

CHILI PUBLIC LIBRARY

BOARD OF TRUSTEES

January 26, 1999

Call to order 7:05 p.m.

PRESENT: Randy Allen, John Collins, Jim Lechner, Megan Neumann, Dottie Pompa, Gary Squires. Visitor: Dorothy Borgus.

ELECTION OF OFFICERS: A motion by John Collins, second by Jim Lechner to keep the slate of officers as Randy Allen, president; John Collins, vice-president; Megan Neumann, secretary; Jim Lechner, treasurer of Gift Fund, carried.

MINUTES of the December 22, 1998 meeting were approved.

ABSTRACT OF BILLS, FINE AND PAYROLL RECORDS: Motion to approve abstract (number unavailable), in the amount of \$19,861.95 by John Collins, second by Gary Squires, carried.

Service Beyond Measure Award: Randy read the letter written on behalf of Jim Lechner's nomination for the Service Beyond Measure award. Jim indicated that he was honored and moved, and thanked us all for attending the ceremony.

COMMUNICATIONS:

A letter was sent to Roxanne Cocuzzi regarding the 175<sup>th</sup> Anniversary quilt indicating that we would most certainly be able to display the quilt in the library multi-purpose room, but that we have no funds to provide a display case. A copy was sent to Bill Kelly, who referred it to Joe Carr, and the matter is now in his hands.

A letter of thanks was sent to Paul Muckstadt for his annual gift of money.

A letter of thanks was sent to Gary and Catherine Squires for their gift of the fireplace, and plants.

A letter of thanks was sent to Alice Miller for the Chili Garden Club for their work decorating the library and arranging floral tributes.

A letter of thanks was sent to Susan Swanton and the Gates Library Staff for their gift of a plant.

A letter of thanks was sent to HealthCare Interiors for their gift of a floral arrangement.

A letter of thanks was sent to Jeff Kernan, of Library Bureau for his gift of a plant.

A letter of thanks was sent to Carleton's Floral & Gifts for their gift of flowers.

A letter of thanks was sent to N.J. Spitz Florist for their gift of flowers and fruit.

A letter of thanks was sent to Rochester Carpenters Local 85 JAC for the puppet theater.

A letter of thanks was sent to Elizabeth and Linda Greenfield for their gift of a poinsettia.

A letter of thanks was sent to Eileen Riedman for her gift of a floral arrangement.

A letter of thanks was sent to George Miller Brick Company for their gift for the fireplace.

A letter of thanks was sent to the Seymour Library Staff for their gift of Tension Tamer Tea.

A letter was received from the NYS Education Department regarding Minimum Standards required of all libraries. We are in compliance with all.

#### DIRECTOR'S REPORT:

The 1998-99 budgets report will be tabled until February because we cannot get an answer from Dianne O'Meara regarding the difference in our figures. Pat's figures don't show us in the red, but Dianne's do. We need those final figures before we can see where we stand.

There will be a staff meeting on January 29. They will show a videotape of the opening ceremonies, and John Collins will speak about the Gordon S. Black survey.

The roof leaks are being looked into. The staff took good care of things during the crisis, getting books off the shelves and plastic put up. It appears that it was just an unusual ice build up, but Bill Kelly is looking for answers from Christa .

The Annual Report is due to the State February 19. Last year it had to be submitted on a disk. We need all our financial figures from Dianne O'Meara before this is prepared, and she had indicated that we probably will not have them by then.

Dottie and Kevin Hill are working on the E-Rate application, for reduced telecommunications rates.

The Library's Year-End report to the supervisor has been turned.

LeeAnn and Richard are doing articles for the next Town Newsletter.

COMMITTEE & OFFICER'S REPORTS AND RECOMMENDATIONS:

Jim and Dottie have come up with a punch list for all items that need to be finished/repared in the new building. They have requested a meeting with Joe Carr and Don Lieber for prioritizing. Dottie indicated that workmen come in and won't deal with the library management, some jobs are started and stopped and not completed. Hopefully there will be more to report next month.

The Friends of the Chili Library Board will be meeting soon. They are hoping to start an adult book discussion group.

John reported on the Gordon Black survey. Overall Chili got good marks; very good service, reference always helpful, good children's and adults programs.

OLD BUSINESS:

A motion to implement the December 1998 version of the Internet Policy by John Collins, second by Megan Neumann, carried.

The Friends have received a grant from Fleet Bank for equipment.

NEW BUSINESS:

A motion by Jim Lechner, second by Rilla Crothers to hold approval of invoices from Monroe County ARC Brooms Plus Cleaning Service until Dottie meets with the supervisor of the group was approved.

The draft of the Multi-purpose Room policy will be revised.

We agreed by consensus to pay ~\$580 to put protective wall covering where the totes go and by the book drop in the back room. This will go under building repairs.

The discussion of costs for reference desk shelving was deferred.

Dottie received a proposal from Nutmeg Communications for a tabletop fax machine for public use. The cost to the public seemed overwhelming, and it was suggested that we use our own fax and charge per page. Dottie will have more information and possibly a fax policy for us next month.

Dottie brought to our attention the need for "walk off" mats for the entrances and around the circulation desk. She received an estimate of \$563 (\$488 materials, \$75 labor) for a roll 3 ft. wide and 60 ft. long to cover the entrance and cut and fit around the desk. However, she can purchase 3 ft. by 10 ft. mats at a cost of \$90 each. It was decided by consensus that this was the better way to go.

A motion by John Collins, second by Jim Lechner to approved the proposed increment increase with additional clerical hours to be filled as soon as possible, effective January 30, 1999, carried.

REPORTS/COMMENTS FROM TOWN BOARD LIAISON:

There were no comments due to Mr. Powers absence.

ADJOURN: A motion by Rilla Crothers, second by Randy Allen, was approved., 10:11 p.m.

NEXT MEETING

**MARCH 2, 1999**

7:00 P.M.

Respectfully submitted,

Megan L. Neumann, secretary

CHILI PUBLIC LIBRARY

BOARD OF TRUSTEES

March 2, 1999

Call to order 7:05 p.m.

PRESENT: Randy Allen, John Collins, Rilla Crothers, Jim Lechner, Megan Neumann, Dottie Pompa, Gary Squires, Liaison Jim Powers. Visitor Jerry Brixner.

MINUTES of the January 26, 1999 meeting were approved with corrections. Rilla Crothers did attend the January meeting.

ABSTRACT OF BILLS, FINE AND PAYROLL RECORDS: Motion to approve the abstract dated March 2, 1999, in the amount of \$11,284.09, by Rilla Crothers, second by John Collins, carried.

COMMUNICATIONS:

A letter was sent to Mrs. Barbara Ireland from Judith Kharbas in recognition of the gift of the foyer bench.

A letter of thanks was sent to Susanne Callan-Harris and David Harris for their gift of the rocking chairs.

A letter was sent to John Radesi from Bill Kelly regarding the roof leaks.

A letter was received from Pat Tindale in response to Dottie's evaluation praising her good job, especially in light of the new building. She also wanted to thank Jim Lechner for all his hard work.

DIRECTOR'S REPORT:

We do not have the complete figures for the 1998 and 1999 budgets yet.

The minutes from the January 29 and February 19 staff meetings are in our packets.

The staff increments went into effect with the last paycheck.

The annual report to the state went out the end of February, even though we are not sure the numbers are completely right.

The E-rate application for telecommunications aid was filed within the deadline. We do not know yet if we will receive any aid—it goes directly to the vendor and we just get a reduced rate.

Dottie will attend the Symposium on Children's Services on March 13.

The NYLA Legislative Day is in Albany on March 23. The staff association covers lodging and van transportation. Please let her know if you'd like to go.

The NYSALB Trustee Institute will be held April 30-May 1. Please let Dottie know if you would like to attend.

The MCLS Board meeting will be at Chili on Monday, April 19 from 7-8:30 p.m. It would be nice if we could attend. We will serve light refreshments (cookies/coffee).

Dottie has found that the 21 PC's that we have are not enough. Kevin has told Dottie that we can get 2 more and come in under the budgeted amount. She will go ahead and put this into motion.

#### COMMITTEE & OFFICER'S REPORTS AND RECOMMENDATIONS:

The punch list is going slow. There is a new contact replacing Don Lieber; Bob Tschiderer. Alex Urda has been notified that the shelving in the workroom is ready to come down. The anchors to the wall are not sufficient. Jim is concerned about liability. He feels there is still a total lack of communication. He will check with Joe Carr to see if he knows when repairs will be done. Randy will contact Bill Kelly about the punch list and our frustrations.

The Friends Council will meet here on March 25<sup>th</sup>. We will receive a grant of \$1000 from Fleet Bank. We can apply for grants once a year; Fleet is hoping for an ongoing relationship. Members of the Friends Board will contact other banks to see if they have grant programs. The Spring program will be held either the last week of April, or 1<sup>st</sup> week of May. It will be a presentation about the four seasons. The Friends newsletter has a target date of April 12. The Millers will chair the Spring Book Sale, which will be held May 13, 14, 15 in the Multi-Purpose room. There will be a committee to sort books before the sale.

There was no Trustee Council report.

OLD BUSINESS:

A motion to approve the revised Multi-purpose Room Use Policy by Randy Allen, second by John Collins, carried

A check has not yet been received from Fleet Bank for the grant we received.

Dottie has meet with Mr. Grove who is the manager of the team from the Monroe County ARC Brooms Plus Cleaning Service. She was very satisfied with the meeting, and they are now doing what she asked.

NEW BUSINESS:

There was no report on the public fax service.

Whereas, certain computer and communication equipment is, in the opinion of the Town's Director of Management Information System, obsolete and of no further use to the Chili Public Library, and Whereas, the Library is best served by disposing of the items for their highest value, in whatever form attainable, Now, therefore, be it resolved, that the Library Board approves the disposition of items listed by the Town's Director of Management Information Systems and hereby directs him to procure the highest reasonable compensation for such items. Motion by Gary Squires, second by Megan Neumann, carried with provision by Jim Lechner to try to see if he can find gentleman who rehabilitates computers for the underprivileged.

As treasurer of the Memorial Fund, Jim Lechner moved that we change the savings account to a checking account for more ready availability of funds. This motion was seconded by Gary Squires, and carried. The president of the Library Board, the Director of the Library and the Treasurer of the Memorial Fund will all be listed on the signature card.

Dottie has received a quote of \$470 from JMV Remodeling to put the same wainscoting along the wall and behind circulation desk as was put in the staff entry way. A motion by Jim Lechner, second by John Collins to take this money from the Memorial Fund and do the work, carried.

REPORTS/COMMENTS FROM TOWN BOARD LIAISON:

Mr. Powers indicated that he will try to get our frustrations heard regarding the punch list and the budget figures.

We entered into Executive Session to discuss director's evaluation, 8:50 p.m.

ADJOURN: A motion by Megan Neumann, second by Rilla Crothers, was approved, 9:12 p.m.

NEXT MEETING

MARCH 30, 1999

7:00 P. M.

Respectfully submitted,

Megan L. Neumann, secretary

CHILI PUBLIC LIBRARY

BOARD OF TRUSTEES

March 30, 1999

Call to order 7:05 p.m.

PRESENT: Randy Allen, John Collins, Rilla Crothers, Jim Lechner, Megan Neumann, Dottie Pompa, Gary Squires. Liaison Jim Powers.

MINUTES of the March 2, 1999 meeting were approved.

ABSTRACT OF BILLS, FINE AND PAYROLL RECORDS: Motion to approve the abstract dated March 30, 1999, in the amount of \$15,067.02, by John Collins, second by Gary Squires, carried.

COMMUNICATIONS:

Randy received a letter complimenting us on the new library, and complaining about the fact that tutoring is not allowed. Randy replied thanking her for her comments and explaining the policy. (Copies attached).

DIRECTOR'S REPORT:

Dottie reported that the E-rate application was filed on 2/3/99, and that the second part is due 4//99. We did not qualify in 1998.

The MCLS Board will hold their meeting here on Monday, April 19 at 7:00 p.m. Dottie received a note of thanks from Dick Panz for offering the space for the meeting, and asked that there be a report from her or from the board.

On 4/26/99 Debbie Amesbury will change from a part-time to full-time employee.

Circulation has gone up. We will have one more computer on the circulation desk, and will be getting new scanners. The people counter has been high (14-17,000). We discussed whether we should have one for the door to the town hall. Dottie will contact the company to see what the cost would be for a second one, or see if we could use the one from the front door for a week-10 days.

The library was closed on March 4, 5, and 6 because of the snow storm. No one could get into the parking lot.

#### COMMITTEE & OFFICER'S REPORTS AND RECOMMENDATIONS:

Dottie and Jim will meet on Friday 4/2 to discuss the progress on the punch list items. Vendors have been working on these and things are progressing better than they were a month ago. The shelving in the work room is now all anchored to the metal studs. Kevin Hill and Alex Urda will change all electrical outlets to the proper receptacles.

Fleet Bank has not yet sent the check for the grant to the Friends. Judith will follow up on this. A proposal has been sent to Charter One Bank. St. Pius X Credit Union donated \$100. Ann Hynes from St. Pius wants to meet with Judith and Dottie to find out their needs. Judith hosted the Monroe County Friends Council here on March 25. The Friends Spring program will feature Mary Beth Wrobel, meteorologist from channel 8, at 7:00 p.m. May 5. The Friends Book Sale will be held May 13 and 14.

There was no Trustee Council meeting to report on.

#### OLD BUSINESS:

Dottie submitted our Multipurpose Room use policy to Rich Stowe, who recommended that we look at the Town Hall's policy. In the mean time we will use the policy that's drafted.

Jim Lechner reported that the Bertha Henderson account has been closed and transferred to CD and money markets. The part in CD was combined with other Gift Fund moneys. A checking account has been opened and a wish list needs to get going, then \$2500 will stay in the checking account and the rest will go into a CD.

#### NEW BUSINESS:

The public fax service is on hold.

We received the first half of the check from the NY State Construction grant.

REPORTS/COMMENTS FROM TOWN BOARD LIAISON:

Mr. Powers indicated that he met with Joe Carr regarding problems with the library building (punch list, gutter, etc.).

ADJOURN: A motion by Rilla Crothers, second by Megan Neumann, was approved, 8:08 p.m.

NEXT MEETING

APRIL 27, 1999

7:00 p.m.

Respectfully submitted,

Megan L. Neumann, secretary

CHILI PUBLIC LIBRARY

BOARD OF TRUSTEES

April 27 1999

Call to order 7:08 p.m.

PRESENT: Randy Allen, John Collins, Dave Harris, Jim Lechner, Megan Neumann, Dottie Pompa, Gary Squires. Liaison Jim Powers.

MINUTES of the March 30, 1999 meeting were approved.

ABSTRACT OF BILLS, FINE AND PAYROLL RECORDS: Motion to approve the abstract dated April 27, 1999, in the amount of \$13,3886.89, by Gary Squires, second by John Collins, carried.

COMMUNICATIONS:

We received a letter from Dick Panz regarding the state budget requesting all board members write to their legislators to increase budget funding for libraries.

We also received a letter from Dick Panz regarding the Regents Commission hearings on service of libraries to communities. Dick will represent county libraries at these hearings. His goal is that the state give 30-50% of local library service funding.

DIRECTOR'S REPORT:

The staff meeting minutes from April 16 are in our packets.

Debbie Amesbury is officially a full-time employee as of April 19. She will be working in the Children's area, and will be helping with the summer reading program. Dottie and Vangie are working on the new position which will be ½ clerical and ½ circulation staff.

Dottie, Randy, Jim and Megan attended the MCLS Board meeting, which was held here on April 19. It was a nice group of people, very complimentary to the new library, and a short meeting.

COMMITTEE & OFFICER'S REPORTS AND RECOMMENDATIONS:

Jim and Dottie gave us an update on the building. They met with Joe Carr and Alex Urda on April 26 regarding the parking lot, delivery area, where the bike racks will go, and additional lighting. There have been many things attended to on the punch list, but there are many more to do. There is a concern about the heating/air-conditioning in the multi-purpose room and the children's area, and regarding security conditions for the multi-purpose room. Jim indicated that we

are not getting definitive answers. It was suggested that we send a letter to Bill Kelly/Joe Carr recommending that we contact Rich Stowe and take over the contract on the building. Jim Powers recommended that we send a request to Joe Carr and ask for a meeting with Sear-Brown, Christa, and representatives of the Library Board. Randy will send a letter to Joe Carr requesting a meeting within 15 days of the letter (5/11-Noon) with the architect and builder to resolve the punch list which is 6 months old, highlighting the major items, and indicating that some jobs have not been done correctly. He will send copies to members of the Town Board, Library Board, and Rich Stowe.

The Friends of the Library Spring Program will be on May 5. The Spring book sale will be May 13-15.

John Collins reported on the April 8 Trustee Council meeting . He indicated that the attendance was very bad, which is mostly what they talked about. The September meeting will be held in Chili.

OLD BUSINESS:

The public fax service issue has been tabled.

NEW BUSINESS:

There was no new business.

REPORTS/COMMENTS FROM TOWN BOARD LIAISON:

Mr. Powers gave his comments during the building update report.

ADJOURN: A motion by Dave Harris, second by Jim Lechner, was approved, 8:12 p.m.

NEXT MEETING

MAY 25, 1999

7:00 A.M.

Respectfully submitted,

Megan L. Neumann, secretary

CHILI PUBLIC LIBRARY

BOARD OF TRUSTEES

May 25 1999

Call to order 7:03 a.m.

PRESENT: Randy Allen, John Collins, Dave Harris, Jim Lechner, Megan Neumann, Dottie Pompa. Liaison Jim Powers. Visitors: Jerry Brixner, Joe Carr.

MINUTES of the April 27, 1999 meeting were approved.

ABSTRACT OF BILLS, FINE AND PAYROLL RECORDS: Motion to approve the abstract dated May 25, 1999, in the amount of \$9631.64, by John Collins, second by Megan Neumann, carried.

(Because Mr. Carr must leave for another meeting, the update on the building listed under Committee & Officer's Reports and Recommendations will be done out of order.)

Joe indicated that he had met with Dottie, Jim and Randy to go over the punch list. He assured us that no contractors other than those for the foundation and steel work had been paid off, and that all others are still at our disposal until their contracts are satisfactorily fulfilled. He indicated that he understood our frustrations about the work that was not done, or was done improperly. He said that there had been some design glitches (in regards to HVAC) and that there have been meetings with consultants for guidance. September is targeted for changes because it needs to be seen whether they need to be altered in regards to air conditioning as well as heating. The meeting room design is not efficient and probably needs another unit. Some of the insulation, etc. (where roof leaked) is deficient, but should be resolved in the next 3-4 weeks. Work is continuing on the punch list. Joe will try to keep us informed and try to get contractors to let us know when they're coming and what they're doing. Joe took exception to something that Dave Harris said and left the meeting. Jim Lechner indicated that there was lots of positive, pro-active information from their meeting with Joe, and that they were assured that items would be done. The punch list is down to 3 pages. Randy indicated that he knew Joe was not happy with the letter Randy wrote, especially that he sent copies to people Joe felt had no involvement, but Randy felt that it did get things moving.

COMMUNICATIONS:

A letter was sent to Joe Carr by Randy requesting a meeting with representatives of Christa Construction, Sear-Brown, Joe, Randy and other members of the Library Board.

A letter was received from Joe Carr regarding the meeting request.

DIRECTOR'S REPORT:

Dottie indicated that the staff is doing a great job with a huge increase in volume. The next staff meeting will be the 1<sup>st</sup> Friday in June (4<sup>th</sup>) at 9:00 a.m. Randy will try to attend.

Dottie has spoken to someone from LaMont Trophies regarding signage and donor plaques. It was suggested that she contact Mark Jaccarino in Brockport to see where they got their signs.

Dottie will get follow up on the steam cleaning of the carpets by Brooms Plus. Even though we had requested that they wait for this cleaning it was done on May 21, and the area in front of the desk does not look done. Alex Urda will also speak with them.

Jeanne Austin put together the Annual Report. Good work Jeanne!!

COMMITTEE & OFFICER'S REPORTS AND RECOMMENDATIONS:

The building update report is at the beginning of these minutes.

The Friends Spring program was very well attended. Mary Beth Wrobel gave a presentation on weather. About 50 people attended. The Friends gave her an honorarium, which she used to give a book on weather to the library. The Spring book sale was very successful (\$1,514.) Dick and Alice Miller were very good chairpeople and were very successful in disposing of whatever books were not sold. Another sale will be held in the Fall.

Leo Carroll from the Building Department will build a frame for the 175<sup>th</sup> Anniversary Quilt, which will hang in our Multi-purpose Room. A motion by Jim Lechner, second by John Collins, to pay for the materials for the frame, not to exceed \$500, from the Library Memorial Fund, carried.

Dottie has another sent of Charter One Bank signature cards, for the Memorial Fund, to be signed. The previous signed cards have been lost by Charter One.

OLD BUSINESS:

After the proposed Fax Policy was amended to indicate patron prepared faxes it was accepted by consensus for a 60 period to begin after the June staff meeting. We will then review it.

NEW BUSINESS:

The discussion on the personnel policy regarding jury duty was tabled to give board members time to read the policy.

The discussion on the Rules of Conduct will be tabled until June

Dottie indicated that to participate in the Resource Sharing Grant program sponsored by MCLS all material the library owns has to be shared with all other county libraries. At this time we do not share new videos. After discussion it was decided that we would share all items, even new videos.

The budget committee preliminary meeting will be held mid to late July.

REPORTS/COMMENTS FROM TOWN BOARD LIAISON: There were no separate comments from Mr. Powers at this time.

Comments from Mr. Brixner: Joe Carr is a well-paid employee of the town and should not have left the meeting. Dave was within his rights to make his comments. Jim Lechner--job well done. He indicated that he was taping the meeting.

ADJOURN: A motion by Dave Harris, second by Randy Allen, was approved, 8:34 a.m.

NEXT MEETING

JUNE 22, 1999

**7:00 A.M.**

Respectfully submitted,

Megan L. Neumann, secretary

CHILI PUBLIC LIBRARY

BOARD OF TRUSTEES

June 22 1999

Call to order 7:03 a.m.

PRESENT: Randy Allen, John Collins, Dave Harris, Jim Lechner, Megan Neumann, Dottie Pompa, Gary Squires.

ABSTRACT OF BILLS, FINE AND PAYROLL RECORDS: Motion to approve the abstract dated June 22, 1999, in the amount of \$5,727.23, by John Collins second by Gary Squires, carried.

COMMUNICATIONS:

A letter was sent to Virginia Illi acknowledging her gift of three Regency titles.

A letter was sent to Sylvia Nemecek acknowledging her gift book about bells.

A letter was sent to Bernice Wilcox acknowledging her gift book about Chili Mills.

A letter was sent to Randy from Jerry Brixner indicating he would be on vacation for our meeting but that Dorothy Borgus would attend regarding comments Bea Wilcox made at the Town Board Meeting about library needs and changes.

DIRECTOR'S REPORT:

Lori Bow has resigned as storytime coordinator after the summer's last PJ Storytime. LeeAnn and Deb Amesbury will take over her responsibilities. We will miss Lori.

Dot has spoken with Mike at LaMont Trophies regarding signage and donor plaques, but has no quote. She will contact other vendors for comparison.

Patricia Piendel of North Chili is working up a proposal for seat covers for the rocking chairs and the window seats and also covering the windows in the children's room. Her husband will give a proposal for repairing the rocking chairs and the window seats. A motion by Jim Lechner, second by Gary Squires, to spend up to \$1500 for these repairs and coverings from the Memorial Fund, carried.

The Gates Library Initiatives is a New York State program of grants for hardware/software/training, etc. based on population. There will be grant writing workshops for these, and two tiers of grant levels, for libraries that qualify. The minutes from the June 4 staff meeting are in our packets.

Dottie indicated that a couple of weeks ago we had a problem with some computer viruses. Kevin Hill and his summer intern were able to catch, fix, and clear the viruses. Kevin will be getting and installing a new protection system for us, as well as working on Y2K compliance.

Dottie spoke about the budget and projections that we are running in the red in personnel and materials. She will put some figures together for Randy so that he can send a letter to Mr. Kelly, and hopefully meet with him (along with Dottie, Jim Powers, Jim Lechner and possibly Steve Hendershott) to discuss the matter.

COMMITTEE & OFFICER'S REPORTS AND RECOMMENDATIONS:

Jim Lechner reported that the punch list is progressing, but slowly. Dottie indicated that Joe Carr will meet with building people today and then can report to her about what is going on.

We are waiting to hear about the progress on the 175<sup>th</sup> Commemorative Quilt.

OLD BUSINESS:

The public fax service seems to be going well.

A motion by Jim Lechner, second by Gary Squires to update the personnel policy as recommended (jury duty), carried.

NEW BUSINESS:

A motion to approve the revised Rules of Conduct, pending review by the Town attorney, by Megan Neumann second by Jim Lechner, carried.

REPORTS/COMMENTS FROM TOWN BOARD LIAISON: There was no report.

ADJOURN: A motion by Dave Harris, second by John Collins, was approved, 8:23 a.m.

NEXT MEETING

JULY 27, 1999

7:00 A. M.

Respectfully submitted,

Megan L. Neumann, secretary

CHILI PUBLIC LIBRARY

BOARD OF TRUSTEES

July 27, 1999

Call to order 7:03 a.m.

PRESENT: Randy Allen, John Collins, Dave Harris, Jim Lechner, Megan Neumann, Dottie Pompa, Gary Squires. Liaison Jim Powers.

MINUTES of the June 22, 1999 meeting were approved with corrections.

ABSTRACT OF BILLS FINE AND PAYROLL RECORDS: Motion to approve the abstract dated July 27, 1999, in the amount of \$17,536.21, by Jim Lechner, second by John Collins, carried.

COMMUNICATIONS:

We received a memo from Supervisor Kelly to hold the line on our budget due to problems with the state budget.

Randy sent a memo to Supervisor Kelly regarding our budget that we had intended on sending before we received his memo.

We received a letter from David Burt of Filtering Facts, a family values organization, requesting records of any kind about patrons accessing pornographic materials through the library. Dottie replied to his request that we have none of these records available.

DIRECTOR'S REPORT:

Dottie wanted to commend the staff of the library for all the hard work they've done and for working together beautifully especially in light of the system being done one entire day. Great job!

Dottie has received a proposal from ASI Sign Systems for labeling the end panels of the stacks, plus brass engraved signs in the amount of \$2,081.00. A motion to spend up to \$2500 from the Memorial Fund for signage by Randy Allen, second by Jim Lechner, carried.

Dottie will meet with Patricia Piendel at 10:00 a.m. today for her proposal and samples for chair and windowseat cushions.

The Summer Programs are booming. The numbers are incredible. We have 643 children registered and more are continuing the program than ever before. All program sign-ups have been very successful.

COMMITTEE & OFFICER'S REPORTS AND RECOMMENDATIONS:

Dottie will check with the staff on the heat/humidity in the multi-purpose room when the room is full. Jim and Dottie will be meeting with Joe Carr next week and will have a better report in August.

Dottie is trying to find new chairpeople for the Friends Book Sale. There will be a program meeting in October.

The frame for the 175<sup>th</sup> commemorative quilt is on hold until the glass can be procured.

OLD BUSINESS:

Dottie would like to add grandparents to the "immediate family" included in the Bereavement Leave of the Personnel Policy.

NEW BUSINESS:

The September Trustee Council meeting will be held here.

REPORTS/COMMENTS FROM TOWN BOARD LIAISON: Mr. Powers had no comments.

ADJOURN: A motion by Gary Squires, second by Dave Harris, was approved, 8:03 a.m.

NEXT MEETING

AUGUST 24, 1999

7:00 A.M.

Respectfully submitted,

Megan L. Neumann secretary

CHILI PUBLIC LIBRARY

BOARD OF TRUSTEES

August 24, 1999

Call to order 7:05 a.m.

PRESENT: Randy Allen, John Collins, Rilla Crothers, Dave Harris, Jim Lechner, Megan Neumann, Dottie Pompa, Gary Squires. Liaison Jim Powers. Visitor Jerry Brixner.

MINUTES of the July 27, 1999 meeting were approved.

ABSTRACT OF BILLS, FINE AND PAYROLL RECORDS: Motion to approve the abstract, dated August 24, 1999, in the amount of \$8,323.12 by John Collins, second by Jim Lechner, carried.

COMMUNICATIONS:

Dottie sent a letter to Keith Schwab of the Chili Fire Department thanking him for the gift of two copies of the book Chili Fire Department Inc. Rescue Squad 1949-1999, a 50 year history of the Chili Fire Department.

Dottie sent a letter to William Goodell thanking him for the gift subscription to Smithsonian magazine.

We received a letter from Bill Kelly asking for our yearly attendance report by the end of September, and our goals for the year 2000 by the end of December.

DIRECTOR'S REPORT:

Forty to fifty people attended a staff picnic honoring Brian Sauers, who is leaving town to attend Alfred University.

The summer program was well received. Dottie sent a letter to the editor praising LeeAnn and her "staff" of volunteers, and the 804 people who signed up for the program reading 215,358 minutes. There were three celebration parties at which 15 volunteers worked, with 268 in attendance.

Libraries got no increase with the state budget. There is no money for electronic services.

The minutes of the August 6 staff meeting are in our packets.

Dick Panz has set up a MCLS Internet Access Committee to look at legislation which would impact libraries. Sue Swanton is the towns' representative on the committee.

A motion by Jim Lechner, second by Gary Squires, asking for final payment of a Library Construction State Aid grant in the amount of \$8500 was approved by the board.

Dottie just received an update of MCLS Policies and Procedures.

Randy will send a letter to areas school districts asking that the library get summer reading lists before they are given to students. Some of the lists this past summer were not great, had books that only Central owns, etc.

A Town newsletter will be sent after Labor Day, and a Friends' newsletter will be out soon.

#### COMMITTEE & OFFICER'S REPORTS AND RECOMMENDATIONS:

A meeting was held with Joe Carr about the building. Many concerns were answered, Joe was very receptive. It was one of the better meetings for information gathering. October 1 is the goal for finishing everything on the punch list. Painting was done behind the desk on Friday. The end panels on the stacks are coming loose. Dottie spoke with the vendor, who referred the problem to the manufacturer. It seems they had a bad batch of glue, and someone from the manufacturer will be here Monday to repair the problem. A new people counter has been ordered and the electrical work for the Town Hall door will be done soon.

The Friends' organization meeting and program will be Wednesday October 6 at 7:00 p.m. The program will be given by a U of R professor who will be speaking about the relationship of King Arthur to life today.

The next Trustee Council meeting will be held here on September 9 at 7:30 p.m.

There was no report on the 175<sup>th</sup> Commemorative quilt, although several ideas about how to hang the quilt were aired.

The budget committee will meet on August 31 at 9:00 a.m. (John, Jim, Dave, Dottie). The preliminary budget is due on September 10.

#### OLD BUSINESS:

The sixty-day fax trial was very successful. We send four to five a week.

NEW BUSINESS:

Six libraries in the county received Resource Sharing Grant Certification from MCLS for 1999. We will receive \$833.33.

REPORTS/COMMENTS FROM TOWN BOARD LIAISON: Mr. Powers indicated that at the houses he has canvassed recently there has been tremendous support and many positive things said about the library and staff.

COMMENTS: Mr. Brixner commented that it would be wise to not set Friends' meetings to conflict with Town Board meetings.

ADJOURN: A motion by Rilla Crothers, second by Dave Harris, was approved, 8:28 a.m.

NEXT MEETING

SEPTEMBER 28, 1999

7:00 A.M.

Respectfully submitted,

Megan L. Neumann, secretary

CHILI PUBLIC LIBRARY

BOARD OF TRUSTEES

September 28, 1999

Call to order 7:03 a.m.

PRESENT: Randy Allen, John Collins, Rilla Crothers, Dave Harris, Jim Lechner, Megan Neumann, Dottie Pompa Gary Squires. Liaison Jim Powers.

Minutes of the August 24, 1999 meeting were approved.

ABSTRACT OF BILLS, FINE AND PAYROLL RECORDS: Motion to approve the abstract, dated September 27, 1999, in the amount of \$14,471.10 by Gary Squires, second by John Collins, carried.

COMMUNICATIONS:

We received the 1998 MCLS Annual Report in our packets.

Vangie received a letter of praise from Dave and Jean Morrow (no relation).

Randy sent a letter to Mary Alice Price, superintendent of Churchville-Chili Schools, about last year's summer reading list, and next year's summer assignments. He received a reply from her indicating that she would pass along his comments to the appropriate people.

The attendance report will be sent to Mr. Kelly today.

Grant Workshops that were to be held in October by the Gates Learning Foundation will now be held in the spring.

DIRECTOR'S REPORT:

LeeAnn Spurling is now working full-time, and Dee Milner has been hired as an adult page to work during the day.

At the staff meeting on September 24 a video on security in libraries was shown. One of the things that came from this was the need for an incident report document. Dottie will work on this.

Registration for fall storytimes (6) is at an all-time high.

#### COMMITTEE & OFFICER'S REPORTS AND RECOMMENDATIONS:

Jim and Dottie met with Joe Carr on September 21. Joe had many positive things to report. Dampers are to be put in to solve the heating/air conditioning problems. All work is to be done by mid-October.

The Friends October 6 program will be feature a speaker from the U of R. It will also be their yearly organizational meeting.

Ten people were here on September 9 for the Trustee Council meeting. The next meeting will be in November in Henrietta, and a workshop is planned for May. Dick Panz asked for suggestions of workshops that the trustees might want (these are presented by MCLS for the trustees). Some suggestions were Internet filtering, fundraising, composition of boards.

The Long Range Planning committee (Rilla, Jim, Jeanne, Dot) is working on 2001-2002. They will meet again on October 13.

#### OLD BUSINESS:

The Library Services Aid and Resource Sharing Grant (normal aid) check for \$9,027.33 check has been received.

We reviewed maintenance contract proposals for the year 2000.

Our circulation numbers are up (we are the only library in the system with higher numbers). We have asked for increased funding, which should be justified by these numbers.

#### NEW BUSINESS:

A proposal for "Direct Access" Plan of Service amendment (draft) will be sent to all boards by Dick Panz for review.

The service contract from Checkpoint Security seems like too much money so we will not purchase it.

The ARC Cleaning contract expires in November. Dottie would prefer not to renew this contract. A motion by Jim Lechner, second by Rilla Crothers that Jim Tindale be the main cleaner (3 hours/4 days a week), with a helper working approximately 2 hours/day, carried.

A motion by Jim Lechner, second by Gary Squires, that our Internet Policy be revised as discussed, carried.

REPORTS/COMMENTS FROM TOWN BOARD LIAISON: Mr. Powers commented that he feels, and has heard from others, that our staff is doing a great job.

ADJOURN: A motion by Dave Harris, second by Megan Neumann, was approved, 8:10 a.m.

NEXT MEETING

OCTOBER 26, 1999

7:00 p.m.

Respectfully submitted,

Megan L. Neumann, secretary

CHILI PUBLIC LIBRARY

BOARD OF TRUSTEES

October 26, 1999

Call to order 7:05 a.m.

PRESENT: John Collins, Rilla Crothers, Dave Harris, Megan Neumann, Dottie Pompa, Gary Squires. Liaison Jim Powers. Visitor Jerry Brixner.

MINUTES of the September 28, 1999 meeting were approved with corrections. Jim Tindale works 3 hours a day/3 days a week.

ABSTRACT OF BILLS, FINE AND PAYROLL RECORDS: Motion to approve the abstract, dated October 22, 1999, in the amount of \$17,327.51, by Rilla Crothers second by Gary Squires, carried.

COMMUNICATIONS:

A thank you letter was sent to Mr. & Mrs. William Wilcox for their gift to the Memorial Fund.

DIRECTOR'S REPORT:

All's well on the personnel front.

The minutes of the October 22 staff meeting are in our packet.

There is a program on Saturday, November 6 on Internet Access Issues for trustees and directors. This topic came out of trustee council recommendations. Dottie will try to go.

We have not been charged for long distance charges on our Frontier telephone bills. We will have to work with the town offices to sort our three numbers out. AT&T will be our long distance carrier.

Dot has gotten copies of incident forms from Rundel and Gates. She will merge the two forms and come up with a simple form for us.

Lee Ann, Richard and Jeanne attended the NYLA Conference October 27-30. They will submit a written report about the conference. Judith Kharbas also attended Friends' meetings at the conference. She is on the board of Empire Friends.

ASI Signage is reworking their quote for permanent rather than changeable signs for the stacks.

COMMITTEE & OFFICER'S REPORTS AND RECOMMENDATIONS:

Joe Carr is following up on loose ends on the building. Someone will be in to look at the water heaters. Next week the entire heating system will be checked. Joe is checking prices from the factory on the cupboard doors.

The Friends of the Chili Public Library have elected new officers: President—Bruce Dunn; Vice President & Membership Chairman—Judith Kharbas; Recording Secretary—Beth Erbelding; Corresponding Secretary—Alex Kelly; Treasurer—Glenda Melville. Our Friends organization has one of the highest memberships in the county.

The Long Range Planning committee's survey is due back on October 26.

OLD BUSINESS:

A motion to approve changes to the Internet Policy by Megan Neumann, second by Rilla Crothers, carried.

Supervisor Kelly has cut our proposed 2000 budget by \$20,000.

We have not yet received prices on the cabinet doors replacement.

Dottie will put in writing that we will not renew our contract with the ARC cleaning service.

NEW BUSINESS:

A letter has been written asking that Jim Lechner be re-appointed to the Board. It will be sent to the Town Board this week.

A motion by John Collins, second by Megan Neumann, to increase the petty cash start up money from \$25.00 to \$40.00, carried.

If anyone has any nominations for the Service Beyond Measure Award for 1999 please contact Dottie.

REPORTS/COMMENTS FROM TOWN BOARD LIAISON: Mr. Powers had no comments.

COMMENTS: Mr. Brixner indicated that he had sent a letter to the editor praising Jim Lechner that was never printed. He indicated that he resented Mr. Collins question about his tape recording of our meetings. Rilla tried to explain to him that because some people sit with their backs to him they are unaware that he is recording the proceedings. Basically he said we should always assume that you are being recorded in a public meeting.

The Board moved into Executive Session at 8:03 a.m. After much discussion it was decided to have a continuance of the Executive Session on November 2, 1999 at 7:30 a.m.

ADJOURN: A motion by Gary Squires, second by Dave Harris, was approved 8:28 a.m.

NEXT MEETING

NOVEMBER 30, 1999

7:00 p.m.

Respectfully submitted,

Megan L. Neumann, secretary

CHILI PUBLIC LIBRARY

BOARD OF TRUSTEES

November 30, 1999

Call to order 7:03 p.m.

PRESENT: John Collins Rilla Crothers, Megan Neumann, Dottie Pompa, Gary Squires. Liaison Jim Powers.

The agenda was amended under Committee & Officer's Reports and New Business.

MINUTES of the October 26, 1999 meeting were approved.

ABSTRACT OF BILLS, FINE AND PAYROLL RECORDS: Motion to approve the abstract, dated November 30, 1999, in the amount of \$7,086.20, by John Collins, second by Rilla Crothers, carried.

COMMUNICATIONS:

We received reports on the Regents Commission on Library Services, which is an overview of what this commission is and what their charter is and how to gain more state support.

DIRECTOR'S REPORT:

Dottie has received only one applicant for the cleaning position. She will rework the job description, and possibly try a temp agency.

The minutes of the November 19 staff meeting are in our packets.

A report from Jeanne on the NYLA meeting is in our packets.

Dottie showed us the incident form that will be put to use in the library.

The second payment from our construction grant has been received (\$8,500). It was sent right to the town's construction fund.

The 175<sup>th</sup> Anniversary quilt has been hung in the multi-purpose room.

COMMITTEE & OFFICER'S REPORTS AND RECOMMENDATIONS:

Jim and Dottie reported that the HVAC system is in the final stages of being rectified and will be done at the end of December 1999. Jim has set the thermostat at 72. The cupboard doors in the conference room and the multi-purpose room have been changed. Randy will request a meeting with Joe Carr

and Bill Kelly regarding the fact that there has been no hot water in the building ever, and other items on the punch list, since 75% of the items have been on the list for one year.

There was no report from the Friends of the Library.

The Long Range Planning committee sent us the staff responses to their survey.

The minutes of the Trustee Council Meeting are in our packet.

OLD BUSINESS:

The contract for cleaning with ARC has been extended through December 15. It can be extended week by week until we have hired an additional cleaner.

The library budget, in the amount of \$606,354 has been approved. Included in the budget is \$1,000 for an audit, which will be done by Mike Boychuck.

NEW BUSINESS:

A motion by Gary Squires, second by Megan Neumann, to approve the MCLS Plan of Service Amendment, passed.

The holidays for the year 2000 will be: January 1, May 29, July 3, July 4, November 22 close at 5:00 p.m., November 23, December 23, December 25, closed Saturdays from June 17 until September 29. (Motion by Megan Neumann second by Rilla Crothers, approved.)

REPORTS/COMMENTS FROM TOWN BOARD LIAISON: There were no comments from Mr. Powers.

The Board moved into Executive Session for the purpose of discussing personnel, 8:14 p.m.

ADJOURN: A motion by Jim Lechner, second by John Collins, was approved 8:14 p.m.

NEXT MEETING

DECEMBER 21, 1999

6:00 p.m.

Respectfully submitted,

Megan L. Neumann, secretary

CHILI PUBLIC LIBRARY

BOARD OF TRUSTEES

December 21, 1999

Call to order 6:10 p.m.

PRESENT: Randy Allen, John Collins, Rilla Crothers, Bernadette Foster, Jim Lechner, Megan Neumann, Dottie Pompa, Gary Squires.

WELCOME to Bernadette Foster!!!

The agenda was amended under Communications.

MINUTES of the November 30, 1999 meeting were approved.

ABSTRACT OF BILLS, FINE AND PAYROLL RECORDS: Motion to approve the abstract, dated December 21 1999, in the amount of \$16,648.04, by John Collins, second by Rilla Crothers, carried. A motion by Jim Lechner, second by John Collins, that any bills received between now and Thursday, December 23, less than \$300, will be paid, carried.

COMMUNICATIONS:

A thank you letter was sent to Mary Kay Panek, president of the Chili Garden Club, for decorating the library for Christmas.

A thank you letter was sent to Beverly Ireland for the watercolor of Black Creek that she donated to the library.

A thank you letter was sent to Ron Easton of Ace Swim and Leisure for the donation of the etched glass fireplace screen.

An invitation to Bill Kelly and Carol O'Connor's retirement party on January 14 is in our packets.

We received a letter from Terry Goodell commending our staff.

Letters were sent to Carla Robbins, Mildred Rivers, and Shelley Carlsons thanking them for their interest in the Director position and informing them that another candidate was chosen.

A letter was received from the MCLS Board president asking us to support the Trustee Council. The next meeting is February 10, 2000, at the Brighton Library.

A letter was received from Bill Kelly asking for our year end report by December 30.

Patrick Barrett from Sear Brown entered the Town Hall/Library project as a contestant in the American Public Works Association. He gave Dottie a copy of the submission.

DIRECTOR'S REPORT:

There was no personnel report.

The minutes of the December 17 staff meeting are in our packets.

The Legislative Postcard Campaign will be February 11-20, 2000.

COMMITTEE & OFFICER'S REPORTS AND RECOMMENDATIONS:

Jim and Dottie reported that the smoke and fire dampeners are OK. The air will be balanced on December 29. The remaining after heating problems are resolved. The book drop has been fixed, and there is a vent fan in the children's bathroom. Gary will contact Steve Hendershott so he can be apprised of the ongoing problems with our punch list.

Dottie reported on and thanked the Friends of the Library for their work on her retirement open house.

OLD BUSINESS:

Dottie put an ad in the classifieds for the cleaning position. There are 5 applicants. Bernadette and Jim Tindale will handle the interview and hiring process. The contract with ARC has been extended to January 15, 2000.

The signage project is in the works.

NEW BUSINESS:

A motion by John Collins, second by Gary Squires, to implement staff increments of between 3-4% increase, in the first full payroll of 2000, carried.

REPORTS/COMMENTS FROM TOWN BOARD LIAISON: Mr. Powers was not present. Randy will have a Lifetime Key plaque made to present to Mr. Powers for all his hard work and dedication on behalf of the library during his time as our liaison.

ADJOURN: A motion by Megan Neumann, second by Jim Lechner, was approved 7:15 p.m.

NEXT MEETING

JANUARY 25, 2000

7:00 p.m.

Respectfully submitted,

Megan L. Neumann, secretary