

Chili Public Library, Board of Trustees Meeting

December 13, 2005, 5:30 PM, Minutes, 2nd DRAFT

Board of Trustees: Ed Schuler (President), Colleen Behrndt, Jim Cuthbert (Secretary), Judith Kharbas, James Lechner (Treasurer), Glenda Melville (VP), Donna Stein
Absent: Colleen Behrndt
Library Director: Jennifer Ries-Taggart
Town Liaison: Michael Slattery

Approved minutes of November 29, 2005 meeting with several minor edits by Secretary

Approved abstract: \$4,953.44

Approved agenda

Communications

- Guests/Public: none
- Town Board Liaison: Slattery explained Town Board interview process for all committees; getting acquainted with new committee members.
- Friends Representative: none

Director's Report: (one action item)

- Dave Tyler's, Circulation Clerk, son's home in Buffalo burned to the ground three weeks ago. The staff put together a collection and raised \$134.
- CPL staff put together a collection for the Hurricane Katrina victims, as well. \$85 was donated to the Red Cross.
- Our annual mitten tree drive has started. Mitten, scarves and hats are donated by staff and public and will be donated to the YMCA on Lewis Street, when they are needed in January.
- We have received six Hewlett Packard PCs, with 17" LCD screens, and are working on set up. We are in the process of reworking our public PC placement. Generally, the new PC's will be placed in the front of the library and the older ones towards the back. The YA area will be getting two, with Internet access and MS Office available. This is on hold, however, until the security piece gets worked out (read below). We will do a walk through when completed.
- NoveList will be added to our stable of system wide databases on January 1, 2006. NoveList is a fiction database that provides subject heading access, reviews, annotations, and much more for over 120,000 fiction titles. It also includes other content of interest to fiction readers, such as Author Read-alikes, Book Discussion Guides, BookTalks, and Feature Articles. It will be a very handy reference tool for the librarians and public alike.
- Junior Friends is holding their book sale on January 28, 2006 from 9AM-4PM

-Action Item: Motion/second by Lechner/Stein to adopt new CPL Facsimile policy and procedure.
Approved

-Follow up Item: CPL Personnel Policy; As part of our revision process, sent our Personnel Policy to Rolland Michael, Head of Personnel, Rochester Public Library and Terry Vittore, Monroe County Civil Services liaison, for their review and comment. Terry sent back some suggestions for our review. Rolland, however, has had a death in the family and does not want to contract with us for a few more months. Personnel Committee will meet in January.

-Follow up Item: Security Update/Senator Alesi grant; met with John Nagy, CheckPoint representative December 9th to discuss an additional security gate near the Town Hall entrance. He will be sending a price quote for our review. Meeting with an Axis representative on December 14 to discuss security cameras, wiring and installation. We are pricing out the cost and feasibility of locked CD and DVD cases. The cases that are being researched are thinner and take up less shelf space (which is always at a premium).

Committee Reports

- Budget: none
- Personnel: will meet in January
- Long Range Planning: none

Old Business:

- Roof Leaks: Lechner reported that Joe Carr has been helpful in replacing stained ceiling tiles & walls. Gutter next to staff entrance overflows & will be looked at.

New Business:

- Motion/Second by Melville/Stein to reinvest \$5,013.11 CD maturing in February for one year. Approved
- Lechner requested permission to miss the next three meetings. Approved

Comments from Guests: none

Adjourn to Executive Session @ 5:57PM

Executive Session adjourned @ 6:33PM

Next meeting date/time: January 24, 2006 @ 7:00 PM

Chili Public Library
Board of Trustees Meeting

December 13, 2005
5:30 PM.

Agenda

Board of Trustees: Ed Schuler (President), Colleen Behrndt, Jim Cuthbert, Judith Kharbas, James Lechner, Glenda Melville, Donna Stein
Library Director: Jennifer Ries-Taggart
Town Liaison: Michael Slattery

all Approval of minutes of November 29, 2005 meeting

✓ Approval of abstract *\$ 4953.*

✓ Approval of agenda

✓ Communications

- Guests/Public
- Town Board Liaison → *explained level of*
- Friends Representative

✓ Director's Report

✓ Committee Reports *met. w/*

- Budget
- Personnel
- Long Range Planning

✓ Old Business → *Burke's*

New Business → *good. to get talk*

Comments from Guests

Executive Session

Adjourn

CHECK THIS FIRST

Next meeting date/time: January 24, 2006 @ 7:00 PM

TO: Chili Public Library Board of Trustees
FROM: Jennifer Ries-Taggart, Director
RE: Director's Report – December 2005
DATE: December 9, 2005

General Information:

- **Reference and Circulation Staff Meetings:** Friday, January 6, 2006 @ 9AM (simultaneous)
- **Full Staff Meeting:** Friday, February 3, 2006 @ 9AM. Ed will attend as CPL Board representative
- **Dave Tyler's**, Circulation Clerk, son's home burned to the ground three weeks ago. The staff put together a collection and raised \$134
- **CPL staff put together a collection for the Hurricane Katrina victims, as well. \$85 was raised** → total X
- Our **annual mitten tree drive** has started. Mitten, scarves and hats are donated by staff and public and will be donated to the YMCA on Lewis Street in January
- We have received **six Hewlett Packard PCs, with 17" LCD screens**, and are working on set up

We are in the process of reworking our public PC placement. Generally, the new PCS will be placed in the front of the library and the older ones towards the back. The YA area will be getting two, with Internet access and MS Office available. This is on hold, however, until the security piece gets worked out (read below).

Let's do a walk through when completed

- **NoveList** will be added to our stable of system wide databases on January 1, 2006. NoveList is a fiction database that provides subject heading access, reviews, annotations, and much more for over 120,000 fiction titles. It also includes other content of interest to fiction readers, such as Author Read-alikes, Book Discussion Guides, BookTalks, and Feature Articles. It will be a very handy reference tool for the librarians and public alike.
- **Junior Friends** is holding their book sale on January 28, 2006f from 9AM-4PM

Action Item: Mileage Rate

Although the board recently approved an increase from 35.5 cents/mile to 40.5/mile, the IRS announced the 2006 rate is 44.5/mile. It was agreed at the October board meeting that we should follow the IRS rate.
Discussion...

Board Action Requested: Approve increasing our mileage rate to 44.5/mile in 2006

① Action item =
for HP
OK

Director's Report – December 2005

Follow up Item: CPL Personnel Policy

As part of our revision process, I sent our Personnel Policy to Rolland Michael, Head of Personnel, Rochester Public Library and Terry Vittore, Monroe County Civil Services liaison, for their review and comment.

Terry sent back some suggestions for our review. Rolland, however, has had a death in the family and does not want to contract with us for a few more months.

Follow up Item: Security Update/Senator Alesi grant

I met with John Nagy, CheckPoint representative December 9th to discuss an additional security gate near the Town Hall entrance. It will cost approximately \$7,000. He will be sending a price quote for our review.

I have a meeting with an Axis representative on December 14 to discuss security cameras, wiring and installation.

Finally, I am pricing out the cost and feasibility of locked CD and DVD cases. Currently we use a combination of methods to secure our CD and DVD collection. We keep the original CDs in the backroom and duplicate/circulate a copy. We do not duplicate DVDs, nor will we duplicate CDs in 2006, due to copyright concerns. We use locked cases for the DVDs. The cases that are being researched are thinner and take up less shelf space (which is always at a premium).

State News

Status quo

System News

Status quo

Selected Meetings

12/2/05	CPL Staff meeting
12/8/05	Joint Users Group/DAC committee meeting @ Rochester PL
12/9/05	Meeting with John Nagy, CheckPoint rep.

Respectfully submitted,


Jennifer Ries-Taggart, Director
Chili Public Library

Med. Plan Survey

Fairport	90% for full-time, 45% for part-time Pro-rated medical benefits for part-timers, but not for aids and pages
Gates	Medical coverage for employees working .8 to full time Those employees pay \$10/payroll .toward it Others working less (one librarian) pay half. No coverage for hourly/part time employees. Employee contribution will be seriously looked at for '07
Greece	Choice of BC Select or PC Community 10% contribution from FT 50% contribution from PT, after two years IF no access via spouse
Hamlin	All PT – no ins. offered
Henrietta	Town provides Preferred Care Community at no cost to FT. 20% to be paid for first five years, free after that. May choose BL Select, but additional premium to be paid by employee
Mendon	Dental for employees only Hires before 1/1/06 will pay 10% of premium Hires after 1/1/2006 will pay 20% of premium PT may purchase and use town group rate
Parma	Pays first \$625
Penfield	Medical benefits for full time only There are several tiers and plans, all depend on date hired. The more recent hired, generally the more is contributed to the cost of the chosen plan No prorating for PT
Rush	Only the full-time director receives benefits Everyone else is PT and receives no benefits or paid vacation, although I'd like to change that someday....

TO: Chili Public Library Board of Trustees
FROM: Jennifer Ries-Taggart, Director
RE: **Director's Report – November 2005**
DATE: November 29, 2005

General Information:

- **Full Staff Meeting:** Friday, December 2, 2005 @ 9AM 
- **Reference and Circulation Staff Meetings:** Friday, January 6, 2006 @ 9AM (simultaneous)
- Pass around list of **2006 staff meeting dates** for board input
- **2005 MCLS Trustee Directories** to be distributed at November meeting
- **2005 Handbook for Library Trustees of New York State** to be distributed at November meeting
- Executive Cleaning is scheduled to come on Saturday, December 3rd for a **full carpet cleaning** (vs. just the mats)
- Chili Public Library has received a **\$1,000 grant from Target** to be used towards our *Books for Babies* program. Program applications are available in our Children's Room. A welcome packet is being distributed that includes a copy of **Good Night, Moon** (popular child's book), a photo frame, tote, bookmarks, Welcome to Chili Public Library literature and program information, as well as parenting information. The new parents are also invited to dedicate a new book in our collection in their newborn's name, by way of a bookplate.

The program will expand in 2006 with 50 packets being delivered to each of three local pediatricians' offices for distribution to expecting parents.

- Application has been made for a **\$500 Home Depot's Youth Garden Grant**
- Chili Public Library received **\$425, to date, from Ruth B. Lenhardt's memorial**. She named the Chili Public Library and the Alzheimer's Society as recipients to monetary donations made in her name.
- The new **MCLS library card production** has been delayed due to several design issues that could not be resolved. We will be going with the second bid (who, incidentally, did our current card).
- As of December 1st, **courtesy e-mail notices** will be sent to patrons who have provided us with email addresses. The notices will be sent three days before the due date. Notification is based on due date, *not* on a per item basis.

There are three systems that are currently do this and all three said the positive feedback was worth any potential revenue loss.

General Information (cont.)

- **Six Hewlett Packard PCs, with 17" LCD screens**, have been ordered from TriDelta. I used TriDelta when we did the comprehensive automation upgrade at Seymour Library. My experience with them has been exemplary, both in price and in response time. They are, of course, under state contract.

Follow up Item: CPL Personnel Policy

As part of our revision process, I have sent our Personnel Policy to Rolland Michael, Head of Personnel, Rochester Public Library and Terry Vittore, Monroe County Civil Services liaison, for their review and comment.

Follow up Item: EBSO Gift Subscription Program

I am working with Brett Rump, the new EBSCO Representative in Charge of Gift Subscriptions, to revise the cover copy that is part of the magazine subscription sponsorship program.

Follow up Item: Gift for Megan Neumann B.F.

Present copy of sketch for board review. I can adjust measurements of image.

⊕ most dosimeters for Susan Lewis - Friend's contribution

Executive Session:

2006 Budget Constraints

Exactly how far do we want to comply? *Discussion...*

11-29-05 D&C Article

Is there *no end* to how many inaccuracies and misquotes one person can do? *Discussion...*

Medical Insurance Review

See attached documents. *Discussion and vote...*

Peggy Grace

Staff member, Peggy Grace, has been diagnosed with bile duct cancer. Because chemotherapy and/or radiation have been overruled, she is going to the Cleveland Clinic for surgery this week. She is in our thoughts and prayers.

Ugr

Peggy is officially out of sick time. Staff member, Vangie Morrow, would like to donate some of her sick time to Peggy. Vangie has 400 sick time hours. She would like to donate 138 of those to Peggy. Peggy works 23 hrs./pay period. 138 hours would buy Peg three months. *Discussion...*

State News
Status quo

6

System News

The MCLS Board unanimously passed the Document of Understanding Between the Monroe County Library System and its Member Libraries, January 1, 2006 – December 31, 2008

Chili Public Library, Board of Trustees Meeting

November 29, 2005, 7:00pm, Minutes **APPROVED**

Board of Trustees: Ed Schuler (President), Colleen Behrndt, Jim Cuthbert (Secretary), Judith Kharbas, James Lechner (Treasurer), Glenda Melville (VP), Donna Stein
Library Director: Jennifer Ries-Taggart
Town Liaison: Michael Slattery

Approved minutes of October 25, 2005 meeting

Approved abstract: \$22,837.60

Approved agenda

Communications:

- Guests/Public: none
- Town Board Liaison: Michael Slattery (budget appreciation)
- Friends Representative: Kathy Eisley (new childrens book program; Junior friends just starting; scholarship program for student workers)

Director's Report: (no action items)

- Executive Cleaning is scheduled to come on Saturday, December 3rd for a full carpet cleaning (vs. just the mats)
- Chili Public Library has received a \$1,000 grant from Target to be used towards our *Books for Babies* program. Program applications are available in our Children's Room. A welcome packet is being distributed that includes a copy of Good Night, Moon (popular child's book), a photo frame, tote, bookmarks, Welcome to Chili Public Library literature and program information, as well as parenting information. The new parents are also invited to dedicate a new book in our collection in their newborn's name, by way of a bookplate.
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-Follow up Item: CPL Personnel Policy; As part of our revision process, our Personnel Policy was sent to Rolland Michael, Head of Personnel, Rochester Public Library and Terry Vittore, Monroe County Civil Services liaison, for their review and comment.

-Follow up Item: EBSCO Gift Subscription Program; working with Brett Rump, the new EBSCO Representative in Charge of Gift Subscriptions, to revise the cover copy that is part of the magazine subscription sponsorship program.

-Follow up Item: Gift for Bernadette Foster; Present copy of sketch for board review.

Committee Reports

- Budget: none
- Personnel: none
- Long Range Planning: none

Old Business: none

New Business:

- Christmas party, December 9th @ 5:30pm @ library

Comments from Guests: none

Adjourned to Executive Session: 7:35pm

Adjourned: 9:13pm

Next meeting date/time: December 13, 2005 @ 5:30 PM

Chili Public Library
Board of Trustees Meeting

November 29, 2005
7:00p.m.

Agenda

Board of Trustees: Ed Schuler (President), Colleen Behrndt, Jim Cuthbert, Judith Kharbas, James Lechner, Glenda Melville, Donna Stein
Library Director: Jennifer Ries-Taggart
Town Liaison: Michael Slattery

Approval of minutes of October 25, 2005 meeting

Approval of abstract

Approval of agenda

Communications

- Guests/Public
- Town Board Liaison
- Friends Representative

Director's Report

Committee Reports

- Budget
- Personnel
- Long Range Planning

Old Business

- ~~Banking~~

New Business

Comments from Guests

Executive Session

Adjourn

Next meeting date/time: December 13, 2005 @ 5:30 PM

TO: Chili Public Library Board of Trustees
FROM: Jennifer Ries-Taggart, Director
RE: **Director's Report – October 2005**
DATE: October 25, 2005

Congratulations to Judith and Colleen on their appointment as trustees to the Chili Public Library Board of Trustees. I am looking forward to working with the both of you. I have put together binders that will give you some background on trustee responsibilities and NYS Library Law.

General Information:

- **Reference and Circulation Staff Meetings:** November 4th @ 9AM (simultaneous)
- **Full Staff Meeting:** December 2th @ 9AM
- The CPL Friends October 1st **book sale** generated approximately \$800
- Eileen Riedman, former CPL trustee, is having the Arts, Music and Recreation Division downtown dedicated in her honor. It will be renamed to the **Eileen K. Riedman Arts, Music & Recreation Division Center**. We are putting together a short biography of her time here as trustee (~1973-1993).

The dedication will be on November 10th @ 5:30PM. There will be a reception immediately following. The CPL staff received an invite to this event (and I assume you will, too). I will be in attendance, to represent CPL.

- MCLS has ordered the 2005 edition of the **Handbook for Library Trustees of New York State**. I will distribute same once received.
- The Monroe County Sheriffs have a warrant out for the **arrest of two library patrons** who allegedly stole CDs and DVDs from various MCLS libraries. The Chili Public Library, specifically, *lost* 4 videos and ten DVDs, totaling a \$282.81 loss. Thankfully we weren't hit as hard as some of the other libraries. Working in tandem, the couple checked out materials and then tried to sell them at Gamestop, in Baytown Plaza. I am prosecuting and will, as a result, get half of our materials back.

Follow up Item: \$1,000 Donation

Thank you to the *entire* board for attending the reception at the National Bank of Geneva. I am awaiting their photo for submission in the **Gates-Chili Post**.

Follow up Item: 2006 CPL Budget Submission

Ed Schuler, CPL Board President; Jim Lechner, CPL trustee; Pat Tindale, CPL staff member and myself met with Tracy Logel, Supervisor; Dianne O'Meara, Comptroller and Mike Slattery, town liaison this past Wednesday, October 19th. We are still in the process of negotiations.

Follow up Item: Carpet Cleaning

We are in the process of scheduling a time when Executive Cleaning is open and we are closed. Since the mats were cleaned in June, a full carpet cleaning is in order.

Director's Report – October 2005

Follow up Item: Coffee Café Dedication

Thank you to the *entire* board *again* for attending Coffee Café reception on October 16th.

*reviewed
1/4 by RPL* →

Outstanding Item: MCLS Contract and Increased Cost Shares

The new MCLS contract and revised cost share model for 2007 has been revised.

- **MCLS Contract:**

The MCLS contract has been substantially reduced in volume. Upon review, you will probably note it that it reads clearer and is more concise. Nothing has changed substantially. →

- **MCLS Cost Shares:**

The MCLS cost share formula has been changed from using operating budget/population served/amt. of PCs parameters to one of a capita basis. Our 2006 cost share of \$12,359 will go to \$21,425 in 2007 and to \$26,823 in 2008. This will be a two year phase in plan. In short, our cost shares will increase by \$9,066 in 2007 and another \$5,398 in 2008.

Although harsh to take, it doesn't appear that we have an alternative. MCLS is funded by the state and state aid hasn't increased since 1997. The Central Library has historically, as lead library, been paying over and above its share for the system for years. Because Central, funded by the county, has been flat funded for the past several years, there have been a series of reductions in staff and services, but just not enough to bridge the gap. As a result the member libraries are going to have to step up and help MCLS.

Several stop gap efforts have been made, such as instituting the holds fee, eliminating the bookmobile (after 80 years of service), as well as MCLS Consulting services and MCLS Marketing services. There really are no other significant reductions possible. The major (chartered) services provided by MCLS (and paid for via our cost shares) are shipping and automation, along with the system databases, interlibrary loan and e-mail accounts.

Ultimately, like special library districts, it would cost us more to break away from MCLS than to stay. We would have start up charges for getting our MARC and patron data out of CARL and into our new in house automation system. We would need new ILS (Integrated Library System) software and modules in circulation, cataloging, acquisitions, reports/statistics, OPAC, as well as installation, configuration, testing and training costs. There is the cost of the server, storage devices, back up devices and back up server. There would be ongoing annual maintenance, support, training, upgrades and back up, as well as the need for an expert system staff support person.

More than any of this, we would only have our collection of 78,459 available vs. the collection we currently have, i.e. that of all the member libraries combined (add some hundreds of thousands to the mix).

The Alternative Funding Committee, with town director representatives from Brighton, Greece and Fairport PLs, have been developing and reviewing various models and found the per capita model the most equitable. Endorsement is needed by the November 2nd DAC meeting. I would like to apprise the committee that the Chili Public Library endorses their recommendation. **Discussion...**

Outstanding Item: Physical Plant Report

Water Damage

Although the ceiling tiles were replaced in the Children's Reading Room, there are still water damaged ones above the Coffee Café. The town has agreed to replace these, as well as eradicate the mold near the book sale area in the meeting room and paint same. Pat has been in contact with Joe Carr who has agreed to take care of this.

Lighting

I am waiting to hear back from Joe as to what he can provide to the library.

Action Item: 2004 EOY Surplus Fund Transfer

The board will need to write a resolution transferring the 2004 EOY monies from the Surplus Fund to the CIP/Reserve fund. I have prepared a resolution for your review/action. The amount is: \$19,686. →

Discussion...

Board Action Requested: Approve transfer of 2004 EOY monies from Surplus to CIP/Reserve fund.

Action Item: 2006 CPL Closed Dates

In preparation for next year, I have prepared library close dates for 2006. I worked from the 2005 CPL closed dates document, as well as the town's. Although no new closed dates were added, the dates were adjusted - based on when the holidays fell (i.e. weekends). →

Board Action Requested: Approve the 2006 CPL Closed Dates document.

Action Item: Mileage Rate

The Chili Town Board recently passed a resolution to increase the mileage rate to 40.5 cents/mile for the period 10/1-12/31/05. I would like us to follow suit. We are currently at 35.5 cents/mile. *Discussion...*

Board Action Requested: Approve increasing our mileage rate to 40.5/mile.

Executive Session:

2005 CPL EOY Excess Monies

By way of review, the library has approximately \$28,000 excess monies as of the end of 2005. The board authorized me to spend 2/3rds of this. Per the board's charge at the September meeting, I have compiled a list of items the library would purchase. Review list. *Discussion...*

2006 CPL Budget & 2006 Revised CPL Budget, per 10/19/05 Budget Meeting, Review
Discussion...

EBSO Gift Subscription Program

By way of background for our two new trustees...Melissa Carlisle, local EBSCO representative in charge of gift subscriptions, approached me regarding locating a local sponsor who would buy nine magazine subscriptions for the library for two years. A magazine rack and covers would also be provided.

Director's Report – October 2005

I did this out at Seymour Library and it went well. Eastman Savings & Loan was our sponsor (also sponsor of many subscriptions downtown) and the magazine cover, with the sponsor's name listed, was tasteful and inoffensive. I assumed that would be the case with our new sponsors, Pam Dickson and Joe Matela.

Review cover. Personally, I have a problem with the text 'The Praying Team' and the bible quote. Sponsorship is one thing. Blatant religious overtones, coupled with commercialism, however, are just not the way I'd like to see us go. I called the EBSCO rep. who said that she can ask the sponsors to change their message. If they are not willing, then we can always refuse the sponsorship.

Unfortunately I was not familiar with this real estate duo. Apparently their 'Christian' message has been a part of their real estate hype. We could leave the cover as is, although, I'm not comfortable with it.

Discussion...

State News

Status quo

System News

- At their September 21, 2005 meeting, the Joint RPL/MCLS Personnel Committee approved the recommendation that Paula Smith's title be changed from Interim Director to **Director of RPL and MCLS**. Paula was my former boss at the MCLS Office and has been with RPL/MCLS for over twenty years. I am convinced she'll do a good job.
- MCLS has entered into a \$20,000 contract with Whiteman, Osterman & Hanna, LLP in Albany to research the concept of a **special overlay district**. Ellen Bach will be lead attorney. The funds for this project were taken from the MCLS 50th Anniversary Gala Fund.

Selected Meetings

10/5/05	Joint Users Group/DAC committee meeting @ Henrietta PL
10/6/05	Harold Hacker Endowment Fund committee meeting @ Fairport PL
10/7/05	Full CPL Staff Meeting
10/7/05	Meeting with Jim Campbell re: wireless equipment purchase @ CPL
10/11/05	CPL Friends Board meeting
10/13/05	Town Library Directors Council (TLDC) committee meeting @ Brighton Memorial
10/16/05	Coffee Café Dedication @ CPL
10/18/05	CPL Friends annual meeting
10/19/05	CPL Budget meeting @ Chili Town Hall
10/24/05	Operations committee meeting @ Henrietta PL

Respectfully submitted,

Jennifer Ries-Taggart, Director
Chili Public Library

Chili Public Library
Board of Trustees Meeting

October 25, 2005
7:00p.m.

Agenda

Board of Trustees: Ed Schuler (President), Jim Cuthbert, James Lechner, Glenda Melville, Donna Stein
Library Director: Jennifer Ries-Taggart
Town Liaison: Michael Slattery

get new address

Approval of new Chili Public Library Board members Colleen Behrndt and Judith Kharbas

Approval of minutes of September 27, 2005 meeting

APP. vs. revised

Approval of abstract

*16 228-39
Jim Bisset*

Approval of agenda

Communications

- Guests/Public
- Town Board Liaison
- Friends Representative

*James Lechner - Books
\$300 donation
15000000
presentation
revised
\$15000
(500)*

Director's Report

Committee Reports

- Budget
- Personnel
- Long Range Planning

Jim Cuthbert + Glenda

Jim Cuthbert + Glenda

Jim Cuthbert + Glenda

←

Old Business

- Banking

New Business

Comments from Guests

Executive Session

Adjourn

Next meeting date/time: November 29, 2005 @ 7pm

Chili Public Library, Board of Trustees Meeting
October 25, 2005, 7:05PM, Minutes SECOND DRAFT

Board of Trustees: Ed Schuler (President), Glenda Melville (VP), James Lechner (Treasurer), Jim Cuthbert (Secretary), Donna Stein, Colleen Behrndt and Judith Kharbas.
Library Director: Jennifer Ries-Taggart
Town Liaison: Michael Slattery

- 1) Motion/second by Lechner/Stein for appointment of new Chili Public Library Board member Colleen Behrndt, to term ending December 2006, succeeding Megan Neumann. Approved
 - 2) Motion/second by Melville/Stein for appointment of new Chili Public Library Board member Judith Kharbas, to term ending December 2005, succeeding Susan Reeves. Approved
 - 3) Motion/second by Melville/ Lechner for reappointment of Chili Public Library Board member Donna Stein, to term January 2006-December 2010. Approved
 - 4) Motion/second by Lechner/ Melville for reappointment of Chili Public Library Board member Judith Kharbas, to term January 2006-December 2010. Approved
- Board Secretary Cuthbert will followup with formal letters to Chili Town Board.

Motion/second by Cuthbert/Lechner for adoption of minutes of September 27, 2005 meeting, with two minor changes. Approved

Motion/second by Stein/Behrndt for approval of abstract \$16,228.39. Approved

Approved agenda

Communications

- Guests/Public: Charles Rettig (appreciates the library board); Jerry Brixner (status of budget process?)
- Town Board Liaison: Michael Slattery (good budget meeting with Tracy Logel)
- Friends Representative: Kathy Eisley (\$500 donation to American Library Association's Hurricane Katrina Library Relief Fund; \$800 raised in one day book sale)

Director's Report: Jennifer Ries-Taggart

Action items:

- 1) motion/second by Lechner/Stein to support new MCLS Cost Share Model proposal, which increases Chili from \$10,102 (2005) to \$12,359 (2006), \$21,425 (2007) and \$26,823 (2008). Approved
- 2) 2004 EOY surplus transfer, referred to Budget Committee
- 3) motion/second by Lechner/Melville to adopt 2006 Closed Dates (per list). Approved
- 4) motion/second by Cuthbert/Lechner to follow IRS regulations for mileage rate. Approved

Committee Reports

- Budget: requested 9.6% increase for 2006 has been submitted, presented & discussed with Tracy Logel
- Personnel: no report
- Long Range Planning: no report

Old Business

- Banking: compared interest rates at banks (Castile & Geneva), will purchase Castile CD.

New Business: none

Comments from Guests: Charles Rettig (use of wireless internet?); Jerry Brixner (MCLS cost share?)

8:20 PM, adjourned to Executive Session

9:28 PM, Adjourned

Next meetings dates/times: November 29, 2005 @ 7pm, December 13, 2005 @ 5:30pm

DRAFT

LETTERHEAD

TO: Tracy Logel, Town of Chili Supervisor
Mike Slattery, Town of Chili Board of Trustees
Chili Public Library Liaison
Town of Chili Board of Trustees
Dianne O'Meara, Comptroller

FROM: Chili Public Library Board of Trustees

RE: **2006 Chili Public Library Proposed Budget**

DATE: 9/-----/05

As trustees of the Chili Public Library we take our fiduciary responsibility to protect the Town of Chili tax payers' investment in the library very seriously. Our **8.867%** budget request was generated by the board in an effort to fulfill this responsibility. It is critical to increase our materials budget, as well as maintain the building itself. Market prices are going up, not down. There are many budget line items that have been flat lined for years. This budget request was generated in an effort to get us up to 21st century funding.

Barring significant cuts in future New York State aid and further reductions in services by the Monroe County Library System to its members, this budget will allow the Chili Public Library to maintain the library's open hours in 2006 (including Sunday service), as well as the quality and quantity of library programs and materials provided to the community.

The Chili Public Library's usage statistics continue to increase. Please review the attached charts illustrating same. Our circulation of library materials, door count and reference questions answered have been steadily increasing. Our 2005 statistics are projecting the same trend.

The majority of our line item increases are based on a 2006 3.2% COLA. The 2006 cost of living adjustment currently stands at 3.2% and is based on the rise in inflation (as measured by the Consumer Price Index). The final 2006 COLA figure will be announced in mid-October 2005 (<http://www.federalink.com/id65.htm>). **A scant 1.8% has been added for *product*, adding up to a 5% total. We cannot expect to stay in business on a competitive level and not add to our inventory.**

2006 Chili Public Library Department Head Request

Page 2

It should also be noted that the library building is no longer new and building maintenance, stable for the past several years, is becoming an increased expense. Major items include interior painting, lighting and capital equipment replacement/repair that are no longer covered by warranty agreements.

The remaining requested percentage increase is based on the following state mandates or on circumstances beyond our control:

- **Significant increase in the employer share of New York State Retirement System costs**
- **Increased health care costs**, as well as projected increases in **health insurance premiums**
- **Increases in the library's utilities due to the rising cost of oil and natural gas due, in large part, to Hurricane Katrina**
- **The 2006 minimum wage increase** will affect several library employees. This state mandated increase to \$6.75 will cost the library an additional \$3,500 in 2006
- **The cost of the major Monroe County Library System (MCLS) services**, delivery and automation, has been steadily increasing and a new formula for billing back the member libraries is currently being devised
- **State aid** remains unknown, although likely to decrease

Synopsis: The 2006 budget reflects the direction proposed by the Chili Public Library Board of Trustees, as shown in our Long Range Plan. This proposal is the result of much hard work and compromise among library trustees and staff. We sincerely believe this budget is in the best interest of the Chili Public Library patrons and is a cost effective investment for the Town of Chili taxpayers.

Thank you for your time and attention in this matter.

NOTE: Per the board's request, I am not putting together an extensively large graphic presentation packet, but rather three bar charts that will illustrate our increase in circulation, door count and in house PC use. These charts will be attached to this narrative. I will share entire package once complete.

DRAFT

2006 Chili Public Library Capital Improvement Fund Request: \$150,000

When the new Chili Public Library building design plan was initially proposed, it was approximately 20,000 square feet. Due to budget constraints, the library was reduced to approximately 17,000 square feet. This decision negatively impacted the size of the children's library, resulting in significant reduction of its square footage.

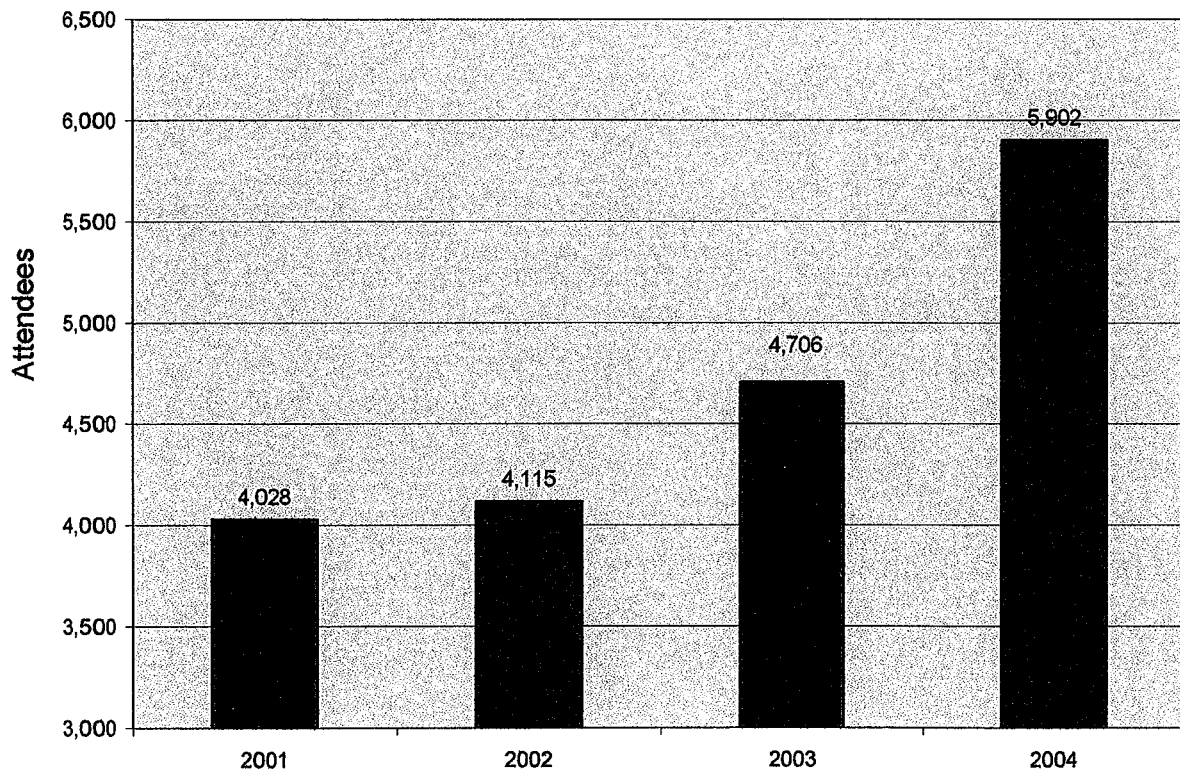
The progressive increase in usage of the children's library and its accompanying program attendance has been dramatic. Please review the chart below.

It should also be noted that Chili has a proportionately higher amount of home schoolers than other towns in the county. These families use the Chili Public Library extensively and account for a sizable portion of our children's program attendance.

In 2003 the Chili Public Library Board of Trustees commissioned a children's library expansion engineering study/estimate from Manning, Squires and Henning, Inc. of \$150,000 in 2006 prorated dollars. This, and the increase in children's services use, is the basis of our request.

Thank you for your time and attention.

Children's Programs Attendance



TO: Chili Public Library Board of Trustees
FROM: Jennifer Ries-Taggart, Director
RE: **Director's Report – September 2005**
DATE: September 27, 2005

General Information:

- **Reference and Circulation Staff Meetings: September 2nd @ 9AM (simultaneous)**
I attended the reference meeting in September and will attend the circulation one scheduled in November.

- **Full Staff Meeting: October 7th @ 9AM**
We will be having a breakfast beforehand (8-9AM) at Fedele's. Bernadette Foster, former director, and Phyllis Selke, former circulation clerk and book sale coordinator, will attend.

Trustee Jim Lechner is scheduled to attend the staff meeting and is, of course, invited to attend the breakfast, as well.

- **The Coffee Café dedication/reception** is scheduled on October 16. It will be held at noon, prior to the library opening at 1 PM. Adrienne Furness would like to keep things short and simple. There will be a reading and then a toast to her late husband, Brian. Adrienne will invite family and friends. She also requested that the CPL Board, CPL Friends, CPL staff, Bernadette Foster and the Scharvogel's (Leaf & Bean owners) be invited. She is very flexible and understands if you can't make it. She has requested no public attendance and that publicity occur after the fact (with photo to **Gates-Chili Post**). We will certainly comply with this request.
- Justin is working on the paperwork necessary to obtain **501(c)3 status**. The process is laborious in that it requests a lot of historical background involving charters, etc. Justin will need the education &/or employment background of the trustees. He already has Glenda's.

My understanding is that Jim Cuthbert offered to review the paperwork once completed. Jim, is that still an option?

- CPL Friends are holding their **annual book sale** this coming Saturday, October 1st, from 9AM-3PM.
- CPL Friends have approved purchase of **two cabinets** needed for storage of our original CDs. We are currently using a Tupperware kind of thing and the drawers just can't take the weight. The cabinets will be ~\$300 each (\$600. total).

Director's Report – September 2005

Follow up Item: 2006 CPL Budget Submission

The proposed CPL budget was been submitted to Dianne O'Meara on Wednesday, August 16th. I am working with John Georges to schedule an October presentation to the Supervisor, Comptroller and Town Liaison. Ed Schuler, CPL Board President; Jim Cuthbert, CPL trustee; and myself will also be attendance.

Follow up Item: EBSCO Gift Subscription Program

Melissa Carlisle, local EBSCO representative in charge of gift subscriptions, has located a local sponsor who has agreed to purchase *our choice* of nine magazine subscriptions for two years, along with magazine covers and a rack. The sponsors are Joe Matella and Pam Dixon, from Nothnagle in North Chili.


I would like to point out that, although this is a wonderful gesture from all parties involved, the problem with this kind of thing is that if a sponsor isn't found two years hence, we may not be able to maintain these subscriptions. Unfortunately, that is the nature of the beast with sponsorships and grants. They're not permanent services.

Outstanding Item: \$1,000 Donation

The National Bank of Geneva, located in North Chili, will donate \$1,000 to be used towards defraying the cost of our children's programs. Katherine and I met with John Cirilla, Branch Manager, on September 9 and discussed allocation of funds. This generous gesture is motivated by their desire to establish a community presence. We are in the process of working out specific program and marketing details.

The bank will host a party for staff and invited public on October 5, 2005. There will be a check presentation at 6PM.

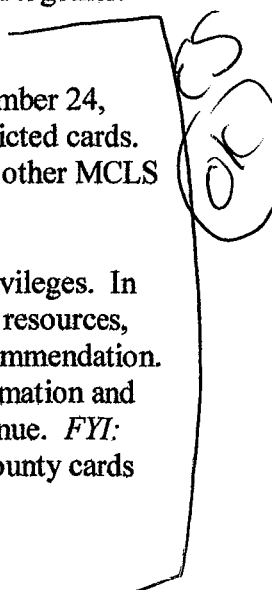
Outstanding up Item: Julie Hutchinson letter in Gates-Chili Post

I would like the minutes to reflect that neither I, nor any CPL representative, solicited Ms. Hutchinson's 9/21/05 Post submission. 

Outstanding Item: Policy & Procedure Handbook

I spoke to the town of Chili comptroller, Dianne O'Meara, would said she would be interested in working out a possible price break with whoever we choose as our handbook provider, i.e. if we go in together.

Outstanding Item: Restricted vs. Out of County Cards

It has come to my attention that another recommendation unanimously accepted at the September 24, 2004 Users Group meeting is not being instituted at our library. We are currently using restricted cards. These cards allow *non*-Monroe County residents library privileges in our library *only* (not in other MCLS libraries). Other libraries still using this practice are Scottsville, Mendon, Riga and Hamlin. 

Out of county cards are \$30/year. This fee allows the out-of-county borrower full MCLS privileges. In short, if you're not a Monroe County resident you should not have access to Monroe County resources, including our libraries. I propose we comply with the MCLS Library Card Committee's recommendation. The \$30/year fee is sent to the MCLS Office and is used to provide MCLS services like automation and delivery. In short, we should do our part to support the system, which is in dire need of revenue. *FYI:* people who own property in Monroe County would not have to pay this fee. Use of out-of-county cards was originally instituted back in 2002. *Discussion...*

Director's Report – September 2005

Outstanding Item: Roof Leak

Approximately a month ago we reported a few water damaged ceiling tiles in the Kids' Reading Room. At the time not much could be done because the area was wet. The deluge we had a few Friday's ago flushed out a roof leak. Joe Carr and staff will be looking into and repairing same.

Outstanding Item: Warm and Fuzzy Letter

I will share a great letter from a patron at our upcoming meeting.


Executive Session:

2006 Budget/Children's Room Narrative: Review presentation documents with board. *Discussion...*

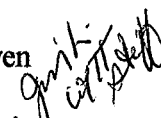
\$35,000 2005 Excess Monies

Due, in part, to the library being without a director for a few months (vacancy factor), we are finding ourselves in the unusual position of having extra money. Specifically, \$35,000 worth of extra money. I would like to take advantage of this and use at least *some* of the money to purchase additional Internet access PCs for the public, buy (vs. lease) our wireless equipment, purchase a wet/dry vacuum, a scanner, a color printer, etc.

Could we spend some and save some? Spend all? Spend none? I have a tremendous wish list going and would like to check with the board as to how they would like to proceed. I don't mean to be a spendthrift, but I also don't want to send the message that we have so much money we can't spend it all.

D&C reporter, Ernst Lamothe, e-mailed me today asking for "anything happening with the library that you think could make a good story?" Although he really shouldn't feed me such a good set up line, I suggested the wireless trend in libraries &/or coverage of the Leaf & Bean dedication (after the fact). Just had to share... 

Medical Insurance

Staff is getting increasingly concerned regarding the status of their medical insurance. There are seven staff members who will be affected: Richard Gagnier, Jeanne Austin, Donna Belliveau, Lee Anne Sperling, Carol Fogarassy, Deb Amesbury and Vangie Morrow. A few may need to know by November (open enrollment) when they may opt to sign up on their husbands' policy. There is also the income ramification piece. *Discussion...* 

Multi Purpose Room Discussion

I would like to see the multi purpose room more utilized. The public may not know it's available to non profits. Before I put something together for the **Gates-Chili Post**, I wonder how the board feels about *charging* for the room.

FYI: the only MCLS library who is currently doing this is Irondequoit PL. They charge \$20 for non profits and \$30 for profits. If interested, I can pursue this further. If not, I will get a short blurb in the **Post**, alerting the public to this free service. *Discussion...*

Director's Report – September 2005

Year-End Report

Per her August 26, 2005 memo to all committee chairs and department heads, Supervisor Logel would like each chair and department head to do a year end report, due by the end of December. The report should show the status of our goals for the previous year, accomplishments for 2005 and goals for 2006. I'm thinking this is something that would go along with our long range planning. *Discussion...*

State News

Status quo

System News

Status quo

Training

8/25/05 Go Get that Grant @ Rochester Regional Library Council (RRLC)

Selected Meetings

8/23/05 CPL Board meeting - in house
8/24/05 MCLS/RPL Staff Association Board meeting @ Central
9/2/05 CPL Reference Staff meeting - in house
9/7/05 Users Group and Director's Advisory (joint) meetings - in house
9/8/05 Meeting with Deb Amesbury - in house
9/9/05 Meeting with John Cirilla, Branch Manager of National Bank of Geneva - in house
9/9/05 Meeting with Eric Vail, Vail Insurance - in house
9/20/05 CPL Friends meeting - in house
9/23/05 MCLS Library Card Committee meeting @ Central
9/26/05 MCLS Operations meeting @ Penfield

Respectfully submitted,

Jennifer Ries-Taggart, Director
Chili Public Library

**CHILI PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
DRAFT
SEPTEMBER 27, 2005**

Call to Order: 7:04 p.m.

Present: Ed Schuler, James Lechner, Susan Reeves, Jim Cuthbert, Donna Stein, Michael Slattery, Jennifer Ries-Taggart

Absent: Glenda Melville

Guests: Tracy Logel, Ginny Ignatowski, Mary Sperr, Dennis Schulmerich

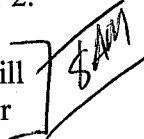
Minutes of the August 23, 2005. Motion to approve the minutes with minor corrections by Jim Lechner, second by Donna Stein, approved.

Abstract of Bills, Fines and Payroll Record: Motion to approve the abstract in the amount of \$22,559.02 by Donna Stein, second by Susan Reeves, approved.

Approval of Agenda: Add to Old Business, Katherine, Add to New Business, Banking, also noted need for executive session at the end of the regular meeting. Motion to approve the revised agenda by Donna Stein, second by Susan Reeves, approved.

Guests: Town Supervisor, Tracy Logel and Town Board members/candidates Ginny Ignatowski, Mary Sperr and Dennis Schulmerich appeared to seek further information with regard to the preliminary budget submitted in August. A short question/answer period took place however, it was ultimately decided that a meeting to include, but not limited to Tracy Logel, Jennifer Ries-Taggart, Ed Schuler and Pat Tindale would be a more efficient, productive direction to proceed.

Directors Report:

- * A combined meeting of the reference and circulation staff was held on September 2. The meeting was very productive.
- * The next full staff meeting will take place on October 7 at 9:00 a.m. Breakfast will be served at Fedeles prior to the meeting at 7:00 a.m. Board member Jim Lechner will be attending the meeting. 
- * Staff is still working to attain 501C3 status. This has proven to be an extremely time consuming process, but we continue to work towards completion.
- * As part to the 501C3 application, Jennifer requests Education/Employment background information for all current Library Board of Trustees members. This is required as part of the application process.
- * The friends will be holding a book sale on October 1 from 9:00 to 3:00/
- * The friends recently approved the purchase of 2 Oak storage cabinets for the library. Cost to be approximately \$600.00
- * Melissa from Epsco has obtained a sponsor for the magazine subscription program: Joe Matela and Pam Dickson of Nothnagle Realtors. This donation will include subscriptions to 9 magazines for two years and includes racks and covers.
- * The National Bank of Geneva has made a \$1,000.00 donation to the library to be used for Children's programs. They will be holding a party on October 5 at which time they will present the gift to Jennifer Ries-Taggart.
- * The recent letter by Julie Hutchinson in the Gates-Chili Post was not solicited by any employee of the Chili Public Library.

Chili Public Library
Board of Trustees Meeting

September 27, 2005
7:00p.m.

Agenda

Board of Trustees: Ed Schuler (President), Jim Cuthbert, James Lechner, Glenda Melville, Susan Reeves, Donna Stein.
Library Director: Jennifer Ries-Taggart
Town Liaison: Michael Slattery

✓ Approval of minutes of August 23, 2005 meeting

✓ Approval of abstract *22, 55902*

✓ Approval of agenda

Communications

- ✓
- Guests/Public
 - Town Board Liaison
 - Friends Representative

✓ Director's Report

Committee Reports

- Budget
- Personnel
- Long Range Planning

Old Business

- Board Member Search
- *RP*

New Business

- Susan Reeves Resignation

• *Banking*
Comments from Guests

Executive Session

Adjourn

homb.
responded & will TT
quantity for sizes provided & Ed/9 to abstract
Banking

Next meeting date/time: October 25, 2005 @ 7pm

**CHILI PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
DRAFT
AUGUST 23, 2005**

Call to order: 7:00 p.m.

Present: Ed Schuler, James Lechner, Glenda Melville, Susan Reeves, Donna Stein, Michael Slattery Jennifer Ries-Taggart, Kathy Eisley, Friends Representative

Absent: Jim Cuthbert

Guests: Charles Rettig

Minutes of the July 26, 2005 meeting were approved.

Abstract of Bills, Fines and Payroll Record: Motion to approve the abstract in the amount of \$20, 393.40 by Donna Stein, second by Glenda Melville, approved.

Approval of Agenda: No changes. Will require executive session at end of regular meeting.

Comments from Friends Representative.

- ◆ The Friends will be holding on one day book sale on Saturday, October 1 from 9:00 am to 3:00 pm.
- ◆ The fall newsletter will be mailed on or around September 16.
- ◆ The summer concerts were again extremely well attended and the Friends received approximately \$87.00 in donations.

Comments from Board Liaison:

- ◆ The report done by the Intergovernmental Relations Class at SUNY Brockport was received by the Town Supervisor, Tracy Logel at her home on July 28. The report was turned in to the town offices the following day, July 29. The report contained positive and negative feedback along with suggestions on how the town and library can better work together.

Directors Report:

- ◆ There will be a circulation staff meeting on September 2 at 9:00 a.m.
- ◆ The next full staff meeting will take place on August 5. → 10/4 ✓
- ◆ At their last meeting, the Friends approved purchases of a DreamWeaver program at a cost of \$35.00 and purchase of cartridges/paper/paper cutter in the amount of \$300.00 for the library.
- ◆ Jennifer requested to know what her expense limit without board approval is set at. Motion by Jim Lechner to set expense limit for Director without board approval to be \$ 1,000.00, second by Donna Stein, approved.
- ◆ The proposed library budget was sent to Diane O'Meara on August 16.
- ◆ The web page has been revised with regard to Board of Trustees description.
- ◆ Tree has been replaced in the Literary Garden.
- ◆ Jennifer contacted Epsco representative, and gave the O.K. to search for sponsor for gift magazine subscription.
- ◆ Laura Fogarossey recently left the Chili library for employment in the Greece library system, but has requested to continue to work for the Chili library on Sundays; Jennifer would like to keep her for Sunday hours.

- ◆ The new MCLS library design is being distributed.
- ◆ Jennifer requested update on reduction of library card replacement fee, per the Users group the fee was to have been reduced by all participating libraries from \$2.00 to \$1.00. Motion to reduce fee for replacement cards from \$ 2.00 to \$ 1.00 by Jim Lecher, second by Susan Reeves, approved.
- ◆ Jennifer has been researching costs for a Personnel Policy handbook. She has received quotes from a Paychex representative and HR Works. Because the cost is prohibitive, the Board has requested that Jennifer contact Diane O'Meara to see what the town is currently using for handbooks.
- ◆ The shut off valve has been installed in the children's library at a cost of \$95.00.

Committee Reports:

Budget : Motion to approve budget submitted to town last week in the amount of \$927,828.00 by Jim Lechner, second by Glenda Melville, approved. This budget represents an 8.8% increase from last year's budget. Also a motion for the Library Board of Trustees to submit to the Town Board an additional budget item of \$ 150,000.00 for Capital Building Improvements expense, by Jim Lechner, second by Glenda Melville, approved.

Personnel: The committee has decided to explore development of a personnel policy handbook from outside vendors.

Long Range Planning: No Meetings.

Old Business:

Board Member Search: Search is ongoing.

Library Card Replacement Fee Decrease: As indicated in director's report.

New Business:

N/A

Comments from Guests: Charles Retting: Comment on the new library card, does it incorporate bar coding? Yes. Thanks to Katherine for her determination and hard work in getting the Literary Garden tree replaced. The web site stated the incorrect meeting time (7:00 a.m.).

Adjournment: The meeting was adjourned at 7:46 p.m. Meeting then moved into Executive Session.

**Next Meeting
Tuesday, September 27
7:00 p.m.**

Chili Public Library
Board of Trustees Meeting

August 23, 2005
7:00p.m.

Agenda

Board of Trustees: Ed Schuler (President), Jim Cuthbert, James Lechner, Glenda Melville, Susan Reeves, Donna Stein. Town Liaison: Michael Slattery;
Library Director: Jennifer Ries-Taggart

✓ Approval of minutes of July 26, 2005 meeting

✓ Approval of abstract \$20,393.40

✓ Approval of agenda

✓ Communications

- Guests/Public
- Town Board Liaison
- Friends Representative

✓ Director's Report

Committee Reports

- ✗ Budget
- ✗ Personnel
- ✗ Long Range Planning

✗ Old Business

- Board Member Search
- Library Card Replacement Fee Decrease

✗ New Business

✗ Comments from Guests

Executive Session

Adjourn

Next meeting date/time: September 27, 2005 @ 7pm

TO: Chili Public Library Board of Trustees
FROM: Jennifer Ries-Taggart, Director
RE: Director's Report -- August 2005
DATE: August 23, 2005

General Information:

✓ **Circulation Staff Meeting:** September 2nd @ 9AM

✓ **Full Staff Meeting Report and Schedule Changes:**

I'm happy to report my first full staff meeting on August 5th went very well. I continue to look forward to working with the whole crew. To that end I have also completed individual meetings with the professional librarian staff, as well as department heads Katherine, Justin, Pat, Donna, Carol and Vangie. Finally, thank you to Donna Stein for her attendance.

FYI: The September 2nd meeting has been rescheduled to October 7th @ 9AM. Jim Lechner is scheduled to attend. The November 4th meeting has been rescheduled to December 2nd. Susan Reeves is scheduled to attend.

- CPL Friends has approved purchase of **\$35.00 Dreamweaver license**. Dreamweaver is an advanced web page publication software program. We are currently using FrontPage. We can do more with Dreamweaver.
- CPL Friends also approved **\$300.00 request** for printer cartridges, paper and a new paper cutter since these supplies are used in the course of Friends business.
- What is my **expense limit** (without board approval)? \$500 is the accepted standard.

Follow up Item: 2006 CPL Budget Submission

The proposed CPL budget was been submitted to Dianne O'Meara on Wednesday, August 16th. There has been no response to date.

Follow up Item: CPL Web Page Revision

The erroneously worded statement found on the library board page of our web page (www.libraryweb.org/chili/board.htm) stated "The Board consists of seven members appointed by the Chili Town Board. Appointments are for 5 years." Per direction at the board's July meeting, this has been revised to read, "The Board consists of seven members whose appointments are approved by the Chili Town Board."

Follow up Item: Children's Literary Garden (new tree)

After several phone calls, I am happy to report that Larry Grossman has planted a new (satomi dogwood) tree in place of the old dead one. May it will live long and prosper!

Director's Report -- August 2005

Follow up Item: EBSO Gift Subscription Program

Per the July board meeting direction, I have given the go ahead to Melissa Carlisle, local EBSCO representative in charge of gift subscriptions, to get started in her search to locate a local sponsor interested in supporting the library via a gift subscription. If interested (and we're happy with the sponsor), the sponsoring group will purchase *our choice* of nine magazine subscriptions for two years. They will also provide magazine covers and a rack, if needed.

I'll keep you apprised once a sponsor has been located.

Follow Up Item: Laura Beth Fogarassy

CPL Library Assistant Laura Beth Fogarassy has made the decision to leave Chili Public Library as her main employer in favor of Greece PL and its enticing salary and benefit package. Although we are unhappy to see her leave, we are working towards keeping her for Sunday coverage. We are also working on covering her adult reference hours.

Follow up Item: Library Card Design

Have you seen the new design yet (pass around)? Note the exciting key card option. Completion is still slated for mid-September 2005. You may notice a major new design concept, i.e. MCLS (vs. member library's name) is listed on the front of the card. This was done in an effort to push the concept of *One County, One Card*. Believe it or not, many people when they see the member library's name assume they can only use it at that library. We are (still) trying to get the message out that this is not the case.

Reduce to \$1

Follow up Item: Library Card Replacement Fees

A unanimous vote was taken at the September 24, 2004 Users Group meeting to accept the MCLS Library Card Committee's recommendations. One of the recommendations made was that library card replacement fees be dropped to one dollar in the interest of consistency and in an effort to standardize all MCLS libraries' library card policies and procedures. Although Chili voted in favor (it was a unanimous vote), we are still charging \$2. To be in compliance, we should drop this charge to \$1. This change will constitute an approximate \$350.00 loss.

I checked the previous 2004 year's board minutes but did not see any sign of this issue being covered. How do you want to proceed? *Discussion...*

Follow up Item: Personnel Policies & Procedures Handbook Update

Pat Tinsdale and I met with Scott Baxter, **Paychex** representative, on Friday, August 19th. Paychex offers three options: the first was so high he didn't even quote a price, nor did I pursue.

The second will take ~ two months to complete and involves ~ two 1-2 hour phone interviews. This will generate a rough draft for review, then the actual physical hand book. It will cost ~\$4,010 for a one time set up fee and \$325 for each following year for updates. The product is very professional. Each employee would be provided with their own employee handbook (in three ring binder format for easy revision).

The third option involves a self tutorial, using a disk. This is considered their lowest option and is not state specific. This costs \$725 for the first year and \$325 each following year. This was not highly recommended (and I agree).

Follow up Item: Personnel Policies & Procedures Handbook Update (cont.)

Pat has spoken to HR Works. It will cost ~\$1,000 for set up and ~\$500 for the annual updates and HR helpline.

At this point we're just at the fact generating stage, but wanted to keep you apprised.

Follow up Item: Shut Off Valve/Hole in Children's Room Wall

The shutoff valve on the north wall in the Children's Room was been installed by Gatti Plumbing and cost ~\$95 (voucher forthcoming). The invoice was initially sent to the Chili DPW who sent it on to us.

Executive Session:

August 19, 2005 D&C article:

- Where do I begin? The *study*, commissioned by Supervisor Logel, consists of three pages of poorly researched and even more poorly written recommendations that can be characterized as glib at best. Furthermore, I take exception to the headline that reads, 'CPL Mulls Recommendations'. We are not the ones mulling anything at this point.

One of the recommendations cited in the article refer to the use of volunteers. FYI: We already utilize eleven volunteers @ CPL, one at the Circulation Desk. Using volunteers comes with its own host of problems, many of which include reliability and accountability issues. I think it's safe to say we are the *only* MCLS library who uses volunteers at the Circulation Desk.

Another recommendation/criticism was the library's poor use of fundraising groups, i.e. the Friends. The Friends are creative in their fundraising and generous with their proceeds. They cannot, however, generate almost \$850,000 worth of an operating budget every year.

The Chili Public Library is run like a business in the best sense of the word, complete with an almost million dollar budget. I can't think of one business of that size (or any size) that's run by volunteers. Again, poorly thought out recommendations.

- I received an e-mail from Sandy Roether, Friends vice president, who, along with Friends president Nancy Stein, would like to write a rebuttal. I suggested that she wait until the board meets.
- I also received an e-mail from Dick Panz, offering to meet with us again (free of charge). Again, I told him I would bring his offer to the attention of the board. Maybe it's time to think about getting out from under this political pifata?

* Donna Reed *

How do we want to proceed -- with Friends? With rebuttal? With future funding options (AKA special library district)?

State News
Status quo

System News

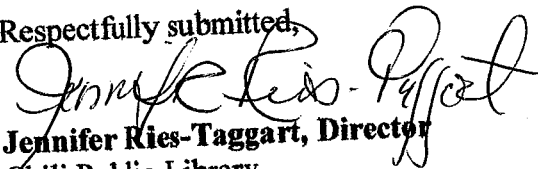
* major statement went out
Gloria would like it
Susan is resigning
is for now

Director's Report – August 2005

Selected Meetings

7/28/05 Meeting with LeeAnn Sperling
7/28/05 Meeting with Jennifer Lindsey
8/2/05 Meeting with Jeanne Austin
8/2/05 Meeting with Richard Gagnier
8/2/05 Meeting with Katherine Patterson
8/3/05 Users Group and Director's Advisory (joint) meetings @ Brighton Memorial Library
8/4/05 CPL Budget Committee meeting @ Glenda Melville's home
8/5/05 CPL Full Staff meeting (in house)
8/9/05 Meeting with Justin Russell
8/9/05 Meeting with Carol Fogarassy
8/9/05 CPL Budget Committee meeting @ Glenda Melville's home
8/10/05 Meeting with Pat Tinsdale
8/12/05 Meeting with Vangie Morrow
8/16/05 CPL Friends meeting (in house)
8/17/05 Meeting with Melissa Carlisle, EBSCO rep.
8/19/05 Meeting with Walter Latiuk, DLI rep.
8/22/05 MCLS Operations Committee meeting @ Henrietta PL

Respectfully submitted,


Jennifer Ries-Taggart, Director
Chili Public Library

TO: Chili Public Library Board of Trustees
FROM: Jennifer Ries-Taggart, Director
RE: **Director's Report – July 2005**
DATE: July 26, 2005

General Information:

- What is your **preferred format** when receiving board meeting paperwork? I can work with you any way you want. My former procedure was to work w/the board president to create the agenda and then send the agenda and my report via e-mail (usually the Thursday before the following Tuesday meeting).
- What is my **expense limit** (without board approval)? The standard is \$500. ✓
- **Full staff meeting:** August 5th at 9AM. Trustee Donna Stein will attend. ✓
- I received a voice mail from **Michelle Childs** who is still interested in the CPL trustee position. She would like an application be resent to her (18 Mercedes Drive, 14624). ✓
would appointments all
- On the library board page of our web page (<http://www.libraryweb.org/chili/board.htm>) it states "The Board consists of seven members appointed by the Chili Town Board. Appointments are for 5 years." Is this true? If not, will revise.
- A unanimous vote was taken at the September 24, 2004 Users Group meeting to accept the MCLS Library Card Committee's recommendations. One of the recommendations was that **library card replacement fees** be dropped to one dollar in the interest of consistency and in an effort to standardize all MCLS libraries' library card policies and procedures. Although Chili voted in favor, we are still charging \$2. We will have to drop this charge to \$1. Staff has been notified. This change will constitute an approximate \$350.00 loss. tbl
ref
mtg
- On July 18, 2005, I attended **my first Friends' monthly meeting** and met the whole crew. I will try to attend on a regular basis.

Follow up Item: 501(c)(3) update

Per NYSED/NYS State Library, our Friends 501(c)(3) status is fine (for them). The library itself, however, needs to have 501(c)(3) status as its own entity (not the board). We now have contact information and will continue to move forward with the paperwork.

Follow up Item: Banning Patrons

I spoke to Chili Town Attorney Richard Stowe yesterday regarding our legal right to ban patrons. He cited NYS Education Law Article 5, Section 262: "Every library established under...subject always to rules of the library trustees who shall have authority to exclude any person who willfully violates such rules..."

Follow up Item: Banning Patrons (cont.)

Synopsis: We are free to ban patrons. Our current Code of Conduct states, "Any disturbance which interferes with normal use of the library is not allowed including harassment...illegal, disruptive, disorderly or hazardous behavior...Failure to observe this Code of Conduct may lead to eviction and possible withdrawal of Library privileges. (app. 6/2004)"

We can leave the policy/procedure as is or flesh the eviction part out a bit by way of creating a formal letter. *Discussion...*

Follow up Item: Coffee Café

The coffee, which was 50 cents, is now \$1. This increase was self imposed by staff. Responsibility for the financial end of the café has been switched from Carol Fogarassy to Donna Belliveau. It was at Carol's request that she step down. Finance is not Carol's forte; I chose Donna to replace Carol because finance and bookkeeping is within the scope of Donna's duties.

Follow up Item: Notification Letters

Pat Tinsdale would like to know if notification letters were sent to the director candidates informing them the position has been filled. If not sent yet, who should the letter come from - presumably the Board President. If so, we can take care of this. *Ed*

Follow up Item: Shut Off Valve/Hole in Children's Room Wall

When asked by Pat Tinsdale how we should proceed regarding the installation of a shutoff valve on the north wall in the Children's Room, Joe Carr responded that we can do this if we want, but why spend the money since we already have a valve shutoff in the ceiling. How would the board like to proceed?

Discussion ...

Follow up Item: Step Increases

The staff's pay/merit increases are slated to go into effect this pay period (7/28-29/05). In an effort to avoid potential 'arbitrary and capricious' charges in the future, I have started to look into setting up a step increase schedule. This is the accepted civil service standard. I contacted my Monroe County Civil Service Commission contact and learned that step increases are tied to evaluations, i.e. poor evaluation, no step increase. Step increases avoid bad feelings and make increases and expectations more cut and dry (and less 'arbitrary and capricious'). *More to follow on this.*

Action Item: EBSO Gift Subscription Program

I was approached by Melissa Carlisle, local EBSCO representative in charge of gift subscriptions. The way this program works is that Melissa will approach local community businesses and see if they're interested in supporting the library via a gift subscription. If interested (and we're happy with the sponsor), the sponsoring group will purchase *our choice* of nine magazine subscriptions for two years. They will also provide magazine covers and a rack, if needed.

Central/downtown, Brockport/ Seymour Library, East Rochester PL, Gates PL, Greece, PL, Henrietta PL, Parma PL and Ogden currently take advantage of this free program. More are considering it as we speak.

An average magazine subscription cost ~ \$25/year x 9 mags. = \$225. I did this at the Seymour Library and it was a painless way to add to the serials collection at no cost to the library. It could have been a

Action Item: EBSO Gift Subscription Program (cont.)

minor revenue generator, if we opted to cancel nine subscriptions from our usual order. Either way, it's a win-win situation. *Discussion...*

Board Action Requested: Approve participation in EBSO gift subscription program

Executive Session:

2006 Budget Review

Budget Subcommittee to reconvene on August 4, 2005 @ 1PM @ Glenda Melville's home.

Action Item: Laura Beth Fogarassy

Last week, Laura Beth Fogarassy approached me requesting more hours &/or medical insurance. Laura Beth is a part time library assistant at Chili Public Library. Laura does reference in Children's Services (20 hrs./week), together with an additional 8 hrs./week in adult reference. Laura Beth currently works 26.5 hours (7 mos.) and 30 hours (5 mos.). As of this week's paycheck, she will be making \$13.16/hour.

Laura Beth has worked here 5.5 years, working part time while going to college. Once she graduated she was made a library assistant (FYI: You need a BA/BS to be a LA).

Bernadette Foster, the new Greece PL Director, interviewed Laura Beth last week about her interest in working at the Greece PL.

Laura Beth strikes me a loyal, hard working individual. She also is very personable and has a great young image that can only be a good thing for the Chili Public Library.

Ideally, Laura Beth explained that she would like to stay at Chili Public Library and be full time with benefits. After discussing this (and several other issues) with our civil service commission liaison, I was reminded that to be hired full time, we must hire off the list. Laura Beth hasn't taken the test, so she is not currently on the LA list. This precludes her from working full time.

Background: on 7/19/05 it was agreed I offer Laura Beth Fogarassy 3.5 more hours a week. Although she would like full time, Laura Beth feels she needs to have medical coverage as well. I realize this is an operations/personnel issue, but am bringing this to the board's attention for discussion, in light of my being so new and being aware of that the personnel policy is slated for revision. *Discussion...*

State News

Status quo

System News

Status quo

Selected Meetings

7/14/04 Town Library Directors Council (TLDC) mtg. @ Chili PL
7/18/05 MCLS Operations Committee mtg. @ Henrietta PL
7/18/05 CPL Friends mtg. @ Chili PL

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Director's Report – July 2005

Selected Meetings (cont.)

7/20/05 CPL Budget mtg. @ Glenda Melville's home

Respectfully submitted,

Jennifer Ries-Taggart, Director
Chili Public Library

Chili Public Library
Board of Trustees Meeting

July 26, 2005
7:00p.m.

Agenda

Board of Trustees: Ed Schuler (President), Jim Cuthbert, James Lechner, Glenda Melville, Susan Reeves, Donna Stein. Town Liaison: Michael Slattery;
Library Director: Jennifer Ries-Taggart

✓ Approval of minutes of June 28, 2005 meeting

✓ Approval of abstract

\$9368.8 → ea. member receipts, then Ed signs

✓ Approval of agenda

Communications

- Guests/Public ✓
- Town Board Liaison → welcome time
- Friends Representative → 9:00 closing time

we welcome time 9:00 closing time we welcome time to leave @ 11:00

✓ Director's Report

Committee Reports

- Budget → more to follow
- Personnel → Donna Stein is new member
- Long Range Planning → mtg. to be scheduled

* mtg. to be scheduled soon

Old Business

- Board Member Search [Jim C. is the lead]

* Grossman move forward

New Business

Comments from Guests → check record

Executive Session

Adjourn

✓ Next meeting date/time: August 23, 2005 @ 7pm ✓

* Salary Rpt not signed in yet we need to get from Slattery to make Slattery to ✓

Town of Chili
Library Board of Trustees
Approved Meeting Minutes
July 26, 2005

Call to Order: 6:55 p.m.

Present: Ed Schuler, Jim Cuthbert, Susan Reeves, Donna Stein, Jennifer Ries-Taggart, Katherine Patterson, Michael Slattery.

Absent: Jim Lechner, Glenda Melville.

Guests: Charles Rettig.

Minutes of the June 28, 2005 meeting were approved.

Abstract of Bills, Fines and Payroll Record: Motion to approve the abstract dated July 26, 2005 in the amount of \$9,368.08 by Jim Cuthbert, second by Donna Stein, approved.

Approval of Agenda: No changes to agenda.

Town Board Liaison: Mike Slattery welcomed Jennifer as the new director of the library. He expressed his apologies for missing the last meeting due to a family emergency. Per Katherine's request at a previous meeting, Mike spoke to Joe Carr about the availability of a Wet/Dry Vac for the library. Joe stated that although there are no extra Wet/Dry Vac's that could be left at the library, he would be happy to send on over any time it is needed, please call him when help is needed.

Director's Report:

- Jennifer requested information regarding spending limits (without Board approval) that are set for the library director. The board requested time to review what has been allowed in the past and will table discussion until the next meeting.
- There will be a full staff meeting on August 5 at 9:00 a.m. Donna Stein will attend as a Board representative.
- Jennifer received a message from Michelle Childs regarding her continued interest in serving on the Board of Trustees.
- Jennifer questioned description of the Board of Trustees on the library website, it was agreed that it should read "the board consists of seven members whose appointments

- are approved by the Chili Town Board”.
- Jennifer noted that in September of 2004, there was a unanimous decision by all MCLS library members to accept the recommendation to reduce the library card replacement fee from \$2.00 to \$1.00. The Chili library continues to charge \$2.00. Jennifer requested permission to reduce the fee for increased continuity with local libraries. Board members requested that this request be tabled until the next meeting.
- Jennifer attended her first “Friends” meeting on July 18.
- 501C3 Status: Library must file, cannot utilize friends status.
- Jennifer spoke with Rich Stowe regarding the banning of patrons from the library. According to Mr. Stowe, Article 5 Section 262 of the Education Code states that any disturbance (per code of Conduct) can be punished by the dismissal of the patron from the library. Board members questioned how records of such incidents are kept and requested that Jennifer check the procedures currently in place and compose a letter that would be used in such cases for the board to review at next months meeting.
- The price of coffee at the Café is being increased from \$.50 to \$1.00. Bookkeeping duties for the Café are being transferred from Carol to Donna Belliveau.
- Pat Tindale has asked if notification letters have been sent to the other candidates for the director’s position. Ed volunteered to take care of this.
- Joe Carr indicated that a shut off valve can be installed in the wall (children’s library) if that’s what the library wants. There is currently a shut off valve located in the ceiling. The board approved the installation of the new shut off valve.
- Merit increases will be starting in the next pay period. Jennifer has asked permission to create a step increase schedule that will align the increases with evaluations; this should be done to align more closely with Civil Service procedures.
- Jennifer received a visit from Melissa Carlyle a representative of EBSCO, a book vendor. EBSCO offers a gift subscription plan for magazines for local libraries. This program works by soliciting local businesses to obtain the gift subscription. The Board of Trustees requests that Jennifer check with both Melissa and the town council with regard to potential legal issues.
- The Budget Subcommittee will be meeting on August 4, at 1:00 p.m.

Committee Reports:

- **Budget** - Budget committee has been working, but notes that the budget may be late due to transition of the new library director. Next meeting is set for August 4.
- **Personnel** - Donna Stein is the new member of the Personnel Committee. The committee will be setting up their next meeting in the near future.
- **Long Range Planning**. Susan, Jim, Katherine, and Jennifer Lindsay did meet; they need to meet with Ed for further discussion.

Old Business:

- **Board Member Search**: A total of five letters of interest were sent. 2 have now

submitted applications, one declined, one requested to have the information resent.

Comments from Guests:

- *Charles Rettig.* Charles welcomed Jennifer as the new Library Director. He was happy to report a good experience he had when dealing with Jennifer at the Seymour library.

Adjournment: The regular meeting was adjourned at 7:55 p.m. and moved into executive session at that time.

Next Meeting:

Tuesday, August 23

7:00 p.m.

Library Board Home

Chili Public Library, 3333 Chili Ave., Rochester, NY 14624 Tel. 585-889-2200

**CHILI PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING**

APPROVED

June 28, 2005

Call to order: 6:56 p.m. by Vice President Melville

Trustees Present: Glenda Melville (VP), James Lechner (Treasurer), Susan Reeves, Donna Stein, Jim Cuthbert (Secretary).

Trustees Absent: Ed Schuler (President)

Minutes of the May 24, 2005 meeting: were approved with slight modification under New Business #3; Ed will Contact Bernadette & Glenda will contact Megan.

Abstract of Bills, Fines and Payroll Record: The Abstract in the amount of \$19,979.02 was Approved.

Approval of Agenda: Add Old Business, Brockport class study. Add New Business, Friends activities & Liaison to Friends.

Comments from guests: Charles Rettig asked when the new Librarian will start? July 11th.

Comments from Board Liaison: not in attendance

Comments from Friends representative (Cathy Easley): not in attendance.

Acting Directors Report: Katherine Patterson

- Coffee has not produced expected surplus. New director to look into.
- \$3,750 of \$15,000. Senator Alesi grant received so far.
- Notifications of "holds" by e-mail began June 15th, saving postage costs.
- Still negotiating with Grossmans over Literary Garden
- 501(c) 3 application status; waiting for response from Rich Stowe.
- Approved proposal to add 3 computers to lease with funding from non renewal of some lightly used serial items.

Committee Reports:

- Budget Committee met once & will meet again in July
- Personnel Committee will meet again after new director starts
- Long Range Planning Committee presented a draft dated June 8, 2005

Old Business:

- Trustee search; G. Melville will get information to J. Cuthbert for mailing.
- Brockport class study; ask M. Slattery for status, as we would like to see it.

New Business:

- Friends activities such as tonight's concert; Board of Trustees is encouraged to attend.
- Liaison to Friends; rotate among Board of Trustees as we do with Library Staff meetings.

Comments from guests: Charles Rettig suggested we try to complete budget early enough to allow dialog with Supervisor.

Comments from Board Liaison (Mike Slattery): not in attendance

Adjournment: The meeting was adjourned at 7:46 p.m. into Executive Session; which adjourned at 8:23 p.m.

**Next Meeting:
Tuesday, July 26th
7:00 p.m.**

CHILI PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

Chili Public Library
June 28, 2005
7:00p.m.
AGENDA

Board of Trustees: Ed Schuler (President), Jim Cuthbert, James Lechner, Glenda Melville, Susan Reeves, Donna Stein. Town Liaison: Michael Slattery;
Interim Library Director: Katherine Patterson

- Approval of minutes of May 24, 2005 meeting.
- Approval of abstract.
- Approval of agenda.
- Comments from Guests.
- Comments from Town Board Liaison.
- Comments from Friends representative.

- Director's report.
- Committee reports.
 - Budget
 - Personnel
 - Long Range Planning
- Communications.

- Old Business:
 1. Trustee search
 2. *Backport Study*
 - 3.

- New Business:
 1. *Friends Activities*
 2. *Friends Liaison*
 3. Executive Session

Comments from Guests.

Comments from Board Liaison.

Date/Time of next meeting: July 26, 2005

Chili Children's Room Statistics May 2005

Storytimes	How Many Programs	Attendance
Toddler – Week 2	4	60
Toddler – Week 3	4	69
Todder – Week 4	4	62
Toddler – Week 5	4	9
Infant – Week 1	2	19
Infant – Week 2	2	22
Infant – Week 3	2	
DEAR Time		
Week 1	1	
Week 2	1	0
Totals for Storytimes		
Books N' Nibbles	1	8
Books N' Bites	1	5
Book T'ween the Lines	1	
PJ Storytime	1	
Other Programs		
Mother's Day Craft	1	37
Father's Day Craft	1	45
Grand Totals:		336

Displays	
New Books	
Get Caught Reading Month	
Art & Music Series	
National Physical Fitness & Sports Month	
Margaret Wise Brown	
Gary Paulsen	
Displays Case	
Sports Cards	
Total Number of Displays:	7

CHILI PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

Chili Public Library
May 24, 2005
7:00p.m.
AGENDA

Board of Trustees: Ed Schuler (President), Jim Cuthbert, James Lechner, Glenda Melville, Susan Reeves, Donna Stein. Town Liaison: Michael Slattery;
Interim Library Director: Katherine Patterson

- Approval of minutes of April 26, 2005 meeting.
- Approval of abstract.
- Approval of agenda.
- Comments from Guests.
- Comments from Town Board Liaison.
- Comments from Friends representative.

- Director's report.
- Committee reports.
 - Budget
 - Personnel
 - Long Range Planning
- Communications.

- Old Business:
 1. Director Search
 2. Board Member Search
 - 3.

- New Business:
 - 1.
 - 2.
 - 3.
 - 4.
 5. Executive Session

Comments from Guests.

Comments from Board Liaison.

Date/Time of next meeting: June 28, 2005

**CHILI PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING**

Approved Minutes
May 24, 2005

Call to order: 7:00 p.m.

Present: Ed Schuler, Jim Cuthbert, Glenda Melville, Susan Reeves, Donna Stein, Jim Lechner, Michael Slattery, Katherine Patterson

Absent: Megan Neumann

Guests: None.

Minutes of the 04-26-05 meeting were approved with 2 corrections.

Abstract of Bills, Fines and Payroll Record: Motion to approve the abstract pending final review by Ed Schuler dated 04-26-05 in the amount of 20,555-05 by Donna Stein, second by Susan Reeves, approved.

Approval of Agenda: Add Item I to New Business: Resignation – Megan Neumann, Item #2 Recognition for Megan Neumann for service to Board of Trustees. And Item #3 Party for Bernadette/Megan. Will require executive session after regular meeting to discuss personnel issues.

Comments from guests: N/A

Comments from Board Liaisons: The town has not yet received the completed report from the Brockport students. ETA of the report is the end of June.

Directors Report:

- ◆ *Pat Tindale reports that the first check in the amount of \$2,100.00 from the Susan John grant has been received and that the Alessi grant of \$3,750.00 is expected to be received soon. We have requested information from the state with regard to the next step. Additional monies in the amount of \$254.00 (insurance refunds) are available.*
- ◆ *Thanks to those who attended the May 6 staff meeting.*
- ◆ *There is a circulation/reference meeting on June 3, it is not necessary that a Board member to attend this meeting.*
- ◆ *Final quote for the purchase of the credit machine has been received. Motion to approve expenditure of \$400.00 for the purchase of credit machine to process charge card payments by Jim Lechner, second by Glenda Melville, approved.*
- ◆ *A grant in the amount of \$300.00 has been received from the NYS Summer Reading Children's Program.*
- ◆ *The new chairs for the coffee café arrived yesterday. A visit was made by Brian Furness' mother and she was very pleased with the café. Katherine will be contacting the family to determine if they are ready for the dedication ceremony to take place.*
- ◆ *Literary garden: Before Katherine was able to obtain quotes from other sources for the repair/replacement of damaged plantings in the garden as requested at the 4/26 meeting, the designer had already started working on replacing them. Motion to approved expenditure of \$1,000.00 to replace/repair damage to the literary garden and allocate \$500.00 limit per year for the future for maintenance/upkeep of the literary garden by Susan Reeves, second by Jim Lechner, approved.*
- ◆ *Over the winter, the water faucet by the literary garden froze. It was repaired and appeared to be in good working order. On May 12, the water was turned on and leaked into the children's room. The leak has been repaired, but there is a hole in the wall that will need to be repaired. Library staff is watching closely for signs of mold. Ed requested that Katherine contact the insurance agent regarding this problem.*

Committee reports:

- ◆ *Budget: The budget committee will be setting up their next meeting sometime in the next month.*
- ◆ *Personnel: Committee has not yet met, working on the director's position. Will set next meeting date after a new director is appointed.*
- ◆ *Long Range Planning: Committee has not met.*

Communications: Received communication from Eric Walter (Gates Chili News) requesting an update of the directors search.

Old Business:

- 1.) Director Search: 3 candidates will be interviewed on May 31.
- 2.) Board Member Search: Still reviewing.

New Business:

- 1.) Resignation – Megan Neumann: Motion to approve/accept resignation of Megan Neumann from the Library Board of Trustees effective May 24, 2005 by Jim Lechner, second by Jim Cuthbert, approved.
- 2.) Recognition for Megan Neumann: Motion to send letter of recognition to Gates-Chili news for the the service provided by Megan to the Board of Trustees by Glenda Melville, second by Donna Stein, approved. Ed will compose and send the letter on behalf of the board.
- 3.) Party for Bernadette/Megan: Glenda will check with Megan and Ed will check with Bernadette regarding their availability.

Comments from guests: N/A

Comments from Board Liaison: N/A

Adjournment: The meeting was adjourned at 7:45 p.m. Meeting then moved into Executive Session and was adjourned @ 8:45 p.m.

Next Meeting:
Tuesday, June 28, 2005
7:00 p.m.

Chili Children's Room Statistics

April 2005

Storytimes	How Many Programs	Attendance
Preschool – Week 5	4	54
Preschool – Week 6	4	55
Toddler – Week 1	4	68
DEAR Time		
Week 5	1	21
Week 6	1	14
Totals for Storytimes		
Books N' Nibbles	1	4
Books N' Bites	1	6
Book T'ween the Lines	1	
PJ Storytime	1	25
Other Programs		
Moveable Museum	1	34
Detective Club	1	13
Board Game Day	1	28
Grand Totals:		322

Displays	
New Books	
New Audio books/cassettes	
Beverly Cleary	
National Humor Month	
New Artist/Musicians Series Books	
Displays Case	
Horse collection	
Total Number of Displays:	6

**CHILI PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING**

Approved Minutes
April 26, 2005

Call to order: 7:04 p.m.

Present: Ed Schuler, Jim Cuthbert, Glenda Melville, Susan Reeves, Donna Stein, Michael Slattery, Katherine Patterson

Absent: Jim Lechner, Megan Neumann

Guests: None.

Minutes of the 03-29-05 meeting were approved.

Abstract of Bills, Fines and Payroll Record: Motion to approve the abstract pending final review by Ed Schuler dated 04-26-05 in the amount of 14,135.70 by Donna Stein, second by Susan Reeves, approved.

Approval of Agenda: Add Item 3 to New Business: Future Meetings in the Library Multi-Purpose Room. Will require executive session after regular meeting to discuss personnel issues.

Comments from guests: N/A

Comments from Board Liaisons: Mike reported that the results of the audit recently completed by the new agency hired by the town are very good. The agency was very pleased and impressed with the way the Town is run.

Directors Report:

- ◆ *The presentation by Rochester Optical at the 4/1/05 staff meeting was a great success. Many library employees are taking advantage of the eye care benefits offered.*
- ◆ *There will be a full staff meeting on May 6. It would be helpful if a board member could attend. The staff is curious regarding the search for a new director: some input from the board would be appreciated.*
- ◆ *The new circulation system went live on Monday morning; the transition went very smoothly, no problems were reported.*
- ◆ *Four (4) new chairs have been ordered for the coffee café. The expense will be paid from the Brian Furness Fund.*

Committee reports:

- ◆ *Budget: The Budget committee will be meeting next month.*
- ◆ *Personnel: The personnel committee continues to work on gathering information regarding benefits. Direction has recently been changed due to the new librarian search now underway.*
- ◆ *Long Range Planning: The Long Range planning committee will meet next month.*

Communications:

Motion by Glenda Melville to approve submission of appreciation letter to Bernadette to the Gates Chili News for publication (copy attached) second by Donna Stein, approved.

New Business:

- ◆ *Long Range Planning: Committee will meet next month.*
- ◆ *Literary Garden: Extensive damage has been done to the literary garden plantings, most likely by voles. Katherine received a quote to replace the damaged materials. The board members request that she obtain two additional quotes. Board members requested more information regarding the long term viability of the plantings that were/are used.*
- ◆ *Future Meetings/Multi-Purpose Room: Per Jim Lechner's suggestion, the Board of Trustees meetings will be moved from the conference room to the Multi-Purpose room to accommodate guests.*

Comments from guests: N/A

Adjournment: The meeting was adjourned at 7:42 p.m. Meeting then moved into Executive Session and was adjourned @ 8:15 p.m.

Next Meeting:
Tuesday, May 24, 2005
7:00 p.m.

CHILI PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

Chili Public Library
April 26, 2005
7:00p.m.
AGENDA

Board of Trustees: Ed Schuler (President), Jim Cuthbert, James Lechner, Glenda Melville, Megan Neumann, Susan Reeves, Donna Stein. Town Liaison: Michael Slattery; Interim Library Director: Katherine Patterson

- Approval of minutes of March 29, 2005 meeting.
- Approval of abstract.
- Approval of agenda.
- Comments from Guests.
- Comments from Town Board Liaison.
- Comments from Friends representative.

- Director's report.
- Committee reports.
 - Budget
 - Personnel
 - Long Range Planning
- Communications.

- Old Business:
 - 1.
 - 2.
 - 3.

- New Business:
 1. Long Range Planning
 2. Literary Garden
 3. Future Board Meetings in MPR
 4. Executive Session - Personnel, Problem Patron
 - 5.

Comments from Guests.

Comments from Board Liaison.

Date/Time of next meeting:

Chili Public Library
Literary Garden
Projected Expenses 2005

Per K.C. Fahy-Harvick, 2005 projected expenses for the Children's Literary Garden include:

- \$130.00 Mulch and fertilizer (cocoa shell, slow release and organic for all plants and trees)
- \$533.87 Plant material to replace damaged and destroyed
 - 2 spirals @\$50.00 ea. (replacements)
 - 1 2" caliper Bloodgood maple @ \$200.00 (if existing dies)
 - 3 Echinacea "Bright Star" @ \$10.00 ea. (replacements)
 - 3 Coreopsis "Moonbeam" @ \$10.00 ea. (replacements)
 - 5 Sedum "Autumn Joy" @ \$13.99 ea. (to finish west side of garden)
 - 3 Hosta "Golden Tiara" @ \$12.99 ea. (replacements)
 - 5 Astilbe @ \$12.99 ea. (replacements)
- \$300.00 Labor -includes Spring clean up, fertilizing, mulching, fall clean up. Monthly visits in June, July and August will be donated.

TOTAL \$963.87

**CHILI PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
APPROVED MINUTES
March 29, 2005**

Call to order: 7:00 p.m.

Present: Ed Schuler, Jim Cuthbert, Glenda Melville, Susan Reeves, Donna Stein. Library Director: Bernadette Foster.

Absent: Jim Lechner, Megan Neumann, Michael Slattery

Guests: Charles Rettig, SUNY Brockport Students

Minutes of the March 1, 2005 meeting were approved.

Abstract of Bills, Fines and Payroll Record: Motion to approve the abstract pending final review by Ed Schuler dated 03-29-05 in the amount of \$20,029.10 by Jim Cuthbert, second by Glenda Melville, approved.

Approval of Agenda: Item #3 New Business, Personnel to be moved to Executive Session at the end of the meeting.

Comments from guests: N/A

Comments from Board Liaisons: N/A

Directors Report:

- ◆ *The artwork for the coffee shop has been completed and installed.*
- ◆ *The new MCLS circulation system will go live on Sunday, April 24. The internet will be available during this time, however the catalog and time-out software will not be available.*
- ◆ *Rochester Optical (secondary insurer) is coming to do a presentation for the library staff. They offer a very popular, cost effective program for the purchase of eyewear.*
- ◆ *Two grants have recently been awarded to the library. One is called "We the people". The grant offers a bookshelf collection of books. The second is called "Youth with Disabilities" and offers training (materials and programming) for staff members in working with youths with disabilities.*
- ◆ *The library will be starting a new program called "Books for Babies" which allows patrons to donate books to celebrate the birth of babies.*

Report from Susan Reeves on Advocacy Workshop: The workshop was well attended by trustees, Friends organizations and library employees. It was very interesting. Some points discussed were:

- ◆ *Concept of library advocacy is better done by unpaid representatives of the library such as board members or patrons.*
- ◆ *When granted an audience with town/state representatives it is a good idea to prepare by using sound bites, this ensures that your information and/or questions are concise.*
- ◆ *When advocating and you receive no answer or a negative answer it is important to find out why the request was not granted.*
- ◆ *The governor's budget called for 4.5 million cut for public libraries.*

Committee Reports:

Budget: Will meet in April upon return of Jim Lechner

Personnel: Meeting was held on Friday, March 4.

Long Range Planning: Will meet in April upon return of Jim Lechner.

Communications:

Communication from Preservation Board indicating that they had been notified that any information sent to the newspapers requires the town supervisor's approval.

Old Business:

Fundraising policy: Motion to approve policy as written by Susan Reeves/ second by Glenda Melville, approved.

New Business:

Credit Card recommendation: Implementing the use of the charge card machine has been profitable for the library. At the present time the machine is being leased (service is included in lease). Should we continue to lease the machine or buy the machine we are currently using as used equipment? After much discussion it was decided that purchasing the machine was the most cost effective option.

Medical Benefits: A report of benefits was distributed to the Board members.

Comments from guests: Mr. Rettig thanked the library board for the information provided. He asked about the new books in the library and how the recommendations are made with regard to which books to procure. He commented that he thought the variety offered and the choices that were being made were excellent. Bernadette responded that there is a committee of 3 – 4 staff members that make the recommendations. Mr. Rettig then asked what changes the new circulation system would bring. Bernadette responded that the new system will provide an improved catalog, the MCLS Website will be searchable, it will be possible to make notification of holds/overdue books by e-mail.

Adjournment: The meeting was adjourned at 7:50 p.m. Meeting then moved into Executive Session and was adjourned @ 9:00 p.m.

Next Meeting:
Tuesday, April 26, 2005
7:00 p.m.

Revenue	Budgeted	Received	Variance	1st Qtr	January	February
Real Property Taxes	793,825.00	0.00	793,825.00	0.00		
Fines	36,000.00	7,096.97	28,903.03	7,096.97	2,684.23	3,562.19
Hold Fees		850.55	-850.55	850.55	344.10	506.45
Interest & Earnings	6,700.00	0.00	6,700.00	0.00		
Interest & Earnings Reserve Fund		0.00	0.00	0.00		
Gifts and Donations		0.00	0.00	0.00		
Library System Grant	6,000.00	0.00	6,000.00	0.00		
Unclassified Revenue	5,600.00	978.27	4,621.73	978.27	313.12	665.15
Copier		491.47		491.47	167.07	324.40
Printer		486.80		486.80	146.05	340.75
Grant						
State Aid		0.00	5,600.00	0.00		
Interfund Transfers						
TOTALS:	848,125.00	8,075.24	845,649.76	8,075.24	3,341.45	4,733.79
Expenses	Budgeted	Expended	Balance	1st Qtr	January	February
Personnel						
L74101.03.100 Library Personnel Serv.	473,550.00	71,475.74	402,074.26	71,475.74	35,739.50	35,736.24
Clerical		27,469.29		27,469.29	13,627.92	13,841.37
Librarians		39,229.08		39,229.08	19,717.62	19,511.46
Pages		3,098.14		3,098.14	1,595.26	1,502.88
Custodial		1,679.23		1,679.23	798.70	880.53
Employee Benefits	165,628.00	0.00	165,628.00	0.00	0.00	0.00
90108.03.800 - State Retirement	45,540.00	0.00	45,540.00	0.00		
90308.03.800 - Social Security	37,785.00	0.00	37,785.00	0.00		
90408.03.800 - Workers Comp	6,000.00	0.00	6,000.00	0.00		
90608.03.800 - Medical Insurance	74,878.00	0.00	74,878.00	0.00		
90898.03.800 - Other Employee Benefits	1,425.00	0.00	1,425.00	0.00		
074104.03.483 - Travel/Conference	2,000.00	0.00	2,000.00	0.00		
074104.03.485 - Membership	125.00	43.30	81.70	43.30		43.30
Total Personnel:	641,303.00	71,519.04	569,783.96	71,519.04	35,739.50	35,779.54

Expenses	Budgeted	Expended	Balance	1st Qtr	January	February
Contractual Expenditures						
016204.03.414 - 1620.4 Buildings (Water)	550.00	0.00	550.00	0.00		
016204.03.411 - 1620.4 Buildings (Utilities)	20,000.00	664.25	19,335.75	664.25		664.25
019104.03.400 - Unallocated Insurance	10,950.00	6,498.00	4,452.00	6,498.00	6,498.00	
013204.03.400 - 1320.4 Independent Auditing/Acct.	1,600.00	0.00	1,600.00	0.00		
019894.03.400 - Other Gen.Govt.Support Cont.	75.00	0.00	75.00	0.00		
074104.03.400 - Contractual	10,000.00	0.00	10,000.00	0.00		
074104.03.401 - Lib/Town Bldg.Operations	4,000.00	0.00	4,000.00	0.00		
074104.03.476 - Bookbinding	300.00	0.00	300.00	0.00		
074104.03.481 - Telephone	3,000.00	153.61	2,846.39	153.61	3.18	150.43
074104.03.484 - Contracts with other libraries	9,500.00	0.00	9,500.00	0.00		
074104.03.486 - Repair/Maintenance Contracts	25,400.00	728.64	24,671.36	728.64	330.32	398.32
DataLease Equipment Maint.	157.00	157.00	0.00			157.00
Rene Heckler, Inc. (Typewriter maintenance)	400.00	0.00	400.00	0.00		
Ikon (Copier Lease)	2,700.00	413.64	2,286.36	413.64	330.32	83.32
Somerset Capital (Computer Lease)	17,096.44	0.00	17,096.44	0.00		
Time Warner	1,896.00	158.00	1,738.00			158.00
Other	3,150.56					
074104.03.489 - Other Operations	5,000.00	262.77	4,737.23	262.77	0.00	262.77
Adult Programs		0.00	0.00	0.00		
Juvenile	5,000.00	262.77	4,737.23	262.77		262.77
Other		0.00	0.00	0.00		
Total: Contractual:	90,375.00	8,307.27	82,067.73	8,307.27	6,831.50	1,475.77

2005 Library Budget

Materials & Equipment - L074104.03	Budgeted	Expended	Balance	1st Qtr	January	February
.200 - Equipment	2,000.00	341.46	1,658.54	341.46		341.46
.471 - Books	69,947.00	6,974.08	62,972.92	6,974.08	2,636.17	4,337.91
.472 - Discs/Tapes	7,500.00	89.00	7,411.00	89.00	0.00	89.00
Books on Tape - (CDs and Cassettes)		11.90	-11.90	11.90		11.90
CDs/Cassettes (Music)		77.10	-77.10	77.10		77.10
.499 - Videos/DVD's	8,500.00	987.25	7,512.75	987.25		987.25
.473 - Serials	7,500.00	1,502.45	5,997.55	1,502.45	1,093.95	408.50
.475 - Online Databases	5,000.00	2,480.95	2,519.05	2,480.95	0.00	2,480.95
Nonbook		54.95	-54.95	54.95		54.95
On-line reference databases		2,426.00	-2,426.00	2,426.00		2,426.00
.480 - Office Supplies	11,000.00	1,944.95	9,055.05	1,944.95	513.65	1,431.30
.482 - Postage/Freight	3,000.00	173.97	2,826.03	173.97	5.00	168.97
.487 - Custodial Supplies	2,000.00	0.00	2,000.00	0.00		
Total Materials & Equipment :	116,447.00	14,494.11	101,952.89	14,494.11	4,248.77	10,245.34
GRAND TOTALS:	848,125.00	94,320.42	753,804.58		46,819.77	47,500.65

CHILI PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

Approved Minutes
March 1, 2005

Call to order: 7:00 p.m.

Present: Ed Schuler, Jim Cuthbert, Glenda Melville, Megan Neumann, Susan Reeves, Donna Stein. Library Director: Bernadette Foster.

Absent: Jim Lechner, Michael Slattery

Guests: Dorothy Borgus, Charles Rettig.

Minutes of the January 25, 2005 meeting were approved.

Abstract of Bills, Fines and Payroll Record: Motion to approve the abstract dated 03-01-05 in the amount of \$13,935.68 by Megan Neumann second by Glenda Melville, approved.

Approval of Agenda: Item #4 New Business, Personnel to be moved to Executive Session at the end of the meeting.

Comments from guests: Mr. Rettig questioned if the Wireless Internet system was being used at the library and were there instructions for its usage posted in the library. Response was that the Wireless system was being used and its usage was increasing. There are instructions available. Mr. Rettig inquired about the magnifying screen in the library and wondered if it was new and is it used. The response was that the screen was not new, and that unfortunately it does not get much use and that it would possibly be more useful at the senior center. Mr. Rettig noted that the minutes from the Board Meetings had not been updated on the library website, the last one posted is for October 26, 2004. Response was that generally the minutes are posted immediately after they have been approved by the board. Renewed effort will be made to post them quicker. Mrs. Borgus noted that she thought the magnifying reader would be more useful at the library and suggested that since the library has such a wonderful large print collection, perhaps efforts should be made to promote them at the Senior Center.

Comments from Board Liaisons: N/A

Directors Report:

- ◆ *A full staff meeting will be held on Friday, March 4 from 9:00 – 11:00, the library will be closed during this time. During the first ½ hour, a presentation by United Way will take place. For the remainder of the meeting a workshop on the FISH philosophy will be given by Lee Ann Sperling.*
- ◆ *A Library Advisory Workshop for Trustees will be held on March 5 from 9:00 to 12:00*
- ◆ *New York State Lobby Day for libraries will be held on March 15. Delegates will leave Rochester at 6:00 and will arrive in Albany at 10:00. This is a great opportunity to visit and speak to our legislators.*
- ◆ *During Bernadette's and Catherine's recent absence, Richard Gagnier took over their duties and responsibilities, and did an excellent job.*
- ◆ *A library staff member made a visit to the Food Cupboard to find out the cupboard had been depleted of food. The staff is putting together another campaign to collect food for the Cupboard to be held thru St. Patrick's Day.*
- ◆ *Bernadette received an e-mail from a library patron, Michele Child, to express her appreciation for Mrs. Lindsay, the children's librarian, complimenting her on her contributions to the library, especially infant story time. "The library is lucky to have Mrs. Lindsay."*
- ◆ *The Friends book sale will be held on March 10, 11, and 12.*
- ◆ *The town Benefits Committee, of which Bernadette is a member, will be hearing a presentation from Marsh USA. This company may provide some alternatives to the traditional benefits that are currently available.*

Committee Reports:

Budget: N/A

Personnel: Meeting will be held on Friday, March 4.

Long Range Planning: First meeting of the year will most likely take place in April. A quick review of last years plan indicates that much of that plan has been accomplished.

Communications: Megan read correspondence received from Jim Lechner and Randy Allen.

New Business:

- 1.) Senator Jim Alessi: Senator Alessi has informed us that the library will be receiving the \$15,000.00 grant for security systems in the library. The money should be available in mid-March.
- 2.) Sunday Hours: postcards and signatures: Mike will present the information to the Town Board. Bernadette will write a letter thanking everyone who supported the effort, by sending postcards and/or signing petitions.
- 3.) Fundraising for non-profit agencies in the Library: The Library needs to establish a policy for fundraising done in the library. Susan has agreed to write and submit a policy for Board approval..

Comments from guests: Mrs. Borgus agrees with the need to establish a fundraising policy. Mr. Rettig suggested that with regard to the money from Senator Alessi for the security, the board follows up and informs the public. Mr. Rettig recommended that a letter be sent to Mike Slattery stating that the postcards and lists be presented to the Town Board. Mr Rettig questioned what the usage of the multi purpose room had been by non-profit organizations. Bernadette responded that the room was most frequently used by the Friends, the Boy Scouts and other non-profit organizations. The room is not frequently used during the day, mostly at night. Mr. Rettig commented that it is not as easy to reserve a room in the Town Hall. He commented that the last presentation by the Friends using the room was extremely well attended. Mrs. Borgus commented that the League of Women Voters greatly appreciates the use of the room for their meetings.

Adjournment: The meeting was adjourned at 7:40 p.m. Meeting then moved into Executive Session and was adjourned @ 8:30 p.m.

Next Meeting:
Tuesday, March 29, 2005
7:00 p.m.

CHILI PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

Chili Public Library

March 1, 2005

7:00 p.m.

AGENDA

Board of Trustees: Ed Schuler (President), Jim Cuthbert, James Lechner, Glenda Melville, Megan Neumann, Susan Reeves, Donna Stein. Town Liaison: Mike Slattery
Library Director: Bernadette Foster

- Approval of minutes of January 2005 meeting.
- Approval of abstract.
- Approval of agenda.
- Comments from Guests.
- Comments from Town Board Liaisons.
- Comments from Friends representative.

- Director's report.
- Committee reports
 - Budget
 - Personnel
 - Long Range Planning

- Communications.

- Old Business:
 - 1.
 - 2.
 - 3.

- New Business:
 1. Senator Jim Alessi
 2. Sunday hours: postcards and signatures
 3. Fundraising for non-profit agencies in the Library
 4. Personnel
 - 5.
 - 6.

Comments from Guests
Comments from Board Liaison
Date/Time of next meeting.

To: Chili Public Library
Board of Trustees

From: Bernadette

Re: Board Update March 2005

Coffee revenue

Since January 1, 2005 revenue from the coffee sales has been contributed to the "Friendship Club." The following is a summary of revenue and costs from January 1 – March 10:

Income:	\$450.00
Expenses:	\$297.00
Profit:	\$153.00

Friends Book sale:

Revenue from the 2005 book sale totaled \$2,819. The book sale was a success although there were fewer books than in the past. In comparison, revenue from the 2004 book sale was \$3124 compared to 2003 revenue of \$2607.

Wireless Use:

January 2005: 30
February 2005: 18

Year to date: 48

Credit card use:

Please see attached for a recommendation to purchase credit card equipment.

Month

Missing:

February

**CHILI PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING**

**Approved Minutes
January 25, 2005**

Call to order: 7:00 p.m.

Present: Ed Schuler, Jim Cuthbert, Glenda Melville, Megan Neumann, Susan Reeves, Donna Stein. Town Liaison: Michael Slattery, Library Director: Bernadette Foster.

Absent: Jim Lechner

Guests: Keith Miller, Charles Rettig.

Minutes of the December 21, 2004 meeting were approved ,

Abstract of Bills, Fines and Payroll Record: Motion to approve the abstract dated 1/25/05 in the amount of \$14,794.00 by Megan Neumann second by Donna Stein, approved.

Approval of Agenda: Add #3 to New Business, Election of Officers. Motion to move into Executive Session at end of meeting to discuss personnel issues by Megan Neumann, second by Donna Stein, approved.

Comments from guests: Mr. Miller questioned the board regarding the elimination of Sunday hours at the library due to budget constraints, specifically, were there any children's programs that were held on Sundays. The answer is yes there are children's programs that had been held on Sundays. Also he questioned whether the board had considered opening later on days during the week to allow opening on Sunday. The answer was that it would create additional payroll costs. Currently the early opening does not create additional payroll hours; the library was already staffed during those hours, so the earlier opening did not create additional payroll costs. Mr. Rettig questioned the board regarding the library board minutes and whether or not they were available to the public. The approved minutes are posted on the library web site and a hard copy is kept at the desk. He also questioned if the board had made a comparison study to other libraries in the area with regard to funding allocation. The answer was that a comparison had been done to libraries serving approximately the same population as Chili (Gates, Henrietta, Webster, Penfield, and Pittsford). The conclusion was that the Chili library receives less funding than those libraries and in most cases are responsible for paying more costs (utilities).

Comments from Board Liaisons: Mike thanked the library board for the welcome. He also stated that he was pleased to be serving as the liaison to the library board. He hopes to honor the legacy left by the former liaison, Carol O'Connor, by positively promoting and representing the library to the Town Board.

Directors Report:

- ◆ There will be both reference and circulation staff meetings in February.
- ◆ There was a heat problem (no heat) in the library last week, Bernadette called Joe Carr and the problem was fixed by 9:30a.m.
- ◆ There will be a library board development workshop on March 16. The workshop will be held in Batavia.
- ◆ Tonight the Friends are sponsoring an extremely popular and well attended talk by Bob Marcotte.

Report on Staff Meeting: Ed attended a staff meeting this month and encouraged everyone to attend one in the near future. It is a pleasure to witness the enthusiasm the staff has for the library, as well as their teamwork and efforts to make the library the wonderful place that it is.

Committee Reports: None.

Communications: Ed received a phone call from Dorothy Borgus who requested some information regarding the \$15,000.00 grant for library security.

Old Business:

2005 Budget: The Board discussed the petition/post card campaign and decided to compile the results of the data received to date. Mike Slattery will present the information to the Town Board.

New Business:

Religious:

Multi-Purpose Room: Motion to amend policy as indicated on handout attached to minutes by Megan Neumann, second by Glenda Melville, approved.

Dress Code: Motion to approve new dress code policy as presented by Susan Reeves, second by Megan Neumann, approved.

Out of County Cards: Motion to accept Out of County Card policy as written by Donna Stein, second by Glenda Melville, approved.

Election of Officers: Motion to retain current slate of officers by Megan Neumann, second by Donna Stein, approved.

Comments from guests: *None.*

Adjournment: The meeting was adjourned at 8:00 p.m. Meeting then moved into Executive Session and was adjourned@ 8:45 p.m.

Next Meeting:
Tuesday, March 1, 2005
7:00 p.m.

CHILI PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

Chili Public Library

January 25, 2005

7:00 p.m.

AGENDA

Board of Trustees: Ed Schuler (President), Jim Cuthbert, James Lechner, Glenda Melville, Megan Neumann, Susan Reeves, Donna Stein. Town Liaison: Michael Slattery; Library Director: Bernadette Foster

- Approval of minutes of December 21, 2004 meeting.
- Approval of abstract.
- Approval of agenda.
- Comments from Guests.
- Comments from Town Board Liaisons.
- Comments from Friends representative.

- Director's report.
- Staff meeting report
- Committee reports
- Communications.

- Old Business:
 1. 2005 Budget
 - 2.
 - 3.

- New Business:
 1. Policies
 - Multi-purpose room
 - Dress code
 - Out of County Cards
 2. Personnel
 - 3.
 - 4.

Comments from Guests

Comments from Board Liaison

Date/Time of next meeting.

t

2005

Cat/Sub	Date	Num	Description	Memo	Clr	Amount
EXPENSES						
Adult Book Discussion						
	1/10/05	548	Deb Amsbury			-33.62
	2/8/05	559	Deb Amsbury			-5.71
	5/9/05	575	Deb Amsbury			-5.98
	6/20/05	579	Deb Amsbury			-6.00
	7/7/05	587	Deb Amsbury			-3.98
	9/14/05	604	Deb Amsbury			-4.39
	11/14/05	619 ...	Deb Amsbury			-7.46
	12/20/05	623	Sandy Roether			-8.78
TOTAL Adult Book Discussion						-75.92
Aquarium Maintanance						
	2/1/05	554	Aquatic Design			-50.00
	3/7/05	564	Aquatic Design			-50.00
	3/30/05	570	Aquatic Design			-50.00
	5/4/05	574	Aquatic Design			-50.00
	6/3/05	578	Aquatic Design			-50.00
	7/26/05	591	Aquatic Design			-50.00
	8/25/05	600	Aquatic Design			-50.00
	10/1/05	612	Aquatic Design			-50.00
	11/2/05	616	Aquatic Design			-50.00
	11/28/05	622	Aquatic Design			-50.00
	12/21/05	626	Aquatic Design			-50.00
TOTAL Aquarium Maintanance						-550.00
Library Support						
	2/1/05	556	Dave Tyler	Book case		-300.00
	2/8/05	558	Dave Tyler	Book case		-425.00
	2/8/05	560	Regent Book Co.	Big Books for Storytime		-98.03
	2/8/05	561	US Toy Co	Musical Instruments		-110.22
	2/22/05	562	Gaylord Brothers	Books		-154.72
	2/28/05	563	Tompkins Trust	books, camera		-425.82
	3/7/05	565	Friendship Club	YA Book Discussion		-60.50
	3/18/05	568	Lee Ann Sperling			-99.99
	3/21/05	569	US Toy Co			-195.14
	3/31/05	571	Upstart			-129.94
	4/1/05	572	Lee Ann Sperling			-59.96
	6/20/05	580	Deb Amsbury	Summer reading program		-300.00
	7/5/05	586	Janway	Newberry Program		-63.64
	7/18/05	590	Empire Magic	Visiting Artists		-175.00
	7/26/05	592	Artistic Amb.	Visiting Artist		-100.00
	8/9/05	595	Borders Books	Newberry program		-150.00
	8/9/05	596	Mad Science Of Rochester	Visiting Artist		-280.00
	8/15/05	597	Lee Ann Sperling	neon light,pillows		-55.00
	8/25/05	DE...		Summer Program returns		83.36
	9/2/05	602	Sign A Rama	Neon Sign		-250.00
	9/14/05	603	Carol Forgarassay	Newberry Program		-36.85
	9/22/05	609	Office Depot	office equipment/amesbury		-249.83
	9/30/05	610	Claire Talbot	Junior Friends		-23.79
	11/14/05	618	Dave Tyler	puppet theater		-400.00
	11/14/05	619 ...	Deb Amsbury	Junior Friends		-20.33
	11/17/05	621	Lee Ann Sperling			-23.46
	12/20/05	625	**VOID**Jennifer Lindsay	Books for Babies	R	0.00
TOTAL Library Support						-4,103.86
TOTAL EXPENSES						-4,729.78