

Chili Public Library Board of Trustees Meeting
Approved Minutes for October 29, 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), Lorraine Ahearn (Secretary), Vinny Dallo, James Lechner (Memorial Fund Treasurer), Lori Hahn, Sara Landes, Jeffrey Stoiber
Library Director: Jeff Baker
Town Liaison: Mary Sperr

Absent: None
Excused: None

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 September 24, 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:** A resolution was approved to enter into a contract with Labella Associates for engineering and architecture services to convert the current library to Town court space. The Town of Chili held a public hearing on the 2021 Preliminary Budget. on October 28, 2020. Chili Recreation is providing a covid safe Community Trick or Treat. The Recreation Center and Senior Center are sponsoring a "Veterans Day Reverse Parade" on November 11, 2020.
- **Guests/Public:** None Present

Director's Report

General Information:

- **Friends of the CPL Board:** At their Annual meeting Marcia Johnson was elected President/Treasurer, Carol Lavallo, Vice-President, Dawn Cox, Secretary, and Caitlin McGee, Membership Chair. The Friends had a bag sale outside the Library on October 24th. The bag sale was cancelled due to inclement weather.

Statistics:

Month	September 2020	September 2019	% of change
Circulation	14,823	19,038	-22%
Library Visits	4,997	11,268	-56%

Reference Questions	1,286	1,503	-44%
Programs (in-house)	N/A	54	-100%
Program Attendance (in-house)	N/A	892	-100%
Items Borrowed (holds)	815	895	-9%
Items Loaned (holds)	697	868	-20%
Overdrive	3,192	2,459	30%
Hoopla New Patrons (patron registered for the first time)	10	N/A	N/A
Hoopla Unique Patrons (borrowed at least one title)	75	N/A	N/A
Hoopla Circulation	200	N/A	N/A
Meeting Room	N/A	70	-100%
Website Visits	3,124	7,671	-59%
Website Pageviews	4,901	10,069	-51%
	Oct 2019- Sep 2020	Oct 2018- Sep 2019	% of change
Circulation	162,128	234,065	-31%
Library Visits	70,017	131,924	-47%
Reference Questions	11,753	16,741	-30%
Programs	273	600	-55%
Program Attendance	3,866	12,710	-70%
Overdrive	37,699	29,949	26%

Due to the changes caused by the pandemic, the statistics are compared from month to month, not year to year

	Sessions	Views	Facebook Hits	Participants
Storytimes with Cathy/Leila and Jill	9	37	668	53
Family Programs (Lego, Minecraft)	2	N/A	N/A	15
Tween/Teen Chili Chapters with Valerie	5	17	1025	N/A
Adult Programs (Painting night, book discussion)	4	N/A	N/A	60

Date	Total Items for the Day	Total Number of Pickups	Greeters Desk: 10AM-12PM	Greeters Desk: 12PM-2PM	Greeters Desk: 2PM-4PM	Greeters Desk: 4PM-6PM	Total:
Totals for Sept.	109	40	1014	832	571	521	2938

- **Panel Discussion on Dyslexia** – On Monday, October 26 the Chili Public Library hosted a virtual Panel Discussion on Dyslexia. Over 145 participants registered to attend. The program had four experts in the field discuss the signs and symptoms of dyslexia, and what

support is available for those with dyslexia. The program was in partnership with the Monroe County Library System, and eight organizations that work with those with dyslexia. This meets the NYS Standard of Library and Community Collaboration.

Old Items:

- **Updated Safety Plan** – The Library’s Safety Plan has been updated to reflect that limited seating is now available to our patron. There is one chair each for the two small tables and two chairs for a long table. Patrons are asked to wipe their chair and table before and after each use, wear a mask at all times, and limit use of the seating area to 90 minutes. Patrons appreciate this update and comply with the safety guidelines. Pages also clean and disinfect the areas. MCLS Directors met with an assistant to Dr. Mendoza, Commissioner of Monroe County Public Health. He reported there are no specific directives for libraries from the state and reviewed the current safe practices when in public.
- **Branding Plan Update** – The Library Director, Assistant Director, and Youth Services Manager met with Dr. William Todd’s Marketing class via Zoom. The class is still working on a branding plan for the Library which the Library Director will share on what has been developed so far. The class offered ideas for different topics among them a new CPL logo and the use of the CPL mascot.
- **Shelving and Furniture in the New Library** - The Library Director will review with the Library Board progress made on shelving and furniture selection for the new library. Our Board packets contained a timeline for furniture and shelving procurement as well as a schematic of the new library and the proposed placement of the furniture and shelving. Both of the documents were from Vargas Associates. Director Baker walked us through the floor plan. The goal is to have bidding and orders completed 3 months before a mid-February installation to allow time for delivery. The CPL Board will convene for approval of the purchases.

New Items:

- **Approval of LLSA Payments Agreement** - Between the Monroe County Library System and the Chili Public Library.
 - Whereas the System anticipates receiving 2020-21 Local Library Services Aid (LLSA) from the State of New York, the purpose of which is to enhance member libraries ability to provide library services to their local communities, and
 - Whereas the System is required to distribute these funds to System Member libraries based on a per capita formula
 - Whereas. The State, is required by law to distribute funds received within thirty (30) days of the receipt, andTherefore the system shall pay the Library \$6,542. The payment will be based on the funding level established by the New York State Education Department Division of Library Development for the 2020-21 fiscal year.
Action item: Approve the LLSA Payment Agreement as Written.
Discussion: Funding is a 20% decrease from the previous year.

Sue Ackerman asked if there were any objections to the approval of the LLSA Payment Agreement as Written. **Hearing none**, the LLSA Payment Agreement as Written was approved by Unanimous Consent.

- **Approval of \$500 from the Memorial Fund to cover the cost for the 2020 CPL Holiday Party Bags** - The CPL Holiday Party Planning Committee met to discuss how to celebrate the holidays with our volunteers and staff during this time of social distancing. They would like to provide “party bags” for each staff, Library Board, Friends Board, and Foundation Board member. During a week in December everyone will be given the chance to pick up their party bag from the Library. The Director requests \$500 from the Memorial Fund to cover the cost of the party bags to celebrate Library’s staff and volunteers.
Action Item: Approve \$500 from the Memorial Fund to cover the cost for the 2020 holiday party bags.

Sue Ackerman asked if there were any objections to the approval of \$500 from the Memorial Fund to cover the cost for the 2020 holiday party bags. **Hearing none**, \$500 from the Memorial Fund to cover the cost for the 2020 holiday party bags was approved by Unanimous Consent.

MCLS Items:

- No items to report

State Items:

- **The Chili Public Library Has Been Awarded a 2019/2020 Public Library Construction Project Grant.** Lauren Moore, Assistant Commissioner for Libraries and State Librarian, announced that the New York State Library, in partnership with New York’s 23 public library systems, has awarded \$34 million in State Aid for Library Construction funds for 232 projects. The FY 2019/2020 projects are supported by capital funds appropriated in the FY 2019/2020 State Budget. Of those funds the Chili Public Library’s project for a new library has been awarded \$1,051,331. The project description is for new library building construction for slab, foundation, steel framing, acoustical and ceiling work, lighting, HVAC, shelving, and furniture. There is still a documented need of \$1.52 billion over the next five years for public library construction and renovation in New York State. More than half of the over 1,000 public library buildings in New York are now over 60 years old and another 30% are between 30 and 60 years old. The CPL Board recognizes the work done by Director Baker in obtaining this grant. This award is a critical component which allows CPL to purchase needed furniture and shelving and to support the construction of the new library.

Meetings:

- MCLS Directors Weekly Meeting – 9/30/20
- CPL Staff Meeting – 10/2/20
- Vargas Associates Meeting – 10/5/20
- Gates Chili Chamber of Commerce Program Committee – 10/6/20
- MCLS Directors Council Meeting – 10/7/20
- Vargas Associates Meeting – 10/12/20
- Gates Chili Chamber of Commerce Board Meeting – 10/13/20
- Friends of the CPL Meeting – 10/13/20
- Meeting with CPL Trustees Jeff Stoiber and Jim Lechner – 10/16/20
- Vargas Associates Meeting – 10/19/20
- Zoom Meeting with Roberts Wesleyan Marketing Class – 10/19/20
- MCLS Directors Weekly Meeting – 10/21/20
- CPL Foundation Board Meeting – 10/21/20
- Vargas Associates Meeting – 10/26/20
- MCLS Directors Weekly Meeting – 10/28/20

Committees: The CPL Board finalized the members of each committee.

Old Business: None

New Business: None

Other Information

- Jeff Stoiber is appointed as Vice President of the CPL Board of Trustees. He replaces Andrew Lucyszyn.
- MCLS (Monroe County Library System) was selected for an audit by USAC (Universal Services Administrative Company), the administrators for the E-Rate program. The universal service support program, known as the E-rate program, helps schools and libraries obtain affordable broadband. Although no major issues were found, the USAC requested additional CIPA/NCIPA (Neighborhood Children’s Internet Protection Act) training be given and that library members review and likely update their internet safety policies. Since then the member library directors have received the additional training. Member libraries requiring changes must hold a public hearing on the topic, separate from their board meeting; this public hearing can occur directly before or after a regular board meeting. The Chili Public Library will hold its public hearing on the Internet Safety Policy on November 17, 2020 at 6pm in the Town Hall Meeting Room.
- A thank you note from Vangie Morrow was given to CPLBoard members to read. It was much appreciated.

Review of the CPL Budget Spreadsheet and Memorial Fund Spreadsheet: Revenue sources are less than our pre-pandemic budget amounts. This reflects the changes in the economy that have occurred. Part time workers have had hours cut in line with the reduction of hours the library is open. The change in hours of operation has lessens some expense lines. Director Baker is watching the budget carefully and implementing savings where possible, The Memorial Fund received a \$200 gift towards children’s programming from Sharon Leo.

Approval Items:

- Approval of Library Fund Abstract amount of \$16,901.42.
- Approval of Memorial Fund Expenditures: There were no expenditures.
- Approval of Memorial Fund Donations amount of \$200.

- **Sue Ackerman asked if there were any objections** to the approval of the Library Fund Abstract or Memorial Fund Donations. **Hearing none** all were approved by Unanimous Consent.

Additional Comments from Audience: None

Hearing no objections, the meeting was adjourned @ 7:10pm.

Next meeting date/time: November 17, 2020 @ The Chili Town Hall Meeting Room. 6:00pm.

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