

December 23, 1996

Chili Library Board of Trustees
3235 Chili Avenue
Rochester, N.Y.

14624

We would like to express our appreciation for the excellent and efficient staff of the Chili Library. As frequent users of the library, we have never been disappointed in regard to the manner in which we received their willingness to take the time to help in any way they can.

To mention anyone in particular would be a disservice, since each one has given us the use of their time and talent in a courteous and efficient manner. Dottie has proven to be an excellent Director, which has reflected in the staff's morale. I had always gone to the Rundell Library for information, but the Chili Library staff, with its relaxed and pleasant atmosphere, won us over.

It has been over 20 years when we first utilised the library, with considerable changes, but the attitude has never changed as it pertains to giving good service. Those who had gone before set the tone, and it has never differed since.

Hopefully the Board will relay our thanks. We wish you all the best in the New Year.

Eleanor and Paul Muckstadt

2 Stover Road
Rochester, N.Y.
14624

CHILI PUBLIC LIBRARY
BOARD OF TRUSTEES
SPECIAL BOARD MEETING

December 30, 1996

Call to order 6:33 p.m.

PRESENT: Randy Allen, John Collins, Dave Harris, Jim Lechner, Megan Neumann, Dottie Pompa. Liaison Jim Powers. Supervisor Bill Kelly.

HVAC:

The furnace had reached the critical stage. The CO detector continues to go off, especially in the morning because the CO is building up over night. On Friday afternoon Dottie contacted the supervisor's secretary and she gave Dottie names of vendors to contact about submitting bids. Unfortunately because of the holidays, none have had time to respond satisfactorily. Randy moved that the town board get a structural engineer to look at the building/roof by 1/7 or 8, and based on that, that the vendors quote on an outside and rooftop unit and time frame by January 10. Jim amended the motion to have someone in the engineering section of the town write a generic set of specifications for vendors. This amended motion was seconded by John Collins and approved. (Note: It is to be indicated here that Jim Lechner and Jim Powers agreed.) We will wait to repair/replace until the final numbers materialize. The town will take care of the expenses. At this time no one is in jeopardy. Randy suggested that Dottie post a memo to the staff regarding the problem and the safety factor.

1996 LIBRARY EXPENDITURES AND BALANCE:

According to information that Dottie has received from Dianne Moore, the library is \$14,000 over budget for 1996. All the board members were surprised by this news, since we have never spent our entire budget in the past, until 1995 when the budget format/process changed. Dottie indicated that she is unable to get all the figures necessary to keep an exact accounting of our funds. The board feels

that we need to keep track of our own moneys and not rely on the town to do it. Dottie should write a memo every month requesting the budget information from the previous month be forwarded to her.

ADJOURN: Motion by Jim Lechner, second by John Collins was approved
7:50 p.m.

Respectfully submitted,

A handwritten signature in black ink, reading "Megan L. Neumann". The signature is written in a cursive, flowing style with a large initial "M".

Megan L. Neumann, secretary

CHILI PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

December 23, 1996

Call to order 5:40 p.m.

PRESENT: Randy Allen, Jim Lechner, Megan Neumann, Gary Squires. Dottie Pompa. Liaison Jim Powers.

MINUTES of the November 26, 1996 meeting approved.

ABSTRACT OF BILLS, FINE AND PAYROLL RECORD: Motion to approve Abstract #35, dated December 23, 1996, for \$18,156.08 by Megan Neumann, second by Jim Lechner, carried.

COMMUNICATIONS:

There were no communications.

DIRECTOR'S REPORT:

The MCLS/RPL is once again sponsoring a postcard campaign to the legislature from January 26 to February 1, 1997.

Abby Brill finished the CPL home page for the Internet. It has been submitted to LAS, and they have promised it will be up and running the first part of January.

Leo Roth was in to put in runs, etc., to get heat into the back room. When they looked at the furnace and it was discovered that there are major cracks in the heat exchanger. This presents a potential carbon monoxide problem. Dottie was given a CO detector to use and went off on December 23. Leo Roth was called, but they could not come in. They have said that this furnace can not be band aided any more. They have not come back yet with recommendations and a quote. Jim Lechner will meet with them when they do come in.

COMMITTEE & OFFICER'S REPORTS AND RECOMMENDATIONS:

There were no reports.

OLD BUSINESS:

Dottie has met with a representative of Lucent Technologies. They have incorporated other options in the new telephone set-up.

The by-laws of the Board say the Randy cannot be president again. We need to think about who will replace him.

NEW BUSINESS:

There are no funds in the budget to encumber this year.

The Director's Evaluation will be at the end of the meeting in Executive Session.

The long range plan submitted by the committee had the list of accomplishments that we will submit to Supervisor Kelly.

A motion to approve the revised Mission Statement was made by Jim Lechner, seconded by Randy Allen. Approved.

REPORTS/COMMENTS FROM TOWN BOARD LIAISON:

Mr. Powers updated us on the progress of the new town hall/library project. Sear-Brown has been chosen as the architect, and Christa will be the project manager. Things are moving right along, and hopefully there will be a vote by early June. There will be more information at the January meeting. He indicated that any letter writing that is done about the project should be positive.

NEW BUSINESS:

Director's Evaluation: Motion to go into Executive session by Randy Allen, seconded by Megan Neumann was approved. 6:30 p.m. We discussed responses of questionnaire regarding Director. Broke from Executive session at 6:55 p.m.

ADJOURN: Motion by Gary Squires, second by Jim Lechner was approved 7:02 p.m.

NEXT MEETING JANUARY 28, 1997
7:00 p.m.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Megan L. Neumann".

Megan L. Neumann, secretary



December 30, 1996

TO: Dianne Moore
FROM: Dottie Pompa
RE: Library's 1996 balance

Both Mr. Kelly and Mr. Powers have spoken to me about the library's 1996 expenditures and balance.

In January 1996 we requested that \$12,000 be encumbered for specified purchases. As indicated in your notes (copies attached) \$10,490 was actually reserved or encumbered.

Funds encumbered from 1995 were applied on invoices paid on the 2/26/96 abstract (Brockport Carpet \$540. and Research Technology \$3,950) but were not applied to the May 29, 1996 Computer City invoice for \$7,516.18.

Pat Tindale's 1996 financial summary shows the library balance to be \$4,810.14 which does not include the \$6,000 we paid out of 1996 funds that had been encumbered at the end of 1995. By utilizing the encumbered money for computer purchases the library's balance would be \$10,810.14 which will cover the early period of 1997 for accrual accounting.

PO #

1 Brockport Carpet

2 Research Technology

3. Misc } 2 Computers

4. Misc

CHILI PUBLIC LIBRARY
SPECIAL LIBRARY BOARD MEETING

Monday, December 30, 1996

6:30 p.m.

AGENDA

1. Call to order
2. Proposals to repair or replace HVAC equipment
3. Safety of staff and library users
4. Repair costs 1990-1996
5. 1996 Library expenditures and balance
- 6.
- 7.

Leo J. Roth Corporation repair and maintenance bills from 1990 to present:

1990		
	Maintenance from July 1, 1990 to June 30, 1991	558.00
June	Gas pressure control - bad blower bearings - economizer dampers broken	1394.13
December	Burner misfiring - broken pilot tube - adjusted pilot, etc.	829.12
		\$2781.25
1991		
	Maintenance from July 1, 1991 to June 30, 1992	586.00
March	2 Walton motors - 2 Walton humidifier barrels, 2 Walton float assemblies, etc.	331.20
April	2 motors/humidifier parts	501.07
December	Replacement of burner and temperature control system	4985.00
		\$6403.27
1992		
	Maintenance from July 1, 1992 to June 30, 1993	586.00
July	Universal motor (condenser fan motor) and capacitor, etc.	560.77
		\$1146.77
1993		
	Maintenance from July 1, 1993 to June 30, 1994	615.00
April	One combustion air opening	1375.00
June	8" rain cap, Bvent - rain skirt - etc.	
		\$1990.00
1994		
January	Replace 9-volt battery in T-stat	81.27
February 15	Bad control fuse replaced - operating control circ load 10 amp	2096.10
February 28	Replaced comb. Fan-limit control - installed auxiliary limit w/manual reset	
March 7	Replaced bad control fuse and fuseholder - peaking 21 amps and running full load 10 amps	
March 30	Control circuit fuse blown - unit short cycling may cause fuse to blow - check system for problems - increase time of purge delay for burner	
March	Maintenance contract payment	153.75
May 2	Water leak from humidifier unit - tightened packing - shut down	120.48
May 10	Change oil and dryers	289.80
	Maintenance contract payment	153.75
August 2	Change filters - check belts, tighten flu connections (air-cond)	299.25
	Maintenance contract payment	159.25
November 30	Maintenance contract payment	159.25
December 14	Furnish and install fan bearings	900.00
		\$4412.90
1995		
January 25	Check out burning -rubber smell	48.37
February	Maintenance contract billing	159.25
May	Maintenance contract billing	159.25
May 8	Bad main fuses - replaced, cycled all operations and wiring	273.49
August	Maintenance contract billing	159.25
December	Maintenance contract billing	159.25
December	Repairs to heat exchange unit. Install new gas jets. Checked flame and ignition, etc.	1645.50
		\$2604.37

1996 :	2.	
January	System locked out of ignition module V Controls and reset unit	98.55
February	Maintenance contract billing	159.25
May	Maintenance contract billing	159.25
August 8	Check out condensation line leak	98.55
September	Maintenance contract billing	165.00
December	Install Honeywell thermostat w/averaging sensors for temp control.	
	Install return airline in work room including materials and labor.	1670.40
		\$2351.00

Totals:	1990	2781.25
	1991	6403.27
	1992	1146.77
	1993	1990.00
	1994	4412.90
	1995	2604.37
	1996	2351.00

Grand Total:		\$21689.56
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1995-1996 ACCOMPLISHMENTS

- Employed full time reference librarian
- Expanded availability of Libra by adding Wyse terminals
- Received a donated PC for wordprocessing, etc. Purchased printer
- Replaced one office PC and printer
- Purchased public access pentium PC with Windows 95 for Internet and other applications
- Purchased fax machine for staff use
- Vendor replaced photocopier and library agreed to new contract for enhanced revenue for library
- Purchased VCR and storage cabinet for in-house programming
- Purchased videocassette cleaning machine
- Added videocassette rack in children's area for expanded storage
- Received public announcement board, coffee pot and electric tea kettle from Friends organization
- Purchased holiday decorations which the Chili Garden Club will use annually to decorate the library
- Supplied news releases to three area newspapers and Our Towns on a weekly schedule
- Worked closely with Friends organization on program planning, newsletter publicity, membership drive, promotional donations to increase membership, sorting gift books, working at book sale
- Conducted Libra, Advanced Libra and Internet training classes
- Conducted children's, young adult, adult and family programs with all-time high attendance
- Increased circulation which continues to climb
- Increased the sizes of all collections - especially reference, books-on-cassettes, videocassettes
- Undertook a year-long weeding project with the help of reports generated by Libra
- Restructured work assignments to reflect a more efficient method to get more done with the same number of employees
- Organized and conducted monthly staff meetings and weekly librarians' meeting
- Recarpeted entry and workroom, added carpet mats, repainted workroom

- Grant to town provided funding to make library's handicapped-accessible restrooms available to town hall visitors at anytime
- Staff and board members attended MCLS training workshops, seminars, roundtables and instructional meetings
- Completed in-house survey of 219 library users in July. Analyzed, summarized, and publicized results.
- Received final approval from Monroe County Civil Service Commission to hire full time clerical person, presently on staff part time. Received final approval to promote two librarians from the I to the II level. Received final approval to create new job titles.
- Added extra shelving carts for overflow from circulation desk
- Made available to customers a very positive bumper sticker

PROJECTS TO BE COMPLETED

- With MCLS guidance, plan to implement next phase of Libra on-line catalog and develop a LAN using PC's which are needed to replace Wyse terminals. Many libraries are hiring consultants who are knowledgeable about Local Area Networks and Wide Area Networks.
- Acquire two additional laser scanners to use with Libra and for linking library materials to the database.
- Receive bookcase and table for director's office.
- Review telephone system, in place since the summer of 1988, and submit three price quotations to Library Board for their consideration.
- Obtain price quotation for storage of videocassettes at the circulation desk.
- Work with Town Board to develop plan and building specifications for a new Chili Public Library.
- Develop and adopt a Long Range Plan!
- Appoint a committee to work with the director to recommend increments more in line with town hall and Monroe County libraries for all staff.
- Garner support from all library board, staff and town hall elected and appointed officials to join the Friends organization.
- Organize a grass roots support network on behalf of a new CPL.

Dorothea Pompa
November 26, 1996

CHILI PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

November 26, 1996

Call to order 7:02 p.m.

PRESENT: Randy Allen, John Collins, Jim Lechner, Megan Neumann, Gary Squires. Dottie Pompa. Visitor Jerry Brixner.

MINUTES of the October 22, 1996 meeting approved.

ABSTRACT OF BILLS, FINE AND PAYROLL RECORD: Motion to approve Abstract # 32, dated November 26, 1996, for \$16,917.08 by John Collins, second by Gary Squires, carried.

COMMUNICATIONS:

A letter was sent to Donn Wilshaw of Faber Management thanking them for their information about leasing the former Big M building, but that we are not interested in that option.

A letter was sent to the Chili Garden Club requesting that they decorate the library for Christmas again this year.

A letter received from Bill Kelly voicing his concern about the letter from Faber Management indicating that they had proposed having the library moving to the former Big M building. He was unaware of the original proposal from Faber, and thought we had toured the building and were in favor of the move. Randy explained what had transpired. We were under the impression that it was the library board liaison's responsibility to pass this information on to Mr. Kelly.

1997 Proposed holidays

Wed., Jan 1 - New Year's Day
Mon., May 26 - Memorial Day
Fri., July 4 - Independence Day
Mon., Sept. 1 - Labor Day
Wed., Nov. 26 - 5 p.m. closing
Thurs., Nov. 27 - Thanksgiving
Wed., Dec. 24 and Thurs., Dec. 25 - Christmas
Wed., Dec. 31 - 3 p.m. closing

open Saturday, June 21 - close Sat., June 28
reopen Saturday, Sept. 6

adopted 11/26/96

Circulation: Nov. 1995 = 18,109 November fines: \$1,988.19
Nov. 1996 = 18,070
 39 loss

- 11/21 - User's Group at Rochester Public Library
 - Library card registration committee
- 11/26 - Library Board meeting
- 11/27 - Hillary Pisaro, a junior at Churchville-Chili High School, spent the day shadowing the director and reference librarian. Despite many interruptions I felt the day was successful. Hillary used Libra, updated the announcement board, and had the opportunity to discuss questions she had prepared in advance about librarianship as a career.
 - Abby Brill completed the final corrections for the library's home page. LAS will make this available on Internet early in January 1997.
- 11/29 - Chili Garden Club members decorated the library with wreathes, garlands, red bows and plants. They also prepared a charming display in the locked case.
- 12/4 - DAC at RPL
- 12/5 - Friends Board meeting
 - Met with representative from Lucent Technologies to plan the new telephone installation
- 12/15 - Michael and Jan Mc Cullough hosted the library's Christmas party at their lovely new home in Spencerport
- 12/20 - Staff and volunteers will attend the library's holiday luncheon. Honored guests are Louise Schwellensattl, Laura Beth Fogarassy, Lou Hillman and Megan Neumann.

On behalf of the library staff I wish to offer the members of the Library Board of Trustees best wishes for a blessed Christmas and the happiest of New Year's!

We are happy to hear that Jim Lechner is feeling so much better!

Dorothea Pompa



November 26, 1996

Chili Town Council
3235 Chili Avenue
Rochester, NY 14624

Dear Sirs:

We are aware that the terms of two of our board members, Megan Neumann and Gary Squires, expire December 31, 1996. Because of their willingness to continue on the board, and their invaluable service, we are recommending that they be reappointed to the Chili Public Library Board of Trustees for terms to run January 1, 1996 to December 31, 2001.

Thank you for your consideration in this matter.

Sincerely,

A handwritten signature in black ink that reads "Randy W. Allen". The signature is written in a cursive, flowing style.

Randy W. Allen, President
Chili Public Library
Board of Trustees

TOWN OF CHILI

Originated in 1822

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

OFFICE OF THE SUPERVISOR
WILLIAM C. KELLY

TO: All Committee Chairpersons

Library

FROM: Bill Kelly *W.C.K.*

DATE: November 12, 1996

RE: YEAR END REPORTS AND APPOINTMENTS

Just a reminder that per resolutions passed 4/6/94, your year end report, which shows your committee's goals, prior goal status and projects you hope to achieve during 1997 are due by end of December. I will also need to hear from your committee on any recommendations for reappointments for members whose terms expire in December of 1996. Please get these reports and recommendations to me in writing by December 13, 1996. Thank you.

ENCLOSURE - listing of expirations for each committee

The following is a list of members whose appointments expire on 12/31/96.
Please get back to me (in writing) with your comments on whether or not you will
be recommending reappointment.

CONSERVATION

Richard Schickler
Carolyn DeHORITY
Larry Lazenby
Charles Robinson

RECREATION ADVISORY

Frank Berardi
John Elnicky
Joe Stankevich

ECONOMIC DEVELOP.

Don Avery

TRAFFIC & SAFETY

Fred Trott

HISTORIC PRESV.

Rona Pearce

ZONING BOARD

Bev Griebel

LIBRARY BOARD

Gary Squires
Megan Neumann

PLANNING BOARD

William Deans

PLUMBING BOARD

Art Kowalik

TOWN OF CHILI

Originated in 1822

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

WILLIAM C. KELLY
SUPERVISOR

CAROL O'CONNOR
TOWN CLERK

JAMES E. POWERS
J. DONALD FASO
JAMES J. POWERS
STEPHEN W. HENDERSHOTT
COUNCIL MEMBERS

GEORGE BARTNETT
DEPUTY SUPERVISOR

TO: Randy Allen, President, Library Board of Trustees

FROM: Bill Kelly 

DATE: November 26, 1996

I am enclosing a copy of the letter I received from Bernie Iacovangelo of Faber Management pursuant to our discussion regarding the Town Hall/Library project.

It is my understanding that after the efforts of Bernie asking, members of the Library Board reviewed the site and indicated that the Library Board did not feel the proposal was satisfactory to them. Again, I wish the Town Board would have been apprised of this action. We were of the assumption from past indications that the Library Board did not look favorably on locating the Library in the plaza and reacted accordingly. We need to be kept abreast of these related happenings.

Enclosure



November 19, 1996

Mary Kay Penek, President
CHILI GARDEN CLUB
1003 Savage Road
Churchville, NY 14428

Dear Ms. Panek:

Once again I would like to request help from the members of the Chili Garden Club! Would your organization be willing to decorate the Chili Public Library for the fast-approaching holiday season?

Last year Alice Miller and other club members purchased decorations for the library that could be used year after year. They also included "live" greens in wreaths and other arrangements. The library would take care of any expenses incurred for the current year's decorations.

Please convey our heartfelt appreciation to all of the members of the Chili Garden Club who have worked diligently on behalf of the library.

Sincerely,

Dorothea Pompa
Library Director

November 25, 1996

Dottie Pompa, Director, Chili Public Library and Chili Library
Board of Trustees:

In respect to the Public Hearings during the November 6 Chili Town
Board Meeting:


My comments on the three Budgets were alluded to by the
November 8 issue of the Community News. In the opportunity
provided to me as a Chili Citizen, it was my purpose to comment
during the Public Hearings as time allotted.

After the Meeting "Public Comment Period," I had a prepared
statement which I offered to the Chili Town Board: "I am pleased
that the Game that Councilman James E. Powers, as Liaison to the
Library, dealing with \$5,000 that initially was to go into a
Reserve Fund, was arbitrarily suspended; and the Library will now
be able to use this money for their immediate needs if they
wish."

Thanks for appreciating my interest in this matter.

XC: Other

Sincerely,


Jerry Brixner

14 Hartom Road, 14624

*For Wampette
Randy and 6*

- D. BE IT RESOLVED that Account #SF-01-3410.4 be amended to \$230,587 from the 1997 preliminary budget of \$227,500.
- E. BE IT RESOLVED that Account #SF-06-3410.4 be amended to \$34,343 from the 1997 preliminary budget 34,507.
- F. BE IT RESOLVED that Account #SF-08-3410.4 be amended to \$7,559 from the 1997 preliminary budget \$8,216.
- G. BE IT RESOLVED that Account #SF-09-3410.4 be amended to \$121,267 from the 1997 preliminary budget \$119,953
- H. BE IT RESOLVED that Account #SF-10-3410.4 be amended to \$1,150 from the 1997 preliminary budget of \$1,643.
-

RESOLUTION #355 RE: Revisions to Appropriated Fund Balances

Offered by: _____ Seconded by: _____

BE IT RESOLVED to revise the appropriated fund balance for the Library Fund to \$0 from the Preliminary amount of \$5,000; and

BE IT FURTHER RESOLVED to revise the appropriated fund balance for the Pumpkin Hill Light District to \$2500 from the Preliminary amount of \$2900; and

BE IT RESOLVED to revise the appropriated fund balance for the Whispering Wind Light District to \$950 from the Preliminary amount of \$1200; and

BE IT RESOLVED to revise the appropriated fund balance for the Blueberry Hill Light District to \$250 from the Preliminary amount of \$500 ; and

BE IT RESOLVED to revise the appropriated fund balance for the Black Creek Light District to \$250 from the Preliminary amount of \$500; and

CORRESPONDENCE NO. 1

Memo to Supervisor Kelly and Town Board Members from Joseph Carr, Commissioner of Public Works/Superintendent of Highways, RE: Supplemental Information - 1997 Budget, "We have just received notification this week from Senator James Alesi that two (2) member grant requests we had submitted have been approved. these involve \$21,500.00 for the Paul Road headwall extension and \$144,000.00 for milling and resurfacing of subdivision streets. These additional funds will allow us to more comfortably fund the completion of two projects under the general repairs budget and still accomplish the



November 25, 1996

Donn Wilshaw
Faber Management
Chili Paul Plaza
Rochester, NY 14624

Dear Donn:

Thank you for bringing to our attention the property formerly occupied by the Big M Supermarket as a possibility for the new Chili Public Library.

I have presented your ideas to the Library Board of Trustees and they have expressed that it offers many benefits and is a possibilities however it still would not be our first choice. Our first choice is to build new on existing land owned by the town. We have been informed that the Town Board is working another proposal and it has been suggested that we wait and see the outcome.

Again I thank you for your time.

Sincerely,

A handwritten signature in cursive script that reads "Randy W. Allen".

Randy W. Allen, President
Chili Public Library Board of Trustees

Chili Public Library Bank Accounts - Rochester Community Savings Bank

Account #0721840437

	Opening Balance January 31, 1996:	\$8,674.74
01/31/96	Withdrawal	(45.00)
	Booksale Deposit	85.00
	Booksale deposit	97.00
03/22/96	Anonymous Donation	50.00
	Booksale Deposit	97.50
	Interest	54.27
03/27/96	Withdrawal for CD account	(5,000.00)
04/22/96	Booksale deposit	105.00
05/31/96	Interest	34.40
06/19/96	Booksale deposit	78.00
07/22/96	Booksale deposit	50.50
08/26/96	Booksale deposit	99.50
08/31/96	Interest	26.83
09/23/96	Booksale deposit	140.00
10/07/96	Booksale deposit	44.00
10/11/96	Withdrawal (bumper sticker)	(446.50)
11/18/96	Booksale deposit	155.00
	Closing Balance November 18, 1996	

\$4,300.24

Chili Library Memorial Fund CD

Account #0470082329

03/27/96	Opening deposit	\$5,000.00
	Interest 4.64% - APY 4.75%	Matures 09/25/96
06/01/96	Interest	42.12
09/01/96	Interest	59.32
09/25/96	Interest	15.58
	Reinvested same term	\$5117.02
09/25/96	Interest 5.12% - APY 5.25%	Matures 03/26/97

Chili Library Memorial Fund CD

Account #047-0066448

Opening Balance: \$10,270.34

12/01/95	Interest	117.35
03/01/96	Interest	133.43
03/11/96	Interest	14.77
03/11/96	Reinvested same term	\$10,535.89
	Interest 4.64% - APY 4.75%	Matures 09/09/96
06/01/96	Interest	110.40
09/01/96	Interest	125.23
09/09/96	Interest	10.96
09/09/96	Reinvested same term	\$10,782.48
	Interest 5.12% - APY - 5.25%	Matures 03/10/97

Chili Library Memorial Fund Account for Bertha Henderson

Opening Balance January 1996 - \$210.00

02/29/96	Interest deposit	.17
	Account closed (transferred)	(\$210.17)
	Closing Balance	\$00.00

Chili Library Memorial Fund CD for Bertha Henderson

Opening Balance

\$5850.80

06/01/96	Interest deposit	81.34
09/01/95	Interest deposit	94.94
12/01/95	Interest deposit	95.41
03/01/96	Interest deposit	96.91

03/13/96	Interest deposit	12.90
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03/13/96	Transfer from Henderson regular account	210.17
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Account renewed at 4.88% rate - APY 5.00% for 12 mos. Maturity Date: 03/13/97

Closing Balance: \$6442.47

RESERVE FUND ACCOUNT

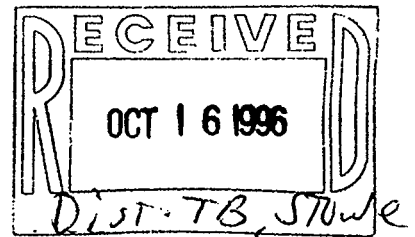
Opening Balance January 1996:

\$37,777.51

02/96	Interest	174.51
03/96	Interest	356.04
04/96	Interest	162.50
05/96	Interest	171.14
06/96	Interest	183.69
07/96	Interest	161.63
08/96	Interest	156.05
09/96	Interest	203.72
10/96	Interest	143.00

□ Closing Balance - October 1996: \$39,490.16

CHILI PLAZA ASSOCIATES
3240 Chili Avenue
Rochester, New York 14624
Voice 716-889-4840
Fax 716-889-4190



October 15, 1996

Town of Chili
Honorable William Kelly, Supervisor
Chili Town Board Members
3235 Chili Avenue
Rochester, New York 14624

Dear Supervisor Kelly and Town Board Members,

It is my understanding that the Town Board has taken a new direction as it relates to the Focus Group reports submitted early in 1996 pertaining to the building of a new Town Hall and Library Community Center concept. Taking this new direction into consideration, I would like to make a presentation and have an ensuing discussion with the Board around the topic of how the former Big M vacant store space in Chili Paul Plaza could be utilized as a temporary new home for the Chili Town Library.

I have met with Randy Allen, Chair of the Library Board, and submitted not only a conceptual drawing of how the front of the building could be redone to make it an attraction for the community, but also supported the conceptual with a proposal for a lease arrangement.

This would not have to be a permanent arrangement, but then again it could be. I was thinking more in terms of a three (3) to five (5) year lease to give the Town Board time to re-generate some momentum and develop definitive plans for a new Town Hall and Library. There;s no question the Library space problem is increasing in intensity, and the court system continues to experience cramped conditions.

Moving the library to a new location would open the existing space for the court system and for other Town Hall activities, including conference rooms and increased recreation space.

A band-aid solution to be sure, but at least it represents movement toward an identified need in the town.

Of course I have a business interest in a move of this nature. My interest also relates to your interest. It is no secret that the *dark spaces* in the Chili Paul Plaza are a concern to me, (and should be to you). In 1995 and 1996 the taxes assessed on the plaza increased as the vacancies increased. This translates to a revenue degeneration from my perspective and a tax collection escalation from yours. It seems in both of our best interests that we work together to fill some of the vacancies in the plaza.

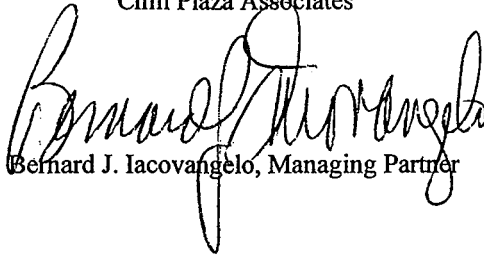
Locating the library in the 18,000 sq.ft. Big M space takes care of the square footage needs for the library as well as takes a large open space and fills it for us. It also give you breathing room for some of the essential town functions that are now cramped in a total of 12,000 square feet; 6000 for the library and 6000 for the Town Hall and Court System.

I would like to request time on the agenda of the November 6th or 20th Town Board meeting to discuss our proposal and get some feedback from the Board on this issue.

Your consideration of my comments and request for time on your valuable agenda, are appreciated.

Very truly yours,

Chili Plaza Associates

A handwritten signature in black ink, appearing to read "Bernard J. Iacovangelo". The signature is fluid and cursive, with the first name being the most prominent.

Bernard J. Iacovangelo, Managing Partner

BJI/drw

cc: Donn R. Wilshaw, Chair
Chili Town Hall and Library Committee

Chili Public Library Bank Accounts - Rochester Community Savings Bank
Account #0721840437

	Opening Balance January 31, 1996:	\$8,674.74
01/31/96	Withdrawal	(45.00)
	Booksale Deposit	85.00
	Booksale deposit	97.00
03/22/96	Anonymous Donation	50.00
	Booksale Deposit	97.50
	Interest	54.27
03/27/96	Withdrawal for CD account	(5,000.00)
04/22/96	Booksale deposit	105.00
05/31/96	Interest	34.40
06/19/96	Booksale deposit	78.00
07/22/96	Booksale depost	50.50
08/26/96	Booksale deposit	99.50
08/31/96	Interest	26.83
09/23/96	Booksale deposit	140.00
10/07/96	Booksale deposit	44.00
10/11/96	Withdrawal (bumper sticker)	(446.50)
	Closing Balance October 11, 1996	\$4,145.24

Chili Library Memorial Fund CD

Account #0470082329

03/27/96	Opening deposit	\$5,000.00
	Interest 4.64% - APY 4.75%	Matures 09/25/96
06/01/96	Interest	42.12
09/01/96	Interest	59.32
09/25/96	Interest	15.58
	Reinvested same term	\$5117.02
09/25/96	Interest 5.12% - APY 5.25%	Matures 03/26/97

Chili Library Memorial Fund CD

Account #047-0066448

Opening Balance: \$10,270.34

12/01/95	Interest	117.35
03/01/96	Interest	133.43
03/11/96	Interest	14.77
03/11/96	Reinvested same term	\$10,535.89
	Interest %4.64% - APY 4.75%	Matures 09/09/96
06/01/96	Interest	110.40
09/01/96	Interest	125.23
09/09/96	Interest	10.96
09/09/96	Reinvested same term	\$10,782.48
	Interest 5.12% - APY - 5.25%	Matures 03/10/97

Chili Library Memorial Fund Account for Bertha Henderson

Opening Balance January 1996 - \$210.00

02/29/96	Interest deposit	.17
	Account closed	(\$210.17)
	Closing Balance	\$00.00

Chili Library Memorial Fund CD for Bertha Henderson

Opening Balance

\$5850.80

06/01/96	Interest deposit	
09/01/95	Interest deposit	94.94
12/01/95	Interest deposit	95.41
03/01/96	Interest deposit	96.91

03/13/96	Interest deposit	12.90
03/13/96	Transfer from Henderson regular account	210.17

Account renewed at 4.88% rate - APY 5.00% for 12 mos. Maturity Date: 03/13/97

Closing Balance: \$6442.47

RESERVE FUND ACCOUNT

Opening Balance January 1996:

\$37,777.51

02/96	Interest	174.51
03/96	Interest	356.04
04/96	Interest	162.50
05/96	Interest	171.14
06/96	Interest	183.69
07/96	Interest	161.63
08/96	Interest	156.05
09/96	Interest	203.72

□Closing Balance - October 1996: \$39,347.16

Friends of the Chili Public Library
Marine Midland Bank - Account #554-761882
Opening Balance \$1,074.00

01/05/96	Membership deposit (1 business)	25.00
01/31/96	Membership deposit (3)	30.00
02/16/96	Membership (8)	120.00
	Membership (2)	15.00
02/16/96	Membership deposit (10)	135.00
02/28/96	Check #101 (corsages)	(14.62)
	Check #102 (refreshments)	(17.50)
02/28/96	Check #103 (name tags)	(24.10)
03/15/96	Check #104 (NYLA membership)	(35.00)
	Check #105 (FOLUSA membership)	(30.00)
03/22/96	Membership deposit (7)	115.00
04/04/96	Town Hall luncheon fund-raiser	100.00
	Membership deposit	50.00
04/22/96	Membership deposit (2 memberships 1 donation)	45.00
	Check #108 voided	
06/03/96	Check #109 (Paper Store)	(24.28)
06/12/96	Membership deposit (2 - 1 family, 1 business)	35.00
06/19/96	Membership deposit (\$65 membership/\$15 donation)	80.00
06/25/96	Check #110 (We're Forms - envelopes)	(97.20)
06/28/96	Membership deposit (24)	320.00
07/10/96	Membership deposit (10)	125.00
07/17/96	Membership	125.00
07/22/96	Membership	345.00
	Booksale deposit	1831.90
07/30/96	Check #106 (IRS)	(150.00)
	Check #107 (Dept. of State)	(25.00)
08/02/96	Check #111 Johnson House gift certificate	(40.00)
08/12/96	Membership (4)	35.00
08/26/96	Membership/donations	95.00
09/20/96	Membership deposit	115.00
10/07/96	Membership deposit	75.00
10/09/96	Check #112 (N.J. Spitz - Koch talk)	(29.00)
	Check #113 (M.F. Blouin L.L.C. - Activities Announcement Board)	(350.03)
	Check #114 (M.F. Blouin L.L.C. - Lettering for above board)	(95.24)
	Check #115 (D.Pompa - Coffee/tea pots)	(262.58)
10/21/96	Membership	45.00

Closing Balance: \$3741.35

CHILI PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

October 22, 1996

Call to order 7:03 p.m.

PRESENT: Randy Allen, John Collins, Rilla Crothers, Jim Lechner, Megan Neumann, Gary Squires, Dottie Pompa. Liaison Jim Powers. Visitor Jerry Brixner.

MINUTES of the September 23, 1996, meeting were amended to read (under New Business, end of paragraph): "Pages' salary will increase to \$4.75/hour as of September 28, 1996." With amendment minutes were approved.

ABSTRACT OF BILLS, FINE AND PAYROLL RECORD: Motion to approve Abstract #29, dated October 22, 1996, for \$16,436.34 by Rilla Crothers, second by Gary Squires, carried.

COMMUNICATIONS:

A letter was received from Supervisor Kelly regarding the final hearing for the 1997 budget, which will be November 6 at 9:00 p.m. The HVAC portion of our budget was cut. If the system fails the Town Board will have to take care of the expense of repair/replacement. Jim Powers has assured us that this will be taken care of by the Town Board. Also, Dottie spoke with Dianne Moore and Bill Kelly, and she has been assured that we will automatically get any leftover funds (less \$5,000) transferred to our reserve fund.

Randy received a letter from Faber Management (attached) regarding a new library. They feel that the library should consider moving into the former Big M store (18,000 sq. ft.). The cost would be \$5.50/sq. ft. (\$99,000/year), and we would be responsible for utilities. There was much discussion about this proposal, and many pluses or minuses. The Town Board would have to approve anything like this. Randy will write a letter to them advising them of this proposal. Our goal is a new library.

DIRECTOR'S REPORT:

Red Cross training will take place the first two Fridays in November from 6:00 p.m. to 10:00 p.m. There are nine people signed up.

The minutes of the September 27 and October 18 staff meetings are in our packets.

Dottie has sent paperwork in to change the job titles the beginning of October. She just found out that this has to be rewritten, and a new job title has to be assigned. Hopefully this will be done in November

Dottie will attend a workshop Saturday, November 9 at the Henrietta Library entitled Technology Continued. This is to help with technology planning.

There are many problems with the new Compaq Computer that was purchased. We could get no satisfaction from Computer City. They could not get the hard drive/fax modem to work (both failed). They made promised they don't keep. New parts were received, it took 3-4 days to do repairs. It was the wrong fax modem--it didn't work. Compaq sent a new one in 24 hours. Now there are other problems. The board told Dottie that she should pack up the computer, return it and try to get the money back.

There is a problem with the heat (or lack of it) in the back room. Leo Roth will give us an idea as to what to do. Jim will come when the person from Roth comes to talk to him about it.

COMMITTEE & OFFICER'S REPORTS AND RECOMMENDATIONS:

The Friends have been planning next year's activities. There will be a program on April 1. The book sale will be held on a week-end in July, before or after Chil-E Fest. The annual meeting will be held on September 24. They will be having a quilt piece made for the 175th Anniversary Commemorative Quilt. They are considering sponsoring a local youth sports team. The board members will be writing letters to the editor in support of a new library. Their next meeting is December 5 at 8:00 a.m.

The Long-Range Planning Committee will set a meeting date after tonight's meeting.

OLD BUSINESS:

The 1997 budget proposal was covered under Communications. The budget decrease for HVAC was \$30,000. There was a length discussion about wages. Most of the employees at the Chili Library are paid less than any other library in the county. We have been diligent about sticking to a 3% cost of living increase, but it seems other areas in the town are not. We need to keep this a top priority before we start losing good people.

NEW BUSINESS:

The Revised Automation Agreement with MCLS is basically the same with only three changes: 1. MCLS will keep LIBRA current. There will be 2 years notice on new costs. 2. Remote Site Equipment is a member responsibility. 3. The member libraries must upgrade equipment to keep up with revisions. The member library shall pay any extra costs incurred by not upgrading equipment. MCLS wants two signed copies of the agreement by the end of December.

The timeline for automation encompasses 1997-2002 is basically what MCLS will do in this timeframe. We must come up with a preliminary automation plan in 1997.

Dottie feels that the library needs a credit card because as it stands now one of the staff uses their credit card and then has to be paid back. She will look into options and if it makes sense will go ahead and get one.

John brought in the Dodge Cost Report which describes recently built buildings and gives their costs. The square foot costs run \$98-\$125 a square foot. Jim Powers will take this report for the Town Board to see.

REPORTS/COMMENTS FROM TOWN BOARD LIAISON:

Mr. Powers appreciates any suggestions about new library/town hall. \$500,000 has been moved into an operational account to use for development of plans. The highway garage cannot be done. Another step will be taken at the next Town Board meeting.

Comments from Jerry Brixner: Jerry would like copies of the library budgets from 1992-1997. He has a question about the reserves. Gary recommended that Jerry put his request in writing to Dottie.

ADJOURN: Motion by John Collins, second by Megan Neumann was approved 8:50 p.m.

NEXT MEETING NOVEMBER 26, 1996
7:00 P.M.

Respectfully submitted,

A handwritten signature in black ink, reading "Megan L. Neumann". The signature is written in a cursive, flowing style with a large initial 'M'.

Megan L. Neumann, secretary

DIRECTOR'S REPORT ***** September 19 - November 19, 1996

<u>Circulation:</u>	Sept. 1996 = 17,668	Oct. 1995 = 19,017
	Sept. 1995 = 15,596	Oct. 1996 = 18,686
	2,072 gain	331 loss

September fines: \$1641.74 October fines: \$1713.08

Meetings & Activities:

- 9/19 - Proctored an all-day exam
- 9/21 - David Harris and I attended a morning workshop at the Henrietta Library on "Trustee Roles and Responsibilities"
- 9/23 - Library Board meeting
- 9/24 - Dave Palmeri demonstrated how to use the Law Desk on CD-ROM. This will eventually replace seven shelves of the New York State Statutes. The librarians agreed that we need more practice with this product!
- 9/25 - Friends Annual Meeting - 35 attended the business meeting and then heard Robert Koch read from Henry Clune's books. In my opinion, it was a delightful program.
 - Librarians' meeting
- 9/27 - Staff meeting - 14 attended
- 10/2 - DAC at RPL
 - Librarians' meeting
- 10/3 - User's Group at the Wheatley Library
- 10/9 - Met with Abby Brill, a senior at RIT, who will complete 16 hours of service to the library as a graduation requirement. Abby will teach three Internet classes in addition to those already scheduled by Jeanne and Sean, and will design a web page for the library.
- 10/10 - TLDC met at Chili. Thirteen town directors attended the morning meeting.
- 10/16 - Friends Board meeting
 - I was asked to speak at the Gates Study Club
 - Town Budget workshop
- 10/18 - Staff meeting - 14 attended
 - Town Budget workshop for final revisions
- 10/22 - Library Board meeting
- 10/23 - Dean planned the second Wild Wings program for families
- 10/24 - Jim Lechner and I met with Mike DeKramer to discuss improved heating for the workroom
- 11/1 and 11/8 - Red Cross CPR and Basic First Aid Training - 7 staff participated.
- 11/6 - DAC at RPL
- 11/9 - MCLS Workshop at Henrietta on "Technology Planning".
- 11/12 - Rilla, Jim, Jeanne and I met to discuss the draft of the Long-Range Plan
- 11/14 - TLDC at East Irondequoit
 - Jeanne attended the Reference Roundtable at Penfield Library
- 11/15 - Staff meeting - 15 attended

Adventures in Attitudes: Carol attended a two-day seminar (Oct. 10 and 17) conducted by Donn Wilshaw. There were eight in the class and Carol felt it was very worthwhile. She has a notebook of ideas and exercises to share.

Dorothea Pompa

CHILI PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

September 23, 1996

Call to order 7:03 p.m.

PRESENT: Randy Allen, John Collins, Rilla Crothers, Jim Lechner, Megan Neumann, Dottie Pompa. Liaison Jim Powers.

MINUTES of the August 27, 1996 meeting were approved.

ABSTRACT OF BILLS, FINE AND PAYROLL RECORD: Motion to approve Abstract #26, dated September 23, 1996, for \$8,228.81 by John Collins, second by Megan Neumann, carried.

COMMUNICATIONS:

We received a letter from Bill Kelly asking for our attendance records for the previous year, and also asking for recommendations for board re-appointments for terms expiring 12/96.

DIRECTOR'S REPORT:

Tracey Taylor spent around 42 hours and Scott Melville spent 10 hours tabulating the summary of the recent patron survey. Tracey reported on that tabulation. There were 219 surveys turned in, approximately 133 were completely filled out. The summary of this survey is attached.

The Friends' annual meeting/program will be held on September 25. The same slate of officers will be presented for election.

Dave and Dot attended a workshop on September 21 on the Legal Responsibilities of Trustees. Some valuable information about this topic was shared and learned. Part of the information indicated that the survey that was done should be town wide and should be sponsored by the Friends. Just targeting library patrons skews the results. Also discussed was how to communicate better with town boards. It was a very good workshop.

Dot talked about State aid for public library construction. If we would ask for aid there would have to be matching funds from the town.

Not many people have signed up for the Red Cross Training to be held October 5. There is a possibility of combining with people from the Community Center to bring the total to 11 people.

Dot told us that there are Minimum Standards for Public Libraries (11 of them), that all public libraries are supposed to meet, some of which are that they be governed by written by-laws, there be a board approved long range plan for service, that an annual report be submitted, that there be board approved written policies, reports should be made to the town board (funding agency), and that a report be made indicating how the collection is serving the community. We meet most of these.

Carol will be attending a Donn Wilshaw seminar entitled Adventures in Attitudes.

The hard drive on the new computer (purchased in April) crashed. It has to go back to the store for a diagnostic session.

The service contract on the fax machine is \$400. We decided by consensus to not purchase this contract.

COMMITTEE AND OFFICER'S REPORTS AND RECOMMENDATIONS:

The Friends' of the Chili Public Library annual meeting will be held September 25, 1996. The Friends' have presented \$1000 to the library for purchases of our choosing. A signboard with letters, a 55 cup stainless steel coffee pot, and a Cuisenart electric tea kettle have been purchased. Randy will write a letter from the Board thanking the Friends.

John attended the Trustee Council meeting in Fairport's fantastic, spacious, attractive, quiet library. One of the topics that will be covered in future meetings is a presentation of technology planning, especially the Internet and its use within libraries. Many anticipate censorship when graphics take effect (late fall--or April). Rundel Library is closed on Wednesdays as of Sept. 18 for 6-7 months to inventory/catalog materials in preparation of the opening of the addition to the library.

OLD BUSINESS:

The bumper stickers have been ordered. Motion by Jim Lechner, second by John Collins to pay for these from the Memorial Fund was approved.

NEW BUSINESS:

Both Michael and Sean could be made Librarian II's. They are both, and would be, paid the same. The positions can be created with no problem. There is on the books one full-time library clerk, no clerk-typist, no desk clerk. Phyllis will be cutting down her hours due to health reasons. Dottie would like to take these hours and create one full-time clerk-typist. One staff member would be rewarded with this, giving us the hours we need covered, and giving the staff member benefit. A motion made by Jim Lechner, second by Rilla Crothers that this full-time clerical position be hired at \$7.50/hour by the November 4 pay period was approved.

REPORT/COMMENTS FROM TOWN BOARD LIAISON:

Mr. Powers reported that there is movement on the Town Hall/Library project, and that he will keep us informed of any progress in this area.

ADJOURN: Motion by Megan Neumann, second by Dave Harris was approved 8:50 p.m.

NEXT MEETING OCTOBER 22, 1996
7:00 P.M.

Respectfully submitted,

A handwritten signature in cursive script that reads "Megan L. Neumann".

Megan L. Neumann, secretary

Attendance Record for Chili Public Library Board of Trustees
September 26, 1995-July 22, 1996

Randy Allen present 9/26/95, 10/24/95, 11/28/95, 12/26/95, 1/23/96, 2/27/96,
3/26/96, 5/28/96, 6/25/96, 7/22/96, 8/27/97..

John Collins present 9/26/95, 10/24/95, 11/28/95, 1/23/96, 2/27/96, 3/26/96,
4/30/96, 5/28/96, 6/25/96, 7/22/96, 8/27/96.

Rilla Crothers present 9/26/95, 10/24/95, 11/28/95, 1/23/96, 2/27/96, 3/26/96,
4/30/96, 6/25/96, 8/27/96.

Dave Harris (appointed October 24, 1995) present 11/28/95, 12/26/95, 6/25/96,
7/22/96, 8/27/96.

Jim Lechner present 9/26/95, 10/24/95, 11/28/95, 12/26/96, 1/23/96, 2/27/96,
3/26/96, 4/30/96, 6/25/96, 7/22/96.

Megan Neumann present 9/26/95, 11/28/95, 12/26/96, 1/23/96, 2/27/96, 3/26/96
4/30/96, 5/28/96, 6/25/96, 7/22/96.

Gary Squires present 11/28/95, 1/23/96, 2/27/96, 3/26/96, 5/28/96, 7/22/96,
8/27/96.

Dottie Pompa present 9/26/95, 10/24/95, 11/28/95, 12/26/95, 2/27/96, 3/26/96,
4/30/96, 5/28/96, 6/25/96, 7/22/96, 8/27/96.

Jim Powers present 9/26/95, 10/24/95, 11/28/95, 1/23/96, 2/27/96, 3/26/96,
4/30/96, 5/28/96, 6/25/96, 7/22/96.

Chili Public Library
Bank Accounts

Account #0721840437

	Opening Balance March 27, 1996:	\$9,013.51
03/27/96	Withdrawal for CD account	5,000.00
04/22/96	Booksale deposit	105.00
	Closing Balance April 22, 1996	
		\$4,118.51
05/31/96	Interest	34.40
06/19/96	Booksale deposit	78.00
07/22/96	Booksale deposit	50.50
08/26/96	Booksale deposit	99.50
08/31/96	Interest	26.83
09/23/96	Booksale deposit	140.00

Closing Balance September 23, 1996

\$4,547.74

Chili Library Memorial Fund CD

Account #0470082329

03/27/96	Opening deposit	\$5,000.00
	Interest 4.64% - APY 4.75%	Matures 09/25/96
09/23/96	(To be reinvested for same term)	

Chili Library Memorial Fund CD

Account #047-0066448

Maturity Date: 09/09/96	\$10,535.89
Reinvested for 182 days	Matures 03/10/97
Interest 5.12 % Balance	\$10,782.48

Chili Library Memorial Fund CD

(Bertha Henderson)

Account # 0470066446

03/27/96	Maturity Date: 03/13/97 - No activity	\$6,442.47
	Interest 4.88% - APY 5.00%	

RESERVE FUND ACCOUNT

Opening Balance January 1996:
\$37,777.51

02/96	Interest	174.51
03/96	Interest	356.04
04/96	Interest	162.50
05/96	Interest	171.14
06/96	Interest	183.69
07/96	Interest	161.63
08/96	Interest	156.05

Closing Balance - September 1996: \$39,143.77

Friends of the Chili Public Library
Marine Midland Bank - Account #554-761882
Opening Balance \$1,074.00

01/05/96	Membership deposit (1 business)	25.00
01/31/96	Membership deposit (3)	30.00
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02/16/96	Membership (2)	15.00
02/16/96	Membership deposit (10)	135.00
02/28/96	Check #101 (corsages)	(14.62)
02/28/96	Check #102 (refreshments)	(17.50)
02/28/96	Check #103 (name tags)	(24.10)
03/15/96	Check #104 (NYLA membership)	(35.00)
03/15/96	Check #105 (FOLUSA membership)	(30.00)
03/22/96	Membership deposit (7)	115.00
04/04/96	Town Hall luncheon fund-raiser	100.00
	Membership deposit	50.00
04/22/96	Membership deposit (2 memberships 1 donation)	45.00
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07/10/96	Membership deposit (10)	125.00
07/17/96	Membership	125.00
07/22/96	Membership	345.00
07/22/96	Booksale deposit	1831.90
08/02/96	Johnson House gift certificate	40.00
08/12/96	Membership (4)	35.00
08/26/96	Membership/donations	95.00
09/20/96	Membership	115.00

Closing Balance: \$4398.20

Chili Public Library

Board of Trustees Meeting August 27, 1996

7:00 p.m.

Call to order 7:05 p.m.

Present: Randy Allen, John Collins, Dottie Pompa, Gary Squires, Dave Harris and Rilla Crothers

Minutes of the July 22nd meeting were approved.

Abstract of Bills, Fines and Payroll Record: motion to approve Abstract #23 dated 8/28/96 for \$13,161.38 by John Collins, second by Rilla Crothers, carries

Communications:

A memo was sent to Supervisor Kelly requesting a progress report on the plans for a new town hall and library.

Thank you letters were sent to the Chili Fire Department, Mr. Iacovangelo, Mr. Fodge and Leonard and Kathleen Delesky for their parts in making the Friends Booksale a success.

Directors Report:

Bumper Stickers: Dottie gave a rundown on the cost and slogan picked out for the Chili Public Library bumper stickers. The colors were to be similar to the brown and ivory that are on our stationery. The consensus was that Dottie should order the stickers as soon as possible without incurring any extra charges.

Childrens' Videocassettes: There is a growing concern that many popular titles are missing. Discussion revolved around installing video cameras to putting some type of security system. No decision was made and the board will continue to think about ways to deter the theft of these items.

Summer Programs: Dottie reported that this year we had the most successful programs and the most participants ever.

Legal Responsibilities of Trustees: Workshop being held on September 21, 1996. Dottie and Dave agreed to go and follow up with a report next meeting

Committee and Officers Reports:

Budget Committee has submitted a preliminary budget. Some discussion about the fact that money from unused funds gets deducted from our upcoming budget as opposed to being deposited in the capital reserve fund. Another concern is that we may need to adjust some line items in regards to payroll. It was decided that we would adjust these items on the final draft after the town budget officer reviews the paperwork.

Page 2 Chili Public Library
Board of Trustees Meeting

Friends of the CPL - Dot and David reported that things are going well. The officers that started the organization have all agreed to run again for their respective offices. A report of the recent booksale was given.

Old Business:

Library update - Randy reported to the board a phone conversation he had minutes prior to the board meeting. It appears that major changes in the most recent plan are coming. It appears that the Town Board is revisiting the 1988 plan and considering purchasing the property next to the town hall.

New Business:

Leo J. Roth Corp - Dottie read the contract prices for maintaining the HVAC in the Library. Motion made by Gary Squires to renew, second by Randy Allen. Motion passed.

Results of Patron Survey - Tracey Taylor prepared the survey and will be presenting the results to the Board of Trustees at the September meeting.

Tax Forms - Much discussion on whether this is a service the library wants to provide. It seems that the IRS is very stingy on releasing forms and the staff at the library takes the verbal abuse from the unhappy patrons when we are out of forms. Dave Harris said he will look into having the Friends order the forms and maintain the bins at the entrance. It was generally felt that as The Chili Public Library is the only library around that is still doing this and was a needed service the library would continue if more forms could be made available.

Reports/Comments from Town Board Liaison - absent

Next meeting **MONDAY, SEPTEMBER 23 AT 7:00 PM**

Randy Allen 9-23-86



Town of Chili
Supervisor, Bill Kelly
3235 Chili Avenue
Rochester, NY 14624

Dear Bill,

Thank you for attending our last board of trustees meeting. As you know we will be meeting on Tuesday, August 27th at **7:00 PM**. According to our liaison to the library, a status report on the new building should be available prior to the meeting. I can meet with you on Monday or Tuesday if you like. Monday would be better for me. Please contact me for a time and place.

On another note, I couldn't find the letter that I had sent to the Focus Group but I did manage to put my hands on the minutes in regards to the concerns that we had placing the library on the upper level. I have enclosed a copy for your review.

To confirm our position, we are not opposed to a lower level if the building is of a design that allows windows and sunlight to enter the library. A "basement" set up would be out of the question however the plans for a building built into an "earth bank", such as the focus group proposed, would work. This allows for our own entrance and identity and would reduce the possibility of dampness and allow for natural lighting. We need a minimum of 20,000 square feet and would love more. Please refer to the attached minutes for more information.

Thank you for your time. Please call me with an update or let me know of a time we can meet on Monday.

Sincerely,

A handwritten signature in cursive script that reads "Randy W. Allen".

Randy W. Allen, President
Chili Library Board of Trustees

Note: Original copies will follow this fax via mail.



August 23, 1996

Leonard and Kathleen Delesky
10 Guaymar Circle
Rochester, NY 14624

Dear Leonard and Kathleen:

On behalf of the Chili Public Library Board of Trustees I would like to thank you for all your hard work organizing the recent book sale. Volunteers like yourself are the backbone of the Friends Group and a credit to Chili and the library. Thanks again from all of us. Keep up the good work.

Sincerely,

A handwritten signature in cursive script that reads "Randy W. Allen".

Randy W. Allen, President
Chili Library Board of Trustees

CHILI PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

February 27, 1996

Call to order 7:05 p.m.

PRESENT: Randy Allen, John Collins, Rilla Crothers, Jim Lechner, Michael McCullough (for Dot), Megan Neumann, Gary Squires, Liaison Jim Powers.

AMENDMENT of the agenda was approved by consensus.

MINUTES of the January 23, 1996 meeting were approved by consensus.

ABSTRACT OF BILLS, FINE AND PAYROLL RECORD: Motion to approve Abstract #5, dated February 27, 1996, for \$12,846.65, by Rilla Crothers, second by Gary Squires, carried.

COMMUNICATIONS:

Randy sent a letter to Bill Kelly in regard to replacing or laying down plan to replace the HVAC unit. He has not received a reply. Jim Powers indicated that he felt given the recommendation to demolish the present building under the plan put forward about the new library/town hall that the board would not opt to replace the unit. Randy indicated that we still need some sort of emergency plan should the unit quit working. Jim promised to speak to Mr. Kelly about this.

A letter was sent to the focus group regarding the proposed plans for the new library/town hall. It was indicated that we are impressed with the plans, but that we have many concerns about the layout. Two major concerns are the price, and putting the library on the second floor may not be practical. We suggested changing the plans to perhaps 30,000 square feet up and 30,000 square feet downstairs, and locating the library on the first floor and the town hall on the second.

We received a letter from George Barnett about Chili's 175th anniversary celebration. There is an overall committee, but the feeling is that the library should have a planning committee for its own program comprised of representatives from the Board, the Friends, and staff members.

DIRECTOR'S REPORT:

- * The February 18 staff meeting minutes are in our packets.
- * The video cleaner is in and working. Ursula has taken responsibility for this process. Stickers are placed on the videos that are cleaned. The floor mats are in, and the cushioned mat at the circulation desk is in. They are very nice. There is a new wooden bookcase and a new shelving range in the children's area.
- * A new policies and procedures manual has been put together. It will be kept in Dottie's office.
- * Assembly members Susan John, Joseph Morelle, and Joseph Robach have proposed the Electronic Doorway Library Bill to allow full participation in electronic services. Monroe County Library System would receive \$75,000 plus a per capita amount. Randy will send a letter to these representatives and Senator Alesi thanking them for their help, and asking for Senator Alesi's help.
- * The annual report will be completed soon.
- * The terms of all board members are listed in our packets.
- * In March the monthly Town Hall fund-raiser (dress down day--bring a dish for lunch and pay \$2, or pay \$5) will benefit the Friends of the Chili Library.

COMMITTEE & OFFICER'S REPORTS AND RECOMMENDATIONS:

- * Randy reported on the February 22 presentation of the focus group recommendations to the town board. The presentation was well attended and well received. It was recommended that the town seek help from a professional fund-raiser to discover a realistic amount to be raised from a fund-raiser. The focus group recommended that the town get an architect and get drawings and estimates. The next step in the process is for the town board to take a vote on the plan, make a decision and get estimated costs. Jim Powers indicated that if/when this is proposed there could possibly be a referendum this summer/fall and maybe some fundraising before that.
- * Megan and Mike reported on the newsletter put out by the Friends, and the Valentine's Day program. Both were well received. Approximately 45 people attended the program.
- * The Trustee Council report is deferred to next month.

DIRECTOR'S REPORT ***** August 20 - September 18, 1996

<u>Circulation:</u>	August 1995 = 19,152	<u>Fines:</u> \$1835.53
	August 1996 = <u>18,885</u>	
	267 loss	

Meetings & Activities:

- 8/20 - Jeanne and Pat attended a Tech Talk meeting at Gates on troubleshooting printer problems
- 8/22 - The Summer Reading Program's Grand Finale
- 8/27 - Library Board meeting
- 9/4 - Director's Advisory Council at RPL
- 9/6 - Friends Membership Committee meeting. Chair Bruce Dunn and the members helped prepare the third newsletter mailing.
- 9/11 - Librarians meeting
- 9/12 - Town Library Director's Council at the Fairport Library
- 9/17 - Tech Talk at the Gates Library. Representatives from three libraries discussed how they planned and implemented Local Area Networks.
- 9/18 - Librarian's meeting

Page Supervisor Carol Fogarassy has hired Nick Vullo as Scott's replacement. My apology to page Gretchen Merwin who was inadvertently omitted from the list of current pages.


Dorothea Pompa

CHILI PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

July 22, 1996

Call to order 7:03 a.m.

PRESENT: Randy Allen, John Collins, Dave Harris, Jim Lechner, Megan Neumann, Dottie Pompa, Gary Squires. Liaison Jim Powers. Visitors Jeanne Austin, Judith Kharbas, Bruce Dunn, Donn Wilshaw, Steve Hendershot, Don Faso, Bill Kelly, Jerry Brixner, and Bernie Iacovangelo

MINUTES of the June 25, 1996 meeting were approved.

ABSTRACT OF BILLS, FINE AND PAYROLL RECORD: Motion to approve Abstract #20, dated July 22, 1996, for \$6,675.12 by John Collins, second by Randy Allen, carried.

COMMUNICATIONS:

We received a letter from Joseph L. Bruno regarding the Electronic Doorway Library Bill. He indicated that the bill is under review, and will be given careful review. After this was received and the budget was past the request of \$11.4 million became \$2.1 million.

Randy sent a letter to Supervisor Kelly asking for a spot on the agenda at the July 17, 1996, Town Board Meeting.

A second letter was sent to Supervisor Kelly asking that our spot on the agenda be canceled, and instead invited the Town Board members to our next meeting on July 22, 1996, at 7:30 a.m.

DIRECTOR'S REPORT:

The patron survey is going on this month (beginning July 1). There will be a report of the survey findings at the August meeting.

The turn-around time on the bumper stickers was too long to get them printed by the book sale. If we order 2500 we will get a 30% discount on the price of \$575, which will bring the cost to \$402.50 (discount is \$172.50). The slogan will be "A New Library Leads to A Great Future--Support a New Chili Public Library". There is a 2-3 week turn-around time. Dottie will order these soon.

At this time (7:15 a.m.), we broke from our agenda in order to hear from the Town Board members present about the status of the new Library/Town Hall. There are a lot of variables in this project, but the major concern of the Library Board is that there is no time line, and no communication. Mainly we wanted to know what we as a board could do to help. Randy also indicated the willingness of the library/board to be located on the lower level of the building, which Mr. Kelly was not aware of. We had assumed that he was, because we had sent a letter to the task force to this effect. We will send a letter to him stating this, and he and the Town Board will get us more information/communication in the next 30 days. At this point the members of the Town Board departed and we resumed normal business.

COMMITTEE & OFFICER'S REPORTS AND RECOMMENDATIONS:

There was nothing to report from the focus group.

Judith Kharbas reported that the Book Sale made \$1822. Mr. and Mrs. Delesky did a great job of organizing and running the sale, and they have two people lined up to run it next year. During the sale we had 35 new memberships and 3 renewals. The leftover books went to the Girl Scouts and the Lifetime Assistance program. Randy will send a letter on behalf of the board to Bernie Iacovangelo for donating the space, and the Chili Fire Department for the use of their tables.

OLD BUSINESS:

There was no old business.

NEW BUSINESS:

Dottie contacted New York State about the minimum wage increase, but there was no information available. It could go up to \$5.15 an hour, and we should be able to cover it in this year's budget. We should also be aware of this for next year's budget.

The 1997 Budget proposal is due to Mr. Kelly on August 14. We discussed the fact that the money that was left over last year was returned to the general fund instead of our being able to place it into a reserve account. We indicated that we should include capital expenses as a line item.

COMMENTS:

Mr. Brixner requested to be able to make a comment. He indicated that when he was on the Town Board and was Supervisor he set up the ability to use leftover money for a reserve account. He stated that budgeted money should not be taken back.

ADJOURN: Motion by John Collins, second by Dave Harris was approved
8:40 a.m.

NEXT MEETING AUGUST 27, 1996
7:00 P.M.

Respectfully submitted,

A handwritten signature in cursive script that reads "Megan L. Neumann". The signature is written in dark ink and is positioned below the typed name.

Megan L. Neumann, secretary

Circulation: July 1996 = 21,231
July 1995 = 18,277
2,954 gain

Fines: \$1968.50

Meetings & Activities:

- 7/16 - Librarians' meeting
- 7/17 - Preparations for Friends Book Sale at the former Faye Drugstore. On Thursday Friends' members could preview the sale from 5:30 - 8 p.m. The sale was conducted on Friday and Saturday from 10 a.m. - 6 p.m.
- 7/20 - The Library had a float in the Chile Fest Parade. Randy provided the trailer and vehicle. Peg Pierce depicted the library's logo in tableau. Linda and Laura Beth Fogarassy, Nicole, David and Stephen Belliveau and Todd Allen assisted Randy and Carol by carrying banners or tossing candy.
 - We sincerely appreciate all of the efforts of those who volunteered at the Book Sale and participated in the Parade.
- 7/22 - Library Board Meeting
- 7/24 - Concert with Colorblind James Experience - about 200 attended. Sean, who planned the program, was aided by Carol and her children, David Tyler, Susan Dunn and Terry Spurling. All had a hand at cooking hotdogs, mixing Koolaid and making the event a great success.
- 7/25 - Librarians' meeting
- 7/26 - Staff meeting - minutes attached
 - Mike and I reviewed the support staff salary recommendations
- 7/31 - The Library's Friendship Club supplied a pizza lunch bonanza to honor the hardworking pages: Susie Fowler, Scott Melville, Brian Sauers, Mary Sherry and Tracey Taylor.
- 8/1 - John Collins, Jim Lechner and I met to prepare the proposed 1997 budget.
- 8/7 - Jeanne attended the DAC meeting at RPL as I was on vacation.
- 8/13 - Friends Board Meeting. Leonard and Kathleen Delesky, co-chairs of the Book Sale, received a gift certificate to the Johnson House from the Friends. They gave a final report on the Sale which earned \$1822; announced that Jim and Mary Eggleston of Iva Mae Drive will chair the sale next year, and turned over a notebook summarizing publicity, schedule of volunteers and telephone numbers, and other valuable information that will make organizing and conducting the sale much easier next time.
 - The third Friends Newsletter will be mailed in September. Please Note: The organization meeting will be Wednesday, September 25 from 7 - 9 p.m. Bob Koch will be the speaker.
- 8/13 - I served on a committee to review applications for library construction aid. Paula Smith, Deb Galloway and I were able to carve out four grants to three town libraries and one city branch from the total appropriation of \$30,490.
- 8/15 - User's Group at the Wheatley Library
- 8/16 - Jeanne, Jim and David were my guests at Melinda's for lunch. These lucky individuals had taken the last three staff meeting minutes and were duly rewarded.

Personnel:

Staff member Jennifer Rygiel has accepted a part time position in the Interlibrary Loan Department at Nazareth College's Wilmot Library. She will continue to work days at Chili.

Scott Melville will be leaving for college later this month. Carol has begun interviewing to hire his replacement.

Susan Dunn is having surgery to correct a perforated septum. She will be out for about two weeks.

Kristie Seaman was feted on August 15, her last day of employment here. She will be studying in Colorado until Christmas. Vangie made a truly spectacular cake to honor Kristie.

Jerry's daughter Kimberly was married on July 20. Mr. and Mrs. Vincenzo Buonomo are residing at 18 White Oak Bend in Chili.

Dorothea Pompa



July 30, 1996

Mr. James Lechner
Vice President
Chili Fire Department
3231 Chili Avenue
Rochester, NY 14624

Dear Jim:

On behalf of the members of the Friends of the Chili Public Library I wish to thank you and the Chili Fire Department for loaning tables for use at the Friends Book Sale.

We are grateful for your time and generous sharing of the Fire Department's resources. It was greatly appreciated and helped us to have a very successful sale.

Sincerely,

Dorothea Pompa, Director



July 30, 1996

Bernard J. Iacovangelo, Esq.
Faber Management Services
3240 Chili Avenue
Rochester, NY 14624

Dear Bernie:

On behalf of the Friends of the Chili Public Library and the Chili Library we wish to thank you for generously allowing us to store books during the winter and spring months at the Chili-Paul Plaza for the annual book sale.

We are grateful to you also for providing space for the sale during the Chile Fest. The Friends organization earned over \$1800 that will be used to enhance the Chili Public Library.

You are truly a Friend of the Library! We appreciate your support of our efforts on behalf of the community of Chili.

Sincerely,

Judith Kharbas, President
Friends of the Chili Public Library

Dorothea Pompa, Director
Chili Public Library



July 30, 1996

Mr. Ronald Fodge, Director
Parks & Recreation
Town of Chili
3235 Chili Avenue
Rochester, NY 14624

Dear Ron:

I wish to formally thank you and your staff for the efficient assistance of manpower and equipment during our annual library book sale. It made our lives at the library considerably easier to know the many boxes of books would be safely transported across Chili Avenue. In addition, moving tables from the Chili Fire Department was no mean feat!

Also, we appreciate your careful transporting of the Schffera tree from Chili Big M to the library.

Kudos again to the Recreation Department!

Sincerely,

Dorothea Pompa, Director



July 31, 1996

Mr. Paul E. Hoak
94 Cobblestone Drive
Rochester, NY 14623

Dear Paul:

Members of the Chili Library staff join me in wishing you the happiest retirement possible!

We are sincerely grateful for the generosity you have shown to the library. We, time and again, needed cookies, cider, hotdogs and other items, and the Chili Big M made them available at a discounted price or for free.

We thank you for helping make our programs, anniversaries and concerts more successful, for delivering paper supplies - along with flowers or doughnuts - and for your general good humor and friendly cooperation.

Lastly, the plant/tree! We appreciate the opportunity to provide a home for the green giant but it shall always be officially known as "Paul's tree".

Stop in to see us when you can!

Sincerely,

A handwritten signature in cursive script, appearing to read "Dorothea".

Dorothea Pompa, Director

The goal of the Chili Public Library is to provide the most up-to-date on-line and print information sources within the limits of the operating budget and space constraints. The library strives to make materials available, in variable formats, to meet the informational, recreational, educational and cultural needs of the library's users.

OBJECTIVES FOR 1997:

1. Increase student pages hourly wages from \$4.50 to \$5.15 in accordance with the federal minimum wage proposal.
2. Increase hourly part time wages from \$5.00 entry level to \$6.00. Implement 25¢ increments so that wages will be \$6.25 for those employed since 1993; \$6.50 for those employed since 1991; \$6.75 for those employed since 1990.
3. Increase staff wages at an estimated 3%. This includes 3 part time support staff, 1 full time senior library clerk, 1 part time cleaner, and 4 full time librarians.
4. Upgrade LIBRA computer equipment and software to comply with MCLS mandates for member libraries. Five PC's, a printer and related peripherals, and workstations are included in the equipment necessary to upgrade.
5. Train all staff members to use the Internet and the new databases that will be mounted on LIBRA in 1997.
6. Participate in the celebration of the Town's 175th Anniversary and the Library's 35th Anniversary with appropriate displays, programs and Visiting Artists and/or authors.
7. Install cost effective and energy-efficient HVAC system.
8. Develop positive changes in library operations based on the results of the 1996 Patron Survey.

Bonthea
Pompe
8/13/96

CHILI PUBLIC LIBRARY - 1997 Expenditures

INCOME	BUDGETED	RECEIVED
Real Property Taxes		
Fines		
Interest & Earnings		
Sale of Equipment		
Library System Grant		
Unclassified Revenue		
State Aid		
Unexpended Balance		
TOTALS:	\$0.00	\$0.00
EXPENSES:	BALANCE	
.100 - Personnel Services:	\$250,744.00	
Librarians	\$128,560.00	
Clerical	\$101,080.00	
Pages	\$16,068.00	
Custodial	\$5,036.00	
.200 - Equipment	\$18,500.00	
.400 - Contractual Services	\$2,000.00	
CONTRACTUAL		
.410 - Books	\$52,000.00	
.412 - Discs & Tapes	\$4,500.00	
.413 - Serials	\$8,000.00	
.415 - Other nonbook	\$500.00	
.416 - Bindery	\$250.00	
.429 - Video & Misc.	\$8,000.00	
.430 - Office/Library Supplies	\$4,000.00	
.431 - Telephone	\$2,000.00	
.433 - Postage/Freight	\$4,000.00	
.435 - Travel	\$750.00	
.436 - Contract w/Libraries	\$5,400.00	
.438 - Membership	\$125.00	
.439 - R & M Office Equipment	\$35,000.00	
.451 - Custodial Supplies	\$500.00	
.452 - Repairs to Bldg.	\$6,000.00	
.469 - Other Operations	\$4,800.00	
Conference		
Miscellaneous		
Program Supplies		
Visiting Artists		
EMPLOYEE BENEFITS:	\$40,688.00	
L9010.8 - Retirement	\$3,226.00	
L9030.8 - Social Security	\$19,125.00	
L9040.8 - WORKMEN'S COMP.	\$3,087.00	
L9050.8 - UNEMPLOYMENT INS.	\$1,250.00	
L9060.8 - Hosp/Medical Ins.	\$14,000.00	
Total (Includes wages/benefits)	\$447,757.00	

CHILI PUBLIC LIBRARY - 1997 Expenditures

INCOME	BUDGETED	RECEIVED
Real Property Taxes		
Fines		
Interest & Earnings		
Sale of Equipment		
Library System Grant		
Unclassified Revenue		
State Aid		
Unexpended Balance		
TOTALS:	\$0.00	\$0.00
EXPENSES:	BALANCE	
<u>.100 - Personnel Services:</u>	\$250,744.00	
Librarians	\$128,560.00	
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.430 - Office/Library Supplies	\$4,000.00	
.431 - Telephone	\$2,000.00	
.433 - Postage/Freight	\$4,000.00	
.435 - Travel	\$750.00	
.436 - Contract w/Libraries	\$5,400.00	
.438 - Membership	\$125.00	
<u>.439 - R & M Office Equipment</u>	\$35,000.00	
.451 - Custodial Supplies	\$500.00	
.452 - Repairs to Bldg.	\$6,000.00	
<u>.469 - Other Operations</u>	\$4,800.00	
Conference		
Miscellaneous		
Program Supplies		
Visiting Artists		
<u>EMPLOYEE BENEFITS:</u>	\$40,688.00	
L9010.8 - Retirement	\$3,226.00	
L9030.8 - Social Security	\$19,125.00	
L9040.8 - WORKMEN'S COMP.	\$3,087.00	
L9050.8 - UNEMPLOYMENT INS.	\$1,250.00	
L9060.8 - Hosp/Medical Ins.	\$14,000.00	
Total (Includes wages/benefits)	\$447,757.00	

CHILI PUBLIC LIBRARY

LIBRARY BOARD MEETING AGENDA

Monday,
July 22, 1996
7:00 a.m.

MINUTES of the June 25, 1996 meeting

ABSTRACT OF BILLS, FINE AND PAYROLL RECORDS

COMMUNICATIONS

1. From Joseph L. Bruno
2. To Supervisor Kelly
- 3.
- 4.

DIRECTOR'S REPORT

1. Patron survey
2. Promoting the library: bumper stickers
- 3.
- 4.

COMMITTEE & OFFICER'S REPORTS AND RECOMMENDATIONS

1. Focus Group - Mr. Allen
2. Friends of the CPL Book Sale - Mrs. Neumann, Mr. Harris
- 3.
- 4.

OLD BUSINESS

- 1.
- 2.

NEW BUSINESS

1. Minimum wage
2. 1997 Budget proposal due August 14
- 3.
- 4.

REPORTS/COMMENTS FROM TOWN BOARD LIAISON, Mr. Powers

Date of next meeting

Please note: Discussion of the Library/Town Hall is on the Agenda for the July 17 town board meeting. The meeting starts at 7:30 p.m. in the Town Hall meeting room.



William Kelly
Supervisor, Town of Chili
3225 Chili Avenue
Rochester, NY 14624

Dear Mr. Kelly:

I had previously requested that you put the Library Board of Trustees on the agenda for the next Town Board meeting for the purpose of discussing the progress that the board has made in regards to the new Town Hall/Library Complex.

At this time I wish to withdraw the request and ask that the council members attend our next board meeting. I think this will be more productive and the board will be able to concentrate on one subject instead of a full agenda.

Our meeting is next Monday at 7:00 am at the library. If the board members could show up around 7:15 am we can go right into discussion on the project.

Thank you in advance for attending.

Sincerely,

A handwritten signature in cursive script, appearing to read "Randy W. Allen".

Randy W. Allen, President
Library Board of Trustees



July 8, 1996

William C. Kelly, Supervisor
Town of Chili
3235 Chili Avenue
Rochester, NY 14624

Dear Bill:

Members of the Chili Library Board of Trustees wish to have an update on the proposed Library/Town Hall building plans.

We would like this topic on the agenda for the July 17 Town Board meeting.

Please confirm this with me a few days in advance of the meeting so we can assure full library board attendance. My work number is 254-6050 - home is 247-7201.

Thank you for your consideration.

Sincerely,

Randy Allen

Randy Allen, President
Library Board of Trustees

CHILDREN'S SERVICES REPORT:

JULY 1996

Programming:

A record number of children registered for "Read To Win, Team Up With Books", our summer reading program. Five hundred and nine (509) readers have started. This beats our previous best by 43, and is 80 more than last year.

During the registration period we gave away 500 Red Wing tickets.

Mary Clar's Musical Marionettes was our first visiting artist. Seventy children enjoyed the show.

Chuck's Tuneful Tales was our second visiting artist. Eighty-five children attended.

Forty children built kaleidoscopes on Tuesday, July 16. Dave Tyler assisted with choosing building materials, design of the scopes, and preparation of materials. Stacy McCullough, a volunteer, and Dave assisted kids at the program, along with myself.

Meetings:

I attended a collection development meeting at Central on July 10.

Coming Attractions:

Later this month we will have; Classic Cartoons, Drawing Superheroes, and a Chalk Talk for kids.

Submitted by:

Michael McCullough



THE SENATE
STATE OF NEW YORK
ALBANY 12247

11.4 mlc
App 2.1 mlc

JOSEPH L. BRUNO
PRESIDENT PRO TEM
MAJORITY LEADER

(518) 455-3191

June 24, 1996

Mr. Randy Allen
President
Chili Public Library
3235 Chili Avenue
Rochester, New York 14624

Dear Mr. Allen:

I am writing to acknowledge receipt of your letter in support of Senate Bill 2180, which would provide state aid for electronic doorway library services.

After being approved by the Senate Committee on Education, this bill remains under review by the Senate Committee on Finance. If the bill is referred to the full Senate for a vote, please be assured that I will give it careful consideration, particularly in relation to the overall New York State Budget for fiscal year 1996-97.

Thank you for taking the time to write. I appreciate having the benefit of your insight during budget deliberations.

Sincerely,

A handwritten signature in black ink that reads "Joe Bruno".

Joseph L. Bruno

CHILI PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

June 25, 1996

Call to order 7:05 a.m.

PRESENT: Randy Allen, John Collins, Rilla Crothers, Dave Harris, Jim Lechner, Megan Neumann, Dottie Pompa, Liaison Jim Powers.

MINUTES of the May 28, 1996 meeting were approved.

ABSTRACT OF BILLS, FINE AND PAYROLL RECORD: Motion to approve Abstract #17, dated June 25, 1996, for \$7,696.03, by Rilla Crothers, second by John Collins, carried.

COMMUNICATIONS: Judith Kharbas, president of the Friends group, wrote a letter to Mr. Kelly asking him about the status of the new library/town hall. Dottie did not know if there was a response to this letter. Jim Lechner suggested that a similar letter be sent from the Board of Trustees and the Director of the Library to Mr. Kelly, and request a progress report be written and published. Jim also suggested that at least one board member attend every town board meeting and ask questions about the progress of the new library/town hall. The next board meeting is Wednesday, July 17 at 7:30 p.m.

We received from Assemblyman Farrell, the chair of the Ways and Means Committee, a letter in response to our letter in support of the Electronic Doorway Library bill. He thanked us for our support and indicated that he too is behind this bill.

DIRECTOR'S REPORT:

The new computers are up and running. We have a second person, Lars Kellogg Stedman, consulting and solving problems. Pat is working on learning Excel.

Dot indicated that MCLS has changed their thinking on the renewal of the Automation Services Contract. Instead of each library picking up their own telecommunications costs, MCLS will retain those costs. On major capital expenditures we will be given two years notice, and will pay according to what MCLS says.

There is \$30,490 available in state construction funds for Monroe County. It can only be given to a library that will be in use for 20 years. Dottie is on the committee to decide who in the system will receive these funds.

The Annual Report to the Community is out and looks great.

Thirteen staff members will take advantage of Red Cross CPR/First Aid training in the fall.

Dottie is interested in ideas for promoting the library to make it more visible in the community. She's hoping for a catchy slogan to put on things like bumper stickers. We all thought it was a great idea, and hoped to have bumper stickers available for the book sale. We thought it might be something the Friends would be interested in providing, but if not, Randy moved, second by Megan, that Dottie check out prices of bumper stickers and see if they can be done by the book sale, and if so after review of the cost with Randy go ahead and purchase them. We also discussed a community post card campaign (sent to the Town Board) for the new library.

COMMITTEE & OFFICER'S REPORTS AND RECOMMENDATIONS:

There was no report from the Focus Group.

There was no report from the Trustee Council.

The Friends group is looking for volunteers to work the book sale. The membership drive is in full swing, and Dottie and the staff are still thinking about a fitting gift to suggest for the library from the Friends, to be given at the Annual Meeting in September.

The Long-Range Planning survey draft looks great. It will be distributed to patrons in July.

OLD BUSINESS:

There was no old business.

NEW BUSINESS:

Dottie indicated that the use of electronic equipment (cellular phones, etc.) in the library is becoming a problem. We suggested a book mark be made up with the policy stated on it.

John Collins, Jim Lechner, and Dottie Pompa will be on the proposed 1997 budget committee.

REPORTS/COMMENTS from Mr. Powers:

Mr. Powers indicated that he will encourage Mr. Kelly to write a report on the progress of the new town hall/library.

ADJOURN: Motion by John Collins, second by Dave Harris was approved 8:20 a.m.

NEXT MEETING MONDAY, JULY 22, 1996
7:00 A.M.

Respectfully submitted,

A handwritten signature in cursive script that reads "Megan L. Neumann".

Megan L. Neumann, secretary

DIRECTOR'S REPORT ***** June 15 - July 11, 1996

<u>Circulation:</u>	May 1996 = 17,518	June 1995 = 16,713
	May 1995 = 15,088	June 1996 = 16,369
	2,430 gain	344 loss

Fines: June \$2,153.36

Meetings & Activities:

- 6/15 - Book sale publicity was distributed to all MCLS libraries
- 6/20 - Carol and Vangie attended the Roundtable Meeting (discussion of LIBRA policies and procedures) at the newly expanded Fairport Library
- 6/25 - Library Board meeting
- 6/26 - DAC at RPL
- 6/27 - User's Group at the Wheatley Library
- 6/28 - Staff meeting - 17 attended

MCLS has announced three upcoming programs for board members. Trustee Roles and Responsibilities is tentatively scheduled for Sept. 21. Long Range Planning for Technology for trustees and directors will be held in the fall and a program on Establishing Endowments, Fundraising and Managing Investments will be held on November 9.

We began handing out the Patron Surveys from the circulation desk on July 1. Scott Melville devised a summary form for each day's responses which the pages are tabulating each evening before the library closes.

Many patrons are requesting more unabridged books-on-cassettes and compact disks. Sean and Phyllis are working on new orders today!

The Summer Programs for Children are extremely popular! Mike has developed a loyal following. It is too bad that program registrations have to be limited due to the small size of the Town Hall meeting room. In two days a program for 75-100 will be filled with a waiting list also in place.

Book Sale Reminder! The Friends need help in setting up and conducting the sale. Workers are needed to unpack books on Wed., July 17 (9 a.m. - 4 p.m.) and Thurs., July 18 (9 a.m. - 4 p.m.), and to sell books on Thursday (5 p.m. - 8 p.m.), Friday, July 19 (10 a.m. - 6 p.m.) and Sat., July 20 (10 a.m. - 6 p.m.).

Jim has arranged with the Fire Department to provide 34 tables for which we are extremely grateful. Leonard and Kathleen Delesky are co-chairs of the sale. Please give them a call (889-9272) if you can help out.

Peg Pierce has agreed to be in the Chile Fest Parade. Randy will pull the library's "float" which will be a depiction of the library logo. Thank you, Rilla, for your great suggestion! We have borrowed a fancy footstool and lamp. We'll use the library's rocking chair and Peg may wear a costume that Susan Dunn has. We hope Peg has a "rollicking" good time!

Dorothea Pompa

FRIENDS OF THE CHILI PUBLIC LIBRARY

3235 Chili Avenue
Rochester, NY 14624

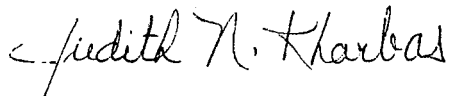
4 June 1996

William C. Kelly, Supervisor
Town of Chili
3235 Chili Avenue
Rochester, NY 14624

Dear Mr. Kelly,

In February you held a Town Board meeting to present to the citizens of Chili the concept plans for a community center complex including a new library facility. We were heartened to know that plans had been developed to the point where they could be discussed with the public but have been disappointed that there have been no updates since that February 22 meeting. We assume you and the Town Board members have been working on the project during the interim period and wonder if there is anything the Friends of the Chili Public Library can do at this point to help move the project forward. Friends Board members want to assure you that we continue to be very concerned about the many inadequacies in the current facility which impede the library's ability to provide the leisure reading and high quality information services required by citizens of our community. We will not be able to provide 21st century electronic information services in the current building. If the citizens of Chili are to be well served by the library the Town has invested in for nearly 35 years, we must have a new facility. The Friends stand ready to help and hope to hear from you soon regarding progress with the project and how we may assist you.

Sincerely,



Judith N. Kharbas
53 Bright Oaks Dr.
Rochester, NY 14624

cc: Town Board members

Circulation: April 1996 = 19,101
April 1995 = 17,896
1,205 gain

Fines: April = \$2062.36 May = \$2530.61

Meetings & Activities:

- 4/30 - Library Board meeting
- 5/1 - DAC at RPL
- 5/3 - Jeanne and I attended the Western New York/Ontario ACRL Spring Conference at the Riverside Inn in Lewiston. The theme, "Change & Stress: The Right Side and the Light Side", included speakers from the University of Toronto and Brock University who discussed "Surfing the Waves of Change: How to Deal with Technological & Organizational Change in Libraries" and "How Humor Can Rescue and Restore our Sensibilities in the Workplace". It was a stimulating day and we met many interesting people from many types of libraries.
- 5/6 - The Long-Range Planning Committee drafted a patron survey
- 5/8 - Librarians' meeting
- 5/9 - TLDC at the Mitchell Road Library
- 5/10 - Friends Membership committee to share ideas on promoting the July membership drive.
 - Met with Mr. Kelly to discuss building security
- 5/13 - Two new PC's installed
- 5/20 - 175th Anniversary Publicity committee
 - Lou Hillman installed software on the PC's
- 5/22 - Met with Mr. Kelly to suggest publicity for the Town's anniversary
- 5/24 - Full Internet access available to the public
- 5/28 - Library Board meeting
- 5/29 - Quadrant meeting at the Gates Library. County Legislature President John Auberger and Tracy Logel attended. MCLS and LAS staff introduced Everyone's Catalog, Carl's adult equivalent to the Kidscat.
- 5/31 - Staff meeting - 17 attended
- 6/3 - Friends Board meeting
- 6/11 - Librarians' meeting
- 6/12 - The Olympic Torch was carried down Chili Avenue. Terry and Vangie helped sell hotdogs and Coke at the Recreation Department's booth. We're hoping our photos came out well enough to do a display in the library.
- 6/13 - TLDC at the Webster Public Library
 - Jeanne attended the Reference Roundtable at the Fairport Library.
- 6/14 - Friends Membership committee meeting. The second newsletter was distributed.

The Friendship Club is planning a staff/family picnic to honor the library's graduates on Sunday, June 30. Scott Melville and Kelly Knapp will graduate from Gates-Chili High School. Scott will attend SUNY Geneseo; Kelly will attend St. John Fisher College.

Memorials in memory of Ray Selke may be sent to the Salvation Army-ARC where Ray was a counselor and program coordinator for many years. Ten staff members attended his memorial service on May 5.


Dorothea Pompa

CHILDREN'S SERVICES REPORT

JUNE 1996

PROGRAMS:

Toddler Time ended on June 10. We had 5 sessions this month, with attendance of 83.

Our summer reading program, "Read To Win, Team Up With Books", began June 18. 137 children registered our first night. This compares favorably with past years; 1991-123, 1992-172, 1993-142, 1994-114, 1995-105. We received excellent support from Bruegger's Bagels (8dz free), McDonald's (punch, ice, cups), and the Rochester Red Wings (free tickets). I was fortunate to have a great deal of help from Carol and two of her children in registering people, and Terry with the food and drink table. We have an excellent staff at this library.

SCHOOL VISITS:

I visited 5 classes at the Paul Rd. school this month. These visits were to talk about the newest books at our library and promote summer reading.

2100 programs were delivered to area elementary schools.

GROUP TOUR:

A class of 16 children visited the library on June 11 to learn about our resources and begin a research project on animals.

DISPLAYS:

"Classic" games in our children's display case, Read To Win banners, team flags and pennants, Olympic posters, sports cards.

Submitted by Michael McCullough



THE ASSEMBLY
STATE OF NEW YORK
ALBANY

HERMAN D. FARRELL, JR.
Assemblyman 71st District

Room 923
Legislative Office Building
Albany, New York 12248
(518) 455-5491
(518) 455-5776 FAX

CHAIRMAN
Ways and Means Committee

COMMITTEES
Rules
Black & Puerto Rican Caucus

May 29, 1996

Randy Allen, President
Library Board of Trustees
3235 Chili Avenue
Rochester, New York 14624

Dear Mr. Allen:

I am in receipt of your recent correspondence regarding A.3318, sponsored in the Assembly by Assemblymember Martin Luster. This bill provides state aid for electronic doorway library services which utilize computers and telecommunications technology to meet the information needs of library patrons.

The staff of the Ways and Means Committee is currently in the process of reviewing those bills which have a fiscal impact for placement on an agenda. A.3318 is among the bills being considered.

You can be assured that I will give careful thought to the issues you have raised as this legislation is reviewed by the Committee.

Thank you for writing and sharing your concerns on this pending legislation.

Very truly yours,

Herman D. Farrell, Jr.
Chair
Assembly Ways and Means Committee

HDF/tg

CHILI PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

May 28, 1996

Call to order 7:05 a.m.

PRESENT: Randy Allen, John Collins, Megan Neumann, Dottie Pompa, Gary Squires. Liaison Jim Powers. Visitor Jerry Brixner.

MINUTES of the April 30, 1996 meeting were approved.

ABSTRACT OF BILLS, FINE AND PAYROLL RECORD: Motion to approve Abstract #14, dated May 28, 1996, for \$18,408.98, by John Collins, second by Gary Squires, carried.

COMMUNICATIONS:

A letter was sent to Senator James Alesi requesting a grant of \$13,104 to replace Wyse terminals with PC's.

A letter was sent to Governor Pataki, Senator Robert P. Stafford, Chair, Senate Finance Committee, Assemblyman Herman Farrell, Jr., Chair, Ways & Means Committee, Speaker of the Assembly Sheldon Silver, and Majority Leader of the Senate Joseph L. Bruno in support of the EDLS bill (Electronic Doorway in order to keep pace with ever-changing technology).

A letter was received from Ron Fodge inquiring whether the Library wants to be involved in the Chil-E Fest parade. Dottie will bring this up to the staff.

DIRECTOR'S REPORT:

There has been some problem with the PC installations and the full access to the Internet. The memory was installed on the wrong machine (is now being corrected). Updating Pat's software (bookkeeping) has been awful. Because we now have hooked 15 terminals to the LIBRA system we have reached our 1997 capacity. Because of this we will have to lose one Wyse terminal to hook up the public PC. The Internet access has shown disappointing results--things have not been working right. The target date for being fully operational has been changed, hopefully to June 1.

We had a trial period of renewing materials over the phone, which resulted in much extra work. We will no longer be renewing over the phone.

There will be no representation at the June 8 Workshop for Trustees at the Henrietta Library. Saturdays in the summer are impossible for all.

The 175th Anniversary Publicity Committee is hard at work. They are hoping to stage a reenactment of the first Town Board meeting.

The Automation Services Contract is up for renewal. The system is hoping to change how we pay, especially the telecommunications costs.

Dottie indicated that Mike (and she) are very concerned with the pay scale of our clerical workers--it is very low. Listings coming in from other libraries are several dollars an hour higher. We need to come up with a revised scale/rate this summer for next year's budget.

Dottie is recommending that we offer a basic CPR/First Aid class for the staff. The Red Cross offers many different programs, but the one that seems best for us is an eight hour course (two four-hour sessions), which costs \$50 per person for eight or more people. The Board agreed by consensus that as many staff members who want to go should attend.

Dottie told us that 15 new children's videos have been stolen. Sean thinks we should get fake security cameras. There was a great deal of discussion about this and it was decided that the fake cameras are not a good idea. Dottie will take steps to see if this problem can be stopped.

COMMITTEE & OFFICER'S REPORTS AND RECOMMENDATIONS:

There was nothing to report from the focus group, although Jim Powers did tell us that the Town Board is continuing investigating issues surrounding the recommendation.

The draft of the second newsletter of the Friends of the Chili Public Library is ready to go. There are articles by Judith Kharbas (president), Bruce Dunn (vice president and membership committee chairman), Marcia Havens (recording secretary), and Dottie. Joyce Cullum (corresponding secretary) has received her degree in Library Science and has been employed by the Ogden Library as the Children's Librarian. The group has approximately \$1400 in their treasury, and over 100 members.

The Long-Range Planning committee has decided to distribute their survey in July. It will be an in house distribution, and will be available at the Friends' book sale. It still needs some fine tuning--we will get copies of the final draft.

OLD BUSINESS:

There was no old business.

NEW BUSINESS:

There was no new business.

A motion was made by Randy Allen to move into executive session at 8:03 a.m., second by Megan Neumann.

The same people moved to leave executive session at 8:09 a.m.

ADJOURN: Motion by Gary Squires, second by John Collins was approved 8:15 a.m.

NEXT MEETING JUNE 25th, 1996
7:00 A.M.

Respectfully submitted,

A handwritten signature in cursive script that reads "Megan L. Neumann".

Megan L. Neumann, secretary



May 15, 1996

The Honorable Sheldon Silver
Speaker of the Assembly
Room 910 Legislative Office Building
Albany, NY 12248

Dear Speaker Silver:

Members of the Board of Trustees of the Chili Public Library urge you and all members of the Assembly to endorse the Electronic Doorway Library Services Bill (S.2180 and A.3318).

Passage of the EDLS bill will stimulate the development and implementation of electronic connections and services to help libraries and their users throughout New York State to keep pace with everchanging technology.

Broadening information access through the libraries in NYS will allow our citizens to gain ideas, information and commentary from around the globe.

Sincerely,

Randy Allen, President
Library Board of Trustees



May 15, 1996

Assemblyman Herman Farrell, Jr., Chair
Assembly Ways & Means Committee
Room 903 Legislative Office Building
Albany, NY 12248

Dear Assemblyman Farrell:

Members of the Board of Trustees of the Chili Public Library urge you and the members of the Assembly Ways & Means Committee to endorse the Electronic Doorway Library Services Bill (S.2180 and A.3318).

Passage of the EDLS bill will stimulate the development and implementation of electronic connections and services to help libraries and their users throughout New York State to keep pace with everchanging technology.

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Sincerely,

Randy Allen, President
Library Board of Trustees



May 15, 1996

Senator Ronald P. Stafford, Chair
Senate Finance Committee
Room 502 Capitol
Albany, NY 12224

Dear Senator Stafford:

Members of the Board of Trustees of the Chili Public Library urge you and the members of the Senate Finance Committee to endorse the Electronic Doorway Library Services Bill (S.2180 and A.3318).

Passage of the EDLS bill will stimulate the development and implementation of electronic connections and services to help libraries and their users throughout New York State to keep pace with everchanging technology.

Broadening information access through the libraries in NYS will allow out citizens to gain ideas, information and commentary from around the globe.

Sincerely,

Randy Allen, President
Library Board of Trustees



May 15, 1996

Governor George E. Pataki
Executive Chamber
Albany, NY 12224

Dear Governor Pataki:

Members of the Board of Trustees of the Chili Public Library urge you to endorse the Electronic Doorway Library Services Bill (S.2180 and A.3318).

Passage of the EDLS bill will stimulate the development and implementation of electronic connections and services to help libraries and their users throughout New York State to keep pace with everchanging technology.

Broadening information access through the libraries in NYS will allow our citizens to gain ideas, information and commentary from around the globe.

Sincerely,

Randy Allen, President
Library Board of Trustees



May 15, 1996

The Honorable Joseph L. Bruno
Majority Leader of the Senate
Room 909 Legislative Office Building
Albany, NY 12247

Dear Senator Bruno:

Members of the Board of Trustees of the Chili Public Library urge you and all members of the Senate to endorse the Electronic Doorway Library Services Bill (S.2180 and A.3318).

Passage of the EDLS bill will stimulate the development and implementation of electronic connections and services to help libraries and their users throughout New York State to keep pace with everchanging technology.

Broadening information access through the libraries in NYS will allow our citizens to gain ideas, information and commentary from around the globe.

Sincerely,

Randy Allen, President
Library Board of Trustees



May 1, 1996

Senator James S. Alesi
408 Legislative Office Building
Albany, NY 12247

Dear Senator Alesi:

Following the discussion at last evening's Library Board of Trustees meeting it was agreed that the Library's most important concern is to replace six public access Wyse terminals with personal computers in 1997.

The Monroe County Library System recommended upgrading the equipment that accesses the on-line catalog after officials from the Colorado Alliance of Research Libraries (CARL) said they would no longer support the terminals after 1996.

Upgrading to PC's would also allow full public access to the Internet which Wyse terminals cannot do.

Based on current price quotations for PC's with the capacity to provide Internet, our projection for funding is \$15,000. This amount would provide six computers and keyboards.

Thank you for telephoning yesterday to answer questions about previously discussed grant monies.

We appreciate your interest in the Chili Public Library.

Sincerely,

Dorothea Pompa, Director



May 1, 1996

Senator James S. Alesi
408 Legislative Office Building
Albany, NY 12247

Dear Senator Alesi:

Following the discussion at last evening's Library Board of Trustees meeting it was agreed that the Library's most important concern is to replace six public access Wyse terminals with personal computers in 1997.

The Monroe County Library System recommended upgrading the equipment that accesses the on-line catalog after officials from the Colorado Alliance of Research Libraries (CARL) said they would no longer support the terminals after 1996.

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Based on current price quotations for PC's with the capacity to provide Internet, our projection for funding is \$15,000. This amount would provide six computers and keyboards.

Thank you for telephoning yesterday to answer questions about previously discussed grant monies.

We appreciate your interest in the Chili Public Library.

Sincerely,

Dorothea Pompa, Director



Fax Form

To: Mike Relyea

Fax #: 518-426-6968

From: Dottie Pompa

Date: May 2, 1996

Number of pages: 1

~~Prime~~ Quotation as of April 27, 1996:

Compaq Presario 9234

Intel Pentium 120MHz 16 MB RAM, 1.6GB hard drive
4xCD-ROM drive 28.8/14.4 data/fax/voice modem, etc. \$2175.

10' parallel cable 9.

Quotation does not include monitors. These generally cost from \$250-\$895. I have inquired about using the monitors that come with the Wyse terminals but have not had an answer yet.

We also priced Hewlett-Packards on state contract and HP's not on contract. In both cases they were more expensive than the Compaq PC.

2184 X 6 =
\$13,104.00



April 26, 1996

Town of Chili
3225 Chili Avenue
Rochester, NY 14624

Att: Dianne Moore

Dear Dianne:

Please find enclosed a copy of our minutes from the March 26th Board of Trustees meeting. I would like to request that the balance of the 1995 account that was not encumbered be placed in the library reserve fund. The amount to be deposited should be around \$9,248.00.

If you have any questions please do not hesitate to call.

Sincerely,

Randy W. Allen, President
Chili Library Board of Trustees

4/29/96

Randy:

There is no fund balance to transfer. It is correct that the 1995 fund balance was \$9,249. However from that amount there is \$10,000 which was appropriated for the 1996 budget effectively making the final figure (\$751.00)

Staine



**Board of Trustees
Monroe County Library System**

115 South Avenue · Rochester, New York 14604 · Voice: (716) 428-7345 · Fax: (716) 428-7337

April 2, 1996

Randy Allen, President
Chili Public Library Board of Trustees
3055 Chili Avenue
Rochester, NY 14624

Dear Mr. Allen:

Congratulations! Your library has qualified for advanced status under the New York State Electronic Doorway Library Program. This special designation means that your patrons and staff are able to electronically access resources that are beyond your library's walls and at the same time, your services and collections are electronically available to those from outside your library facility via our LIBRA network and the Internet. The State Education Department has urged all libraries to offer these services to their communities.

On behalf of the Monroe County Library System Board of Trustees, I want to salute your board of trustees, staff and your entire community for having the vision to achieve this status. You and your Director have shown exceptional leadership in this process. It should be noted that less than 50% of all libraries in the State qualify as electronic doorway libraries and substantially fewer qualify for advanced status.

We recognize the budget and service demands faced by your library and this, in turn, enhances our appreciation of your commitment to use the latest technology to meet the information needs of your community. We take pride in your accomplishments and appreciate your participation in the Monroe County Library System. Congratulations again on being designated as an Advanced Electronic Doorway Library by the New York State Education Department.

Sincerely,

Peg Gowen, President
MCLS Board of Trustees

xc: / Dorothea Pompa, Library Director



April 8, 1996

Senator James S. Alesi
408 Legislative Office Building
Albany, NY 12247

Dear Senator Alesi:

Randy Allen, President of the Chili Library Board of Trustees, has been in contact with Mike Relyea to find out when the Chili Library will receive two previously approved special legislative grants that were announced through former-Senator Mary Ellen Jones' office.

Attached are copies of the letters and initiative forms that were completed. If Chili is eligible for the 1993-1994 legislative grant, all paperwork has been sent in. The funds were expended from the library's operating budget but reimbursement has not been received.

We have spent part of the 1995 entitlement of \$5,000: about \$1500 for three desk laser scanners and \$1050 for shelving in the children's area. Before we order a computer, terminal, monitor and related equipment to expand the library's internet capability, and use the balance of the \$5000 grant, we would like some assurance that the expenditures will be reimbursed.

We would appreciate your looking into these grants to ascertain whether payments will be forthcoming.

Thank you in advance for any assistance you can provide.

Sincerely,

Dorothea Pompa
Library Director

CHILI PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

April 30, 1996

Call to order 7:04 p.m.

PRESENT: John Collins, Rilla Crothers, Jim Lechner, Megan Neumann, Dottie Pompa, Liaison Jim Powers

MINUTES of the March 26, 1996 meeting were approved with the following amendments: under Director's Report the third section should read "The 1995 annual report is almost complete.", and the last sentence of the 8th section should be deleted.

ABSTRACT OF BILLS, FINE AND PAYROLL RECORD: Motion to approve Abstract #11, dated April 30, 1996, for \$7,263.24, by Rilla Crothers, second by Megan Neumann, carried.

COMMUNICATIONS:

A letter was received by Randy from Susan John regarding electronic doorway access for all libraries. She suggested that a letter be written to the governor, the county legislature and the town board in support of this legislation. A motion to write this letter was made by Jim and seconded by John.

Randy received a letter from Peg Gowan, the president of the MCLS Board, advising him of our status in the Electronic Library Program.

Dottie sent a letter to Senator Jim Alesi regarding the grants we were to receive as a result of Mary Ellen Jones' efforts. He called Dot to let her know that it could be very tricky to get this money, but he would see what he can do. He advised her to send a letter for 1997 now and to keep in close touch with him. Jim made a motion to this effect, John seconded. Dot will do this tomorrow.

Randy sent a letter to Dianne Moore to put left over funds into our reserve fund. She contacted Randy and explained to him that there are no left over funds. Any money that was unexpended or unencumbered was moved into the 1996 budget. It was suggested that we put the reserve fund as a line item in next year's budget.

DIRECTOR'S REPORT:

The minutes of the March 29 staff meeting is in our packets.

The April staff meeting was on the 26th but the minutes have not yet been submitted.

Dottie told us that she has purchased two Compaq computers (one with a scanner), two monitors (17" for the public Internet computer, 15" for Pat's use), one laser jet printer for the public use, and software. She received two free printers with this package. Total cost was \$6761.00, vendor was Computer City. The upholstered furniture will be reupholstered by Fabrics and Findings.

The quadrant meeting for this area will be held on May 29 at the Gates Library. Tracy Logel has agreed to attend.

The Report to the Community for 1995 is with Randy. He will make sure we have camera ready copy for us to copy.

Michael McCullough was the MCLS chairperson for the summer reading program. There will be cooperation with the Red Wings, WVOR, and Bruegger's Bagels.

Dot will be attending a team training program given by Donn Wilshaw on June 6 and 7. This program was recommended by Bill Kelly. The name of the program is Adventures in Attitudes. The cost is \$214.95.

COMMITTEE & OFFICER'S REPORTS AND RECOMMENDATIONS:

There was no report from the focus group.

The Friends of the CPL will be holding a membership drive in June with prizes for renewals and new members (a raffle). Also highlighted will be a preview night for members at the upcoming book sale. There will be a bulletin board/easel/display in the library targeting the Friends and membership. The book sale will be held July 19-20 from 10 a.m. to 6 p.m. (preview sale will be July 18 5:30 p.m. to 8 p.m.). The sale will be held in the former Peterson's building. A Friends' newsletter is targeted for the end of May. The Friends' Annual Meeting will be Wednesday, September 25th from 7-9 p.m. Bob Koch will speak. A donation to the library from the Friends will be made at this meeting--Dottie and the staff should be working on a wish list.

The Long-Range Planning committee has met and come up with a questionnaire for patrons which we discussed. They will be meeting again next week.

There was no Trustee Council meeting report.

OLD BUSINESS:

There was no old business.

NEW BUSINESS:

There was no new business.

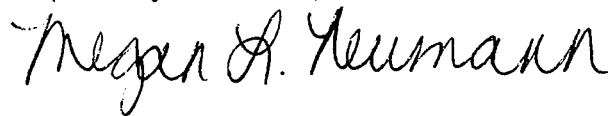
REPORTS/COMMENTS from Mr. Powers:

It was decided that it might be beneficial for the Library Board and the Friends Board to send a letter to the Town Board asking if we/they can be of any assistance in furthering the cause of the new town board/library.

ADJOURN: Motion by Megan Neumann, second by John Collins was approved 8:20 p.m.

NEXT MEETING MAY 28th, 1996
7:00 A.M.

Respectfully submitted,

A handwritten signature in cursive script that reads "Megan L. Neumann". The signature is written in dark ink and is positioned above the printed name.

Megan L. Neumann, secretary

CHILI PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

March 26, 1996

Call to order 7:04 p.m.

PRESENT: Randy Allen, John Collins, Rilla Crothers, Jim Lechner, Megan Neumann, Dottie Pompa, Gary Squires, Liaison Jim Powers

AMENDMENT of the agenda was approved by consensus.

MINUTES of the February 27, 1996 meeting were approved.

ABSTRACT OF BILLS, FINE AND PAYROLL RECORD: Motion to approve Abstract #8, dated March 26, 1996, for \$8,939.19, by John Collins, second by Gary Squires, carried.

COMMUNICATIONS:

A letter was sent to Jim Alesi and Susan John thanking them for their co-sponsorship of the Electronic Doorway Library bill.

Randy has spoken with Jerry Helfer (Sen. Alesi's legislative aide) about the grants we were promised by Mary Ellen Jones, and will follow up with a letter.

DIRECTOR'S REPORT:

The March 8 staff meeting was a presentation about how hearing individuals can assist the hearing impaired. It was a very good presentation and offered many common sense suggestions. There will be another staff meeting on March 29 because no "business" was discussed at the March 8 meeting.

The upholstered furniture in the library is terribly worn, and Dot is having it re-done. She, Pat Tindale, and volunteer Lou Hillman are researching PCs to select the public Internet, new staff terminal and peripherals. Computer City had the lowest cost at \$8200 + a 4-year service contract. Dot has contacted the woman who has the state contract for Hewlett Packard, who has been very helpful. Dot will purchase the equipment necessary if the cost is under \$10,000.

The 1995 budget report and annual report are almost complete.

The timetable for full Internet access has been moved to May.

The Public Library Building Construction grant application has many requirements. We qualify on per capita spending, but must be assured of matching funds from the town. Maybe next year we will be in a position to apply.

The MCLS State Construction grant is \$32,000 countywide. The deadline for projects is mid April.

Dot indicated that some libraries will only supply reproducible tax forms, but we supply forms until they run out and then have the reproducible forms. This has not seemed to be a problem, so this practice will be continued.

Dot was on a directors' committee to talk about fee-based services. Fourteen of the directors did not agree with fee-based services. The thing they need to decide is what basic service involves. Dick Panz was very shocked at this outcome.

Dottie is on a sub-committee for publicity for the 175th Anniversary. Next year is also the library's 35th anniversary. We will wait until Fall to do planning for both.

The equipment inventory was finished last week.

There is a new trustee orientation at the Rundel Library on April 19 or 20.

The county legislative committee is looking for member. This group actively seeks more awareness of libraries and their needs.

Quadrant meetings may again be scheduled in the spring. These are to help people and legislators be aware of the financial needs of the libraries.

COMMITTEE & OFFICER'S REPORTS AND RECOMMENDATIONS:

There was nothing new to report from the focus group. The town gave the group a thank you dinner. The proposal is now in the hands of the Town Board for fine tuning.

There is a Board meeting of the Friends group next week.

A meeting of the long-range planning committee will be held on April 22, 1996.

There was no Trustee Council meeting in March; no minutes from the February meeting have been sent.

OLD BUSINESS:

At the end of 1995 we asked Dianne Moore to encumber \$12,000 for purchases made in 1995. The actual encumbered amount was \$10,490. After this there is a balance of \$9,248. A motion was made by Gary Squires, second by John Collins, and approved by the board, that the unexpended balance of last year's funds be placed in the library reserve fund, which was established in March of 1995. To this end, the board directs the President of the Board of Trustees to write a letter to the Treasurer (Town of Chili Supervisor) directing the Treasurer to place the unexpended 1995 balance in the established library reserve.

The CD's which are monies from the Memorial Fund and the Bertha Henderson fund were recently renewed. The interest went down from 5.25% to 4.75% for the Memorial Fund, and from 6.5% to 5% for the Henderson fund. A motion was made by Jim Lechner, second by Randy Allen to put \$5,000 from our savings account (Memorial Fund account) into mutual funds. There was some discussion about whether this would be able to be done since we are a public institution. Jim amended the motion the put \$5,000 in a CD instead of a mutual fund, Randy seconded, and the board approved.

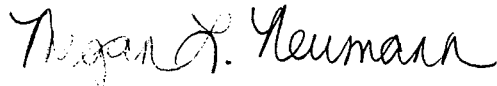
NEW BUSINESS:

Dot will renew the Vanderlinde Lighting Maintenance contract. The renewal is the same cost and service as we have now. It is \$105/month for two years.

ADJOURN: Motion by Rilla Crothers, second by Gary Squires was approved 8:10 p.m.

NEXT MEETING APRIL 30, 1996
7:00 P.M.

Respectfully submitted,

A handwritten signature in cursive script, reading "Megan L. Neumann".

Megan L. Neumann, secretary



THE ASSEMBLY
STATE OF NEW YORK
ALBANY

SUSAN JOHN
Assemblymember 131st District
Monroe County

COMMITTEES
Education
Energy
Codes
Judiciary
Governmental Operations

March 29, 1996

Randy Allen, President
Library Board of Trustees
Chili Public Library
3235 Chili Avenue
Rochester, New York 14624

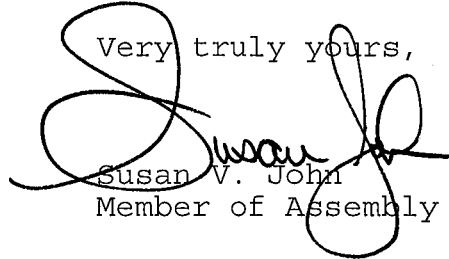
Dear President Allen:

Thank you for your March 26 letter in support of Assembly Bill 3318.

As part of my effort to assure the passage of this important legislation, I ask that you send a similar letter to Governor Pataki and ask that you consider seeking a resolution in support of this legislation from the Chili Town Board and the Monroe County Legislature.

I will continue to do what I can to help the libraries in Monroe County and to expand the electronic access for everyone to the vast information resources in New York State.

Very truly yours,



Susan V. John
Member of Assembly

SVJ:hl

**Chili Public Library
Bank Accounts**

Account #0721840437

	Opening Balance March 27, 1996:	\$9,013.51
03/27/96	Withdrawal for CD account	5,000.00
04/22/96	Booksale deposit	105.00
	Closing Balance April 22, 1996	\$4,118.51

Chili Library Memorial Fund CD

Account #0470082329

03/27/96	Opening deposit	\$5,000.00
	Interest 4.64% - APY 4.75%	Matures 09/25/96

Chili Library Memorial Fund CD

Account #047-0066448

Maturity Date: 09/09/96 No activity \$10,535.89

Chili Library Memorial Fund CD

(Bertha Henderson)

Account # 0470066446

03/27/96	Maturity Date: 03/13/97 - No activity	\$6,442.47
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RESERVE FUND ACCOUNT

Opening Balance January 1996:

\$37,777.51

02/96	Interest	174.51
03/96	Interest	356.74

Total: \$531.25

Closing Balance March 1996:

\$38,308.76

**Chili Public Library
Bank Accounts**

Account #0721840437

	Opening Balance March 27, 1996:	\$9,013.51
03/27/96	Withdrawal for CD account	5,000.00
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RESERVE FUND ACCOUNT

Opening Balance January 1996:

\$37,777.51

02/96	Interest	174.51
03/96	Interest	356.74
	Total:	\$531.25

Closing Balance March 1996:

\$38,308.76

Circulation: March 1996 = 20,161
March 1995 = 18,947
1,214 gain

Fines: \$2,417.93

Meetings & Activities:

3/25 - E-Mail training at RPL
3/26 - Library Board meeting
3/27 - Librarians' meeting
3/29 - Staff meeting - 15 attended
4/1 - Town Anniversary Publicity Committee meeting
4/3 - DAC at RPL
4/11 - TLDC at East Irondequoit
4/15 - Mike ran in the Boston Marathon!
4/22 - Long-Range Planning committee
4/24 - friends' Board meeting
- Librarians' meeting
4/25 - User's Group at Wheatley Library
4/26 - Staff meeting - 15 attended

Phyllis Selke's husband Ray would enjoy receiving cards of cheer. He is seriously ill and is being cared for at home (47 Autumn Chapel Way 14624) by Phyllis and their adult children.

Seven library employees will be working the telephone lines on the evening of April 27 at WXXI's auction. We hope to see Pat, Peg, Terry, Ursula, Vangie, Susan and Jennifer on the big screen!

Terry Spurling's daughter Anne won her third Emmy in three years. All were for producing winning series aired on WXXI. The first was for Homework Hotline, the second for Altered States, and this year for The Underground Railroad. The latest award was presented last weekend in New York City. (It is hard to work with a celebrity's Mom!)

Next month Jerry Yazback and his family will celebrate their twins' college graduations. Mike will receive a degree from SUNY Brockport; Allisar will graduate from the University of Rochester.

Jennifer Rygiel graduates from RIT in May with a degree in criminal justice. Kristie Seaman will receive her degree from Roberts Wesleyan College on Mother's Day.



Dorothea Pompa

Children's Services Report

March/April

Programs:

On March 30th 10 children attended our Library Card/Birthday Party program. Storytime for 3-5 year old children continued through March and April, with a week break for Spring recess. We had a total of 37 sessions and an attendance of 621 children. Storytime will finish the first week of May.

Displays:

We have had displays of weather instruments, springtime, Easter books and decorations, gardening books, rainbows, and shamrocks.

Meetings:

3/1 Town Children's Librarians at Irondequoit.
3/11 Training at Central for E-Mail.
3/13 Collection Development at Central.
4/10 Collection Development at Central.
4/11 Public/school librarians meeting at Paul Rd. School.
4/30 Stress Management class in the Town Hall.

Miscellaneous:

I used a report from LAS to assist in weeding many non-circulating, out-of-date books from the children's area. This report was quite useful and comprehensive.

Michael McCullough
Children's Services

CHILI PUBLIC LIBRARY
LIBRARY BOARD MEETING AGENDA

March 26, 1996
7:00 p.m.

MINUTES of the February 27, 1996 meeting

ABSTRACT OF BILLS, FINE AND PAYROLL RECORDS

COMMUNICATIONS

1. Electronic Doorway Library bill
- 2.
- 3.

DIRECTOR'S REPORT

1. March 8 staff program meeting
2. Equipment and furniture
3. 1995 Budget report and Annual Report
4. Internet
5. Public Library Building Construction grant application
6. MCLS State Construction grant
7. Tax forms
8. Fee-based services
9. 175th Anniversary Publicity committee
10. Equipment inventory
- 11.
- 12.

COMMITTEE & OFFICER'S REPORTS AND RECOMMENDATIONS

1. Focus Group
2. Friends of the CPL
3. Long-Range Planning
4. Trustee Council
- 5.

OLD BUSINESS

1. Library Fund Balance and encumbered funds
- 2.
- 3.

NEW BUSINESS

1. Vanderlinde Lighting Maintenance contract
- 2.
- 3.

Date of next meeting

CHILI LIBRARY BANK ACCOUNTS

Rochester Community Savings Bank

Chili Public Library Memorial Fund

Opening Balance January 31, 1996

\$8,674.74

01/31/96	Withdrawal	(\$45.00)
	Deposit (Booksale)	85.00
	Deposit (Booksale)	97.00
03/22/96	Deposit(anonymous donation)	50.00
	Booksale	97.50
	Interest	54.27

Closing Balance March 22, 1996

\$9013.51

Chili Library Memorial Fund CD

Opening Balance

\$10,270.34

12/01/95	Interest deposit	117.35
03/01/96	Interest deposit	133.43
03/11/96	Interest deposit	14.77

Account renewed at 4.64% rate - APY 4.75% - Matures 09/09/96 (182 days)

Closing Balance

\$10,535.89

Chili Library Memorial Fund Account for Bertha Henderson

Opening Balance January 1996

\$210.00

02/29/96	Interest deposit	.17
	Account closed	(\$210.17)

Closing Balance

\$000.00

Chili Library Memorial Fund CD for Bertha Henderson

Opening Balance

\$5850.80

06/01/96	Interest deposit	81.34
09/01/95	Interest deposit	94.94
12/01/95	Interest deposit	95.41
03/01/96	Interest deposit	96.91
03/13/96	Interest deposit	12.90
03/13/96	Transfer from Henderson regular account	210.17

Account renewed at 4.88% rate - APY 5.00% for 12 mos. Maturity Date: 03/13/97

Closing Balance

\$6442.47



March 26, 1996

Assemblyperson Susan John
542 Legislative Office Building
Albany, NY 12248

Dear Ms. John:

Members of the Board of Trustees of the Chili Public Library appreciate your co-sponsorship of the Electronic Doorway Library Services Bill (A3318/S2180).

The Monroe County Library System's leadership in implementing the LIBRA online catalog, as well as other databases and the Internet for public access, resulted in needed information being readily available to library users.

Passage of the EDLS bill will stimulate continued development of these essential components as we strive to improve and expand the electronic and print resources for all libraries in New York State.

Sincerely,

A handwritten signature in cursive script that reads "Randy Allen".

Randy Allen, President
Library Board of Trustees



March 26, 1996

Senator James S. Alesi
408 Legislative Office Building
Albany, NY 12247

Dear Senator Alesi:

Members of the Board of Trustees of the Chili Public Library appreciate your co-sponsorship of the Electronic Doorway Library Services Bill (S2180/A3318).

The Monroe County Library System's leadership in implementing the LIBRA online catalog, as well as other databases and the Internet for public access, resulted in needed information being readily available to library users.

Passage of the EDLS bill will stimulate continued development of these essential components as we strive to improve and expand the electronic and print resources for all libraries in New York State.

Sincerely,

Randy Allen

Randy Allen, President
Library Board of Trustees

Reply to: NYLINE -- New York's Libraries Information Network
<NYLINE@VM1.NYSED.GOV>
To: Multiple recipients of list NYLINE <NYLINE@VM1.NYSED.GOV>
Subject: Follow up - NYLA Legislative Day

NYLA Legislative Day took place on February 13th and by all accounts was successful. There were more registered attendees than in 1995, and library advocates received a fair and interested hearing from our elected representatives.

I want to update you on several issues:

First of all, it is clear that increased funding for libraries is a possibility this year. In spite of the severe fiscal problems facing New York, legislators were interested in and supportive of libraries. Legislative leaders emphasized the importance of library advocates contacting their own assembly-persons and senators and asking them to support libraries by speaking up for them in conference and through contacts with the leadership. Please contact your local representatives now. Explain them, via letter, phone call, fax, or in person, how libraries advance New York. Ask them to support libraries by speaking up for them in conference and by contacting their leadership in support of the two library aid proposals now on the table: an additional \$7 million to complete the funding package represented in Chapter 917, and an additional \$11.4 million for funding of the Electronic Doorway Library

* Services bill (S 2180/ A 3318).

Many legislators have agreed to co-sponsor the Electronic Doorway Library Services bill (S2180/A3318). If your representative has not signed up as a co-sponsor, please contact him/her and ask for support. Here is a list of co-sponsors as of 2/12/96:

Senate: Farley, DeFrancisco, Hoblock, Johnson, Lack, Levy, Marchi, Nozzolio, Padavan, Present, Rath, Seward, Stafford, Trunzo, Velella, Volker, Wright.

Assembly: Luster, Sullivan (Ed), Bragman, Colman, Harenberg, Tonko, Brennan, Brodsky, Butler, Christensen, Clark, Connolly, Cook, Destito, DiNapoli, Dinowitz, Galef, Glick, Gottfried, Green, Griffith, Gromack, Gunther, Hochberg, Hoyt, Jacobs, John, Keane, Matusow, McEnemy, McLaughlin, Morelle, Murtaugh, Perry, Pheffer, Pillittere, Pretlow, Robach, Sidikman, Stringer, Sweeney, Tocci, Tokacz, Towns, Weinstein, Weprin.

Minority members of both houses have had difficulty in getting their names on the bill. If this has been the case with your representative, thank them for trying and ask that they approach their leadership about getting the bill out of committee and onto the floor.

* The Internet pedophile bill (S.210D/A3967B) has passed both houses. Its sponsors, having received many calls from librarians among others, have agreed to file revisions. NYLA has drafted specific statutory language that would exempt libraries and library systems from prosecution under this bill. We will continue to press to have this language included in the final version of the amended bill.

2/ The bill that penalizes public libraries for lending R rated videos to minors without parental consent (S5584/A8465) continues to attract media interest in the Albany area. NYLA is opposed to this bill because it legislates public libraries' circulation policies, which are the responsibility of locally elected or appointed public library boards. Also, this bill uses a rating system not intended for criminal use, it imposes substantial record keeping responsibilities upon libraries, and it replaces the role of parents in decision making about what their children view.

In summary, there is the possibility of more funds for libraries this year. There is also, regrettably, the chance that the governor's

CHILDREN'S SERVICES REPORT

FEBRUARY 1996

Programs:

Toddler Time ended February 16th. For the month we had 10 sessions and attendance of 192 people.

On Saturday, Feb. 3rd, Sean took charge of the 6 year old Birthday Party/Library Card Signup program. (I was involved with moving to a new home in Spencerport). Ten children attended. I really appreciate Sean taking over this responsibility for me.

On Feb. 20th Mike Ihrig performed his magic act at the library. 95 people attended. Thursday, Feb. 22, the singing duo of Kathy and Linda (Musical Fun & Fantasy) came to the library. Sixty-five people attended.

Registration begins Monday, Feb. 26 for 3-5yr. old Storytime.

School Visits:

Lynn Willard, the school librarian at Paul Rd., invited me in to booktalk to 3rd grade classes. I spoke with 4 classes on Thursday, Feb. 8, a total of 66 children.

Meetings:

Feb. 7- Supervisor informational meeting with Town Hall department heads at North Chili Community Center.

Feb. 14- Collection development at Rundel. Also MCLS Summer Reading Committee meeting (I am the chairperson).

Feb. 20- TechTalk at Henrietta Library.

Displays:

In the display case are unusual red colored items. We also have the Poem of the Month display and had Valentine books out.

Miscellaneous:

A new shelving range was installed Feb. 15. Carol, myself, Tracy, Brian and Mary worked in shifting the picture book and easy reader sections. Now books are in reach of the intended audience and the area appears much neater.

Submitted by:

Michael McCullough

TOWN OF CHILI
175th Birthday Planning Committee
1822-1997

3235 Chili Avenue - Phone 889-3550 - Rochester, NY 14624

February 5, 1996

Dear Organization:

April 22, 1997 will be the 175th Birthday Anniversary of the Town of Chili. The committee for this celebration is now developing ideas to commemorate the occasion.

This is a great opportunity for your group to participate in the festival and we are asking organizations to plan a project which will enable them to join in this gala, which will be a seven (7) day event starting Sunday, August 11th through to Saturday August 17th, 1997.

We need your expertise and knowledge! Please put on your thinking caps and create a plan for your group to take part in a spectacular week. We then invite you to join the committee at a meeting with your ideas and we will organize a memorable 175th birthday party.

Please contact me at 889-1884 by March 1st, 1996.

Sincerely,

George Bartnett

George Bartnett,
Vice Chairman

We would be willing to meet with you at your monthly meeting for discussion!

CHILI PUBLIC LIBRARY STAFF MEETING

Friday, February 16, 1996

Members present: Dot, Donna B, Donna K., Vangie, Sean, Carol, Jeni, Jeanne, Mike, Peg, Phyllis, Sue, Pat, David, Jerry, Terry, Ursula and Jim

There were no corrections made to the previous staff notes.

Susan Dunn, a long-time resident of Chili, was recognized by the Chili Library staff for her longevity. Mrs. Dunn celebrated her birthday by providing refreshments for the staff meeting.

Teleconference Report: The NYSLAA is presenting a program Soaring to Excellence II. The February 2 presentations "Say Internet and They Will Come," and "Successful Team Building" were well presented and instructional. Five members of the staff were in attendance. Comments concerning the internet were: Be careful of authenticity of data since anyone can introduce information without verification. The internet is expected to bring people into the library which will help to acquaint them with other library services available. Do not be intimidated by patrons with advanced knowledge of the internet since there will always be someone who knows the system better than you. The second presentation on team building included hints on how to form teams and how to conduct meetings.

Central Library Tour: A few staff members had the opportunity to tour the Rundel (rhymes with bundle) Library. The Central library is housed in the Rundel Building. The visit provided the staff with the opportunity to tour many of the normally unseen daily operations of the library and the services provided. The consensus was it proved to be a very informative experience and one that should be shared with others.

Director's Report:

City Training Catalog - Members of the staff should review this catalog and determine if they would benefit by the courses offered. The courses are fee based and approval is required for registration.

Employee Assistance Program (EAP) - This program is offered by the Town for town employees. The initial evaluation and referral session is free and is provided by the Family Service of Rochester. Additional counselling beyond the evaluation session will be at the employee's expense. Your health insurance may cover this expense. The program is opened to the employee, their spouse, parents and children. For additional information consult the brochures provided.

Special Town Board meeting - February 22, 7:30 p.m., at the Fire Department. This meeting will explore the latest recommendations provided by the Chili Business Group for the library and town facilities.

Photocopier - The new copier will have the price per copy raised from 15 cents to 20 cents for an 8.5" x 11" copy and from 20 cents to 25 cents for an 8.5" x 14" copy. Staff will be charged 5 cents per copy for personal copies.

Childrens' Services and Circulation Desk Staff:

Preschool registration will start on February 26 and the program will last for eight weeks. The new shelving has been installed in the children's area.

Receipts - When a patron requests a receipt be sure to use the printer and not the receipt book. The zero balance screen provides the best source for printing.

Verification of patron phone numbers - when updating the patron's profile be sure to request verbal verification of their address and phone number. If this presents a problem then ask for i.d.

Telephone renewals - This is a service which is an exception from our normal operations and one which we do not wish to advertise, especially for videos. The first question you should ask the patron, "Is the material you wish to renew from the Chili collection?" We may, however, renew material from other libraries. Renewing is a one-time-only service.

Videos charged out and cards not pulled - Since some patrons pick up unprocessed videos from the desk and do not pull cards from the video file the desk staff is requested to verify the card is available before discharging the video.

CD spines broken - Do not force CD pockets under barcode reader. This damages the pockets' spines, instead input the barcode number into the computer.

Card replacement - Ask the patron for their Social Security number before issuing new or replacement library cards. This procedure will ensure patrons do not have multiple cards issued under various surname combinations. When updating registrations ask the patron for their address and phone number. If questionable data appears on the screen request i.d.

Young Adults, Public Relations and Volunteer Coordinator:

We now have a video-cleaning machine which will ensure greater patron satisfaction with our video collection. Ursula has mastered this operation.

Phyllis suggested a potpourri table set up in the library with various items for patrons to browse. This may be an idea for a fund-raiser for the Friends group.

Reference:

Serials are not intended to be indefinite. To check availability press "B" on the computer keyboard (for bound). Then the Chili material list will appear on the screen. If not available at Chili the screen will display a list of other libraries where the materials may be found.

Periodicals and Mail:

A subject list of our magazines is now available in a black notebook at the circulation desk. We have experienced two incidents where magazines are missing. Please be ever vigilant when checking out magazines and see if the pocket is in place and the reference sticker is not present.

Payroll, Bookkeeping and Civil Service:

Please put all data for processing (invoices, packing slips, time sheets, etc.) in the top basket on the right side of Pat's desk. Do not leave on desktop because the desk is used by many and the data is not secure.

Cleaner:

Please continue to recycle the following materials: packing paper (flattened), cardboard boxes, 8.5" x 11" or larger - folders, advertisements, catalogs, posters, newspapers and magazines. Put all metal and glass to be recycled in bin by refrigerator.

Date of next meeting: March 8, 1996 at 9:00 a.m. Monroe County Association for the Hearing Impaired (MCAHI) - Disability Awareness.

Respectfully Submitted,


Jim Tindale

CHILI PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

February 27, 1996

Call to order 7:05 p.m.

PRESENT: Randy Allen, John Collins, Rilla Crothers, Jim Lechner, Michael McCullough (for Dot), Megan Neumann, Gary Squires, Liaison Jim Powers.

AMENDMENT of the agenda was approved by consensus.

MINUTES of the January 23, 1996 meeting were approved by consensus.

ABSTRACT OF BILLS, FINE AND PAYROLL RECORD: Motion to approve Abstract #5, dated February 27, 1996, for \$12, 846.65, by Rilla Crothers, second by Gary Squires, carried.

COMMUNICATIONS:

Randy sent a letter to Bill Kelly in regard to replacing or laying down plan to replace the HVAC unit. He has not received a reply. Jim Powers indicated that he felt given the recommendation to demolish the present building under the plan put forward about the new library/town hall that the board would not opt to replace the unit. Randy indicated that we still need some sort of emergency plan should the unit quit working. Jim promised to speak to Mr. Kelly about this.

A letter was sent to the focus group regarding the proposed plans for the new library/town hall. It was indicated that we are impressed with the plans, but that we have many concerns about the layout. Two major concerns are the price, and putting the library on the second floor may not be practical. We suggested changing the plans to perhaps 30,000 square feet up and 30,000 square feet downstairs, and locating the library on the first floor and the town hall on the second.

We received a letter from George Bartnett about Chili's 175th anniversary celebration. There is an overall committee, but the feeling is that the library should have a planning committee for its own program comprised of representatives from the Board, the Friends, and staff members.

DIRECTOR'S REPORT:

- * The February 16 staff meeting minutes are in our packets.
- * The video cleaner is in and working. Ursula has taken responsibility for this process. Stickers are placed on the videos that are cleaned. The floor mats are in, and the cushioned mat at the circulation desk is in. They are very nice. There is a new wooden bookcase and a new shelving range in the children's area.
- * A new policies and procedures manual has been put together. It will be kept in Dottie's office.
- * Assembly members Susan John, Joseph Morelle, and Joseph Robach have proposed the Electronic Doorway Library Bill to allow full participation in electronic services. Monroe County Library System would receive \$75,000 plus a per capita amount. Randy will send a letter to these representatives and Senator Alesi thanking them for their help, and asking for Senator Alesi's help.
- * The annual report will be completed soon.
- * The terms of all board members are listed in our packets.
- * In March the monthly Town Hall fund-raiser (dress down day--bring a dish for lunch and pay \$2, or pay \$5) will benefit the Friends of the Chili Library.

COMMITTEE & OFFICER'S REPORTS AND RECOMMENDATIONS:

- * Randy reported on the February 22 presentation of the focus group recommendations to the town board. The presentation was well attended and well received. It was recommended that the town seek help from a professional fund-raiser to discover a realistic amount to be raised from a fund-raiser. The focus group recommended that the town get an architect and get drawings and estimates. The next step in the process is for the town board to take a vote on the plan, make a decision and get estimated costs. Jim Powers indicated that if/when this is proposed there could possibly be a referendum this summer/fall and maybe some fundraising before that.
- * Megan and Mike reported on the newsletter put out by the Friends, and the Valentine's Day program. Both were well received. Approximately 45 people attended the program.
- * The Trustee Council report is deferred to next month.

OLD BUSINESS:

- * The revised Internet policy was approved by consensus. It will go into effect on April 1, 1996.

NEW BUSINESS:

- * Because of the equipment purchases which Dianne Moore suggested we make in 1995, and the encumbering of the funds for these, there is no money left in the 1995 budget to be placed in the Library Reserve Fund. There is some confusion as to whether we have gone over budget because of these purchases.

ADJOURN: Motion by Gary Squires, second by Megan Neumann was approved
8:13 p.m.

NEXT MEETING MARCH 26, 1996
7:00 P.M.

Respectfully submitted,

A handwritten signature in cursive script that reads "Megan L. Neumann".

Megan L. Neumann, secretary

<u>Circulation:</u>	February 1996 = 20,404	<u>Fines:</u>	\$2,015.01
	February 1995 = 17,722		
	2,682 gain		

Meetings & Activities:

- 2/22 - TLDC at Brighton
 - Focus Group presentation to the Town Board
- 2/27 - Library Board meeting. Mike covered the meeting for me.
- 2/28 - Friends Board meeting
- 3/1 - Staff attended second teleconference for library employees at RIT
- 3/4 - Attended a 3-hour class on E-Mail at the Scottsville Library
- 3/6 - DAC meeting and Fee-based services committee meeting at RPL
- 3/7 - Librarians' meeting
- 3/8 - Staff Program meeting - 15 attended. Dan and Stephanie Mathis and Pam Pollard from MCAHI discussed their mainstreaming experiences. Through interpreter Charlene McDowell we learned how hearing individuals can assist the hearing impaired. The program led to suggestions that we offer staff a basic sign language course geared to the library and its materials and that we consider purchase of a TTY machine.
- 3/11 - 175th Anniversary Celebration - Publicity committee meeting in the library. I have joined Bonnie Moore, Lisa VanLeeuwen and Cindy Hollmann to share ideas for promoting the celebration in 1997.
- 3/13 - World Wide Web training at RPL. I will require much more exposure than this 3-hour introduction to navigate the web!
- 3/14 - TLDC at Ogden
- 3/15 - Friends Membership committee meeting which I had to miss. Volunteer Lou Hillman, Pat and I went PC shopping to select the public Internet, new staff terminal and peripherals.
 - Town Hall Dress Down Day Luncheon to benefit the Friends of the Chili Public Library. \$100. was raised for the Friends. Mike won the 50/50 drawing. It may have been because I got to draw the winning ticket. Jerry and Sean each won the two previous drawings.
- 3/19 - Tech Talk meeting at the Gates Library. Agenda: Technology of the future.
- 3/20 - Pat and I met with Dianne Moore to discuss the '95 and '96 budgets.
- 3/21 - Judith Kharbas will attend the Friends Council at the Brighton Library.

NEWS! Mike has qualified to run in the Boston Marathon so he and Jan will be there for the April 15th event!

Sean has arranged a special program for 3/27 featuring Live Birds. We have reached the registration limit of 65 people!


Dorothea Pompa

February 14, 1996

Dear Staff:

Thanks for your participation in DRESS DOWN DAY today. We raised \$79.00 for the Boyack/Rickards Family. Mr. Kelly will be presenting these funds at "CHILI'S ROCK 'N ROLL BLOW OUT" at the old Joanne Fabrics on March 10. We have tickets at the reception desk (\$10.00) if you'd like to attend. Michael T is looking for volunteers to help at this fund raiser. The first meeting will be on Mon., 2/19 at 7:00 p.m. at the Mug. Please attend this meeting if you can help out in any way.

Our valentine lunch was delicious. A big thank you to all who brought one of the dishes to pass. Linda Collinge won the prize for wearing the most red (10 items - yes we made her show them); Dianne and Kathy Reed tied for wearing the most hearts - so each won 2nd. place. Jerry (Library) won the 50/50 drawing (\$8 for Jerry and \$9 for Ebenezer's).

Our next DRESS DOWN DAY FOR CHARITY is on **Friday, March 8.** The charity of the month is "**FRIENDS OF THE CHILI PUBLIC LIBRARY.**" Please bring a dish to pass (green) and pay \$2.00 (or more) or pay \$5.00 (or more). There will be a **sign up sheet on the mailboxes.** **The theme will be St. Patrick's Day.** Whoever wears the most green or the most shamrocks will win a prize.

Thanks again for your participation.



CHILI PUBLIC LIBRARY

LIBRARY BOARD MEETING AGENDA

February 27, 1996
7:00 p.m.

MINUTES of the January 23, 1996 meeting

ABSTRACT OF BILLS, FINE AND PAYROLL RECORDS

COMMUNICATIONS

1. To Town Board about furnace
2. To Focus Group about proposed building
3. From George Bartnett about Chili's 175th anniversary
- 4.
- 5.

DIRECTOR'S REPORT

1. February 16 staff meeting
2. Equipment
3. Policies and Procedures
4. Electronic Doorway Library Bill
5. Annual Report
- 6.
- 7.

COMMITTEE & OFFICER'S REPORTS AND RECOMMENDATIONS

1. February 22 meeting of Focus Group - Randy
2. Friends of the CPL - Megan, Dot
3. Trustee Council - John
- 4.
- 5.

OLD BUSINESS

1. CPL Internet Policy
- 2.
- 3.

NEW BUSINESS

1. Library Reserve Fund and encumbered funds
- 2.
- 3.

Date of next meeting

TOWN OF CHILI

Originated in 1822

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

WILLIAM C. KELLY
SUPERVISOR

CAROL O'CONNOR
TOWN CLERK

JAMES E. POWERS
J. DONALD FASO
JAMES J. POWERS
STEPHEN W. HENDERSHOTT
COUNCIL MEMBERS
GEORGE BARTNETT
DEPUTY SUPERVISOR

JANUARY 19, 1996 -

Department comments about new Town Hall plans

COURT: see attached 4 page letter from Justice Mel Olver (EXHIBIT A)

ASSESSOR: see attached 3 page letter from Assessor Linda Leach (EXHIBIT B)

SUPERVISOR: any area used by Supervisor should not be labeled as Assistant to the Supervisor, instead label as support staff or conferce room.

TOWN CLERK/TAX AREAS: Tax receiver area needs counter; a records storage room is needed (could be in basement area).

RECEPTIONIST: Need Window looking into foyer and window in hallway

MEETING ROOM: Need door into storage are from meeting room (chair storage)

FINANCE OFFICE: should be secluded, only needs 2 doors (not 3). Layout needs to be reviewed for an acceptable payroll office. Need room for a possible new position for personnel/human resources.

RECREATION: could go in lower level of Town Hall for reason of interaction and Parks Dept. Could have an office in the Highway garage as they use their equipment, chemicals etc.

GENERAL COMMENTS:

- Library should have it's OWN ENTRANCE (as Town Hall and Library have different hours and days of operation)
- Library should be moved to lower level and court moved to upper as Town offices have a considerable amount of interaction with Court downstairs (court have separate entrance which is marked very clearly {i.e. traffic tickets, etc.}). Also, if Town Offices need to expand, it would be better to be on same floor, not basement. If Library is in basement, floor would not need to be reinforced which would save money.
- Supervisor's secretary does not need a counter
- It might be better for Assessor and Supervisor areas to be switched
- *Employee Lounge should be in back of bldg*

WCK:nj Townhall.119

xc: Department Heads

TOWN OF CHILI

Originated in 1822

Justice Court

3235 CHILI AVENUE, ROCHESTER, NEW YORK 14624 TEL: 889-1999

Exhibit A

TOWN JUSTICE
Melvin L. Oliver

CLERK OF THE COURT
Sharon A. Knapp

January 16, 1996

VIA: FACSIMILE AND MAIL
889-4190

Bernard J. Iacovangelo, Esq.
Chair, Citizens for New Town Hall
and Library Focus Group
Town of Chili
3235 Chili Avenue
Rochester, New York 14624

Re: Design of Court space

Dear Bernie:

I thought it might be helpful for you to have in writing some of the comments and suggestions we briefly discussed following the presentation on January 6, 1996. First, let me add my congratulations and appreciation to the work which you and the entire Focus Group have put into this project. Frankly, for the first time, I sense a level of commitment and excitement that leads me to believe that I could actually see a new Town Hall in my lifetime. This certainly is in large part attributable to the experience, vision, good sense, stature and "non-sectarianism" which the group embodies.

Second, I would like to express my regrets that my colleague, the Honorable Patrick J. Pietropaoli, has been unable to participate as actively in this initial review as all of us might wish. Unfortunately, as you know, a mild heart attack has curtailed his recent activities. However, I have had an opportunity to briefly review the project and proposed layout of court space with him, and, while I would not presume to speak for him, in his position as Administrative Judge, I believe that he is in general agreement with my comments.

Third, while I commend the Group's recognition of the Court's need for adequate space, before any design concept becomes "final" there are concerns which need to be addressed as to a layout which allow the most efficient functioning of the Court (particularly with respect to the Court Clerks who are there every day), and as to the safety and security of both the court personnel and the general public. This latter issue necessarily involves the

Bernard J. Iacovangelo, Esq.
January 16, 1996
Page - 2 -

operation of the Sheriff's Department and State Troopers, particularly with respect to persons who are in custody. It is therefore requested that suitable opportunity be afforded to consult with knowledgeable sources before finalizing the layout.

I have already spoken with Sheriff Meloni, who referred me to Peter Gentile, who heads up court security for the Sheriff's Department. As you may know, the Sheriff's Department is responsible for court security at the Hall of Justice. The Department also provides transport for defendants being held in the Monroe County Jail. I will be contacting Mr. Gentile as soon as possible.

It would seem beneficial to contact towns which have recently constructed new court facilities, or renovated old ones, to inspect their layouts and obtain comments as to their experience with new their facilities. These towns include Brighton, Ogden, Penfield, Perinton, and Irondequoit.

I will also attempt to ascertain whether the Office of Court Administration has any standards or guidelines with respect to court facilities. Obviously, this is not something that can be accomplished within a few days, or even, perhaps, by February 22, when the report is to be made to the Town Board.

While it is premature to make any final comments until the review process, discussed above, has been completed, there are some items which spring to mind on initial review of the drawings:

1. Because the court clerks have a great deal of interaction with the general public on a daily basis, it does not seem efficient to have their office at the end of a long corridor. This also creates security concerns, since they would be, initially, the only town department on the ground floor level. Also for security concerns, it would not seem advisable to allow the public access to the clerk's office space. It would be preferable to have the clerk's office immediately adjacent to the foyer, with counters providing space for the conduct of business with the public, while providing separation from the clerk's office space.
2. A private bathroom is needed for the Judges and staff, to address a long-standing security concern.

3. It would be advisable to have a separate "security" entrance for police personnel, giving direct access to the holding cell. There should also be direct access from the holding cell to the courtrooms. Any layout which would call for police with persons in custody to pass through public areas should be avoided. Such an entrance could also provide a private entrance for Judges, who should also not have to pass through potentially crowded public areas in order to reach their offices or the courtrooms.
4. It would seem best to avoid having to access both courtrooms off the same long corridor. This could present problems in terms of security and congestion, particularly if both courtrooms being used. It would seem preferable to be able to access both courtrooms directly off the main foyer (which might need to be enlarged).
5. There should be one or more rooms for defense counsel to meet with their clients. This is particularly so in the case of defendants being held in custody. For security reasons, this room should be adjacent to the holding cell.
6. Because the court can be in possession of large sums of money, which for various reasons cannot always be deposited in the bank immediately, some type of built-in vault or safe would be advisable.
7. Although it does not directly relate to layout of the space, consideration will need to be given in the future to other security measures, such as telephones for the clerk or Judge at the Bench, "panic" buttons connecting to the police department, etc.

There were also some comments that came to mind regarding the general design and location of the project:

1. Particularly given the lighted soccer field which will remain at the rear of the property, circulation patterns through the parking areas will need to be carefully designed so as to discourage use of the driving lanes which give direct access to parking spaces.

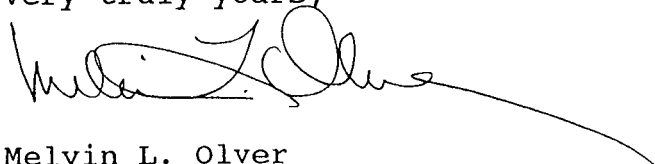
Bernard J. Iacovangelo, Esq.
January 16, 1996
Page - 4 -

2. For some of the same reasons discussed above with regard to the courtrooms, it would seem advisable to avoid having to access the main meeting room from a long corridor. This could lead to considerable congestion, both before and after a public meeting. This congestion could discourage or interfere with access to the library, which is presently off the same corridor. A separate entrance for the library might even be considered.
3. Consideration might be given to enlarging the main foyer or lobby, so as to provide access directly to the meeting room. An enlarged foyer could also serve as "community space," and be used for historical displays, art and photographic exhibitions, etc.
4. Additional attention should be given to access between floor levels. In public buildings such as this, there are always people, unfamiliar with the facilities, who enter the wrong level, and there needs to be convenient access to other levels. This will become even more important in the future, when the additional space in the basement level is developed for use.

This opportunity to have input at an early stage is greatly appreciated. Your group is to be commended for its work so far, and for its willingness to "throw open" the process and invite comment from all interested parties. If you or your Group would be interested in meeting with Judge Pietropaoli and myself, to discuss these issues further, please let me know.

Again, thank you for your attention to these matters. Both Judge Pietropaoli and myself will look forward to continuing participation in the design and planning process.

Very truly yours,

A handwritten signature in dark ink, appearing to read 'Melvin L. Olver', with a long, sweeping horizontal line extending to the right.

Melvin L. Olver
Chili Town Justice

MLO:kf

cc: Hon. Patrick J. Pietropaoli

Exhibit B

TO: TOWN HALL DEVELOPMENT TEAM

FROM: LINDA LEACH, ASSESSOR

RE: PROPOSED TOWN HALL

DATE: JANUARY 17, 1996

I HAVE SOME MAJOR CONCERNS WITH THE PROPOSED SKETCH PLAN FOR TOWN HALL. I FEEL A MEETING WITH DEPARTMENT HEADS TO DISCUSS THEIR CURRENT AND FUTURE NEEDS IS NECESSARY AS IT RELATES TO THE LAYOUT OF THE PROPOSED BUILDING.

I CAN MAKE THE FOLLOWING SUGGESTIONS:

1. LOCATION:

THE OFFICE NEEDS TO BE CLOSE TO THE BUILDING DEPARTMENT, THE SPACE ALLOCATED (1500 SQUARE FEET) IS ADEQUATE ALONG WITH A CONFERENCE ROOM. I WOULD SUGGEST TURNING THE MEETING ROOM AROUND AND CREATING A HALLWAY AROUND THE ENTIRE BUILDING. LEAVING RESTROOMS, COPY ROOM, EMPLOYEE KITCHEN AND STORAGE ON THE INTERIOR WALLS. THE ASSESSOR'S OFFICE TO MOVE DOWN NEXT TO THE BUILDING DEPARTMENT ON THE OUTSIDE WALL. I FEEL IT IS VERY IMPORTANT THAT ALL 9-5 OFFICES HAVE WINDOWS AND NATURAL LIGHT ON OUTSIDE WALL. MOVING THE EXISTING HALLWAY CAN ACCOMPLISH THIS.

2. CREATE A SHARED MAP ROOM, WITH THE BUILDING DEPARTMENT, LARGE ENOUGH TO PUT A TABLE IN TO LAY OUT MAPS.

3. THE ASSESSOR'S OFFICE TO HAVE ENCLOSED SPACE WITH A COUNTER ON THE INTERIOR OF THE OFFICE AND ROOM ENOUGH FOR PEOPLE TO SIT AND WAIT FOR ASSISTANCE. DOUBLE GLASS DOORS OR FLOOR TO CEILING GLASS CAN make THE OFFICE MORE VISIBLE OFF THE HALLWAY. KEEPING CUSTOMERS OUT OF THE HALLWAY WHEN THEY ARE DISCUSSING PERSONAL BUSINESS IS IMPORTANT.

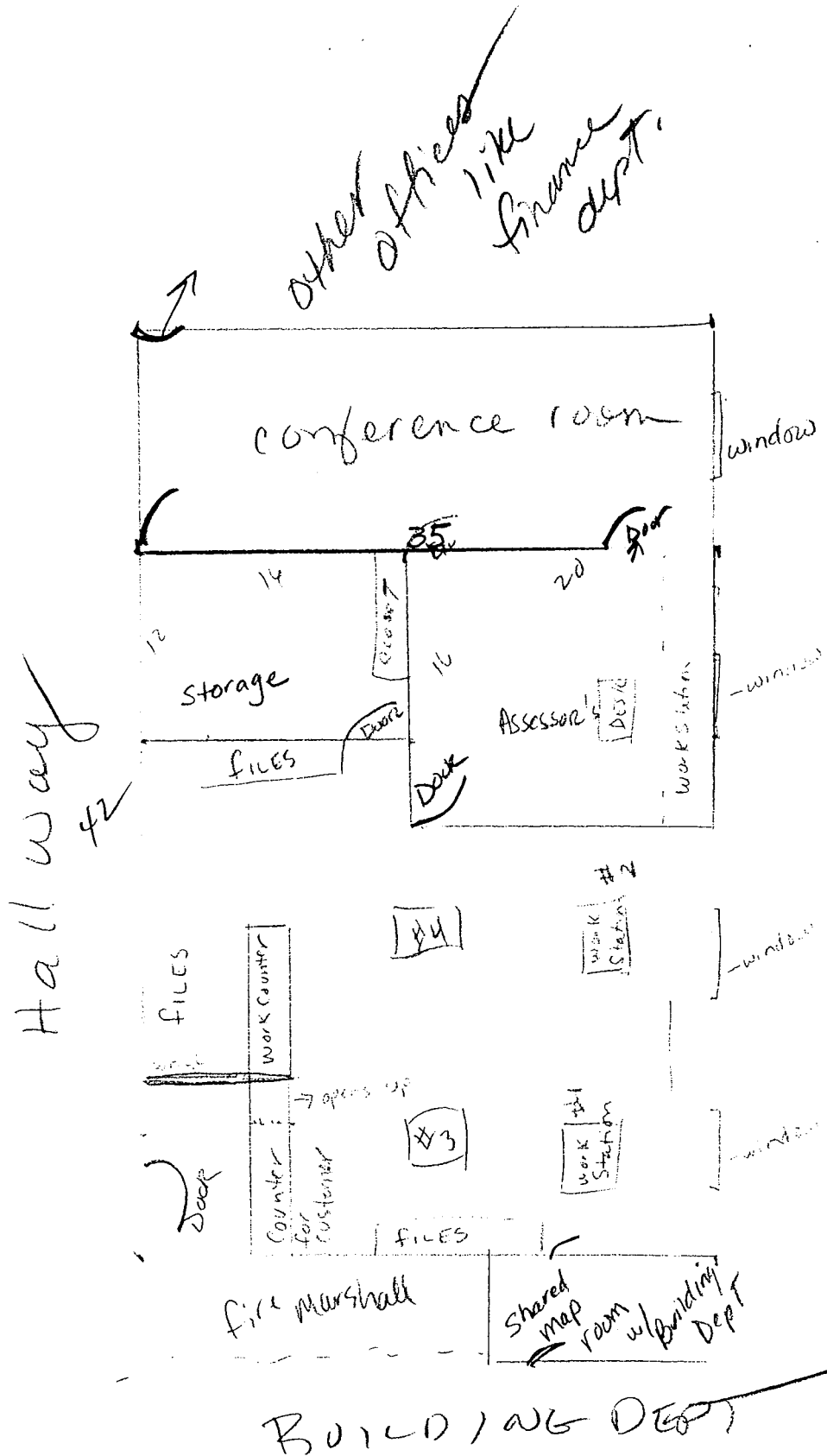
4. **WINDOWS:** MINIMUM TWO IN THE GENERAL OFFICE AREA AND ONE IN THE ASSESSOR'S OFFICE, ONE IN THE CONFERENCE ROOM.

5. THE GENERAL OFFICE AREA WILL NEED ROOM FOR 4 WORKSTATIONS. (2 FOR FUTURE NEEDS)

6. TWO WORKSTATIONS ALONG THE OUTSIDE WALL WITH ENOUGH COUNTER SPACE FOR COMPUTERS, SCANNER, PRINTERS, AND WORK AREA.

7. EMPLOYEE KITCHEN/ LOUNGE WITH EMPLOYEE RESTROOMS/SHOWER STALL AWAY FROM THE PUBLIC AREAS OF THE BUILDING.

SEE ENCLOSED OUTLINE OF SPACE AS REDESIGNED. I WOULD LIKE TO BE KEPT INFORMED OF ANY CHANGES THAT WILL EFFECT THE ASSESSOR'S OFFICE.



CHILI PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

January 23, 1996

Call to order 7:02 p.m.

PRESENT: Randy Allen, John Collins, Rilla Crothers, Jim Lechner, Megan Neumann, Dottie Pompa, Gary Squires, Liaison Jim Powers

AMENDMENT of the agenda was improved by consensus.

ELECTION of Officers: Motion to retain officers from 1995 (President: Randy Allen, Vice-President: John Collins, Secretary: Megan Neumann, Treasurer: Jim Lechner) by John Collins, second by Randy Allen, was approved.

MINUTES of the December 26, 1995 meeting were approved by consensus.

ABSTRACT OF BILLS, FINE AND PAYROLL RECORD: Motion to approve Abstract #2, dated January 23, 1996, for \$7,189.78, by John Collins, second by Gary Squires, carried.

COMMUNICATIONS:

A letter was sent to the Amerks organizations thanking them for their participation in the Reading's the Score program.

A letter was sent to John Rocchio, Duplicating Consultants accepting the new 36 month copier program.

The letter to Mr. Bernard Iacovangelo was dealt with under the Focus Group review.

A letter was sent to Mr. & Mrs. George Goodwin informing them we had reviewed their complaint about the charge assessed for a damaged book, and that no blame was affixed, and so the charge would be waived.

A letter was sent to Dianne Moore requesting that up to \$12,000 in funds from the 1995 budget be encumbered for purchases not yet billed for.

A letter was sent to the Chili Garden Club thanking them for their work on the Christmas decorations.

DIRECTOR'S REPORT:

- * The minutes for the January 5 staff meeting are in our packets. The next meeting will be a presentation on how to interact with the hearing impaired.
- * Albany Legislative Day, February 13 is for board members and friends representatives to lobby on behalf of libraries. The MCLS will send a bus down on the 12th. Let Dottie know if you are interested in going.
- * Dottie will attend the workshop on The Internet: Ethics and Issues on Feb. 3.
- * Dottie would like to thank us on behalf of herself, the staff and the pages for the salary increments.
- * A replacement quote of \$35,000 was given to Dottie on the HVAC system. There was much discussion about this, including the information that an engineering study could cost an additional \$5,000-\$8,000. Jim Powers suggested that we hold off on any decision on this. We will send a letter to the Town Board asking for suggestions from them. Is this a capital expenditure? We need a contingency plan before the system breaks and it becomes an emergency.

COMMITTEE & OFFICER'S REPORTS AND RECOMMENDATIONS:

- * Randy reported on the presentation by the Focus Group's business group conceptual building plan. This idea is for a two story town hall/library. There was much discussion about this idea and the cost. Bernie Iacovangelo had asked for people at the meeting to get suggestions to him about the plan. Dottie told us about a letter from Mel Olver, and that she was planning to send one. She asked if anyone had any suggestions or input to get it to her for inclusion in her letter. Even if there are concerns it seems at least someone is taking a step in the right direction. There will be a presentation to the Town Board by the Focus Group on February 22, 1996, at 7:30 p.m. in the Fire Hall
- * Dottie reported on the program that will be held on February 14th by the Friends group. A newsletter is being prepared and will be sent out to all members (90) before the program.
- * There was no report about Trustee Council because there was no meeting.

NEW BUSINESS:

- * Dottie gave us information that the library replaced 55 library cards in less than a month. A motion to increase the fee for replacing a library card to \$2.00, effective February 1, with another survey of replacements done in March, made by Rilla, second by Randy was approved.

- * Dottie attended a workshop given by Family Service of Rochester on an Employee Assistance Program (EAP). This was an excellent workshop, and it has been recommended that the library be a part of this program. To cover all full and part-time employees would be an enrollment fee of \$10.50 per employee, or approximately \$300 per year. A motion by Rillla, second by Jim to enroll the library in this program was approved.
- * We are required to do an equipment inventory for New York state. A town employee, Linda Collinge, has been doing this inventory for the town, and the town in turn wants to charge the library for her services. Dottie estimates that it will take about 15 hours for this inventory. It was approved by consensus that this money be spent for Ms. Collinge to do this work.
- * Dottie was contacted by a woman whose mother cannot get to the library to get materials because she is visually impaired. The daughter wanted Dottie to deliver materials to her mother. Dottie contacted Rich Stowe to get his opinion, and he indicated that she should not do this. Dottie contacted the Monroe County Office for Aging and spoke with Lorrie Anderson who is working on a solution to this problem.
- * A policy for the use of the Internet by library patrons was amended and approved, but will not go into effect until Dottie attends the workshop on February 3 and reports back.
- * After the encumbered funds from 1995 have been expended we will need to end a letter to Dianne Moore requesting that any remaining funds be placed in the Library Reserve Fund.

ADJOURN: Motion by Rilla Crothers, second by Megan Neumann was approved
9:02 p.m.

NEXT MEETING FEBRUARY 27, 1996
7:00 P.M.

Respectfully submitted,



Megan L. Neumann, secretary

DIRECTOR'S REPORT ***** January 18 - February 16, 1996

Circulation: January 1996 = 19,551 Fines: \$2,172.79
January 1995 = 17,898
1,653 gain Copier: \$657.33

Meetings & Activities:

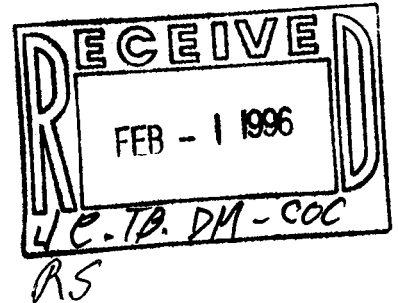
- 1/19 - Librarians' meeting
- 1/23 - Library Board meeting
- 1/25 - User's Group
- 1/27 - Cub Scout visit and tour
- 1/29 - Duplicating Consultants delivered new photocopier
- 2/1 - Friends Board meeting
- 2/2 - Linda Collinge began update of inventory of library equipment and furniture
 - Teleconference on the Internet and Teambuilding at RIT - 6 staff members attended
- 2/3 - Special morning workshop on "The Internet: Ethics and Issues" at the Henrietta Public Library
- 2/7 - Director's Advisory Council
 - Mike attended a talk for me at the Community Center on grievances and disciplinary procedures
- 2/8 and 2/9 - Jeanne, Ursula, Peg, David and Donna B. attended a two-part orientation to MCLS and RPL at the Central Library
- 2/9 - Friends Membership committee
- 2/12 - Interview
- 2/13 - Librarians' meeting
- 2/14 - Friends Valentine Program - 45 attended. We were fortunate to have Ed Casey, Rilla Crothers, William Dadey, Judith Kharbas, James E. Powers, David Ryan and Cindy Steltz as readers and Steven Valvano performing a variety of musical selections. The program committee included Judith Kharbas, Bruce Dunn, Marcia Havens, Joyce Cullum, Megan Neumann, Jeanne Austin and myself.

Refreshments were donated by Chili Big M., Colombini's Bakery and Wegman's. Spitz Florist provided the floral centerpiece.

The evening was most enjoyable and many compliments were received. Special thanks to staff member Terry Spurling who made the corsages and boutannaires for the readers and Mr. Valvano.
- 2/15 - Groundbreaking for the Central Library expansion
- 2/16 - Staff meeting - 18 attended.
 - Meeting with Alex Kelly of the Friends Membership committee and Michael Lustyk who demonstrated the Rochester Telephone Company's Smart Directory.

PLEASE ATTEND the February 22 focus group presentation to the Town Board and share recommendations on the Library/Town Hall/ Highway Garage construction. The meeting is Thursday at 7:30 p.m. at the Fire Department - next door to the Library.


Dorothea Pompa



January 31, 1996

Town of Chili
Supervisor William Kelly
3225 Chili Avenue
Rochester, NY 14624

Dear Mr. Kelly,

At our last Board of Trustees meeting the HVAC (heating, ventilating, air conditioning) was discussed at length. For several years we have been putting "band-aid" repairs into this unit. We feel that the town should replace this unit in the 1996 calendar year as opposed to letting the unit break down and have to make emergency repairs. Based on the recommendation of the service contractor (letter enclosed) it won't last much longer. Replacement will not be cheap. Based on rough estimates (it would have to go out for bid) it could cost in the range of 30 to 40 thousand dollars.

Assuming that the recommendation of the current facilities group will be to keep the building in some capacity, it will be necessary to do this in the future. On the brighter side, any replacement unit will work in the building whether it is office space or a large open space, only duct work will have to change should future plans dictate remodeling.

If money is not in the budget to replace this unit this year then a bids should be gathered and a written contingency plan should be in place in the event of a breakdown. Consideration should be given to the unit in the Town Hall as well. The one in the Library is 26 years old, I don't know the age of the one in the Town Hall but I assume they were installed at the same time.

Please contact me at your earliest convenience so we can discuss options.

Respectfully submitted,

Randy W. Allen
President, Board of Trustees

cc: D.Wilshaw

MEMBER OF MONROE COUNTY LIBRARY SYSTEM ♦ 3235 CHILI AVENUE, ROCHESTER, NEW YORK 14624

(716)889-2200

PROPOSAL

LEO J. ROTH CORPORATION

SINCE 1948

214 CLIFFORD AVENUE • ROCHESTER, N.Y. 14621 • PHONE: 716-423-0100 • FAX: 716-548-2161

December 21, 1995

Mrs. Dortha Pompei
Chili Public Library
3235 Chili Avenue
Rochester, NY 14624

Dear Dotti:

This letter is regarding the heating and air conditioning system which serves the Chili Library.

As we have discussed in the past, the systems are nearing the end of their useful life. The equipment is original and is approximately 26 years old.


During the past few years numerous repairs and component replacements have occurred to allow the system to operate and satisfy your heating and cooling needs. We are concerned that the oil fired heating unit refractory may be nearing a point where repairs may not be able to be accomplished.

Currently the system is operating at an 80 percent efficiency which is relatively good based upon today's standards.

Inclosing, I believe serious consideration should be given to long range planning for system replacement.

Sincerely,

LEO J. ROTH CORPORATION



AGCETED:
Theodore P. Paulks
General Manager, Service Division

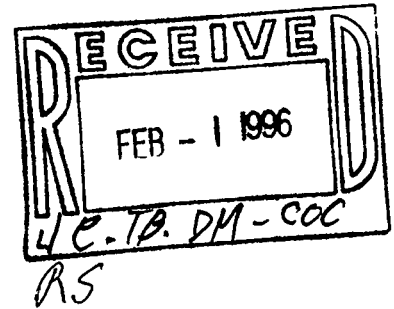
Firm

1. SELLER IS NOT RESPONSIBLE FOR DELAYS OF DELIVERY DUE TO FLOOD, FIRE, STRIKE OR CONDITIONS BEYOND THE CONTROL OF THE SELLER.

2. QUOTATION SUBJECT TO 30 DAY ACCEPTANCE.

Jan 17, 1996 HVAC replacement
Cost \$35,000. If engineering
studies needed for bids, add \$5,000 - \$8,000.

MECHANICAL - SHEETMETAL - PLUMBING - ROOFING CONTRACTORS AND RELATED SERVICE DEPARTMENTS



January 31, 1996

Town of Chili
Supervisor William Kelly
3225 Chili Avenue
Rochester, NY 14624

Dear Mr. Kelly,

At our last Board of Trustees meeting the HVAC (heating, ventilating, air conditioning) was discussed at length. For several years we have been putting "band-aid" repairs into this unit. We feel that the town should replace this unit in the 1996 calendar year as opposed to letting the unit break down and have to make emergency repairs. Based on the recommendation of the service contractor (letter enclosed) it won't last much longer. Replacement will not be cheap. Based on rough estimates (it would have to go out for bid) it could cost in the range of 30 to 40 thousand dollars.

Assuming that the recommendation of the current facilities group will be to keep the building in some capacity, it will be necessary to do this in the future. On the brighter side, any replacement unit will work in the building whether it is office space or a large open space, only duct work will have to change should future plans dictate remodeling.

If money is not in the budget to replace this unit this year then a bids should be gathered and a written contingency plan should be in place in the event of a breakdown. Consideration should be given to the unit in the Town Hall as well. The one in the Library is 26 years old, I don't know the age of the one in the Town Hall but I assume they were installed at the same time.

Please contact me at your earliest convenience so we can discuss options.

Respectfully submitted,

Randy W. Allen
President, Board of Trustees

cc: D. Wilshaw

MEMBER OF MONROE COUNTY LIBRARY SYSTEM ♦ 3335 CHILI AVENUE, ROCHESTER, NEW YORK 14624

(716)889-2200

PROPOSAL

LEO J. ROTH CORPORATION

SINCE 1948

214 CLIFFORD AVENUE • ROCHESTER, N.Y. 14621 • PHONE: 716-423-0100 • FAX: 716-548-2161

December 21, 1995

Mrs. Dortha Pompei
Chili Public Library
3235 Chili Avenue
Rochester, NY 14624

Dear Dotti:

This letter is regarding the heating and air conditioning system which serves the Chili Library.

As we have discussed in the past, the systems are nearing the end of their useful life. The equipment is original and is approximately 26 years old.

During the past few years numerous repairs and component replacements have occurred to allow the system to operate and satisfy your heating and cooling needs. We are concerned that the oil fired heating unit refractory may be nearing a point where repairs may not be able to be accomplished.

Currently the system is operating at an 80 percent efficiency which is relatively good based upon today's standards.

In closing, I believe serious consideration should be given to long range planning for system replacement.

Sincerely,

LEO J. ROTH CORPORATION



Theodore F. Pauliks
General Manager, Service Division

Firm

1. SELLER IS NOT RESPONSIBLE FOR DELAYS OF DELIVERY DUE TO FLOOD, FIRE, STRIKE OR CONDITIONS BEYOND THE CONTROL OF THE SELLER.

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MECHANICAL - SHEETMETAL - PLUMBING - ROOFING CONTRACTORS AND RELATED SERVICE DEPARTMENTS

CHILI PUBLIC LIBRARY
LIBRARY BOARD MEETING AGENDA

January 23, 1996
7:00 p.m.

MINUTES of the December 26, 1995 meeting

ABSTRACT OF BILLS, FINE AND PAYROLL RECORDS

COMMUNICATIONS

1. To the Amerks
2. To Duplicating Consultants
3. To Mr. Bernard Iacovangelo
4. To the Goodwins
5. To Dianne Moore re: encumbered funds
6. To the Chili Garden Club
- 7.
- 8.

DIRECTOR'S REPORT

1. January 5 staff meeting
2. Albany Legislative Day, February 13
3. The Internet: Ethics and Issues morning workshop at Henrietta Public Library, Feb. 3
4. Personnel
- 5.
- 6.
- 7.

COMMITTEE & OFFICER'S REPORTS AND RECOMMENDATIONS

1. Review of Focus Group's conceptual building plan - Randy
2. Friends of the CPL - Megan, David, Dot
Demographic information compiled by Alex Kelly for
Membership committee
3. Trustee Council - John
- 4.
- 5.

OLD BUSINESS

- 1.
- 2.
- 3.

NEW BUSINESS

1. Library card replacement
2. Employee Assistance Program (EAP)
3. Equipment inventory for NYS
4. Delivery and pickup of library material
5. Draft of Internet Policy for CPL and MCLS policy
6. Library Reserve Fund
- 7.
- 8.
- 9.

Date of next meeting



January 9, 1996

Mr. Peter Mancuso
c/o Rochester Americans
100 Exchange Boulevard
Rochester, NY 14614

Dear Mr. Mancuso:

Members of the Chili Public Library's Board of Trustees join the staff and me in expressing our appreciation for the "Reading's the Score!" program, co-sponsored by the Rochester Americans and the Monroe County Library System to promote independent reading for school children.

Michael Mc Cullough, Chili's Children's Librarian, actively promoted the program here and reported that over 100 youngsters came out to register and meet Amerks players Jody Gage and Barrie Moore.

It is amazing how successful a reading promotion can be - given public support, publicity and living, breathing team members!

Thanks to you and to the Rochester Americans for working to interest children in reading.

Sincerely,

Dorothea Pompa
Library Director



January 9, 1996

Mr. John T. Rocchio
DUPLICATING CONSULTANTS, INC.
Audubon Industrial Park
315 Creekside Drive
Amherst, NY 14228-2076

Dear John:

The Library Board of Trustees reviewed your proposal of November 27, 1995, for a Sharp vend self-service copier.

It was agreed that we will accept the conditions set forth in your letter. The contract period will be for 36 months.

Please contact me before the new machine is scheduled to be installed so I can have key staff here for the training on the new photocopier.

Thank you, John, for offering this opportunity to upgrade the equipment and continuing our long association.

Sincerely,

Dorothea Pompa
Library Director



January 5, 1996

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

Dear Dianne:

At the December 26 meeting of the Library Board of Trustees it was voted to encumber up to \$12,000 from the 1995 budget for the following equipment purchases (L7410.200):

Floor mats and cushioned mat - Brockport Carpet	\$ 540.
Videocassette Cleaner/Evaluator - Research Technology International (RTI)	3950.
Personal Computer, modem and peripherals for public access to the Internet - vendor to be selected	3000.
Personal computer, modem and peripherals to replace office IBM from mid-1980's - vendor to be selected	3000.

Prices are approximate until the orders are placed and shipping and handling charges are known.

These purchases will be completed early in 1996 and will be charged to the library's 1995 budget.

Thank you for your help in administering these encumbrances.

Sincerely,

Randy Allen, President
Library Board of Trustees

MEMBER OF MONROE COUNTY LIBRARY SYSTEM ♦ 3235 CHILI AVENUE, ROCHESTER, NEW YORK 14624

(716) 889-2200

DRAFT

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

Dear Dianne:

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Thank you for your help in administering these encumbrances.

Sincerely,

Randy Allen, President
Library Board of Trustees



January 4, 1996

Mrs. Richard A. Miller
6 Cutter Drive
Rochester, NY 14624

Dear Mrs. Miller:

On behalf of the members of the Chili Public Library's Board of Trustees and staff I extend our heartfelt gratitude to you and the members of the Chili Garden Club for making the library so festive during the holiday season.

The decorations that your club provided brought many compliments from staff and library patrons. Thank you for working so diligently on our behalf!

We especially wish to single out the efforts of Ethel Mosher, Georgiana Turner, Frances Mengel, Lucille Puglia, Rita Zapf, Jo Krzyzan, Chris Kosieracki and you for planning and making and hanging the crisp holiday decorations.

We appreciate the attention you have given the plantings outside during good weather! Now you have enhanced the library's interior as well!

Sincerely,

Dorothea Pompa
Library Director

<u>Circulation:</u>	Nov. 1994 = 18,156	Dec. 1994 = 14,120
	Nov. 1995 = 18,109	Dec. 1995 = 13,761
	<u>47</u> loss	<u>359</u> loss

1995 total circulation = 208,176, a loss of 547 over 1994.

Fines: November = \$1715.69
December = 1956.25

1995 total fines = \$21,404.23, a total of \$3,404.23 over budget.

Meetings & Activities:

- 11/24 - Community Service - 8 hours
- 11/28 - Library Board meeting
- 11/29 - Harold Hacker held a luncheon for those who worked on the RPL/MCLS staff fundraising campaign for the Rundel expansion.
- 11/30 - User's Group at Wheatley
- 12/1 - Staff meeting - 17 attended
 - Front and rear entrances recarpeted
- 12/4 - Friends board meeting
- 12/6 - Members of the Chili Garden Club decorated the library with much assistance from Jim Tindale
- 12/11 - Friends Membership committee meeting
- 12/14 - Roundtable Meeting held at Chili - more than 30 attended from MCLS libraries. Carol and Vangie hosted the meeting.
- 12/15 - Friends Board meeting
 - Workroom emptied to prepare for new carpeting
 - Proctored an exam for a student enrolled in a correspondence course at Oklahoma State University.
- 12/16 - Workroom carpet installation
- 12/18 - Sean, Terry, Pat, David and Jennifer painted the workroom.
- 12/19 - Staff worked feverishly to put equipment back.
- 12/20 - Randy, Judith Kharbas and I met with Supervisor Kelly to clarify the role of the Friends in relation to future fundraising for a new library.
- 12/21 - Judith and I met with Mr. Bernard Iacovangelo to request space in the Chili-Paul Plaza for storage of books for the summer sale.
- 12/22 - Holiday Luncheon for staff and volunteers - 21 attended
- 12/26 - Library Board meeting
- 1/3 - Library closed at noon due to "the" snowstorm. Six of us managed to get here but no patrons were to be seen.
- 1/5 - Staff meeting - 13 attended. Notes attached. Thanks to the Library Board for providing refreshments!
- 1/6 - Focus Group meeting at the Chili-Paul Plaza to review conceptual plans for a new highway garage, town hall & library!
- 1/10 - Peter Roche presented a training program for Department Heads on the Employee Assistance Program (EAP). Excellent information was shared and many questions were answered.
- 1/11 - TLDC at Gates. Dick Panz was present to discuss concerns about Library Automated Services (LAS).
- 1/12 - Friends Membership committee
- 1/15 - Friends Board meeting

Personnel: Kelly Knapp has been promoted to Circulation Desk Clerk, replacing Lisa Cupo who is studying full time at RIT and working for Kodak. Lisa worked for us from March 1992 until December 9, 1995. Susie Fowler has been hired as a page in Kelly's slot.

My appreciation is extended to all staff for their patience and hardwork during the recarpeting.

E. R. Rupp