

Chili Public Library Board of Trustees Meeting
Approved Minutes for February 25, 2020

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: Lori Hahn, Jim Lechner

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. Hearing none, the agenda was approved with Unanimous Consent.

Approval of minutes of January 28, 2020: Sue Ackerman asked if there were any objections to the approval of the minutes. Hearing none, the minutes were approved with Unanimous Consent.

Communications

- Town Liaison: The Town passed a resolution to accept the \$500,000 SAM grant, obtained by Senator Ranzenhofer, to be used for the installation of lighting on the grounds of the new Community Center and the adjoining sports fields. A second resolution was passed to accept the \$500,000 SAM grant, obtained by Assemblyman Bronson, to be used for the creation of a town park on Archer Road, adjacent to the new Community Center. The Community Center project remains on schedule.
- Guests/Public: None Present

Director's Report

- New Library update: The Director is working with Dan Knapp, Town finance director, looking at available options to furnish the new library. Jeff Baker shared a photo from Christa Construction of the new construction made into a jigsaw puzzle. He had it, as well as one made into a children's puzzle, placed within the library for patrons to "Build our New Library" to reflect new construction as the project advances.
- In February 2020, 26 attendees thoughtfully discussed the book [White Fragility](#).
- Jeff Baker discussed the information from the November 2019 MCLS trustee training "Ask a Lawyer" attended by Sue Ackerson and Lori Ahearn. It helped clarify what is expected of the Board.

General Information:

Friends of the CPL Board: The next monthly board meeting is scheduled for Tuesday, March 10 at 6 pm in the Barbara Ireland Room. Sue Ackerman has volunteered to attend. The CPL Friend’s next book sale is Wednesday, March 25st (4pm-8pm Friend’s preview), Thursday, March 26th (12pm-8pm), Friday, March 27th (9am-4pm), Saturday, March 28th (9am-4pm), and Sunday, March 29th (1pm-4pm \$5 bag sale). At their February 2020 meeting, the Friend Board approved co-sponsoring with the Gates Friends Board, the Gates Chili Chamber of Commerce March 17th networking event. At the event David Mammano will review his book “Crash & Learn” Lessons in Business”.

CPL STATISTICS	February 2020	February 2019	% of change
Circulation	18,884	19,444	-3%
Library Visits	10,601	10,354	2%
Reference Questions	1,520	1,424	7%
Programs	48	45	7%
Program Attendance	701	680	3%
Items Borrowed (holds)	1,010	1,084	-7%
Items Loaned (holds)	988	750	32%
Overdrive	2,829	2,536	12%
Meeting Room	80	66	21%
Website Visits	3,328	5,584	-40%
Website Pageviews	4,934	8,716	-43%
	Feb 2019- Jan 2020	Feb 2018- Jan 2019	% of change
Circulation	229,362	238,854	-4%
Library Visits	131,795	136,242	-3%
Reference Questions	16,959	17,356	-2%
Programs	623	591	5%
Program Attendance	12,267	14,378	-15%

Overdrive	30,441	26,286	16%
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The director will send a new copy with the corrected heading dates. There is no explanation for the drop in web views,

- **2020 Census Program** – On Saturday, March 14, 2020 at 2pm the Census Bureau will present the public informational program *2020 Census Benefits Your Community*. This program will discuss the 2020 Census and how a complete and accurate count of the population will benefit our community. An estimated \$675 Billion in federal funds is distributed each year using Census data. These funds support local infrastructure, education, healthcare, economic development and community services. The Census questionnaire is being mailed to households across the country mid-March. April 1st is Census Day. The CPL conference room is reserved for one week for use by census responders along with previously discussed preparations.
- **CPL Staff Training – Conversation on Race** – At the February CPL Staff meeting the Gandhi Institute gave a Conversations on Race workshop. The 120 minute workshop was a well facilitated discussion.

New Items:

- **Approval of Youth Services staff Wendy Scheg and Jill Marshall Attendance at the YSS Conference from May 14-16, 2020:** The director requests the library board approve Youth Services staff Wendy Scheg and Jill Marshall attend the YSS Conference, May 14-16, 2020 in Clayton, NY. YSS is the Youth Services Section of the New York Library Association. The cost is not to exceed \$1,000 to cover registration, mileage, meals and two night's hotel.
Action item: Approve the cost, not to exceed \$1,000 in registration, mileage, meals, and lodging for Youth Services staff Wendy Scheg and Jill Marshall to Attend the YSS Conference from May 14-16, 2020.

Sue Ackerman asked if there were any objections to the approval of the cost as described for Youth Services staff Wendy Scheg and Jill Marshall to attend the YSS Conference from May 14-16, 2020. **Hearing none** the cost to attend the YSS Conference from May 14-16, 2020 was approved by Unanimous Consent.

- **Approval of Town of Chili Amending 2020 Chili Public Library Budget** - The Friends of the Chili Public Library Board at their February 11, 2020 meeting approved a \$10,500 donation to be deposited into the Library Fund. The Director requests the Library Board approve the Town of Chili amending the Library's 2020 Budget, to increase the revenue account L2705.0000.9501 (Gifts & Donations

Friends of the Library) by \$4,000.00 to equal \$10,500.00, and increase the expense account L7410.4089.9780 (Other Operations & Maintenance Juvenile) by \$4,000.00 resulting in the total Programs budget line for juvenile, Teen, and Adult equals \$10,500.

Action Item: Approve the Town of Chili Amending the Library's 2020 Chili Public Library Budget as described.

Sue Ackerman asked if there were any objections to the approval of Town of Chili amending the Library's 2020 Chili Public Library Budget as described. **Hearing none** Town of Chili amending the Library's 2020 Chili Public Library Budget as described was approved by **Unanimous Consent**.

MCLS Items:

- Nothing to report

State Items:

- Nothing to report

Meetings and Workshops and Outreach:

CPL Community Book Discussion – 1/30/20

Assembly member Harry Bronson Meeting – 1/31/20

Gates Chili Chamber of Commerce Board Program Committee Meeting – 2/4/20

Causwave Conference Call – 2/4/20

MCLS Directors Retreat – 2/5/20

Full CPL Staff Meeting (Conversations on Race Workshop) – 2/7/20

Collaboration Meeting with the Recreation Department – 2/10/20

Gates Chili Chamber of Commerce Board Golf Committee Meeting – 2/11/20

Gates Chili Chamber of Commerce Board Meeting – 2/11/20

Friends of the Chili Public Library Board Meeting – 2/11/20

Town of Chili Department Heads Meeting – 2/12/20

Meeting with Vargas Associates Representative – 2/12/20

CPL Foundation Board Meeting – 2/12/20

CPL Staff Retreat Meeting – 2/13/20

Chamber State of the Towns Event – 2/25/20

Committees:

- **Personnel Committee:** The committee, composed of Andrew Lucyszyn, Jeff Stoiber and Sue Ackerman, will be interviewing candidates for the vacant board position. The committee will develop a schedule for an annual review of CPL policies. Note: As a town library, we also abide by town policies such as the "workplace violence and sexual harassment" policy.

Old Business: None

New Business: None

Review of the CPL Budget Spreadsheet and Memorial Fund Spreadsheet: There was nothing unusual in the spreadsheets.

Approval Items:

- Approval of Library Fund Abstract amount of \$24,805.45.
- Approval of Memorial Fund Expenditures. There were no expenditures this month.
- Approval of Memorial Fund Donations amount of \$60.

- 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 @ 7:05 pm

Next meeting date/time: March 24, 2020 @ Chili Public Library Conference Room. 6:00pm.