

Chili Public Library Board of Trustees Meeting
Approved Minutes for April 24, 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), 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: Karen Reifenstein (late arrival)

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: 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: At the April 11, 2018, Town Board meeting resolutions were passed to authorize General Obligation Serial Bonds to finance construction of a Community Center Complex and to authorize a special Town of Chili referendum for the approval of a Community Center Complex. The Town of Chili will recognize Judith Kharbas' service to CPL at its May 16, 2018, meeting.
- Guests/Public: None
- Judith Kharbas is relocating and has submitted her resignation as a member of the CPL Board. The Board thanks Judith for her dedication to CPL. Judith has been a Board member since 2005. and served as a representative on the MCLS Board. Judith was a founding member of the Friends of CPL as well as an active participant in CPL Adult Book discussions. The Board wishes Judith and her husband our best in their new home.
- Question for the Director: There is an opioid emergency in Monroe County. The Department of Health has naloxone trainings and it has been suggested by some that Narcan be placed next to the AED. What is CPL's position in this crisis? The Director said there are two ways to respond to this crisis. One is to send staff for training and have Narcan available to administer and the other is to call 911 if a suspected overdose occurs. Under legal advice, Superintendent Dunning has decided the Town of Chili's policy is to call 911 and not the administration of Narcan.

Director's Report:

General Information:

- **Friends of the CPL Board:** The next CPL Friends meeting is Tuesday, May 8, 2018. Jim Lechner has volunteered to attend. Jim has a conflict. Andrew Lucyszyn and Lori Ahearn will attend the meeting.

- **CPL Statistics -**

Month	March 2018	March 2017	% of change
Circulation	20,792	22,406	-7%
Library Visits	13,443	14,067	-4%
Reference Questions	1,630	1,540	6%
Programs	67	71	-6%
Program Attendance	1,368	1,166	17%
Items Borrowed (holds)	823	929	-11%
Items Loaned (holds)	924	766	21%
Overdrive	2,155	1,751	23%
Meeting Room	86	88	-2%
Website Visits	6,618	6,402	3%
Website Pageviews	10,388	11,116	-7%
	April 2017 – March 2018	April 2016 - March 2017	% of change
Circulation	240,881	262,181	-8%
Library Visits	143,309	146,015	-2%
Reference Questions	17,442	17,829	-2%
Programs	568	618	-8%
Program Attendance	15,220	14,455	5%
Overdrive	22,828	20,323	12%

The stats are typical for this time of year.

- **Gates Chili Chamber of Commerce Awards Gala Winner:** Bob Pacer, President of the Chili Public Library Friends Board will be awarded an Outstanding Citizen Award at the 2018 Gates Chili Chamber of Commerce Awards Gala to be held Thursday, May 10, 2018. The board congratulates Bob on receiving this well-deserved award. Bob will be installed in November as NYLA/FLS (New York Library Association/Friends of the Library Section) Vice President-President Elect.
- **2017 Annual Report to the Community** – The Library Director will distribute at the Library Board meeting the 2017 Annual Report to the Community. Discussion: The tri-fold is nicely done and informative. Some tweaking was done per suggestions and typos were corrected. The tri-folds will be a good resource for those attending the public meetings for the proposed Community Center Complex.
- **YSS Conference Narratives** – The Youth Services staff attended the YSS (Youth Services Section) of MYLA Spring Conference in Syracuse on Friday, April 13th. The Director will share their conference reports. The reports informed the Board of the many ideas and knowledge shared at the conference.

New Items:

- **Approval of Purchase of Playaway Launch Pad Pre-Loaded Tablets** – There are new learning tablets produced by Playaway, that have proven to be popularly circulated by those libraries that have them in their collection. These tablets are pre-loaded with content for kids, teens, and adults, designed with a simple, easy-to-use interface, and 100% secure. Launchpad tablets are made to be passed from one set of hands to the next. There is no download time and no need for Wi-Fi. Since this new format would be in addition to the materials that have been budgeted for purchase, the Director requests up to \$4,000 of these learning tablets be purchased using the CPL Memorial Fund. It will be beneficial to have this new format in the library.

Action Requested: Approve the Purchase of Playaway Launch Pad Pre-Loaded Tablets up to \$4,000 from the CPL Memorial Fund

Discussion: The tablets are preloaded with many STEM activities. The Board had questions about security. The Director said the staff would work out the logistics of circulating these items as we do with all collections. Parma and Greece have been successful with the circulation of their tablet collections. Jeff Baker would like to start with 25 tablets. The Board felt they would be a good addition to CPL.

Sue Ackerman asked if there were any objections to the approval of the Purchase of Playaway Launch Pad Pre-Loaded Tablets up to \$4,000 from the CPL Memorial Fund. Hearing none, the purchase was approved with Unanimous Consent.

MCLS Items:

- **Issue Level Holds** - The member library staff have long wanted the ability for patrons to put holds on individual graphic novels or other items published as a series. Recent upgrades to CARL software have made that a simpler process and a team was put together to decide the proper way for staff to enter these items into the catalog to make them holdable. Items currently in the catalog that we wish to change over to the new system will be largely fixed by TLC CARL. There may be 10% of those catalog records that library staff will have to fix manually before we turn on the item level holds. The Director is supportive of this change.

State Items:

- **None to report**

Meetings and Workshops and Outreach:

CPL Staff Meeting – 4/6/18

Gates Chili Chamber of Commerce Board Meeting - 4/10/18

Causewave Community Partners Meeting – 4/10/18

CPL Friends meeting – 4/10/18

Town Department Heads Meeting – 4/11/18

Gates Chili Chamber of Commerce Program Committee Meeting - 4/12/18

CPL Volunteer Luncheon – 4/16/18

Gates Chili Chamber of Commerce Golf Tournament Committee Meeting - 4/17/18

Gates Chili Chamber of Commerce Networking Luncheon - 4/17/18

Committees:

- **CPL Board Nominating Committee:** The search for a new Board member is in progress. There is only one respondent thus far. Andrew Lucyszyn will reach out to individuals that showed an interest but did not apply. Sue Ackerson and Lori Ahearn volunteered to be part of the Nominating Committee.
- **CPL Board Foundation Committee:** Jeff Baker has made inquiries to the Town and to Kaitlin Pellett of Causewave for names of lawyers to act as counsel as we move through the process of forming a foundation. At the May Friends meeting Bob Pacer will discuss the potential of merging the Friends with a foundation to become a new Friends and Foundation of CPL. Foundation Committee members, Andrew Lucyszyn and Lori Ahearn, will attend the meeting.
- **CPL Board Budget Committee:** The 2019 preliminary budget will be completed in June 2018 to be presented to the Town Supervisor in July 2018.

Old Business:

- Library Board President Term Limit: After the completion of two full terms the CPL Board by-laws requires the Board to unanimously re-elect the sitting president for each one-year term thereafter. By unanimous action Sue Ackerman was elected president of the CPL Board.
- Library Board Committees: Jeff Baker gave us a list of the current committees. We replaced vacancies left by Judith Kharbas resignation.

New Business: None

Review of the CPL Budget Spreadsheet and Memorial Fund Spreadsheet: The Overdrive Bill was paid. The checks to CPL On-the-Go were not yet cashed.

Approval Items:

- Approval of Library Fund Abstract amount of \$27,188.35
- Approval of Memorial Fund Expenditures amount of \$665.45.
- Approval of Memorial Fund Donations amount of \$1390.00.
- 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

Sue called for an Executive Session to discuss a personnel matter @ 7:00.

Return to regular session @ 7:15

Hearing no objections, the meeting was adjourned @ 7:15.

Next meeting date/time: May 22, 2018 @ Chili Public Library Ireland Community Room. 6:00pm.

