors the children were awarded TGIF, McDonald's and Wendy's certificates. Each child also received a free book, bookmarks and a reading certificate to reward them for completing all 6 weeks of the program. Laurie and I must thank the entire staff for their support of the reading program. Without their enthusiasm throughout the summer our program would not be so successful.

The people who worked at the final Banquet deserve an extra thanks; Marcia Rosenberg, Lisa Cupo, Ken Milner, Sean Gagnier, Mathew Fogarassy, Carol Fogarassy, Sarah Rygiel, Jennifer Rygiel, Mike Aguglia, Paul Blandino, Tom Greenwood, Kathy Nally, Kristie Seaman, Abby Brill and Tina Trenkler.

<u>Statistics</u>	<u>Total enrollment</u>	<u>Completed 6 weeks</u>					<u>Attended Banquet</u>
1991	362	190					140
1992	412	233					206
1993	449	219					179
	<u>Completed 6 wks</u>	<u>5</u>	<u>4</u>	<u>3</u>	<u>2</u>	<u>1</u>	
1992	233	250	263	287	305	340	
1993	219	251	275	293	317	347	

The final 6 week total may increase as people return from vacations.

August 5th our VAP program was the Master Of Mysteries—a magician who drew rave reviews and 75 people. August 12th Bubbleologist Doug Rougeux brought in 125 people.

UPCOMING PROGRAMS:

Wednesday, September 1 is the Special K program for children entering Kindergarten and their parents. Laurie and I will present stories, crafts, fingerplays and more for the children and introduce resources to the parents that will help them throughout the the school year.

Toddler Time, for 2 yr. olds and a parent, begins September 14. This is a 4 week program with stories, fingerplays, rhymes, and a craft.

Saturday, September 18, Laurie will present our 6 yr. old Birthday Party/Library Card Signup for children who are at least 6 by 9/18.

DISPLAYS:

We have a Back-To-School Display on the "A" frame, and Jennifer Rygiel set up her collection of Wizard of Oz memorabilia in the Children's display case.

MEETINGS:

August 18th was the J book selection meeting. We had over 250 books to look over in 1 morning. It was also the last meeting where local childrens librarians will have the opportunity to select books and write reviews prior to the next meeting. This process helped many librarians select appropriate books instead of relying just on published reviews, some of which may be misleading.

August Circulation: 1993 = 17,565
1992 = 16,886

August fines: \$1,016.37

679 gain!

Meetings & Activities:

- 8/20 - Staff meeting - 12 attended
- 8/23 - Letters of recommendation for former employee Jeanne Austin (applying to UB's graduate school of library science) and William Peniston (applying to the American University in Paris for a reference position)
- 8/24 - Library Board Meeting
- 8/26 - User's Group at the Wheatley Library
 - Meeting with Sue Swanton, Gates Director, to write text for an advertisement for the Gates-Chili Chamber of Commerce's 25th Anniversary
- 9/7 - CARL system in operation
 - Librarians' meeting
 - Adult Book Discussion Group - 8 attended
- 9/8 - Directors' Advisory Council at RPL
- 9/14 - Librarians' meeting
- 9/15 - 1994 Budget due
- 9/17 - Staff meeting. Agenda: CARL procedures
- 9/20 - CARL celebration. William and Vangie gave a brief overview of the circulation system and on-line catalog. Thanks to Sean for preparing the colorful invitations and to Laurie for providing the floral arrangement.
- 9/22 - At the request of a parent I provided an hour-long introduction to the library and its resources. The parent is home-schooling three children.
- 9/23 - User's Group at the Wheatley Library
- 9/27 - Town Library Directors' Council meeting will be held at Chili. We will honor Marilyn Graham, retiring as Director of the Webster Public Library. Marvin Andrews, presently head of the Reynolds Audio-Visual Division at RPL will succeed Marilyn.

New Pages: Kevin McComber, Heather Morley, Michelle Ryan, Sarah Rygiel and Melissa Auble have been hired by Laurie, Page Supervisor. Lisa Cupo and Abby Brill have been promoted to the Desk Staff.

CARL become reality on September 7th. Months of planning and many hours of training nearly came to naught when we experienced an exceedingly slow response time. The first two days found the library swamped with patrons, long, slow-moving lines, and a huge backlog of returned materials. Each day has shown improvement. Many glitches have been corrected and almost all of the transactions are where they should be. Over 100,000 transactions were missing at the beginning!

The entire staff, especially William and Vangie, is to be commended for their valor while under fire. Everyone remained calm and everyone helped each other. It was an awesome experience!



Dorothea Pompa

CHILI PUBLIC LIBRARY

MINUTES OF THE BOARD MEETING

August 24, 1993
7:00 p.m.

Present: Randy Allen, John Collins, Rilla Crothers, Buz Dumbleton, and Director, Dottie Pompa. Vice President Buz Dumbleton presided in the absence of Gary Squires.

Minutes: The minutes of the July 27, 1993 meeting were approved as written.

Abstract of Bills, Fine and Payroll Books: On motion by John Collins, seconded by Randy Allen, Abstract #24, dated August 24, 1993, pages 1, 2 and 3, in the amount of \$8,629.57, was approved for payment and the fine and payroll records were approved as submitted.

Communications: A letter from Supervisor Brixner to County ^{Legislator} ~~Manager~~ Kelly regarding the replacement of Mrs. Goldstein on the MCLS Board was shared by Mrs. Pompa. A second letter, from Mrs. Goldstein, thanked the board for our support. A third letter, from Mr. Brixner to RG & E, reiterated our request for a different light behind the library.

Director's Report: CARL update: Vangie and William are thoroughly knowledgeable of the new system and are training others on the staff. Start up will be on September 7th while maintaining regular hours.

Mrs. Pompa showed the board the exciting materials Michael and Laurie have prepared for the Fall children's programs.

1993 Grants program: Dick Panz has stated that we will not receive less than our current \$6,361 next year and we may receive more.

New Business: The Director has received an estimate of \$5,353 to upgrade our facilities for ADA standards. She will apply to the county for NY State funds for this work.

1994 Budget: On motion by Rilla Crothers, seconded by Randy Allen, a preliminary budget of \$355,134 was approved.

On Motion by Randy Allen, seconded by John Collins, equipment and software for the continued use of the "ROARing CAT" should be purchased.

The next meeting will be September 28 at 7:00 p.m.

Respectfully submitted,



Rilla Crothers, Secretary pro tem

DIRECTOR'S REPORT ***** September 27 - October 20, 1993

<u>September Circulation:</u>	1993 = 16,545	<u>September Fines:</u>	\$1,502.60
	1992 = 15,376		
	1,169 gain	<u>Copier Income:</u>	\$612.58

Meetings & Activities:

- 9/27 - Town Library Directors' Council meeting here
- Meeting with contractor re: library improvements
- 9/28 - Librarians' meeting
- Library Board Meeting
- 10/5 - Adult Book Discussion Group - 7 attended
- 10/8 - Staff meeting - minutes attached
- 10/12 - Librarians' meeting
- 10/13 - Directors Advisory Council at RPL.
- The staff "surprised" me with a Boss's Day Luncheon!
- 10/14 - Laurie and I spent part of the morning planning possible changes in the Children's Area and at the Circulation Desk
- 10/16 - Jerry Yazback's evaluation
- 10/17 - The Chili Public Library's 31st Birthday!
- 10/19 - Librarians' meeting from noon until 3:00 p.m. in the Town Hall Meeting Room - agenda attached.

Dorothea Pompa

MINUTES OF THE LIBRARY BOARD MEETING

September 28, 1993

7:00 p.m.

Present: John Collins, Buz Dumbleton, Rilla Crothers, Randy Allen, Gary Squires, Marcia Rosenberg, Director Dottie Pompa, Liaison to the Library Board, Supervisor Brixner.

Minutes: The minutes of August 24, 1993 were approved as corrected.

Abstract of Bills, Fine and Payroll Books: On a motion made by Rilla Crothers, seconded by Buz Dumbleton, Abstract #27, dated 9/28/93, pages 1, 2, 3, and 4, in the amount of \$9,380.36, was approved for payment and the fine and payroll records were approved as submitted.

Communications: A letter from Supervisor Brixner pointed out the need for the Library to establish a Capital Reserve Fund. A letter will be sent requesting the establishment of a Capital Fund from the Library's 1993 unexpended balance.

Mr. Brixner's Remarks: The Board was informed that the ADA grant (to bring the building into compliance with ADA specifications) would include the Library. Gary will discuss this with the Town Engineer.
The lighting in the rear parking lot has been upgraded.
The staff was thanked for the CARL informational reception.

Director's Report: The Library was disqualified from applying for the State Construction Grant because we had to guarantee that we would be using the building for public library space for another twenty years. This is not possible!

CARL update: The first few days were tough. Some equipment needs to be updated although what was ordered was recommended by the experts. The MacIntosh for the KIDSCAT has been reordered for November delivery.

Staff meeting minutes are on file.

In 1993 the Library Services Act (LSA) replaces the Local Library Incentive Aid (LLIA). In 1994 we should not receive less than the 1993 Grant total, projected to be \$8,194.

The 1994 Budget proposal was submitted to Lou Deutsch.

Committee Report: Trustee Council: While the total state grant to MCLS is more, the actual amount for basic aid is less because of mandated new programs.

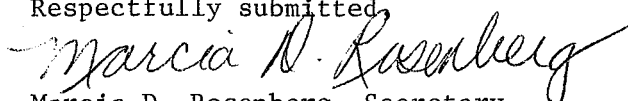
MCLS: Gleason has made a million dollar pledge for the Rundel expansion.

New Business: Quotes are being sought for some library improvements (storage under the card catalog, desk for the handicapped, new surface for the circulation desk and drawer storage for videos at the circ. desk).

The Governor is being targeted for a state-wide letter writing campaign for increased library funding in the next budget.

The next meeting is scheduled for October 26, 1993 at 7:00 p.m.

Respectfully submitted,


Marcia D. Rosenberg, Secretary
Library Board of Trustees



October 6, 1993

Mrs. Dianne Moore, Comptroller
Town of Chili
3235 Chili Avenue
Rochester, NY 14624

Dear Dianne:

Please establish a capital reserve fund for the Chili Public Library for the purpose of future expansion, renovation, construction or other capital expenditures that the Chili Public Library Board of Trustees would need to provide.

It is the Board's expectation that the capital reserve fund would result from any monies that remain in the Library's unexpended balance at the close of each fiscal year.

We would appreciate your establishing this fund before the close of fiscal year 1993 and reporting to the Board the amount of money that will be reserved for future capital expenditures.

Thank you.

Sincerely,

Gary Squires, President
Library Board of Trustees

*Dianne,
was this account ever
established and if so what
is the current balance.
Call when you get a chance.
Thanks
Randy*



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Thank you.

Sincerely,

Gary Squires, President
Library Board of Trustees

10/18/94

Randy - No. According to information from State Comptrollers Office, Library Board of Trustees may establish on their own.

any questions call local office @ 454-2460 and ask for Greg Smith.

Dianne

*Dianne,
Was this account ever
established and if so what
is the current balance.
Call when you get a chance.
Thanks
Randy*



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Library Board of Trustees

10/18/94

Randy - No. According to information from State Comptrollers Office, Library Board of Trustees may establish on their own.

any questions call local office @ 454-2460 and ask for Greg Smith.

Dianne

October Circulation: 1993 = 18,130
1992 = 17,321
809 gain

October Fines: \$1,668.25

Meetings & Activities:

- 10/21 - Department Heads Meeting
- 10/25 - Town Library Directors' Council - Ogden
- 10/26 - Library Board Meeting
- 10/28 - User's Group - Wheatley Library
- 10/29 - Department Heads Meeting
- 11/1 - Fax Committee - RPL
- 11/2 - Librarians' Meeting
 - Adult Book Discussion Group - 5 attended
- 11/4 - New York Library Association (NYLA) Annual Conference in Niagara Falls, NY. I attended a morning workshop on Business Reference Books; the Youth Services Section luncheon honoring children's author/illustrator Russell Freedman; an afternoon workshop on fundraising and getting support from local government. It was an interesting day and the fundraising discussion among six panelists was especially enlightening.
- 11/10 - Directors' Advisory Council - RPL
- 11/11 - Pat Mallon from the Division of Library Development in Albany and Paula Smith from MCLS visited. They were interested in touring the Library and noted our critical lack of space.
- 11/12 - Full staff meeting - 17 attended

Welcome: On November 16 Ursula Costanzo joined the staff as a Circulation Desk Clerk. Karen Cross and Tina Trenkler, full time students, are no longer working.

Dorothea Pompa

CHILDREN'S SERVICES REPORT

OCTOBER 1993

Programming:

Toddler Time ended on October 8. We had a total attendance of 50 children and parents during the last week of storytime.

PreSchool Storytime began October 18, five sessions per week and 15 children in each session.

School Visits:

Sean and I made our last school visit to promote National Library Card Signup month on October 7. One hundred and twenty-five first graders watched our puppet show at Chestnut Ridge School.

Meetings:

I attended the Visiting Artist Showcase at Rundel October 8. There were some excellent acts that we may consider booking for the summer of 1994.

The October book selection meeting was at Rundel on the 13th. A public-school librarians meeting was held at Florence Brasser school on October 14th.

Kid's Cat

Our MacIntosh terminal for Kid's Cat arrived last week and was installed on Friday, October 22. LAS should be installing the software this week. Laurie and I will be at training sessions for Kid's Cat soon.

Collection Development:

Laurie and I are busy weeding the non-fiction collection of out-dated and worn-out books. We are continuing to build up our Big Book collection and instructional videos, along with other areas of the children's collection. We think the videos will prove popular with home schoolers and teachers.

Computers:

The Tandy computer, a donation from a few years ago, was taken out of the children's room. One disk drive didn't work, the other randomly destroyed disks, and the computer memory was so little that new software wouldn't work.

Michael McCullough
Laurie St. Laurent

MINUTES OF THE LIBRARY BOARD MEETING

October 26, 1993
7:00 P.M.

Present: John Collins, Gary Squires, Buz Dumbleton, Randy Allen, Director Dottie Pompa, Supervisor Brixner (The Supervisor met briefly with President Gary Squires prior to meeting being called to order)

Minutes: The September 28, 1993 minutes were approved as read.

Abstract of Bills, Fine and Payroll Books: Abstract #30 dated 10/26/93 for \$7,507.63 was approved. Motion offered by John Collins, seconded by Buz Dumbleton.

Communications:

- A. Letter sent to Dianne Moore from President Gary Squires in regards to the Boards request to set up a capital reserve fund. The board will follow her guidelines and proceed.
- B. State mandates from Dick Panz have been received and are on file in Library.
- C. All Board members have been invited to Woodward Memorial Library "Pre-School" Open House in October. The Woodward Library is in LeRoy.
- D. Chili Historical Society has donated \$25.00 and will be applied to a book which has been ordered.
- E. Letter received from Daniel Taylor, ESQ, informing us that the donation from the estate on Mrs. Potter will be forthcoming.

DIRECTORS REPORT:

- * The MAC computer for "kids cat" has been installed and Dottie is concerned that it may take more abuse than it can stand. Computer will have to be monitored or locked to prevent damage.
- * Staff Meeting - main focus for new year will be to add full time clerical person. Minutes of meeting on file in Library.
- * Library Improvements - Dot discussed quotes that she has received regarding improvements to conform to ADA. Discussion on how to obtain funding from the grant that has been given to the



Friday, November 5th

We arrived at the Convention Center in time to be awed by the long line of people waiting to hear Hillary Clinton speak.

Sean and I decided not to wait. Unfortunately, because of Mrs. Clinton's unexpected visit to NYLA, the afternoon meetings were canceled. We went into the vendor/salesperson area.

45 minutes later, we noticed that the lines were gone and went to see Mrs. Clinton. We sat in the back (about 100' from the stage) and waited.

Mrs Clinton was an excellent public speaker and demonstrated total knowledge of the health care proposal and previous history of other proposals. She spoke highly of libraries and librarians.

After the speech, Sean and I took a dinner break. We then attended separate meetings for the late afternoon session.

I went to an Internet informational lecture that provided a good, basic insight into the possibilities this computerized network offers.

Michael McCullough

I heard Gary Sick, the author of October Surprise, discuss using a computer rather than hand-written notes to compile information for a book.

It might be interesting to keep all the minutes of your board meetings in a computer file that indexed words. If you ever wanted to see how a "Night of 7,000 Stars" was handled in the past, you'd have the computer search its files for the name of the event. You wouldn't have to search through hundreds of pages for a name and possibly miss it.

Sean Gagnier



NYLA Conference Report, November 6, 1993

WOW! What a terrific workshop on children's non-fiction. I was privileged to attend an afternoon program sponsored by the Youth Services Section of NYLA and presented by Dr. Beverly Kobrin, an acknowledged expert on information books for juvenile readers. We subscribe to Dr. Kobrin's newsletter and use it as a selection tool here in Chili so it was quite a thrill to hear her speak on a topic dear to my heart. The workshop rekindled my zeal to present "true" books to children as a source of recreational reading rather than just support for school assignments. Michael and I will be able to use several of her ideas in a program we will present to local third graders during National Children's Book Week. The bibliography provided by Kobrin will help us evaluate our holdings and add quality materials where we are lacking.

I also visited the exhibits at the conference. This is an area I always find informative and eye-opening. This year I passed by all the library automation booths since we are firmly committed to CARL. I was able to speak to some of our sales reps. from various publishing houses and picked up a few discount coupons that we may choose to use when purchasing library materials. The award-winning booth highlighted a magazine for girls aged seven to fourteen, HOPSCOTCH.

Thank you for providing this opportunity to refresh myself and develop my skills. A conference like NYLA affords a librarian the chance to share ideas, gain expertise, and re-energize his or her commitment to the provision of information services to our needy public. I appreciate your support.

Laurie St. Laurent

Rochester Community Savings Bank Account Balance:
11/13/92 - \$12,776.84

11/30/92	Interest		106.42
12/7/92	Deposits:		217.50
	Totebag	7.50	
	Golden Age Club donation	25.00	
	Burkhart Memorial	15.00	
	Booksale	170.00	
1/20/93	Deposits:		
	Chili Lions' donation	500.00	
	Reed Reference Ref.	148.73	
	Book Sale	90.50	
			739.23

Closing Account Balance:
1/20/93 - \$13,839.99

CHILI PUBLIC LIBRARY

Rochester Community Savings Bank Account

Opening Balance 11/22/93

\$16,973.58

11/30/93	Interest	111.67
12/06/93	Book Sale	75.00
	Anonymous Donation	330.00
12/21/93	Donation (Golden Age Club Chili)	25.00
	Donation (Daniel J. Stone, Jr.)	15.00

Closing Balance

12/10/93 - \$17,530.25

November Circulation: 1992 = 17,276

1993 = 16,599

677 loss

November Fines: \$1,910.29

Meetings & Activities:

- 11/20 - I attended a meeting of the circulation desk staff conducted by Mike
- 11/22 - Town Library Director's Council meeting at the Rush Library
- 11/23 - Librarians' meeting
- 11/30 - Librarians' meeting
 - Library Board Meeting
- 12/1 - Customer Conflict Workshop at RPL
- 12/2 - Town Department Head's Meeting
- 12/7 - Librarians' meeting
 - Adult Book Discussion Group. A Year in Provence by Peter Mayle was the focus. 11 attended.
- 12/8 - Directors' Advisory Council meeting at RPL
- 12/14 - Librarians' meeting
- 12/16 - Town Department Head's meeting

Personnel: John Ferris, employed as our part time cleaner since May 2, 1988, will resign at the end of December. Sandra Roache, employed since September 5, 1990, has taken a leave while she pursues a cosmetology course. Sandra also works part time at Strong Memorial Hospital. Susan Cross will return to college in Buffalo in January so she will be leaving us early in the New Year.

Student pages Mike Aguglia and Tom Greenwood will work over the holiday season. They will be home from the University of Buffalo.

Display: Tom Morrow, Vangie's husband, prepared a special display in the foyer case on the Sprucewood Nature Center. Please take a minute to see it!

Holiday Cheer: The library staff is, as always, fighting the battle of the bulge. We have been the recipients of many fine baked goods, caramel corn, sweets and other treats.

Dorothea Pompa

Programming:

PreSchool Storytime ended on Friday, November 26th. We had 18 sessions during November with a total attendance for the month of 226 children.

Our 6yr. old Birthday Party was on November 20th. 10 children enjoyed a story, learned about their responsibilities of owning a library card, had a snack, made birthday hats and played a couple of birthday games.

The winners of our contest, "What to do with the Catalog Cards?", were Beth McHugh and Carolyn Philson. They were awarded new books, certificates to TGIF and Library Book Bags.

School Contacts:

Newsletters, from the children's room, for the teachers, were distributed to Paul Rd., Florence Brasser, Chestnut Ridge, and St. Pius schools. (140 total) This months newsletter highlighted Chili Public Library's activities for the month, with emphasis on Children's Book Week.

Flyers for children that describe winter events being held at the library were also distributed. 50 per school were sent out, obviously not enough for everyone (that would take more than 1500) but hopefully the word got to some children.

Laurie and I visited Florence Brasser school and booktalked to the third graders during Children's Book Week. We spoke with 50 children about some of our new non-fiction at the library.

Group Visits:

Laurie gave a tour and KidsCat demo to a Boy Scout troupe on November 10. I did the same for another troupe on November 11.

Children's Book Week:

The children's room was decorated with many author displays. We had cat related items in the display case (in honor of KidsCat arrival). Cat Trivia questions tested children's knowledge of cats in literature.

Meetings:

Reports were already submitted by Laurie and myself regarding our NYLA conference visits.

Laurie attended the children's book selection meeting at Rundel on November 10. I was at KidsCat training the same day.

The first circulation desk staff meeting was on Saturday, November 20. Attendance was excellent, even though this was a morning meeting on a day when many people did not have to work. We discussed the organization chart, with emphasis on lines of supervision and whom to report to about vacations and schedule changes. Circulation desk procedures and philosophy were also discussed. The staff shared some of their problems and concerns.

Michael McCullough

Laurie St. Laurent

CHILI PUBLIC LIBRARY

MINUTES OF THE BOARD MEETING

November 30, 1993

7:00 p.m.

Present: Gary Squires, Randy Allen, Marcia Rosenberg, John Collins, Rilla Crothers, Buz Dumbleton, Jerry Brixner, and Director, Dottie Pompa.

Demonstration: Our meeting began with a very informative demonstration of the KIDSCAT by Laurie St. Laurent in the Children's Area. Thank you Laurie for getting us up-to-date. It's easy to see why children enjoy coming to the library!

Minutes: The minutes of the October 26, 1993 meeting were approved as written, with the addition of Randy's name at the end.

Abstract of Bills, Fine and Payroll Books: On motion by Marcia Rosenberg, seconded by Buz Dumbleton, the abstract # 34, dated November 30, 1993, pages 1, 2, 3 and 4, in the amount of \$15,668.96, was approved for payment and the fine and payroll records were approved as submitted.

Communications: The bequest of Mrs. Henrietta Potter has been received in the Memorial Fund.

Director's Report: Two proposals have been received for improvements needed at the circulation desk, including a catalog terminal desk which is handicapped accessible. After discussion, two additional vendors, along with the two current vendors, will be asked to submit bids in a uniform format.

Mary Ellen Jones has asked us to submit a request for special legislative funds. It was decided that the above improvements would be an appropriate project to submit.

Dottie and Sean will be attending a workshop at Rundel tomorrow the emphasis of which will be creative solutions dealing with the "problem patron."

Dick Panz has asked for ideas for workshops that would be of interest to trustees. Randy suggested that a workshop on securing funding for library expansion would be helpful. Mr. Brixner volunteered to watch for ideas when he attends meetings for the town.

ADA compliance - The town hall may need to have access to our public toilets in order to comply to standards. This will be investigated.

Donations of large quantities of books have been received. It has been decided to hold another book sale January 28, 1-6 pm, and January 29, 10 am to 4 pm. Volunteers are needed.

Committee Reports: Rilla reported on progress in finding a new board member. The committee will meet again before the December meeting.

Old Business: There was none.

New Business: Rilla Crothers agreed to let her name stand for another term on the board. A letter will be sent to the Town Board.

The board met briefly in Executive Session to discuss the Director's evaluation. It was determined that she is doing an exemplary job. We thank and applaud her for her service in an increasingly difficult position.

Next Meeting: December 21, 1993, 7:00 pm

Respectfully submitted,
Rilla Crothers, Secretary pro tem



Programming:

December 4 was a Holiday Crafts program for children. This was in 2 sessions, grades K-2 at 11:00am and 3-6 at 1:00pm. Twenty-five children attended and made holiday cards and gift tags. (pop-ups, stencils, sponge cutouts with paint, etc.)

Registration has begun for two January programs; a 6 year old Birthday Party/Library Card Signup and Collection Day.

Puzzle Day is December 28th. Children Preschool-6th grades will be able to help themselves to crosswords, word searches, and more.

Meetings:

I visited Churchville Chili High School and Gates High School with Sean on December 7th. It is very interesting seeing how other libraries operate and being able to meet the librarians.

Laurie and I attended a book selection meeting on December 15 at Rundel. There were many excellent picture books and non-fiction titles to choose from.

Displays:

The children's room is decorated with holiday items and numerous holiday books.

Our display case this month features trolls.

Miscellaneous:

Kid's Cat newest version is up and operating. It is finding titles faster than before and seems to be more accurate.

Several new guides to help adults and children find books are in the children's room. They are; a guide to the Dewey decimal system, a guide to subject labels on children's books, and how to locate books in the library.

Laurie and I have been weeding the non-fiction collection. We are updating many areas, including; Indians, U.S. History, explorers, atlases, and more.

Michael McCullough
Laurie St. Laurent

CHILI PUBLIC LIBRARY

MINUTES OF THE BOARD MEETING

December 21, 1993 7:00 p.m.

Present: Randy Allen, Rilla Crothers, John Collings, Buz Dumbleton, Marcia Rosenberg, President Gary Squires, Director Dottie Pompa, and Liaison to the Board Jerry Brixner

Minutes: The minutes of the November 30, 1993 meeting were approved as written.

Abstract of Bills, Fine and Payroll Records: On a motion by Rilla Crothers, seconded by John Collins, Abstract 37 dated 12/21/93, pages 4, 5, and 6 in the amount of \$11,754.95 was approved for payment and the fine and payroll records were approved as submitted.

Communications: None

Director's Report: A written report of the staff meeting that was held on December 17 will be available to the Board. Dottie will begin the task of replacing John Ferris, the part time cleaner who has resigned effective December 31. Buz and Dot will update the Personnel Policy in a draft to incorporate policies on drugs and alcohol, harassment, the Family Leave Bill, and professional development. Dianne Moore sent a copy of the town's alcohol and drug policy for our use.

Old Business: Froms were resubmitted to MCLS in order to obtain the remaining \$6,452. grant money owed the library. Only one payroll remains to be paid from the 1993 budget. We should know in January what the 1993 balance was.

New Business: Instead of replacing part time people who have left, the librarians' have suggested that the open positions be consolidated into a full time clerical position resulting in fewer bodies - necessary in our over-crowded conditions. Dot will request a list of eligibles from Civil Service. The full time Clerk-Typist has already been established. A job description will be available next month for this position to be offered at \$6.25 an hour. Proposed increments for the staff will be available in January to be implemented after that meeting.

On a motion by Marcia seconded by Gary the proposed 1994 Holiday Closings were approved as submitted:

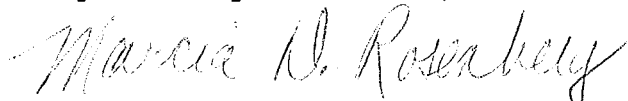
Sat., Jan. 1 New Year's Day
Mon., May 30 Memorial Day
Mon., July 4 Independence Day
Mon., Sept. 5 Labor Day
Wed., Nov. 23 5 p.m. closing
Thurs., Nov. 24 Thanksgiving
Sat., Dec. 24 Christmas Eve Day
Mon., Dec. 26 Christmas (celebrated)
Sat., Dec. 31 3 p.m. closing
Mon., Jan. 2 New Year's Day

The library will close Saturdays on June 25; reopen Sept. 10.

Liaison Report: The library will have available brochures, received from Mrs. Bea Wilcox, on the 1972 Motor Tour of Historic Homes and Sites in celebration of the 150th anniversary of Chili. The Supervisor has received suggestions that for safety reasons a yield sign be erected at the intersection of the Library and the Town Hall driveways.

The date of the next meeting will be January 25, 1994.

Respectfully submitted,


Marcia D. Rosenberg, Secretary



December 22, 1993

Mrs. Dianne Moore, Comptroller
Town of Chili
3235 Chili Avenue
Rochester, NY 14624

Dear Dianne:

Please set up an account to receive New York State grant monies that will be processed through the Monroe County Library System's grant program in the amount of \$6,452.00.

This grant is under the 1993 allotment for the Chili Public Library. The check, however, will be issued on or about January 4, 1994.

Thank you for taking care of this for the library.

Sincerely,

Gary Squires, President
Library Board of Trustees

TOWN OF CHILI

Originated in 1822

TOWN OFFICES: 3235 CHILI AVENUE. ROCHESTER, NEW YORK 14624 TEL: 889-3550

JEROME F. BRIXNER
SUPERVISOR

CAROL O'CONNOR
TOWN CLERK

GEORGE J. BARTNETT
DEPUTY SUPERVISOR

TRACY L. LOGEL
STEPHEN W. HENDERSHOTT
ROBERT L. CRIDDLE
JAMES E. POWERS
COUNCIL MEMBERS

December 22, 1993

Ms. Rila Crothers, Member
Chili Library Board of Trustees
4291 Buffalo Rd.
North Chili, NY 14514

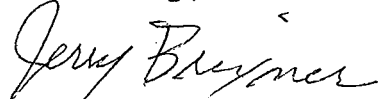
Dear Ms. Crothers:

As I referenced last evening at the Library Board of Trustees Meeting, I would like to formally extend my congratulations to you for your reappointment to the Library Board of Trustees for a Term expiring December 31, 1998.

I may have been the nominator for your reappointment but certainly Bob Criddle who seconded my Nomination and Tracy Logel, Steve Hendershott and Jim Powers each joined with me to cast a favorable vote - which I can assure you is in a sense recognition to your efforts, work and loyalty toward the betterment of the Chili Public Library System.

I know your interests in Library activities extend beyond the realm of Library Board of Trustees Meetings and I know you will continue to be in the forefront toward this betterment that I referred to a paragraph ago. Good Wishes in this endeavor.

Sincerely,



Jerry Brixner
Liaison to the Library Board of
Trustees and Supervisor

xc: Town Board
Dottie Pompa
Gary Squires



December 29, 1993

Mr. William Kelly
17 Brewster Lane
Rochester, NY 14624

Dear Supervisor-Elect Kelly:

The members of the Library Board of Trustees extend a cordial welcome to you as you take over the position of Supervisor of the Town of Chili.

We look forward to working with you and the members of the Town Board to provide the very best services for our community.

Library Director Dottie Pompa would be pleased to introduce the library staff to you. She would also be happy to conduct a library tour when your schedule permits.

Best wishes to you and your family in the New Year!

Sincerely,

Marcia Rosenberg

Marcia Rosenberg, Secretary
Library Board of Trustees