

Chili Public Library Board of Trustees Meeting
Approved Minutes for January 28, 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, Karen Reifenstein, Jeffrey Stoiber
Library Director: Jeff Baker
Town Liaison: Mary Sperr

Absent: None

Excused: James Lechner, Lorraine Ahearn

Meeting called to order @ 6:10pm 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: Sue Ackerman asked if there were any objections to the approval of the minutes of December 17, 2019. Hearing none, the minutes were approved with Unanimous Consent.

Communications

- Town Liaison: Town will begin accepting Amex for payments, approved adjusting the 2020 library budget to accept a \$1,400 NYS Early Childhood Public Library Staff Development Program Grant.
- Guests/Public: None Present

Director's Report

- The director has been sending e-mail communications to library patrons on improvements coming in the new library, including collections, new spaces, partnership opportunities and more. Reviewed current state photographs of the construction.
- 1078 volunteer hours were put into the library according to a report from Jennifer Freese.
- The library is making preparations to help patrons to respond to the 2020 Census. A dedicated computer station will be set up for census responses around the initial March 12 response period as well as on April 1, "Census Day" several laptop stations will be set up in the library. Statewide aid was given to libraries to accommodate the extra services, but the final compensation given to individual libraries has not been determined.

General Information:

- **Friends of the CPL Board:** The next monthly board meeting is scheduled for Tuesday, February 11 at 6 pm

| CPL STATISTICS | December 2019 | December 2018 | % of change |
|------------------------|---------------------------|---------------------------|--------------------|
| Circulation | 15,582 | 17,265 | -10% |
| Library Visits | 8,902 | 8,853 | 1% |
| Reference Questions | 1,133 | 1,121 | 1% |
| Programs | 42 | 31 | 35% |
| Program Attendance | 603 | 647 | -7% |
| Items Borrowed (holds) | 637 | 693 | -8% |
| Items Loaned (holds) | 754 | 629 | 20% |
| Overdrive | 2,401 | 2,381 | 1% |
| Meeting Room | 74 | 55 | 35% |
| Website Visits | 5,069 | 4,812 | 5% |
| Website Pageviews | 6,658 | 7,124 | -7% |
| | Jan 2019- Dec 2019 | Jan 2018- Dec 2018 | % of change |
| Circulation | 229,922 | 239,293 | -4% |
| Library Visits | 131,548 | 136,741 | -4% |
| Reference Questions | 16,863 | 17,403 | -3% |
| Programs | 620 | 592 | 5% |
| Program Attendance | 12,246 | 14,702 | -17% |
| Overdrive | 30,148 | 25,858 | 17% |

| YEAR END STATISTICS | Jan 2019- Dec 2019 |
|--|--------------------|
| Total Borrowed From Other Libraries | 10,032 |
| Total Items Loaned To Other Libraries | 10,069 |
| Meeting Room Use | 901 |
| Displays | 111 |
| Website Visits | 71,014 |
| Website Pageviews | 104,458 |
| Adult Programs | 125 |
| Adult Program Attendance | 1,777 |
| Juvenile Programs (including outreach) | 356 |
| Juvenile Attendance (including outreach) | 10,038 |
| YA Programs | 64 |
| YA Program Attendance | 335 |
| CPL on the Go Events | 9 |
| CPL on the Go Attendance | 1,745 |
| Makerspace Walk-in Session | 24 |
| Total Programs | 620 |

- **Collaboration with the Alzheimer’s Association** – The Library is hosting a series of four informative programs presented by the Alzheimer’s Association. Healthy Living for Your Brain and Body on January 22. 10 Warning Signs of Alzheimer’s on February 19, March 18 to be determined, and April 15 to be determined.
- **Collaboration with the Chili Lions Club**– The Library is hosting a series of four informative programs presented by the Chili Lions Club. Sustainable Homes on January 22, Landscape for Biodiversity on February 12, Identifying Plants at 55 MPH on March 11, and Wetlands on April 22.
- **Home Ownership Series** – The Library is hosting a series of four informative programs on home ownership. Guide to Home Buying on January 7, First Home Buying and Renting on February 4, Fixer Uppers and Mortgage Know-How on March 3, and Finance and Home Workshop for 55+ on April 7
- **Macmillan eBooks Boycott Update** - The Library Director will review a detailed analysis of the Macmillan eBook boycott from King County Library System.

- **2020 Census** – The Library Director will review the timeline of the 2020 Census and what the Library is doing in preparation for it.
- **2019-2020 State Aid for Library Construction Update** - MCLS application have been received and are pending review by the DASNY (Dormitory Authority). Once DASNY and the State Library have approved the application, paper work will be processed for the initial aid payment. Last year, this did not happen until August.
- **2019 Year in Review:** The Director will present a review of the past year’s accomplishments to the Library Board.

New Items:

- **Approval Item** - NYS Early Childhood Public Library Staff Development Program Grant - The Monroe County Library System received State funding for family literacy training and materials through the New York State Early Childhood Public Library Staff Development Program Grant. The Monroe Library System has awarded the Chili Public Library \$1,400 of the grant amount they received. The Library Director requests the Library Board approve the Town Board making a resolution to adjust the 2020 approved Library Budget to account for this increase in revenue. The State Aid - Public Library (03.3840.0000.0000) revenue budget line will be increased by \$1,400. The Other Operations & Maintenance Juvenile (03.7410.4089.9780) expenditure budget line will be increased by \$1,400. **Action Requested:** Approve the Town Board making a resolution to adjust the 2020 approved Library Budget to account for the increase in revenue as a result of the NYS Early Childhood Public Library Staff Development Program Grant. [Hearing none, the adjustment was approved with Unanimous Consent.](#)

MCLS Items:

- **MCLS Legislative Visit** – The Library Director will be visiting Assemblymember Harry Bronson’s office on Friday, January 31, 2020 to advocate for State funding of libraries. Library Trustees are welcome to attend.

State Items:

- **Governor Cuomo’s FY2020-2021 Executive Budget proposal** - The following is from the New York Library Association: For the fourth straight year Governor Cuomo has drastically cut funding for our libraries.

- **Library Aid: \$91.6M (\$4M CUT)** The proposed funding is \$4M less than what was in last year's enacted state budget. This proposed CUT fails to acknowledge the crucial role libraries serve in our communities, and the contributions they make to our state's education system. Libraries ARE Education!
- **Library Construction Aid: \$14M (\$20M CUT)** The State Library Construction Aid program was originally cut by \$20M in the FY2019-20 Executive Budget. However, thanks to our champions in the legislature, the Program was restored to \$34M in the final days of the 2019 legislative session. Yet again, Governor Cuomo has proposed cutting the Program's funding. The State Division of Library Development estimates that library renovation and construction needs are \$1.5B statewide. Over 50% of public libraries in NYS are 60+ years old, and an additional 31% are 30+ years old. Investment in the Library Construction Aid program must be increased to address aging infrastructure, energy inefficient buildings and the evolving ways people use libraries. The NYLA Online Advocacy Center (<https://www.nyla.org/contact-your-elected-officials/>) has an online petition that is emailed to the governor and state legislators.
- **Trustee Training Regulations Update** - Previously the State Education Department was determining whether there would be training regulations for library trustees. When Commissioner Elia left, the State Education Department's Acting Commissioner directed there be no new regulations introduced until new leadership is in place. There will however be a question on the 2019 state report on trustee training.

Meetings and Workshops and Outreach:

Full CPL Staff Meeting – 1/3/20

Gates Chili Chamber of Commerce Board Program Committee Meeting – 1/7/20

Directors' Council Meeting – 1/8/20

CPL Foundation Meeting – 1/9/20

Meeting with Lisa Tiffin, Roberts Wesleyan College – 1/13/20

Gates Chili Chamber of Commerce Board Meeting – 1/14/20

CPL Youth Services Staff Retreat – 1/20/20

Gates Chili Chamber of Commerce Golf Tournament Committee Meeting – 1/21/20

Gates Chili Chamber of Commerce Networking Luncheon – 1/21/20

Respectfully submitted, Jeff Baker, Library Director, Chili Public Library

Committees:

- Personnel Committee – Karen Reifenstein announced that she is resigning from the Board. She has accepted a teaching position out of state and will be relocating. The Personnel Committee will begin immediately seeking volunteers for the vacancy through on-site, email and social media advertising.
- The Library Board will be starting the performance evaluation of the library director for 2019 including reviews from the library staff and the board. To be completed by March.
- CPL Foundation has two new board members -- Thomas Bowers, President of Bowers Communications and Lisa Tiffin, Director of Grant Development at Roberts Wesleyan College.

New Business: None

Old Business: None

Review of the CPL Budget Spreadsheet and Memorial Fund Spreadsheet: The library director presented a year-end overview of the 2019 budget. Fine revenues were under budget but interest earnings and fax and copy revenues were up throughout the year. Revenues were up by about \$10,000 over initial projection. Expenses were on target from budget projections due to smaller than expected costs in state retirement benefits and healthcare costs and utilities offset by increases in materials and technology spending. Approximately \$26,529.45 will be allocated to the library surplus fund, pending final reconciliation of expenses.

We are evaluating the ongoing budget impact of the 2021 budget due to the larger space, including higher utility and cleaning costs.

Approval Items:

- Approval of Library Fund Abstract amount of \$9678.50.
- Approval of Memorial Fund Expenditures amount of \$388.00.
- Approval of Memorial Fund Donations amount of \$370.00.

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 was adjourned @ 7:25.

**Next meeting date/time: February 25, 2020 @ Chili Public Library Ireland Community Room.
6:00pm.**