

**Chili Public Library Board of Trustees Meeting
Approved Minutes for January 23, 2018**

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) Judith Kharbas (Vice-President), Lorraine Ahearn (Secretary), James Lechner (Memorial Fund Treasurer), Andrew Lucyszyn, Karen Reifenstein, Jeffrey Stoiber

Library Director: Jeff Baker

Town Liaison: Mary Sperr

Absent: None

Excused: Jim Lechner

Meeting called to order @ 6:00 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 December 19, 2017: Sue Ackerman asked if there were any objections to the approval of the minutes. Hearing none, the minutes were approved with Unanimous Consent.

Communications

- Guests/Public: None
- Town Liaison/Gates Chili Chamber of Commerce: The Town Board passed a resolution to amend the budget to carry over the unspent portion of the 2017 Ranzenhofer bullet aid to 2018. This appears as an addition of \$4,816.00 in the CPL 2018 budget. At the January GC Chamber of Commerce "NYS Assembly Update" luncheon, Assemblyman Kolb and Assemblyman Bronson said they support additional aid to libraries.
- Friends of Chili Public Library/Foundation Committee Member – Bob Pacer

Director's Report

General Information:

- **Friends of the CPL Board:** The next CPL Friends meeting is Tuesday, February 13, 2018. The CPL Friend's next book sale will be March 21st (4pm-8pm Friend's preview), March 22nd (12pm-8pm), March 23rd (9am-4pm), March 24th (9am-4pm), and March 25th (1pm-4pm bag sale). Bob Pacer reported that the Friends have formed two new 4-person committees; one

group will look into how the Friends raise money and the other will look at how the profile of the Friends can be raised.

- **CPL Statistics**

Month	December 2017	December 2016	% of change
Circulation	16,842	18,147	-7%
Library Visits	9,267	10,931	-15%
Reference Questions	1,098	1,184	-7%
Programs	37	56	-34%
Program Attendance	610	984	-38%
Items Borrowed (holds)	678	836	-19%
Items Loaned (holds)	703	640	10%
Overdrive	1,827	1,537	19%
Meeting Room	57	63	-10%
Website Visits	5,096	5,423	-6%
Website Pageviews	7,456	9,176	-19%
	January 2017 - December 2017	January 2016 - December 2016	% of change
Circulation	244,336	268,618	-9%
Library Visits	145,412	146,523	-1%
Reference Questions	17,026	18,482	-8%
Programs	566	620	-9%
Program Attendance	14,432	14,736	-2%
Overdrive	22,228	19,798	12%

The statistics compare data from 2016 to 2017.

- **Make-a-Story Room Open Hours:** The Make-a-Story Room has new Open Hours. Our afternoon session is held the second and fourth Tuesdays from 2-3pm and our evening session meets the second and fourth Wednesdays from 6-7pm. No registration is required. The Room is filled with STEAM related gadgets and activities. Robots, coding games, 3-D printer, sewing machine and more. The Open Hours have been well received. The participants have been involved in a variety of activities

- **Staff Retreat Agenda:** The March 2nd Staff retreat will be held at Woodside Lodge at Black Creek Park. The CPL Staff Retreat Committee has developed the following agenda for the day.

8:30am-9:00am Registration/Breakfast
 9:00am-10:00am Protecting Your Personal Information by Andrea Colline,
 Outreach Coordinator at Consumer Credit Counseling Services of Rochester
 10:00am-10:15am Break
 10:15am-11:15am Conflict Resolution Workshop/Ron Kirsop, the Assistant
 Director of the Pioneer Library System
 11:15am-12:15pm Storytime Workshop
 12:15pm-1:15pm Lunch
 1:15pm-2:00pm Ted Talks and Trivia
 2:00pm-2:15pm Break
 2:15pm-3:15pm Breakout Game
 3:15pm-3:30pm Evaluations

A full schedule is planned. The Ted Talks will look at efficiency and motivation.

Because of Women Like Her...Winning the Vote in NYS Display: The traveling version of Rochester's community suffrage exhibit, that was on display at the Central Library last year, celebrating 100 years of women's right to vote in New York State, is on exhibit in the library lobby until February 19, 2018. Women's equality issues fit in well with the intent of our Girls Who Code program.

Girls Who Code Program: Currently only 18% of computer science majors are women, down from 37% in 1984, According to www.usnews.com, "The computing industry's rate of U.S. job creation is three times the national average, but if trends continue, the study estimates that women will hold only 20 percent of computing jobs by 2025. We hope to change that number! Girls need a safe, secure, and open space to explore and share their enjoyment, interest, and knowledge of computer science, and we want to be that space. Even at an early age, girls can learn about computer science and, with their older counterparts, they will hopefully learn to work comfortably as a team. To that end the library has created The Girls Who Code program for girls ages 9-13. The girls meet at the library on the 1st and 3rd Wednesday of the month from 6-7pm. Hopefully, by starting to code at a young age, girls that attend the program will learn to be more confident at school and more willing to explore their own interests.

Old Items:

- **Assemblyman Harry Bronson Legislative Visit:** A Monroe County Library System legislative visit with Assemblyman Harry Bronson has been confirmed for February 1, 2018 at 2pm at his District Office. Chili Public Library Board members are

welcome to attend. Please let the Director know if you plan to attend. It is important for us to advocate for our needs. The Board packet included an informational sheet, "NYLA & Library Systems of Monroe County 2018 Budget Priority" with sub sections Equitable Library Funding, Library Construction Aid and Equitable Access for all New Yorkers. Background and talking points are in each section. Jeff Baker briefly highlighted some of the points. The Board packet also included a list of the Monroe County Legislative Representatives to contact with budget concerns.

- **In-House Book Sales for 2017:** The Director will share with the Library Board sales results from the in-house book sale for 2017. The Director shared a graphic of the sales. There have been changes in what we include as part of our sales. The bar graph does not include \$1400.00 we received from the Rundel on-line book sales.
- **New Trustee Orientation:** The Monroe County Library System will be holding a New Trustee Orientation session at the Chili Public Library on March 6, 2018, and at the Irondequoit Public Library on March 20, 2018.
- **2017 Year in Review:** The Director will present a review of the past year's accomplishments with the Library Board. A comprehensive list was shown in a Power Point presentation. We also received an electronic copy of the presentation. The Board unanimously agreed to state for the record our kudos to the Director and the staff on the volume and diversity of projects completed this year.

New Items:

Organizational Chart: The Director will review with the Library Board a proposed revamp of the library's Organizational Chart. Recent retirements have led to some proposed changes in work responsibilities and reporting relationships. To offset the expense of retirement benefits, the recent retirement of a full time Librarian II was replaced with a lower ranked full time Librarian I. The Director would also like to hire a part time Librarian I to replace the full time Principal Library Clerk. With Board agreement the Director will post the job immediately. With the retirements the Library will have a reduction of 39 hours of staff time.

- **Approval of Cathy Kyle Attending the 2018 Public Library Association (PLA) Annual Conference:** The director is requesting the library board approve Youth Services Manager, Cathy Kyle attending this year's PLA Annual Conference in Philadelphia, PA, March 22-24, 2018. The cost is not to exceed \$1,555 to cover registration, mileage, meals and two night's hotel.
Action item: Approve the cost (not to exceed \$1555) in registration, mileage and lodging for Cathy Kyle to attend the 2018 PLA Annual Conference.

Discussion: This will be the first time anyone from CPL will attend a PLA national conference. Some of the sessions Cathy would like to attend focus on community involvement. The Director has not participated in

this national conference and could use it for a professional development opportunity. The motion will be written to include both Cathy and Jeff.

Sue Ackerman asked if anyone objected to approving the cost (not to exceed \$3,110.00) for registration, mileage and lodging for Cathy Kyle and Jeff Baker to attend the 2018 PLA Annual Conference. Hearing no objections, the motion was passed with Unanimous Consent.

Committees: The committee report has been moved in the agenda to take place before the next action approval.

CPL Foundation Committee: The Board was given copies of the Power Point presentations and the notes from our sessions with Causewave as well as our final document. The Committee explained the process they went through to develop the Mission Statement, Vivid Description, Core Values and some preliminary work on who our audience would be. The Board was interested in knowing where other member libraries are in the process of forming a foundation. With the completion of Phase I and Phase II it is the Committee's recommendation that we continue to Phase III with Causewave as we look into creating a CPL Foundation.

- **Approval of RRLC/Causewave Capacity Building Assistance Grant Submittal:**

The Rochester Regional Library Council is offering small grants in the following areas:

- Create or enhance your library's marketing and communications plan;
- Identify your library's brand;
- Develop a strategic fundraising plan;
- Make improvements to patron, donor and community member experiences;
- Develop a board/Friends training or engagement plan; or
- Conduct a "Mystery Shopper" program.

The CPL Foundation Committee has written a grant request to develop a strategic fundraising plan. This grant will help pay for the cost to complete Phase 3 of the Causewave CPL Foundation proposal. Applications are accepted until January 31, 2018. Award notification is made February 28, 2018.

Action item: Approve the CPL Foundation Committee submitting RRLC/Causewave Capacity Building Assistance Grant request in the amount of \$1,250.

Discussion: Phase III would cost around \$3200 without any reductions given to us. The draft of the CPL request for the grant was discussed and emended as needed.

Sue Ackerman called the motion and asked if there were any objections to approving the CPL Foundation Committee submitting RRLC/Causewave Capacity Building Assistance Grant request in the amount of \$1,250. Hearing none, it was approved by Unanimous Consent

MCLS Items:

- **No news to report**

State News

- **No news to report**

Meetings and Workshops and Outreach:

CPL Full Staff meeting – 1/5/18
Gates Chili Chamber of Commerce Golf Tournament Committee meeting - 1/9/18
Gates Chili Chamber of Commerce Board meeting – 1/9/18
CPL Friends meeting – 1/9/18
Gates Chili Chamber of Commerce Awards Committee meeting - 1/10/18
Gates Chili Chamber of Commerce Programs Committee meeting - 1/11/18
RRLC/Causewave Webinar – 1/16/18
MCLS Directors Retreat – 1/18/18

Old Business: None

New Business: None

Review of the CPL Budget Spreadsheet and Memorial Fund Spreadsheet: The Budget spreadsheet covers most of 2017. Fines and Fees are less than projected. The unspent \$4,816 from the Bullet Aid appears on the State Aid line. Salaries are less than budgeted. The materials budget was spent within a \$200.00 margin. A decision has been made to have to one rather than two subscriptions of each of the newspapers. There is nothing unusual on the Memorial Fund spreadsheet.

Approval Items:

- Approval of Library Fund Abstract of \$6,0347.77.
- Approval of Memorial Fund Expenditures of \$586.34.
- Approval of Memorial Fund Donations of \$290.00.
- **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 adjourned @ 7:45

Next meeting date/time: February 27, 2018 @ Chili Public Library Ireland Community Room. 6:00pm.

