

Chili Public Library Board of Trustees Meeting
Approved Minutes for April 21, 2020
Zoom Meeting

Chili Public Library Mission Statement

The Chili Public Library is the center of lifelong learning for our community, and a welcoming responsive place people come to for the discovery of new ideas, the joy of reading and the power of information.

Board of Trustees: Susan Ackerman (President), Andrew Lucyszyn (Vice President), Lorraine Ahearn (Secretary), James Lechner (Memorial Fund Treasurer), Lori Hahn, Jeffrey Stoiber

Library Director: Jeff Baker
Town Liaison: Mary Sperr

Absent: None
Excused: None

Note: This meeting took place through Zoom due to covid-19 restrictions. It was simultaneously streamed on Facebook Live.

Meeting called to order @ 6:00pm by President Ackerman

Approval of agenda: Sue Ackerman asked if there were any objections to the approval of the agenda, with additions, as discussed. Hearing none, the agenda was approved, with additions as discussed' with Unanimous Consent.

Approval of minutes of: Sue Ackerman asked if there were any objections to the approval of the minutes from February 25, 2020. Hearing none, the minutes were approved with Unanimous Consent. Note: The CPL Board did not meet in March due to the start of corona virus social distancing.

Communications

- Town Liaison: The Town is in good shape financially according to the 2019 audit. Supervisor Dunning and department directors are working on plans to provide a safe reopening of the Town.
- Guests/Public: Sara Landes – Trustee Nominee

Director's Report

General Information:

- Director Baker and the CPL staff are actively looking at changes in library operations to make it a safe environment for patrons and staff when CPL can reopen.
- The Friends' book sale was cancelled due to COVID-19 restrictions.

Library's Response to Closing Its Building Due to COVID-19: Due to the COVID-19 virus, the library building was closed to the public on March 14 and only the Library Director Jeff Baker and Assistant Library Director Jennifer Freese reported to the Library to answer phone reference and quarantine material returned through the book drop. Phone reference was stopped, and the book drop was locked on March 20, and since then the Library Director has been the only one that has entered the building periodically to make sure the server room is running properly and the building has no issues. The Library will remain closed at least until May 15, 2020 per Governor Cuomo's executive order. The Library staff quickly responded to the temporary closure of the building by creating a strategy to fulfill its mission in providing for the lifelong education of its residents. Director Baker is impressed with the CPL staff. They responded with immediate plans to cover the first few weeks of the closing and then adjusted and augmented plans as the shutdown was extended. The CPL Board agrees with this assessment.

- **Virtual Programs** – Over the last month a variety of virtual library programs had been created for patrons to enjoy from their home. Patrons were able to access these programs through the Library's website and Facebook page. The following lists these virtual programs and their descriptions:

Virtual Children's Programming:

- **Storytime with Miss Cathy - Monday through Friday at 10 am**
Join us for a story and a rhyme, and we'll end each session with "*If You're Happy and You Know It!*"
- **Chili Chapters with Miss Valerie - Tuesday through Saturday at 3 pm**
Tuesday, Thursday and Saturday – books for kids ages 8-11. Wednesday and Friday – books for teens ages 12-18. We will read the first chapter of a book that is available on our Libby/Overdrive.
- **Miss Wendy's Wonderings... Monday through Friday at 12 pm**
Join Miss Wendy for a time to wonder & interact with Art, Stories or Activities. Who knows what Miss Wendy is wondering? Are you wondering too? Let her know...
- **Storytime with Miss Jill - Monday through Friday at 7 pm**
Join Miss Jill for a fun, bedtime story each evening. Four other staff apart from Youth Services have volunteered to do upcoming bedtime storytimes.
- **LEGO Club with Miss Cathy and Leila - Mondays at 3 pm**
Leila and Miss Cathy will create a sample of what we will be making each week and then the kids can send photos of what they make to our Facebook/Instagram.
- **Minecraft with Miss Cathy - Mondays at 6 pm**

We will have our Minecraft and Minecraft PE servers open from 6 to 7 pm every Monday. Want to play? Send us a PM through our Facebook page and we'll send you the IP address!

- **Updated Schedule of Virtual Children's Programming:** Creating virtual programming is a labor intensive activity. The above schedule of virtual programming was done with the hope the Library building would be open after two to four weeks of being closed. Now that the 'New York on Pause' has been extended at least to May 15, 2020, the schedule of virtual programs has been adjusted as of April 20, 2020, to still provide for the literacy needs of our resident's children, while at the same time not being overly taxing to the Youth Services staff. The updated virtual children's programs are as follows:
 - **Cathy Storytimes** are at 10am Mondays, Wednesdays, and Fridays
 - **Valerie's Chili Chapters** are at 11am Tuesdays, Thursdays, and Saturdays
 - **Wendy's Wonderings** are at 12noon Wednesdays and Fridays
 - **Jill's Storytimes** are at 7pm Tuesdays, Thursdays, and Saturdays
 - **Lego** is at 3pm on Mondays (with a flip-flopping host of either Leila or Lucy)
 - **Minecraft** is at 6pm on Mondays

- **Other Virtual Programs** – Zoom is also being used for interactive programs where patrons register and once registered they are given a meeting ID and password to join the program. The following are three such upcoming programs.
 - **Tween Book Talks with Miss Cathy on April 22 from 1pm-2pm**
Join us to discuss what you are reading and loving right now
 - **Virtual Painting for Adults with 2U Paint Studio!** on April 23 from 7-9pm
 - **Mystery Loves Company** on April 24 at 2pm Discussing a mystery downloaded from the Gutenberg Project

Monthly Statistics:

Statistics for March 2020 are reported in two sections. Comparison of stats will be skewed because the library was closed for part of March 2020. The last set of stats looks at our virtual programming.

March 1 - March 14, 2020
CPL STATISTICS - WHILE LIBRARY BUILDING WAS OPEN TO THE PUBLIC

	March 2020*	March 2019	% of change
Circulation	11,546	19,751	-42%
Library Visits	5,316	12,578	-58%
Reference Questions	828	1,491	-44%
Programs	18	54	-67%
Program Attendance	285	821	-65%
Items Borrowed (holds)	N/A	897	N/A
Items Loaned (holds)	N/A	893	N/A
Overdrive	3,188	2,480	29%
Meeting Room	44	84	-48%
Website Visits	2,191	5,561	-61%
Website Pageviews	4,803	8,714	-45%
	Mar 2019- Apr 2020	Mar 2018- Apr 2019	% of change
Circulation	220,705	237,215	-7%
Library Visits	124,941	134,370	-7%
Reference Questions	16,343	17,124	-5%
Programs	579	583	-1%
Program Attendance	11,379	13,604	-16%
Overdrive	31,325	27,251	15%

March 15 - March 31, 2020
CPL STATISTICS - VIRTUAL PROGRAMS WHILE LIBRARY IS CLOSED

	Views	Facebook Likes
Storytimes with Cathy/Leila and Jill	952	7,792
Family Programs (Wendy's Wonderings, Lego, Minecraft)	44	2,777
Tween/Teen Chili Chapters with Valerie	159	2,050

- **Loan Period Extended** – The Monroe County Library System extended the due date to May 18, 2020 for when material are to be returned to libraries. No overdue fines will accrue while the Library is closed to the public. There are 7,898 items borrowed from CPL. Procedures are being developed to ensure the staff and residents are safe as returned items are processed.

- **Monroe County Library System eCards** – The Library has proactively informed the residents of Chili that they can get by email a MCLS eCard by clicking on the following web address: https://libraryweb.org/using_the_library/e-card-registration. The eCard does not allow patrons to borrow print materials but does allow them to borrow and download materials, and utilize the library system databases.

- **Overdrive eBooks** – When the Library building became closed to the public, the materials budget that was previously spent for print books and materials, has been spent on purchasing OverDrive eBooks.

- **Updated Library Website** - To make it easier for patrons to access the Library's digital materials and virtual programs its website was updated. The Library's website now includes four large clickable buttons:
 - *Click here for eBooks and more!* To access Overdrive's Libby, and Hoopla.
 - *Click here for Virtual programs!*
 - *Click here for Home Learning.* It includes links to resources for homeschooling
 - *Click here for Adult Resources* It includes links to systemwide databases
 The Library even had for fun a virtual Easter egg hunt where Easter eggs were hid throughout the website.

- **National Library Week, April 19 – April 25, 2020** – Patrons have been asked to send a picture of themselves with their library card, with a library book, or with a poster or card that they have created to celebrate National Library Week and the Library will post it on its Facebook and Instagram pages.

- **YSS Conference from May 14-16, 2020 Cancelled** – At its February 2020 meeting the Library Board approved spending up to \$1,000 to send two Youth Services staff to the YSS Conference from May 14-16, 2020. This conference has been cancelled.

- **Hoopla** – To further assist the residents of Chili, the Library now provides the streaming video service Hoopla <https://www.hoopladigital.com/my/hoopla>. Hoopla offers thousands of popular movies, TV shows, music albums, graphic novels, audiobooks, comics, and eBooks. Hoopla titles can be streamed or downloaded to a smartphone, tablet, computer, and select TV digital media players. One has to be a resident of Chili to access the Library's database, and those who use it are limited to a 5 item checkout per month.

- **Staff Logs** – In addition to the ordering digital material and creating virtual program, the staff have been keeping very busy finding doing activities to further develop themselves professionally while at home. Taken from their weekly logs, the following is a summary of these activities. This has been a great opportunity for the staff to pursue their topic of interest through online classes, webinars, and podcasts.

The clerical staff have been:

- Learning how to use Zoom for weekly meetings
- Working on the annual report
- Learning how to download books from Overdrive and Libby to different types of devices
- Becoming very familiar the Library's website and policies.
- Reading articles from professional journals such as American Libraries and Library Journal
- Watching webinars on a variety of topics (Leadership, computer skills, etc.)
- Watching Library staff storytimes, to learn how to do it themselves
- Learning how to access magazines through Overdrive
- Looking at and analyzing websites of libraries in other locales throughout the United States
- Taking virtual tours of worldwide museums, Library of Congress, and zoos
- Accessing MCLS databases including digital images
- Looking at the requirements to access digital books from the NYPL
- Learning Spanish

The Library's Reference have been:

- Planning, executing and uploading to social media a variety of youth programs (storytimes, Lego club, Minecraft, Wendy's Wonderings, Chili Chapters for tweens and teens)
- Pricing the Hoopla database for e-books, magazines and video and music streaming
- Watching webinars and listening to podcasts on a variety of library related topics (leadership, COVID-19, youth services, etc.)
- Marketing the new lineup of virtual programs to the local news outlets
- Putting out the Library's bi-weekly e-Newsletter
- Updating LibCal (the Library's online events calendar) with the new lineup of virtual programs
- Reading professional journals such as American Libraries and Library Journal for articles and book reviews
- Ordering more digital e-books and audio e-books
- Keeping the Friends organization updated
- Providing tech support for other staff having trouble with Zoom, Overdrive, and Libby
- Taking care of Rosie and Chrysanthemum, the Library hamsters
- Keeping the Library's social media outlets and webpage up to date with program offerings and library changes amid this COVID-19 crisis.
- Using the 3-D printer to print masks strap for first responders

MCLS Items:

- **2019-2020 State Aid for Public Library Construction Application Update** – The application from the Chili Public Library for State Aid for Public Library Construction has been forwarded to the State Library and the Dormitory Authority of the State of New York (DASNY). The application currently waits for DASNY to give final approval to the Library's grant request. The State Dorm Authority has requested more details about our new library building. Jeff Baker is working with Christa Construction to supply needed information.

State Items:

- **Statement the New York Library Association** - *The impact of COVID-19 affected the legislature and the annual budget process heavily. The Capitol closed to the public, forcing grassroots and professional advocates alike to work behind their screens instead of "off the floor". The Senate and Assembly forewent the historical introduction of "one-house" proposals. And with a continuing number of positive cases across the state (including several members of the legislature), the houses adopted policies and procedures to allow elected officials to participate in meetings and the voting process from their districts instead of the chamber. Most importantly, the \$6B deficit...has snowballed with expenditures to support the health crisis.*
- *Governor Cuomo proposed \$91.6M Library Aid in this year's Executive Budget, a \$5M cut from last year's enacted budget. With the support of our friends in the Senate and Assembly, who were given the difficult responsibility of determining reductions across the budget, we secured \$2.5M. The FY2020-21 enacted budget for State Library Aid will be \$94.1M.*
- *The Governor proposed a \$20M cut in capital funding – from \$34M back to \$14M. Despite the efforts of thousands of library advocates, the impact of the COVID-19 pandemic made the reinstatement of this program unworkable. As the state regains its fiscal health, our hope is to see this program grow once more.*
- *The Governor, in partnership with the Department of Budget, will review the State's revenue and expenditures throughout the year (three periods). If deemed necessary, the authority has been granted to the Governor to make budget adjustments. Any changes would require notice to the Legislature.*

Meetings:

The Library Director has been having daily zoom meeting with staff Monday - Thursday, and Zoom discussion with Library Directors, Library Trustees, Gates Chili Chamber of Commerce Committee members.

Committees:

- CPL Board Nominating Committee – **Board Action:** The Nominating Committee recommends Sara Landes to fill the remainder of Karen Reifenstein CPL Board term. **The resolution** needs CPL Board approval so it can be sent to the Town Board for the appointment to be made.

Sue Ackerson asked if there were any objection to the approval of the resolution to have Sara Landes fill the remainder of Karen Reifenstein's CPL Board term. **Hearing none**, the action was passed with Unanimous Consent.

Old Business: None

New Business:

- The CPL Board approval is required to submit the CPL annual report to the state. The Board received an email copy of the report prior to the meeting. **Action requested:** Approval of the State Annual Report.

Sue Ackerman asked if there were any objections to the approval of the State Annual Report. **Hearing none** the State Annual Report was approved by Unanimous Consent.

Review of the CPL Budget Spreadsheet and Memorial Fund Spreadsheets: The February spreadsheet needed to be approved since there was not a March CPL Board Meeting. The \$10,500.00 donation from the Friends was the only unusual entry shown in the March spreadsheet.

Approval Items:

- Approval of Library Fund Abstract amount of \$15,247.16.
- Approval of Memorial Fund Expenditures: There were no expenditures.
- Approval of Memorial Fund Donations: There were no donations.
- **Sue Ackerman asked if there were any objections** to the approval of the Library Fund Abstract, Memorial Fund Expenditures or Memorial Fund Donations. **Hearing none** all were approved by Unanimous Consent.

Additional Comments from Audience: None

Hearing no objections, the meeting was adjourned @ 6:50.

Next meeting date/time: May 26, 2020 @6:00pm. Location to be determined.