

CHILI PUBLIC LIBRARY

BOARD OF TRUSTEES

January 25, 2000

Call to order 7:13 p.m.

PRESENT: Randy Allen, John Collins, Rilla Crothers, Bernadette Foster, Jim Lechner, Megan Neumann, Gary Squires. Visitors Jerry & Irene Brixner.

MINUTES of the December 21, 1999 meeting were approved.

ABSTRACT OF BILLS, FINE AND PAYROLL RECORDS: Motion to approve the abstract, dated January 25, 2000, in the amount of \$12, 235.29, by John Collins, second by Jim Lechner, carried.

COMMUNICATIONS:

A letter was received by Bruce Dunn from Mary Eggleston with suggestions for the library. It is in our packets.

A request was received through the Town Clerk's office from CSEA for information about all part-time employees.

A letter was sent to Steve Hendershott requesting encumbering or moving to our reserve fund any remaining balance from our 1999 budget.

DIRECTOR'S REPORT:

Bernadette reported on new services that have been instituted since our last meeting. We have started leasing 50 books a month (best sellers) from Baker and Taylor for our Chili Quick Reads program. This is a program of one-week loans for the most popular books (the ones that always have long hold lists). All the books (owned by us, not leased) are also available for three-week loan. The lease program is a pre-paid program so we are guaranteed of getting the books as soon as possible.

A book discussion group will be starting on March 6th. Adrienne Furness came to the Friends group and Bernadette asking if they would be interested in such a program. Adrienne will be the leader.

Steve Hendershott sent a memo asking all department heads to use the Town stationary. We will continue to use the Library letterhead.

Steve Hendershott also indicated in a memo that the Town Board needs minutes of all committees/boards in a more timely manner, including the Library Board.

However, our minutes are given to the Town Board as soon as they are approved, which is after the next month's meeting.

Jim Lechner and Bernadette gave a building update. Bernadette indicated that Isaac Heating's sub-contractor had been in and taken readings for air balancing. The water from the taps is coming out yellow. This is probably from the water supply, not the pipes, etc. The water should be tested. We agreed that a new punch list will be generated, condensed and consolidated and then sent to Joe Carr, Steve Hendershott and the Board. Jim Lechner said that work will be continuing.

Bernadette told us that nine new racks for paperback books have been ordered, and new floor mats have been ordered. She has spoken to Steve Hendershott who indicated that we may get \$5,000 from Sen. Alessi for security gates at the Town Hall/Library door.

A new maintainer has been hired to help Jim Tindale with cleaning. Bill Morningstar is a retired gentleman who used to work at the Gates Public Library. ARC is no longer working in the library.

Laura Beth Fogarassy has been hired as the new part time desk clerk. She has worked in the library previously as a volunteer.

We are looking for more volunteers. We have had one school counselor come in and ask if he could be a volunteer storyteller.

The times to check the people counter have been changed and increased in order to supplement our statistics.

The librarians will be changing the way standing orders are done in order to be more sure of the money they have available. They will also keep a log of money they have encumbered for books for the same reason.

Video loans will now be one week for videos more than a year old, with no limit as to the number that can be taken at one time.

NEW BUSINESS:

Bernadette would like to add 7 new computers, 5 staff and 2 public sit-down PC's, plus two new printers. Kevin Hill will make recommendations on what we need, and add them to the current lease. A motion by Jim Lechner, second by Gary Squires, to increase the computer contract on an annual basis by \$5091.00 to cover these computers, carried. The funds will be transferred as follows: \$4,671.36 to L074104.03.486 (Rent R&M Office Equipment) \$419.64 to L074104.03.484 (Contracts w/ other Libraries), from L19894.400.200 (Equipment).

Bernadette will convert the money that is allotted to pay substitute librarians to hire a permanent part-time library assistant. It makes more sense to have someone to cover these hours on a permanent basis.

Bernadette had a question about paying professional employees when holidays fall on a Saturday. This discussion was tabled. We also tabled a discussion about increasing the mileage paid employees.

We all agreed that Bernadette is doing a good job with her six-month goals and objectives.

OLD BUSINESS:

Bernadette received information from Diane O'Meara regarding the reserve fund/encumbering funds. This information will be more solidified by our next meeting.

REPORTS/COMMENTS FROM TOWN BOARD LIAISON: Randy reported that Carol O'Connor will be our new liaison. She indicated to him that she had a prior commitment and was sorry she could not be in attendance tonight.

COMMENTS: Mr. Brixner told Bernadette that he was pleased to meet her. He indicated that the Town Board approving our minutes seemed to him a dangerous practice. He also indicated that he feels the things with the building should be corrected as soon as possible. He resents that we ask if he is going to be tape recording our meetings. Randy told him he felt it was just common courtesy. Mrs. Brixner said she thought the meeting was an eye-opener and marvelous.

ADJOURN: A motion by Rilla Crothers, second by Gary Squires, was approved 9:10 p.m.

NEXT MEETING

FEBRUARY 29, 2000

7:00 p.m.

Respectfully submitted,

Megan L. Neumann, secretary

CHILI PUBLIC LIBRARY

BOARD OF TRUSTEES

February 29, 2000

Call to order 7:05 p.m.

PRESENT: Randy Allen, John Collins, Rilla Crothers, Bernadette Foster, Jim Lechner, Megan Neumann, Gary Squires. Liaison Carol O'Connor. Visitor Jerry Brixner.

MINUTES of the January 25, 2000 meeting were approved.

ABSTRACT OF BILLS, FINE AND PAYROLL RECORDS: Motion to approve the abstract, dated February 29, 2000, in the amount of \$17,312.69, by Jim Lechner, second by Rilla Crothers, carried.

COMMUNICATIONS:

A letter was sent to Jerry Yazback acknowledging his check for the Memorial Fund.

A memo was received from Steve Hendershott thanking Bernadette for inviting him to the staff meeting and indicating that he'd like to attend them as often as possible.

DIRECTOR'S REPORT:

Five staff members will attend a program put on by MCLS about how to handle difficult patrons. Debbie Amesbury will attend a graphics program, and Pat Tindale will be attending a class put on by Ziff-Davis.

We do have a new story hour volunteer for evening story hours. He is a counselor at Churchville-Chili schools.

We are waiting for a 2nd quote on signage, since we made some changes in the specifications. A motion by Jim Lechner, second by Megan Neumann, to approve an additional \$1,000 for signage, carried.

Bernadette attended a Town Departments Heads meeting (held once a month) where Steve Hendershott addressed the question of handicapped accessibility. He has applied for a grant to pay for the installation of push plates for the main entry doors. He also has questioned why the electronic keypads for the library are not functional.

Bernadette reported that the Web Page for the library needs some work. It functions now, but there is not much on it. There will be a meeting soon about headings, etc., but they will probably include the Board, the Friends, Childrens, Adult Services, Programming, and Policies.

COMMITTEE & OFFICER'S REPORTS AND RECOMMENDATIONS:

The Friends Book Sale will be held on March 23, 24, 25. We are using storage in the Town Hall (Glenda Melville asked Steve Hendershott if there was any space we could use there).

The Friends have leased an aquarium for the children's room for one year, purchased a digital camera, laminating machine, tape & CD player for the library, and a globe for the children's room.

Jim and Bernadette reported on the Punch list. Right now major items are being concentrated on. Switches will be installed to turn off lights at night. Isaac finished balancing the heat in the Multi-purpose room. The water heaters have been replaced—the water is no longer brown/yellow. The safe has been bolted to the floor. There are handles on the two sets of closet doors. Joe Carr has agreed that the lighting levels in the library are not right. A meeting needs to be scheduled with Steve Hendershott to explain what the levels are now, what it should be, and what the cost should be to change it. Joe said he will get statistics for Bernadette's meeting with the supervisor.

John reported on the Trustee Council that was just held in Brighton. The new library there is very nice. They have 46 computers in one central area, and have a resource/reference in a back room. Hemline has a provisional library charter, and a board. They will start out with 1000-1200 square feet. The attendance at the Council meeting was very small.

Policy Review:

Steve Hendershott has approached Bernadette about the town using the Multi-purpose room for town meetings (Planning Board). The problem with this is that there is no way to secure the library if the meeting goes after 9:00 p.m. Randy will set up a time to meet with Mr. Hendershott to explain the problems and our reasoning. Jim Lechner will go over the locks and doors. The Chili Artist group would like to hang their paintings in the Multi-purpose room. After much discussion, it was decided that Randy will write them a letter declining their gracious offer.

There have been problems with a group of teens causing disruptions while using the computers. Bernadette has instructed the staff to speak to them once, and if they don't comply, to ask them to leave.

There has been a problem with printing charges because patrons do not think what they want printed is being printed, so they hit the print button over and over.

Of course, then they do not want to pay for the several copies they have printed. Kevin Hill will help us install a custom tool bar, but until this is done, the printer will be turned off and the patron will have to ask at the Circulation desk before printing.

Replacement charges for materials should go into the materials budget, not the fines.

The discussion about access to the Internet for minors was tabled.

We will not have a release form for photos that will be printed in the newspaper.

OLD BUSINESS:

Regarding the question of holiday pay, it was decided that 7 holidays will be paid for, regardless of when they fall. At Bernadette's discretion if a holiday is worked she can give time off on another day throughout the year.

A motion by John Collins, second by Jim Lechner, to make it a policy to follow the IRS acceptable allowance for mileage our standard, carried.

The budget committee will begin meeting in May to review staff and benefits.

Circulation statistics have been wrong. Six days were dropped in January. Dick Panz (MCLS) will withhold the monthly maintenance payment to CARL until this is fixed.

Randy wants to make sure that those who have not paid Gary for Dottie's retirement dinner do so.

NEW BUSINESS:

A new service called Books to People will be starting. The Friends will deliver books to shut-ins.

Our CD matures on March 13, 2000. Jim Lechner will handle renewing or changing it.

Bernadette met with Diane O'Meara who has indicated that we have a \$12,235.03 fund balance. We will check this with our records because they show that we do not have a fund balance.

Bernadette has gotten an estimate to put shelving in the multi-purpose storage area of \$750. A motion by Rilla Crothers, second by John Collins, to spend \$750 from the Memorial Fund for this addition, carried. A motion by Megan Neumann, second by Rilla Crothers to spend approximately \$800 on a depression bin for the circulation area from the Memorial Fund, also carried.

Area Girl Scouts would like to put a flower garden outside the Children's Room door. We thought a container garden might be more feasible, but recommended that Bernadette direct them to Joe Carr.

Randy will contact Dave Harris about his Board membership.

REPORTS/COMMENTS FROM TOWN BOARD LIAISON: Carol indicated that she thought this was a very good meeting (although a little long!). She will talk to Diane O'Meara about getting figures from her in a timely manner.

COMMENTS: Mr. Brixner said he thought Carol O'Connor will be a fine addition to our board. He asked that we list member of the board and the librarian on the agenda. He thought we should check with the town engineering firm on our question about our doors.

ADJOURN: A motion by Jim Lechner, second by Gary Squires, was approved, 9:56 p.m.

NEXT MEETING

MARCH 28, 2000

7:00 p.m.

Respectfully submitted,

Megan L. Neumann, secretary

CHILI PUBLIC LIBRARY

BOARD OF TRUSTEES

March 28, 2000

Call to order 7:03 p.m.

PRESENT: John Collins, Rilla Crothers, Bernadette Foster, Jim Lechner, Megan Neumann, Gary Squires. Liaison Carol O'Connor. Visitor Jerry Brixner.

MINUTES of the February 29, 2000 meeting were approved.

ABSTRACT OF BILLS, FINE AND PAYROLL RECORDS: Motion to approve the abstract, dated March 28, 2000, in the amount of \$15,002.96, by Rilla Crothers, second by Gary Squires, carried.

COMMUNICATIONS:

A thank you note was sent to the Friends thanking them for their recent gifts.

A thank you note was sent to Dick and Beverly Irish who donated two gardening books for the library in memory of Beverly Sullivan.

A letter was received from Roberta Guild requesting that the library install Internet filters. Bernadette spoke with her, and will send her a letter indicating that we have a firm intent to protect children from pornography but we have not found any filter that will accomplish that without infringing on others rights.

DIRECTOR'S REPORT:

The personnel discussion will be moved to Executive session.

The Friends' Book Sale made \$2235. Most of the remainders were taken by RPL for their book sale. Cheryl Perna and Jean Oliver did a very nice job.

Bernadette recommends that we change our copier contract from Duplicating Consultants to IKON. We will save \$2000 a year for two copiers. Duplicating Consultants is hard to get in touch with, and she doesn't think we have a signed contract. She will get three quotes before a decision is made.

OLD BUSINESS:

The interior signage has been ordered. It will take 4-6 weeks to come in. The Donor Board will cost just under \$1,000. We will ask the Friends' board if they will pay for it.

The fund balance left over from 1999 is \$12,235.03. We will ask for confirmation about the amount. Once confirmation has been received we will request that the amount be placed in the established Library Reserve fund.

The Memorial Fund account has been moved from Charter One Bank to the Bank of Castile. We will receive one full percentage account higher than we were getting.

O'Connell Electric Co. has come and checked the lighting levels in the stacks. Their recommendation is to remove 35 2 x 4 fixtures, and install 48 2 x 2 fixtures to evenly distribute the light over the stacks at an estimated cost of \$7000. It is possible that we could get this money from Senator Alesi. The information that we have should be forwarded to him through Steve Hendershott. Randy should then set up a meeting with Steve to discuss the situation.

The Library Web page is still a work in progress. Bernadette will keep us updated.

NEW BUSINESS:

There are three positions open on the NYSALB trustee council.

A policy on unattended persons after hours will be tabled until we get information from the sheriff's office about how they suggest handling the situation.

Bernadette would like to close the library on a day we are normally open to hold a Staff Development day. It would involve team building, dealing with change, stress, and other topics. It would be a 9-5 day that is required (not for pages). A motion by Megan Neumann, second by Gary Squires, that the library be closed for a day at Bernadette's discretion for staff development, carried.

We will review the Collection Development Policy for review at the next meeting.

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

COMMENTS from Jerry Brixner: He indicated that he thought it would be helpful to visitors if the trustee names appeared on the agenda. He also wanted to praise all of us for our diligence.

MOVE to Executive Session 8:50.

ADJOURN: A motion by Jim Lechner, second by John Collins, was approved.
9:10 p.m.

NEXT MEETING

APRIL 25, 2000

7:30 p. m.

Respectfully submitted,

Megan L. Neumann, secretary

CHILI PUBLIC LIBRARY

BOARD OF TRUSTEES

April 25, 2000

Call to order 6:59 p.m.

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

AGENDA Amendments were approved.

MINUTES of the March 28, 2000 meeting were approved.

ABSTRACT OF BILLS, FINE AND PAYROLL RECORDS: Motion to approve the abstract, dated April 25, 2000, in the amount of \$9,599.54, by John Collins, second by Gary Squires. Carried.

COMMUNICATIONS:

Bernadette and Randy sent a letter to Roberta Guild in response to her request for Internet filters.

Bernadette wrote a letter to the editor in response to the person who called the Chatter Column about push plates for disabled access to the library.

DIRECTOR'S REPORT:

The Friend's Spring program, a lecture by Curt Smith, had about 35 people attending.

A parent/child Internet program was held. A program for just parents is being considered.

The web page is still in progress. They are trying to work out connecting time-out software with the web page having to use your name and library card number for access.

The aquarium has been installed in the Children's room.

OLD BUSINESS:

The Friends will be paying for the Donor Board.

A motion regarding the fund balance by Jim Lechner, second by Gary Squires, and approved by the board is as follows:

The Board confirms the existence of last year's unexpended balance in the amount of \$12,235.03 and directs the President of the Board of Trustees to write a letter to the Treasurer (Town of Chili Supervisor) directing the Treasurer to place \$12, 235.03 of the library's surplus in the established library reserve.

A motion by Dave Harris, second by John Collins, to approve the Collection Development Policy with changes noted (last sentence of III. A. should read "Money, in any amount and with restraining conditions, may be accepted only after consultation wit and approval of the Library Director.", and last sentence of IV. to go on handout to patrons), carried.

Randy met with Steve Hendershott about lighting, and both came up with some questions about moving lights and stacks instead of removing and putting in new lights. Gary explained that because of the ceiling design moving the existing lights would be prohibitive. We need to look into the cost and space ramifications of moving the stacks to fit the light configuration. Steve was very receptive to our suggestions and problems. There is a possibility of getting money from Sen. Alesi, the capital reserve fund, or next year's budget.

The Auditor's Report has arrived. We will ask him to come to our next meeting to explain his findings, one of which started a discussion about having a cash register for fine money, etc. (Bernadette will look into this). He also indicated that a dollar amount should be added to the donor list that already exists. We will make sure that when these problems are resolved it appears in our minutes.

NEW BUSINESS:

We discussed whether we still needed to meet at 7:00 a.m. in the summer. We decided to keep the meetings at 7:00 p.m. for now, and revisit the time change if necessary.

Dave Harris tendered his resignation. Gary and Rilla will reconvene the nominating committee to fill his position.

REPORTS/COMMENTS FROM TOWN BOARD LIAISON: Carol had no further comments at this time.

COMMENTS from Jerry Brixner: Jerry thanked us for putting the names of the board on the agenda. He also offered his own critique to author Curt Smith (presenter of the Friends' program). His comments and additions will be added to the Minutes book.

MOVE to Executive Session for personnel discussions 9:00 p.m.

ADJOURN: A motion to by Rilla Crothers, second by Megan Neumann, was approved, 9:33 p.m.

NEXT MEETING

MAY 23, 2000

7:30 p.m.

Respectfully submitted,

Megan L. Neumann, secretary

CHILI PUBLIC LIBRARY

BOARD OF TRUSTEES

May 23, 2000

Call to order 7:03 p.m.

PRESENT: Randy Allen, Rilla Crothers, John Collins, Bernadette Foster, Jim Lechner, Megan Neumann. Liaison Carol O'Connor.

MINUTES of the April 25, 2000 meeting were approved, with changes.

ABSTRACT OF BILLS, FINE AND PAYROLL RECORDS: Motion to approve the abstract, dated May 23, 2000, in the amount of \$6,828.84, by John Collins, second by Rilla Crothers, carried.

Mike Boychuck, who audited our 1999 budget, came to speak and answer any questions about the audit. He indicated that we would be well off to have a cash register with a dual tape, and also that we need to have a cash value for non-cash donations. We need to keep careful track of restrictions on monetary gifts. He also indicated that we should keep a separate ledger of non-cash gifts, and give receipts with a description of the item, not dollar amounts. He also spoke with us at great length about our Reserve Fund.

DIRECTOR'S REPORT:

A letter has been sent to each person who donated a specific item that the signage has arrived. The donor board should be in soon.

The Gates-Chili Post has been putting in several items about the library.

The next Town Newsletter should have a lot about the library. Many items have been submitted.

Two pages have resigned, and one new page has been hired. All pages will work about 19-1/2 hours in the summer.

OLD BUSINESS:

A motion by John Collins, second by Jim Lechner, that Bernadette purchase a cash register with a cost of up to \$500, carried.

Rilla and Gary are looking for people to fill the Board vacancy.

Randy will write a letter to Steve Hendershott detailing why moving the lights or moving the stacks is not a feasible plan to solve the lighting problem. We need to add lighting.

NEW BUSINESS:

John reported on the first budget committee meeting. We need to increase the payroll budget because of more hours and rate increases. The next meeting will be in July/August.

MCLS would like to use an electronic Collection Agency for fines/charges over \$50 (would take approximately six months before the agency would be implemented in obtaining collections). The cost would be \$10 per account, and only if the money is collected. We agreed by consensus that Bernadette should vote to go ahead with this.

REPORTS/COMMENTS FROM TOWN BOARD LIAISON: Carol had no comments at this time.

ADJOURN: A motion by Megan Neumann, second by Randy Allen, was approved, 8:58 p.m.

NEXT MEETING

JUNE 20, 2000

7:00 p.m.

Respectfully submitted,

Megan L. Neumann, secretary

CHILI PUBLIC LIBRARY

BOARD OF TRUSTEES

June 20, 2000

Call to order 7:12 p.m.

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

ABSENT: Rilla Crothers (excused); Carol O'Connor (excused)

MINUTES of the May 23, 2000 meeting were approved as amended. (Page 2 under New Business, 2nd sentence should read. "We need to increase the payroll budget because additional hours are needed to run the library now.")

ABSTRACT OF BILLS, FINE AND PAYROLL RECORDS: Motion to approve the abstract, dated June 20, 2000, in the amount of \$9,737.57, by John Collins, second by Megan Neumann, carried.

DIRECTOR'S REPORT:

The donor board has arrived and is installed. It is not what we expected. We have asked Bernadette to contact the Friends Board and not pay the bill or stop payment. A meeting to discuss this board should be set up with the sales rep from the company, Bernadette, Dottie, Jim Lechner, someone from the Friends board, and possibly Randy.

Our part-time cleaner, Bill Morningstar, has resigned.

The library will put out a newsletter, the Chili Express, once a month. It will be placed in books checked out and on the counter for patrons to pick up.

OLD BUSINESS:

The cash register was installed in mid-June. It cost \$125.

We have four candidates for the Board vacancy, but no progress has been made.

The question of the lighting in the library was tabled. Gary will get some more information for us.

Our fund balance of \$12,2335.03 will go into our General Library Account per Randy's letter.

NEW BUSINESS:

Bernadette prefers not to participate in the Resource Sharing grant. We have left it to her discretion as to what is shared with other libraries.

The Gates Foundation grant gives computers to libraries. We are not eligible due to the low level of poverty in our area.

There will be a Budget committee meeting on July 17 at 4:30 p.m.

The Friends will be sponsoring an author visit and offering the author's books for sale.

There will be a revision of the form for the director's review. This is in process.

The Long Range Plan committee should meet to review the plan.

The latest Trustee Council meeting in June was very poorly attended. They discussed the MCLS member library contract, and the cost share, and the revision of the Trustee Handbook.

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

ADJOURN: A motion by Gary Squires, second by Jim Lechner, was approved, 8:55 p.m.

NEXT MEETING

JULY 25, 2000

7:00 p.m.

Respectfully submitted,

Megan L. Neumann, secretary

CHILI PUBLIC LIBRARY

BOARD OF TRUSTEES

July 25, 2000

Call to order 7:00 a.m.

PRESENT: Randy Allen, John Collins, Rilla Crothers, Bernadette Foster, Jim Lechner, Megan Neumann, Gary Squires. Liaison Carol O'Connor. Visitor Judith Kharbas, Friends of the Library.

MINUTES of the June 20, 2000 meeting were approved as amended. (Page 1 under Old Business should read "Our fund balance of \$12,235.03;" and Page 2 under New Business 3rd line, 2nd sentence should read "Due to the low level of poverty in our area, our library is eligible for discounted computers only." The 6th line should read "The Friends may be sponsoring an author visit and offering the author's books for sale.")

ABSTRACT OF BILLS, FINE AND PAYROLL RECORDS: Motion to approve the abstract, dated July 25, 2000, in the amount of \$15,819.55, by John Collins, second by Gary Squires, carried.

DIRECTOR'S REPORT:

Serv Pro did not do a great job when they cleaned the carpet. They will return in two weeks to fix the problems.

OLD BUSINESS:

A meeting was held with ASI regarding the donor board. We expressed our displeasure, and they said they will fix the problems and give us whatever we want. We will get back to them and ask for full size drawings with a sample of the materials to the committee, and the committee will recommend to the Board whether it is acceptable.

John explained to us the costs and increases in the 2001 budget. This is a pivotal year for our budget. The Long Range Plan had a big impact. Randy will talk to Steve Hendershott and ask to sit down with the entire Town Board and Dianne to explain the budget. Sunday hours and cost were also discussed.

The punch list is shrinking, but there hasn't been much movement lately. It was suggested that this be brought up at the budget meeting with the Town Board.

The nominating committee for the board vacancy has not met.

Randy sent a letter to Steve Hendershott about the lighting problem. Gary is still talking to people about this, and will have something to share by the next meeting.

The Director's six month review is due. Randy filled out forms for us to fill out and return.

A motion by Jim Lechner, second by Gary Squires, that we request our fund balance be dealt with as per Randy's letter, carried.

NEW BUSINESS:

The Long Range Plan Committee Report was in our packets. A motion by Jim, second by Rilla, to change the Collection Development policy to read: "The general adult collection reflects the diversity of reading/viewing/listening interests of the community, including popular fiction and general nonfiction and media. Purchases are made in response to popular demand and to provide a balanced, up-to-date collection within budget restraints.", carried.

We have no one to nominate for the Service Beyond Measure Award at this time.

MCLS is hoping to combine the Automation and MCLS contracts, add Internet costs, and add costs for a data base fund, which would increase our cost share in 2002. Bernadette will have an update on this in August.

The libraries throughout Monroe County are trying to standardize fines. After this was agreed to one of the libraries changed their video fines to \$.20 per day. We are not changing our fines to agree with this.

By consensus we will not charge a service charge for bad checks.

REPORTS/COMMENTS FROM TOWN BOARD LIAISON: Carol has indicated she'll be asking for a few comments from the Town Board regarding some of our questions.

Comments from visitors: Judith reminded us that the Friends group will be celebrating their 5th anniversary in October.

ADJOURN: A motion by Rilla Crothers, second by Megan Neumann, was approved, 8:39 a.m.

NEXT MEETING

AUGUST 29, 2000

7:00 A.M.

Respectfully submitted,

Megan L. Neumann, secretary

CHILI PUBLIC LIBRARY

BOARD OF TRUSTEES

August 29, 2000

Call to order 7:03 a.m.

PRESENT: Randy Allen, John Collins, Rilla Crothers, Bernadette Foster, Jim Lechner, Megan Neumann, Gary Squires. Liaison Carol O'Connor.

MINUTES of the July 25, 2000 meeting were approved.

ABSTRACT OF BILLS, FINE AND PAYROLL RECORDS: Motion to approve the abstract, dated August 29, 2000, in the amount of \$8,287.78, by John Collins, second by Gary Squires, carried.

DIRECTOR'S REPORT:

The driveway and parking lot have been repaved. Bernadette will ask Joe Carr if the crosswalk for the library can be striped like it is for the Town Hall. Bernadette is starting the evaluation process with the staff, focusing on the positive. The staff has been discussing the low salaries that are paid here.

OLD BUSINESS:

The committee met with ASI regarding the new design for the Donor Board. They showed us samples and a full size drawing. ASI will make the new design at no cost to us. A motion by Jim Lechner, second by Megan Neumann, to approve the new design of the Donor Board and tell ASI to proceed, carried. The new board will take 4-5 weeks to complete.

Randy has asked for a meeting with the Town Board regarding our budget and their request that we cut the amount. The Board wanted us to wait to see if Bernadette and Dianne could work out the problems/details, but it doesn't look as if this is going to happen. They have met, and Dianne feels we should cut our increases in personnel and automation. She sent a memo to Bernadette outlining her observations, which will be replied to. Jim said that he thinks we need to sit down with at least the supervisor to explain our needs and our budget. We are doing good things, and we need budget support to continue those. Randy will call today to try to set up a meeting with the Board in the next couple of weeks. Bernadette worked with Kevin and changed the cost of the technology request.

The nominating committee is working on the board vacancy, will contact people, and have more information for us next meeting.

We have three quotes for re-doing the lighting in the library. Randy will send a letter to Steve Hendershott with the quotes and request that the work be done as soon as possible.

Randy has not yet received any information on the fund balance.

NEW BUSINESS:

The discussion of tutors was tabled until the next meeting.

The discussion of the security incident was moved to Executive Session.

By consensus we approved an update to the multi-purpose room policy to indicate that the room can only be reserved three months in advance.

We tabled a vote until September on 3% salary adjustments.

We moved into Executive Session at 8:20, and adjourned from there at 8:45.

REPORT/COMMENTS FROM TOWN BOARD LIAISON: There were no comments at this time.

ADJOURN: A motion by Rilla Crothers, second by Jim Lechner, was approved, 8:47 a.m.

NEXT MEETING

SEPTEMBER 26, 2000

7:00 P.M.

Respectfully submitted,

Megan L. Neumann, secretary

CHILI PUBLIC LIBRARY

BOARD OF TRUSTEES

September 26, 2000

Call to order 7:07 p.m.

PRESENT: John Collins, Rilla Crothers, Bernadette Foster, Jim Lechner, Megan Neumann.

ABSENT: Randy Allen, Gary Squires, Liaison Carol O'Connor.

MINUTES of the August 29, 2000 meeting were approved.

ABSTRACT OF BILLS, FINE, AND PAYROLL RECORDS: Motion to approve the abstract, dated September 26, 2000, in the amount of \$4,861.64, by John Collins, second by Megan Neumann, carried.

DIRECTOR'S REPORT:

We are going to wait on the new circulation system implementation because it has problems with holds and fines. The time-out software we are looking at has major problems, so we are waiting to implement that as well. Bernadette took care of the Board attendance report for the Town Board.

OLD BUSINESS:

Steve Hendershott will get back to us regarding our 2000 budget request and meeting.

The committee working on the Board vacancy had no report.

The 1999 Fund Balance of \$12, 235 has been transferred to our account.

We will get concrete quotes on our lighting issue and probably use the money from the fund balance to pay for the re-fit.

A motion by Jim Lechner, second by Rilla Crothers, to move into Executive Session to discuss the 2000 Personnel proposal, carried, 8:10 p.m. Adjourned from Executive Session 8:20 p.m.

NEW BUSINESS:

If a patron has forgotten their library card, and they have alternative identification, they will still be allowed to check out books.

We went over Bernadette's Goals and Objectives for 2001.

We discussed tutors briefly, but decided to hold further discussion until all Board members could participate.

ADJOURN: A motion by Rilla Crothers, second by Jim Lechner, was approved, 8:33 p.m.

NEXT MEETING

OCTOBER 31, 2000

7:00 P.M.

Respectfully submitted,

Megan L. Neumann, secretary

CHILI PUBLIC LIBRARY

BOARD OF TRUSTEES

October 31, 2000

Call to order 7:04 p.m.

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

ABSENT: Gary Squires, Liaison Carol O'Connor.

MINUTES of the September 26, 2000 meeting were approved with amendments.

ABSTRACT OF BILLS, FINE, AND PAYROLL RECORDS: Motion to approve the abstract, dated October 31, 2000, in the amount of \$24,543.27, by John Collins, second by Rilla Crothers, carried.

DIRECTOR'S REPORT:

Bernadette indicated that the fine money from July on is low, and she projects we will not meet our \$28,000 income level. John said he didn't think it was that low.

The Chili Lions Club is going to donate a gently used wheelchair to the library for a 6-month trial period.

Staff day was very good. Bernadette thinks it is something they should have again.

OLD BUSINESS:

Gary and Rilla and Bernadette met with Glenda Melville, and recommend her for the board vacancy. A motion by Rilla Crothers, second by Jim Lechner, to appoint Glenda to Dave Harris remaining term of office, effective immediately, carried.

A motion by John Collins, second by Jim Lechner, to use the unexpended balance from last year to cover the lighting project, carried. We all feel that Gary should contact the contractors and handle this project. Randy will get in touch with him to proceed with the project, including the work in the children's room.

The MCLS Board will be voting on using Unique Management on a 3 month trial basis to see how collections work using them.

A motion by Jim Lechner, second by Megan Neumann, to revise the Code of Conduct to include the statement No Tutoring in the Library, carried. The issue of tutoring will be investigated with the staff to come up with a hand out for tutors.

The Town Board has determined that we should get a 6% increase in our budget, which amounts to \$38,000. This amount will not enable us to increase services at all. Randy will go to the budget hearing on November 1 and try to present our position asking for a larger increase.

We will spend almost our entire 2000 budget by the end of the year.

NEW BUSINESS:

The Time Out software is working well now in the libraries that have it, and Bernadette would like to install it on our computer. We agreed by consensus.

The Regents Proposal for libraries will be presented at the next Trustee Council meeting.

Duplicating Consultants have not billed us for 14 months. A letter will be sent to them asking for them to either send a bill or we'll consider the matter closed.

In discussing compensatory time it was agreed that it will be given, when appropriate, in equal amounts for hours physically worked.

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

ADJOURN: A motion by Megan Neumann, second by Rilla Crothers, was approved, 9:28 p.m.

NEXT MEETING

NOVEMBER 27, 2000

7:00 P. M.

Respectfully submitted,

Megan L. Neumann, secretary

CHILI PUBLIC LIBRARY

BOARD OF TRUSTEES

November 28, 2000

Call to order 7:03 p.m.

PRESENT: Randy Allen, John Collins, Rilla Crothers, Bernadette Foster, Jim Lechner, Glenda Melville, Megan Neumann, Gary Squires. Liaison Carol O'Connor.

ABSENT: None absent.

Welcome to our new Board member, Glenda Melville.

MINUTES of the October 31, 2000 meeting were approved.

ABSTRACT OF BILLS, FINE, AND PAYROLL RECORDS: Motion to approve the abstract, dated November 28, 2000, in the amount of \$22,695.00, by Gary Squires, second by Megan Neumann, carried.

DIRECTOR'S REPORT:

Circulation statistics are up 10% this October from last October.

We received our final bill from Duplicating Consultants of \$2300. Our account is now closed.

The MCLS Board approved a three-month trial with Unique Management Materials Retrieval over the wishes of the Brockport and Irondequoit Library Boards.

OLD BUSINESS:

Our medical insurance for 2000 is \$10,000 over the estimate we were originally given, and our retirement payment is \$4,000 over the estimate. Bernadette believes she has this covered. It will, however, make the 2001 budget a little tighter. But, Bernadette is pre-paying as much as she can out of the 2000 budget in order to alleviate the crunch for next year. She has also been canceling orders and not buying things this year in order to not go over the budget. The board told her to spend the money she has, even if she has to

encumber this year's funds for bills that won't come until 2001. If it is ordered this year and encumbered, it will not come out of the 2001 budget. We were given a 7-1/2% increase in the 2000 budget for 2001, which amounts to approximately \$46,000. Jim Lechner suggested that we query the supervisor on a quarterly basis about looking for more money for the library, since he indicated that he would continue to do so.

A motion by Megan Neumann, second by Rilla Crothers, to accept the handout to tutors prepared by the staff, carried. We asked Bernadette to let Steve Hendershott know about this policy and the handout.

The new Donor Board was installed on November 27 by ASI. The Board's reaction was Wow! We will advise the Friends' Board to submit payment.

A motion by Gary Squires, second by John Collins, to hire Reynolds Electrical Contractors, Inc. to fix the lighting in the library proper and the Children's Room, at a cost of \$12,782, carried. It should take about a week for this work to be done once started.

The time-out software will be installed by LAS on December 6. A patron may use the computers one time a day for 1-1/2 hours. Bernadette will put information about this in the paper.

NEW BUSINESS:

Joe Carr says we do not have to pay for service contracts for HVAC, but we can negotiate our own contracts for carpet cleaning, lights, and window cleaning.

REPORT/COMMENTS FROM TOWN BOARD LIAISON: Carol will be setting up a meeting for Randy, Steve Hendershott, John, and her.

ADJOURN: A motion by Jim Lechner, second by Glenda Melville, was approved 9:02 p.m.

NEXT MEETING

DECEMBER 19, 2000

7:00 P. M.

Respectfully submitted,

Megan L. Neumann, secretary

CHILI PUBLIC LIBRARY

BOARD OF TRUSTEES

December 19, 2000

Call to order 7:07 p.m.

PRESENT: Randy Allen, John Collins, Rilla Crothers, Bernadette Foster, Jim Lechner, Glenda Melville, Megan Neumann, Gary Squires. Liaison Carol O'Connor.

ABSENT: None absent.

MINUTES of the November 28, 2000 meeting were approved.

ABSTRACT OF BILLS, FINE, AND PAYROLL RECORDS: Motion to approve the abstract, dated December 19, 2000, in the amount of \$31,435.92, by John Collins, second by Gary Squires, carried.

DIRECTOR'S REPORT:

Circulation of materials during November 2000 was 21,359. This reflects an increase of 10.4% over 1999. The door count was also up 10.7%.

The Children's Room will be staffed evenings from 5:00-9:00, and all day Saturday after the first of the year. A new library clerk will be working two nights a week and Saturday afternoons.

A box of books was sent to RTS for their Books on Buses program.

The implementation of time out software will be delayed until the beginning of January in order to alert patrons to this change.

The Chili Garden Club did an outstanding job again this year decorating the library.

The staff holiday party was very well attended.

OLD BUSINESS:

Our 2001 budget has been increased from \$606,000 to \$652,000. Medical benefits have increased 20%. We have had to cut ~\$13,000 in programs and materials.

Monies from the 2000 budget have been encumbered. A list of remaining encumbrances and any balance expected has to be submitted to Dianne O'Meara by the end of the year.

A resolution to repair the lights in the library at a cost of \$12,782.00, bid submitted by Reynolds Electrical Contractors, using money from the reserve, subject to permissive referendum, was made by Jim Lechner, second by Gary Squires.

Randy, John and Carol will be meeting with Steve Hendershott.

NEW BUSINESS:

The holidays for 2001 will be: January 1, 2001, May 28, 2001, July 4, 2001, September 3, 2001, November 22, 2001, December 24, 2001, and December 25, 2001. The library will also be closed October 8, 2001 for a staff workshop, will close November 21 at 5:00 p.m., and will be closed December 22, 2001. Our last open summer Saturday will be June 16, and the first open fall Saturday will be September 8. A motion to approve these dates by Jim Lechner, second by Megan Neumann, carried.

The oath of office was administered to Glenda, who will sign it tomorrow so Vangie can notarize.

Discussion and decision on a volunteer for the MCLS Trustee Council is tabled until January.

Discussion and decision on the security system code box is tabled until January.

Move to Executive Session to discuss salary increases at 8:51 p.m. Adjourn from Executive Session 9:03 p.m.

REPORT/COMMENTS FROM TOWN BOARD LIAISON: Carol had no comments at this time.

ADJOURN:

A motion by Glenda Melville, second by Rilla Crothers, was approved 9:17 p.m.

NEXT MEETING

JANUARY 23, 2001

7:00 P. M.

Respectfully submitted,

Megan L. Neumann, secretary