

CHILI PUBLIC LIBRARY

BOARD OF TRUSTEES

January 23, 2001

Call to order 7:05 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.

The agenda was amended by consensus.

ELECTION OF OFFICERS: A motion by Jim Lechner, second by John Collins to retain the slate of Randy Allen, president; John Collins, vice president; Megan Neumann, secretary; Jim Lechner, treasurer, was approved.

MINUTES of the December 19, 2000 meeting were approved.

ABSTRACT OF BILLS, FINE, AND PAYROLL RECORDS: Motion to approve the abstract, dated January 23, 2001, in the amount of \$10,512.46, by John Collins, second by Rilla Crothers, carried.

DIRECTOR'S REPORT:

A new part-time maintainer, Will Smith, starts in February.

The Friends will be sponsoring Wellness Programs and Season Programs in the coming year. They also have given \$1,000 for a children's program showcasing Caldecott award winning illustrators.

OLD BUSINESS:

Reynolds Electrical Contractors have completed the lighting work. A great job was done. We will send a note to the owner about the quality of the worker. Bernadette thinks that there are still a couple of areas in the Children's Room that additional lighting work needs to be done. Gary will check it out and if he thinks the price is reasonable we'll go ahead with the work.

There is a problem in the 2000 budget with Bernadette's salary. She was paid \$2,834 less than she should have been. A motion by Jim Lechner, second by Megan Neumann to straighten out this issue, carried.

Bernadette will apply for a State construction grant to cover the cost of the lighting.

Bernadette passed around a schedule of future staff meetings so that we can all sign up to attend at least one.

The security system question is still under review (still on the punch list).

Randy and John spoke about the meeting with Steve Hendershott. Randy voiced concerns about Dianne's lack of willingness to cooperate. Steve indicated that we have to do our part to get along. Steve wants to meet with us/Randy 3-4 times during the year. He would like us to send him a copy of our budget. He wants our finances closely monitored, and if something unexpected happens to go to him. He thinks that any unexpended balance we have should go to a contingency fund. He thinks we should have better communications. The meeting was overall positive.

NEW BUSINESS:

A motion by Jim Lechner, second by Gary Squires, to try to sell used furniture (shelving, tables, desks) at the Friends' Book Sale, carried.

Bernadette would like to add two new titles to our personnel: Desk Aides (progression from Page—high school students who would be trained to work at the desk with other staff), and Principal Library Clerk (Senior Library Clerk can advance to this title with college education—would have more responsibilities and more pay). A motion to add these titles by Megan Neumann, second by Gary Squires, carried.

We discussed a Scholarship fund in honor of Matthew Fogarassy. The consensus was that we would like to have a memorial in honor of Matthew for the library through contributions from the Board and the remainder from the interest portion of the Memorial Fund.

A motion by Gary Squires, second by Glenda Melville, to make our video policy incorporate a one week loan for videos with a limit of four videos only, carried.

REPORTS/COMMENTS FROM TOWN BOARD LIAISON: Carol indicated that she thought it would be a good idea for the library to have a float in the Chil-E Fest Parade on July 21.

Move to Executive Session to discuss Director's Evaluation at 9:00 p.m. Adjourn from Executive Session 9:18 p.m.

ADJOURN:

A motion by John Collins, second by Glenda Melville, was approved 9:19 p.m.

NEXT MEETING

FEBRUARY 23, 2001

7:00 P.M.

Respectfully submitted,

Megan L. Neumann, secretary

**Friends of the Chili Public Library
Board Meeting Minutes
February 13, 2001
5:00 PM**

Present:

Bruce Dunn, President
Judith Kharbas, Vice Pres. & Membership Chair
Alex Kelly, Treasurer
Mary Myers, Corresponding Secretary
Adrienne Furness, Recording Secretary
Jeanne Austin, Librarian, Chili Public Library
Sandy Roether, Program Committee Chair
Frank Costanzo, Member at Large
Lorraine Sherwood, Book Sale

Absent:

Bernadette Foster, Director, Chili Public Library
Megan Neumann, Liaison, Library Board Trustees
Elizabeth Patten, Member at Large
Cheryl Perna, Book Sale Chair

Per the President's agenda –**Treasurer's Report submitted in writing by Alex Kelly and condensed for the minutes to:**

Balance brought forward since last report 1/7/02	\$6,089.43
Deposits added from memberships, tote bag sales, donations	\$60.00
Less expenses including aquarium maintenance, Book Discussion Support, Children's Library redesign fees, office hutch, American flag set,	
Wall shelving for Children's Library	\$2,056.82
Yields the current balance	\$4,092.61

Membership – Judith Kharbas reported the following:

The Friends currently have 125 members. In January, we had 3 renewals and 2 new members (both from the Book Discussion Group).

Bruce noted that when he printed up the labels for the newest newsletter, we were down to 247 labels. V

Library Director's Report – Jeannie Austin reported the following items:

The library will begin its new hours starting Feb. 22.

Bernadette suggested having Lindsay Wall speak at the library. Sandy pointed out that Lindsay might no

The postcard campaign starts the week of February 17 and goes to March 1. Jeanne handed out cards fo

Jeanne brought a proposal for the Friends to fund an a-frame shelf for the series books in the children's r

Correspondence – Bruce Dunn shared the following:

Bruce mentioned that Bibliobuild is getting a lot of publicity in the MCLS Pipeline. Bruce asked if the B

Book Discussion Group – Adrienne reported the following:

The discussion of *The Sweet Hereafter* by Russell Banks on February 5 drew approximately 16 participants and was a lively discussion. The group will next discuss *Ice Bound* by Jerri Nielsen and Maryanne Vollers on March 5 at 7:00.

Programming Committee – Sandy Roether shared the following:

Ed Cornwell will be coming to the library for a program on Wednesday, April 10 at 7:00. He will price t accepted either for the food shelf or the Friends. After some discussion, the assembled agreed that we w

Sandy reported that she is on the committee for the library's 40th anniversary celebration, which is curre

- A band that does 60's music (estimated cost: ?)
- A flag dedication
- A couple flag ceremonies (estimated cost: \$200-250)
- Some exhibits about the 60's, books, movies, music
- Randy Allen to speak about the difference between what you could do in the library in the 60's
- Storyteller who will work with books from the 60's (estimated cost \$100-200)
- 60's vintage cars for a car show in the afternoon. (Sandy's going to be working on this. April's
- 1/4 page ad in the Gates/Chili Post and the Suburban News (estimated cost: \$200-400)
- Giveaways, possibly bookmarks (estimated cost: ?)

Sandy inquired if the Friends would be willing/able to fund these ventures, which look as if they will add

Old Business**Brian Wittman**

Brian Wittman will be at the library doing caricatures this Saturday between 11-1. For every caricature, 1

Book Sale

Lorraine is working with Cheryl on the book sale this year so she can take over leadership next year. They are going to have some aprons with the Chili Public Library logo made for folks who work at the b

Other

Elizabeth asked Bruce if we had ever considered doing a silent auction as a fundraiser. Elizabeth volunte

New Business**Decals**

Alex brought up the idea of putting decals on items that the Friends have donated to the library. Alex su

Newsletter

The newsletter is done. Mary spoke with Alice and Jeanne and got a system set up for getting the newsle

Board of Trustees Report – Judith reported the following:

Judith attended the last meeting and reported on Friends activities. The Board of Trustees spent a great

Next Board Meeting Date – Tuesday, March 12 at 5:00 P.M., in the Library Conference

Room.

Minutes prepared and distributed by Adrienne Furness on 2/17/02.

CHILI PUBLIC LIBRARY

BOARD OF TRUSTEES

March 20, 2001

Call to order 7:04 p.m.

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

ABSENT: Rilla Crothers.

MINUTES of the February 27, 2001 meeting were approved. Thank you, Rilla.

ABSTRACT OF BILLS, FINE, AND PAYROLL RECORDS: Motion to approved the abstract, dated March 20, 2001, in the amount of \$7,661.69, by John Collins, second by Glenda Melville, carried.

DIRECTOR'S REPORT:

Statistics:

-Circulation statistics increased in February 6% over the previous year.

Book sale:

-Volunteers are busy sorting over 250 boxes of books in anticipation of the sale. Cheryl Perna is the chairperson for the book sale committee.

Quilt Raffle:

-The Chili Historical Society is holding a quilt raffle/fund raiser. The quilt is currently on display behind the circulation desk.

Grant:

-The Ladies auxiliary to the Eagles Club has received a grant on our behalf. The auxiliary will be providing us \$500 to purchase books on tape and large print books.

Staff Meeting:

-The staff is trying to put together a "Vision Statement" for the library. This is different from the Mission Statement in that it is what we want to be and how we become that. One of the statements was about approachability—patron services differentiates a library from a bookstore. They want to be a "browsing" library. We should also have a larger local history section.

Miscellaneous:

-We need more help for the summer program. We have used volunteers in the past for registration and prizes, but there seems to be too little decorum and not enough work. Bernadette would also like to increase LeeAnn's hours.

-Reynolds Electric Company has provided "As-builts" to the library.

-There is possibly \$3500 left from last year to go into the reserve fund.

OLD BUSINESS:

The discussion on the lighting maintenance contract is tabled until April.

The mantle clock and plaque in memory of Matthew Fogarassy are in place. Carol is happy with it.

NEW BUSINESS:

A memo from Steve Hendershott regarding the audit is in our packets.

A motion by Megan Neumann, second by Gary Squires, carried: We authorize the sale of any surplus furniture at the Friends Book Sale, money earned to be returned to the library operating fund.

Randy will send a memo to Steve Hendershott regarding the fact that we are 10% busier and that we could use additional funding for the summer. Randy will also request a meeting with Steve.

An updated statement about the library for the Master Plan is in our packets. A motion by Jim Lechner, second by Gary Squires, to approve this amended statement, carried. Jim Lechner is our representative to the Master Plan Committee.

REPORT/COMMENTS FROM TOWN BOARD LIAISON: Carol reported that the Friends will have a float in the Chil-E Fest parade.

ADJOURN:

A motion by Glenda Melville, second by Jim Lechner, was approved 8:20 p.m.

NEXT MEETING

APRIL 24, 2001

7:00 P. M.

Respectfully submitted,

Megan L. Neumann, secretary

CHILI PUBLIC LIBRARY

BOARD OF TRUSTEES

April 24, 2001

Call to order 7:10 p.m.

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

ABSENT: Jim Lechner.

MINUTES of the March 20, 2001 meeting were approved.

ABSTRACT OF BILLS, FINE, AND PAYROLL RECORDS: Motion to approve the abstract, dated April 24, 2001, in the amount of \$24,303.46, by John Collins, second by Glenda Melville, carried.

DIRECTOR'S REPORT:

Building:

-The planter at the main entrance to the library has continued to deteriorate. Joe Carr has recommended that it be rebuilt this spring.

-The automatic door openers are scheduled for installation the first week in May.

2000 Budget:

-The furniture that was ordered last December has arrived. This is the last encumbered item and will allow us to close the books on the 2000 budget.

Statistics:

-March 2001 circulation was 26,303. This is an increase of 10.3% over March 2000. This was the third busiest month ever for the Chili library.

Friends:

-The Friends now have 8 lifetime memberships. There will be a program on June 13, 7:00 p.m. "Trails of the Genesee".

-The book sale raised \$2,765. for the Friends. Used equipment sold at the sale netted \$391. This money will be used to improve the signage in the library.

Miscellaneous

-Our part-time cleaner, Will Smith, has quit. We need to hire someone new.

-The computer people from downtown will be re-working our computers for easier use. The word processors will be taken off the network.

-The application for a child's library card has been updated.

STAFF MEETING REPORT FROM BOARD REPRESENTATIVE:

Glenda Melville reported that the staff discussed their Vision Statement, new jobs for pages (for when they are not busy), a problem report sheet for the computers and printers, and ideas for alleviating busy-ness.

OLD BUSINESS:

We will be part of the town's cleaning contract for windows (inside and out), at a cost of \$600 a year. Two quotes were sent in for carpet cleaning from Serv-Pro (1x year-complete cleaning, 2x year-spot cleaning) \$2337, and Executive Carpet Cleaning (several times a year) \$1885. Bernadette will talk to the people from Executive to see if we can get under \$1500.

Gary, John and Randy met with Steve Hendershott. The meeting on a whole was positive. They discussed our concerns about our computer problems and timely response and the need for documentation. Steve would like to have statistical charts and budget information every month. They discussed the cost of Sunday hours (\$5000) for the last ¼ of the year. Steve does not want us to spend money that is left over out of our budget at the end of the year. He would like us to build up a contingency fund of 15% of our budget. We will not be getting a big increase in our budget next year.

NEW BUSINESS:

Copies of the Long-Range Plan were handed out. We will discuss this at our May meeting.

The discussion about book sale storage space in the Town Hall is tabled until May.

There have been problems with the restrooms being abused. Bernadette will keep us informed about this before we enact a restroom policy.

The auditor reported that our budget seems to be OK, and had no suggestions for any changes.

A motion by John, second by Gary to accept the following Web Page Mission statement, was approved:

"The Chili Public Library web page provides information about the library's services via the Internet. The web page serves as an introduction to the library, including the mission, services, policies, and Board of Trustees. This site provides accurate and up-to-date information on library programs. In addition, it provides an introduction to the Chili Friends Group and a short history of the Town of Chili. The web site facilitates access to the Monroe County Library System and the Virtual Reference Desk."

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

ADJOURN: A motion by Rilla Crothers, second by Glenda Melville, was approved, 9:03 p.m.

NEXT MEETING

MAY 22, 2001

7:00 P.M.

Respectfully submitted,

Megan L. Neumann, secretary

CHILI PUBLIC LIBRARY

BOARD OF TRUSTEES

May 29, 2001

Call to order 7:03 p.m.

PRESENT: Randy Allen, John Collins, Rilla Crothers, Bernadette Foster, Jim Lechner, Glenda Melville, Megan Neumann, Gary Squires.
Guest: LeeAnn Sperling

ABSENT: Carol O'Connor.

MINUTES of the April 24, 2001 meeting were approved.

ABSTRACT OF BILLS, FINE, AND PAYROLL RECORDS: Motion to approve the abstract, dated May 29, 2001, in the amount of \$16,288.62, by John Collins, second by Rilla Crothers, carried.

DIRECTOR'S REPORT:

Building:

- Carpet cleaning has been scheduled for mid-June. Smoke detectors have been installed in the public restrooms. Brian Read completed the interior painting and added a chair rail to the conference room.
- The planter at the main entrance to the library is scheduled to be rebuilt.
- Automatic door openers have been installed on library entrances.
- The signage is in and will be installed soon.

Staff:

- Nine library volunteers were honored at a luncheon in the library on April 30.
- Acknowledgement of their dedication appeared in the Gates-Chili Post, and all received a letter from Richard Dollinger.
- Terry Spurling and Pat Tindale were recognized by the Supervisor for their participation in planting day.

Budget:

- The amount to be transferred into the library's fund balance account from the 2000 budget is \$4,638.26.
- The 2000 annual report has been filed with the state.
- We received a construction grant of \$5,594 for our lighting.
- Bernadette received a letter from Dianne O'Meara regarding employee benefits. Workers Compensation, NYS Retirement, and Medical Benefits could all increase this year, but she won't know more until August.

Miscellaneous

- The MCLS Board is looking for a new member.
- We will not be participating in the resource sharing grant.
- Dick Panz has informed all libraries that there will be no increase in aid from the county.

OLD BUSINESS:

A motion by Gary, second by Rilla, to contract with Landmark Electric for lighting maintenance at \$43 an hour, carried. We will discuss re-lamping later in the year.

Chris Levey is recommending that we purchase instead of leasing our computers. However, if we are not getting the service we require now, if we buy our problems will be worse. Bernadette will contact Chris about putting together a recommendation and present it at our June meeting. She will also contact DLI about their recommendations about purchasing vs. leasing.

A motion by Jim, second by Rilla, to approve the Long-Range Plan with additions and corrections, carried.

We spoke at length about the need for more space for storage and more space for the children's room, and using the Multi-Purpose Room to deal with these issues. Bernadette will contact Cindy Bock about some ideas for reconfiguration. She will also speak to the Friends Board about finding their own storage for their book sale books.

NEW BUSINESS:

A motion by Megan, second by Glenda, to increase the daily start-up money from \$40 to \$75, carried.

A motion by Jim, second by Megan, to change Jennifer Jessmer's position to Librarian Trainee, carried. Jennifer has just started library school.

A motion by Rilla, second by Jim, to spend money from the Memorial Fund (not to exceed \$1000) to purchase local artist paintings for the library, selected by a Director appointed selection committee, carried.

Bernadette spoke to us about the KidsCat that is on the computers in the Children's Room. It is possible to access not only books, but also web sites (cannot get onto the web but only certain approved sites). She will give us a report in 3 months on any problems that might arise from this.

Bernadette will be changing the phone system to a phone tree on the main (2200) line.

A motion by Jim, second by Rilla, that the previous year's proceeds from the ongoing Library Book Sale be put in the Memorial Fund (for holding only) for use as a Staff Development Fund, carried.

A motion by Megan, second by Gary, that our Public Fax service be terminated on July 1, 2001, carried.

We received a letter from Steve Hendershott regarding the issues relating to the computers and our concerns about the service we are receiving.

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

ADJOURN: A motion by John Collins, second by Glenda Melville, was approved, 9:23 p.m.

NEXT MEETING

JUNE 26, 2001

7:00 A.M.

Respectfully submitted,

Megan L. Neumann, secretary

CHILI PUBLIC LIBRARY
BOARD OF TRUSTEES

June 19, 2001

Call to Order: 6:58 a.m.

PRESENT: Randy Allen, John Collins, Rilla Crothers, Bernadette Foster, Jim Lechner, Gary Squires, Glenda Melville, Liason Carol O'Connor
Guests: Chris Levey, Pat Tindale

ABSENT: Megan Neumann

MINUTES of the May 29, 2001 meeting were approved

ABSTRACT OF BILLS, FINE AND PAYROLL RECORDS: Motion to approve the abstract dated June 19, 2001 in the amount of \$7, 600.49, by Gary and seconded by Glenda, carried.

GUEST REPORT:

- Chris Levey discussed leasing (vs.) purchasing computers.
- Chris recommended purchasing computers on rotating 3 or 4 year cycle.
- Currently, Chris says "same day" response is not possible.
- Jim suggested purchasing office/staff computers and leasing those for public use.
- Purchasing might free up money for I.T. person.
- Need summary on how other towns handle computer related issues
- Pat Tindale and Bernadette will report on how others in MCLS are dealing with purchase/lease options at next month's meeting. Use of new form has improved communication, but time issue has not changed.

DIRECTOR'S REPORT:

- Three pages graduating (all from C.C.H.S.)
- MCLS delivery problems- # of holds have doubled here, taking a great deal of staff time (pulling books and processing) currently spend 3 hours a day and 8/9 volunteers.
 - Need for MCLS to change policy, currently allow 25 holds per patron.
- Discussed possibility of charging \$.50/hold or limiting number of holds. MCLS has formed committee to discuss problem (Bernadette will be on this committee).
- $\alpha K\alpha$ Sorority will use C.P.L as a Westside drop-off point for a drive collecting used musical instruments for the City School District.
- Barbara Ireland - new Friends Life Membership.

REPORT FROM BOARD REPRESENTATIVE re Staff Meeting:

- John reported on last months staff meeting stating there was much input from a very interactive staff..

OLD BUSINESS:

- None

NEW BUSINESS:

- Staff Meeting Recommendations - for streamlining efficiency, circulation committee recommended limiting holds and use of receipt printers instead of cards. (Pros – cheaper, take less staff and time and eliminates staff error. Cons – public response.) There would be an initial outlay of \$250 for each of 3 printers.

Motion by Jim to switch to using printers and to promote new use of the printers in local newspapers. Second by Rilla. Carried. Discussed seeking Friends support for magnets to be given out with first receipts.

- 2002 Budget – Jim, John, Glenda, Pat Tindale and Bernadette will form budget committee, meet July 10, 2001 at 7 a.m. and report at next meeting. Forms go to department heads and are to be returned to Diane Moore by July 25th (including budget, narrative, and 2001 expenditures balance).

REPORT/COMMENTS FROM TOWN BOARD LIASON:

- There were no comments.

ADJOURN:

- A motion by Rilla, seconded by Gary, was approved, 8:37 a.m.

NEXT MEETING:

July 17 2001 7:00 a.m. p.m.

Respectfully Submitted.

Glenda Melville

Glenda Melville, Secretary Pro Tem

**Friends of the Chili Public Library
Board Meeting Minutes
July 11, 2001
5:30 PM**

Present:

Bruce Dunn, President
Judith Kharbas, Vice Pres. & Membership Chair
Alex Kelly, Treasurer
Adrienne Furness, Recording Secretary
Mary Myers, Corresponding Secretary
Elizabeth Patten, Member at Large
Frank Costanzo, Member at Large

Absent:

Bernadette Foster, Director, Chili Public Library
Jeanne Austin, Librarian, Chili Public Library
Megan Neumann, Liaison, Library Board Trustees

Per the President's agenda –**Treasurer's Report submitted in writing by Alex Kelly and condensed for the minutes to:**

Balance brought forward since last report 5/09/01	\$7,602.67
Deposits added from memberships, tote bag sales, donations from patrons and Chil-E Fest supporters, quilt raffle tickets and tote bag sales	\$897.00
Less expenses including gift certificates, Caldecott Club fees, tote bag inventory, postage, aquarium maintenance, Book Discussion program support, Summer Reading Program Prizes, Newbery Club prizes, Chil-E Fest auction books, check printing	\$1,242.22
Yields the current balance	\$7,257.45

Membership – Judith Kharbas reported the following:

The Friends currently have 77 paid members, including 31 renewals in June, and one new lifetime member, Mrs. Barbara Ireland.

Judith reported that 53 members have not renewed since June 2000. She suggested doing a label on the next newsletter to let these folks know that they aren't current members and to encourage them to renew.

Library Director's Report – Bernadette Foster reported the following items:

Bernadette donated several items for the Chil-E Fest Booth.

Correspondence – Bruce Dunn shared the following:

Friends of Libraries USA Newsletter: Bruce distributed copies of an article detailing a Books to

Babies program. He suggested advertising for someone who might be willing to run this program here in Chili in the next newsletter. Judith mentioned that the Gates Library does this and would be a good resource for information.

Empire Friends Newsletter
Monroe County Library System's Pipeline

Letter from B&T Contest. The friends did not win the contest this year, however the letter encouraged the group to apply again next year.

Book Discussion Group – Adrienne reported the following:

The group had a successful discussion of Harry Potter and the Sorcerer's Stone by J.K. Rowling. The group continues to attract new members.

The next discussion will be of Barbara Kingsolver's Poisonwood Bible on Tuesday, August 7 at 7:00.

Old Business

Chil-E Fest Parade

Frank reported that the Friends float will 24th in the parade line. There are seven children lined up to ride the float, and the T-shirts are ready. The parade will be on the 21st at 7:00, with the lineup beginning at 6:00.

Chil-E Fest Booth

Elizabeth reported that Monday night at 6:00pm, she will be attending a meeting where she'll find out exactly where the Friends booth will be set up. Everything in the booth needs to be removed and stored overnight. There was some discussion of the logistics of this, and Frank volunteered the use of his truck for storage.

Some discussion of the logistics of the drawing, including when and how frequently. Drawings will start on Friday and continue until Sunday. Discussion of volunteer coverage of the booth.

Bulk Mailing

Alex asked Mary if we can add some text the post office requires under the stamp space on the newsletter in order to get the non-profit bulk mailing rate. There was some discussion about whether we will be continuing to mail more than 200 newsletters. We decided to wait before applying to see how our current membership list settles out.

Old Business

Macedon Library

Judith suggested that we make a donation to the library to help it rebuild. (The library suffered a catastrophic fire in April.) There was some discussion about the amount we should give. The group voted to donate \$250 to the library.

Board Composition for Next Year

Bruce asked that if anyone would not like to continue serving in their current capacity on the board in the next year, to please let him know.

School Librarians/Public Librarians

Mary brought up the prospect of the Friends funding refreshments for a meeting of area school and public librarians she hopes to organize. The rest of the Board indicated that this seemed like something very worthy of support.

Next Board Meeting Date - Tuesday, August 14 at 5:30 P.M. in the Library Conference Room.

Minutes prepared and distributed by Adrienne Furness on 7/16/01.

CHILI PUBLIC LIBRARY
BOARD OF TRUSTEES

August 28, 2001

Call to order 7:08 p.m.

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

ABSENT: James Lechner, Gary Squires.

MINUTES of the July 17, 2001 were approved.

ABSTRACT OF BILLS, FINE, AND PAYROLL RECORDS: Motion to approve the abstract, dated August 28, 2001, in the amount of \$14,568.87, by John Collins, second by Megan Neumann, carried.

DIRECTOR'S REPORT:

Staff:

- Jerry Furman, who has been volunteering with us for several months will begin volunteering on the circulation desk on Tuesday mornings
- Peg Pierce, who has been on extended sick leave, has officially resigned.
- Lynn Fisher has been promoted from Library Page to Library Clerk and will assume Peg Pierce's hours.
- Clare Talbot, a dedicated volunteer in the Children's Room will be joining us 8 hours per week as the Children's Room page.
- A library employee was injured when she caught her hand in the swinging door between the workroom and the circulation desk. She was sent by her doctor to Park Ridge for x-rays. Bernadette is working with the town to file the appropriate workers compensation papers.

Receipt Printers:

- The receipt printers have arrived and were due to be installed on August 20. LAS has not been able to locate a printer driver which is compatible with this model receipt printer and Windows NT. We will delay implementing the printers until October when we will begin using Windows 98.

School Supplies:

- The library staff and patrons have been collecting school supplies to be donated to School #19.

Friends of the Chili Public Library:

- Bruce and Susan Dunn are the latest lifetime members.

REPORT FROM BOARD REPRESENTATIVE re August Staff Meeting: Megan reported that the staff discussed the Summer Reading Program during their staff

meeting. They came up with several ideas for next year. They also discussed the fact that they were doing much more work with the same or fewer staff members. Bernadette spoke about moving people around and changing schedules.

EXECUTIVE SESSION: The meeting was adjourned to Executive Session to discuss a personnel matter at 7:42, and returned to general session at 7:52.

OLD BUSINESS:

Jennifer came in to explain the suggestions for the Children's Room expansion. The first thing discussed can be done without any structural changes: rearranging stacks for a better sight-line and so people are not walking into them, moving the picture books and board books and moving the puppet theatre (in effect putting the smaller children in one place and the older children in another). After this we get into taking down 2 walls, adding a soffitt, and expanding the reference desk to encompass adult and children's and adding a bi-fold door to the meeting room. The next phase would be removing the children's bathroom and taking out the outer walls of the story time room. This has certainly given us some ideas to ponder.

John and Bernadette met with DLI about our computer lease, which expires in October. Their recommendation is that we pursue a lease arrangement and service agreement (for hardware and software support) with DLI. It is not only cost effective to do so, but DLI is familiar with the systems we use because of their work with other MCLS libraries.

John, Randy and Bernadette met with Dianne O'Meara regarding the budget. They went over the budget item by item, line by line discussing the things that changed up and down, and why. She indicated that our benefits would have to be increased another percentage, but she couldn't say exactly how much.

NEW BUSINESS:

Jennifer and Katherine will be attending the NYLA conference in October.

The Children's Internet Protection Act (CIPA) is a federal law stating that if public libraries want federal funds they must filter the Internet. All libraries in the MCLS system must sign a CIPA form saying they are willing to investigate filtering in order to get federal funds. A motion by John, seconded by Megan, to sign the form, carried.

We discussed the question of storage of books for the Book Sale. Glenda will talk to Steve Hendershott about using the space we have used before so that we can give an answer to the Friends about it by their next Board meeting (September 18th).

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

ADJOURN: A motion by Rilla Crothers, second by Glenda Melville, was approved, 9:18 p.m.

NEXT MEETING

SEPTEMBER 25, 2001

7:00 P.M.

Respectfully submitted,

Megan L. Neumann, secretary

**Friends of the Chili Public Library
Board Meeting Minutes
September 18, 2001
5:30 PM**

Present:

Bruce Dunn, President
Judith Kharbas, Vice Pres. & Membership Chair
Alex Kelly, Treasurer
Mary Myers, Corresponding Secretary
Adrienne Furness, Recording Secretary
Frank Costanzo, Member at Large
Elizabeth Patten, Member at Large
Bernadette Foster, Director, Chili Public Library
Jeanne Austin, Librarian, Chili Public Library

Absent:

Megan Neumann, Liaison, Library Board Trustees

Per the President's agenda –

Treasurer's Report submitted in writing by Alex Kelly and condensed for the minutes to:

Balance brought forward since last report 8/14/01	\$8,269.34
Deposits added from memberships, donations from patrons, quilt raffle ticket sales, and tote bag sales	\$251.00
Less expenses including aquarium maintenance, Visiting Artist Program fee, Summer Reading Program Volunteer support, donor plaques (Dunn, Ernst, Patten), purchase of refrigerator magnets (for receipt printer intro), and additional gift certificate prizes for Newbery Club Summer Reading Program	\$885.13
Yields the current balance	\$7,635.21

Alex noted that the account balance is about \$2000 above the balance at the same time last year.

Judith noted that the prizes for the Newbery Club (gift certificates) didn't have anything on them to indicate that they were donated by the Friends and that we should add something to the gift certificates next year.

Membership – Judith Kharbas reported the following:

The Friends currently have 102 paid members. In August, there were 8 renewals and 2 new memberships.

Library Director's Report – Bernadette Foster and Jeannie Austin reported the following items:

Bernadette reported that July was the busiest month the Chili Public Library has ever had. Circulation up 20%. The increase in business has caused the library to rely increasingly on volunteers to perform

functions essential to library operations, such as the router and the delivery. She is asking for an increase in the library's staffing budget for 2002 to help deal with the increased business. The Friends Board expressed its willingness to lend support in whatever ways possible.

Bernadette reported that there will no longer be a restriction on the number of videos people can check out.

Bernadette and Jeannie reported on the success of the school supply drive for School #19. The library ended up donating eight boxes of supplies. The staff is now preparing to do a hat and mitten drive, as they did last year.

Berndatte reported that the receipt printers will be set up in the next couple weeks.

Correspondence – Bruce Dunn shared the following:

Thank you letter from LeAnn Sperling for the Friends' support of the summer reading program.

Book Discussion Group – Adrienne reported the following:

The group had a successful discussion of Simon Winchester's The Professor and the Madman. 12 people attended the discussion.

The next discussion will be of Maeve Binchy's Circle of Friends on Tuesday, October 2 at 7:00.

Old Business

Book Storage

Bruce contacted Megan to see if the trustees could get involved in finding storage space for next year's booksale. The end result was that the Friends will have access to the room we had access to last year for storage.

Cheryl Perna told Bruce that this will be her last year doing the book sale. She suggested finding someone who might be willing to shadow her this year and take it on the following year. Bruce suggested putting out a call for willing volunteers in the next newsletter.

Bernadette asked if Cheryl would want to ask people to bring donations in at certain times when Friends volunteers would be available, as she did last year. Bruce said he is going to ask Cheryl about this and report back.

Chil-E Fest

Elizabeth thanked everyone for their help at the Chil-E fest, and we all gave Frank a round of applause.

New Business

Annual Meeting

Program

Judith suggested having the two students who flew around the world (World Flight 2000) come to speak. They have done other speaking engagements, and they have coauthored and self-published a book.

Judith suggested that Adrienne work on getting in contact with these young men to set something up. Adrienne agreed. Bernadette suggested advertising in the schools.

Installment of Officers

Bruce noted that we'll need a proxy ballot to go out in the next newsletter.

Refreshments

Bruce volunteered to take care of the punch and get cookies from Wegman's or Fedele's

Newsletter

There was discussion of dates for the next newsletter. Mary asked for contributions by September 25. Elizabeth asked that Mary include a blurb reminding folks about the quilt raffle. Judith has a list of the people who need the renewal labels added to their newsletters.

Request for Funding

Bernadette requested funding for 4 mini book trucks and 3 additional regular book carts at a cost of \$1470.05 to be paid directly by the Friends. Alex motioned that the Board vote on this proposal. Judith seconded with the request that the library Board of Trustees be made aware that it is not the Friends' policy to fund basic operating costs. Bernadette agreed. The Board voted unanimously in favor.

Craft Sale/Fundraiser

Elizabeth asked if the Friends would be interested in doing a small fundraiser on 11/3 at a craft sale. Elizabeth volunteered to set this up and run it. Judith motioned that the Board vote on this proposal. Alex seconded. The Board voted unanimously in favor.

Next Board Meeting Date - TBA.

Minutes prepared and distributed by Adrienne Furness on 9/25/01.

CHILI PUBLIC LIBRARY

BOARD OF TRUSTEES

October 23, 2001

Call to order 7:00 p.m.

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

ABSENT: None

MINUTES of the October 2, 2001 meeting were approved.

ABSTRACT OF BILLS, FINE, AND PAYROLL RECORDS: Motion to approve the abstract, dated October 23, 2001, in the amount of \$11,533.58, by Rilla Crothers, second by Gary Squires, carried.

ADDITIONS TO AGENDA: Computer Lease under Old Business; MCLS Board Meeting under New Business.

REPORT FROM BOARD LIAISON TO STAFF MEETING:

Glenda reported that the staff discussed duty changes. One of their major concerns is the budget and more help. Then next book discussions will include *Pride & Prejudice*, Caldecott winners, and *Bridget Jones Diary*.

DIRECTOR'S REPORT:

Staff:

- Katie Ciacia is our new page.
- Anita Boyd has returned from a leave of absence.
- Christine McGovern has been promoted to Library Clerk.
- Pat Tindale and Terry Sperling took part in the fall planting day.

Programming:

- The MCLS information Hearing for local legislators, trustees, and governmental officials was held at CPL on October 4th. Low attendance at this event suggests the need to rethink this method of communicating with public officials.
- Winnie the Pooh's 75th birthday party was held at the Chili Public Library. 50 party guests attended and were thrilled with the appearance of Pooh. (Thanks to Christine McGovern!).

- 40 residents attended a program on financing your child's college education.

This program was interpreted for the hearing impaired.

The new receipt printers were installed last Friday. All comments so far have been positive.

OLD BUSINESS:

The new computers, part of the new lease, were installed last Wednesday, Thursday, and Friday. Workers from DLI and MCLS were here. Our virus protection will be INOCULATE, and we will also have a disk lock. As of last Wednesday we will get our service from DLI.

NEW BUSINESS:

When Randy & Bernadette met with Steve Hendershott about the computer lease, they spoke briefly about the budget and Steve indicated that there would be no increases over 5%, which will give us a \$31,000 increase. After paying a 3% cost of living raise and the increased benefits Dianne has estimated that will give us approximately \$5,000. We discussed speaking with the Friends' Board about writing letters in support of the library and the need for increased funding. We also considered writing a letter from this board to the public asking for support for additional funding by writing to the Town Board. At this point we are looking at a decrease in hours, days open, and the ability to purchase new materials. We are also overly dependent on volunteers.

MCLS has agreed to notify Bernadette if a patron has enough in fines to send their name to Unique Management. At that point Bernadette will write the patron a letter and if there is no reply, she will make sure the name is sent to Unique Management.

The staff feels that we need to get more publicity out about our library. The Friends may be approached about funding for bumper stickers or static decals. The slogan that has been suggested is "Chili Public Library -- Great Today – Better Tomorrow".

Gary reported about the last MCLS Board Meeting. There is a system-wide material-handling problem (delivery). There are so many materials being sent through delivery that they are having trouble keeping up. He also talked about Greece getting a great deal of member money for their new library.

REPORT/COMMENTS FROM TOWN BOARD LIAISON: Carol asked a few questions about our budget.

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

NEXT MEETING

NOVEMBER 20, 2001

7:00 P. M.

Respectfully submitted,

Megan L. Neumann, secretary

CHILI PUBLIC LIBRARY

BOARD OF TRUSTEES

November 27, 2001

Call to order 7:03 p.m.

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

VISITORS: Jerry and Irene Brixner.

ABSENT: None.

MINUTES of the October 23, 2001 meeting were approved.

ABSTRACT OF BILLS, FINE, AND PAYROLL RECORDS: Motion to approve the abstract, dated November 27, 2001, in the amount of \$18,045.30, by John Collins, second by Gary Squires, carried.

ADDITIONS TO AGENDA: Friends of the Chili Public Library and Policies under New Business.

DIRECTOR'S REPORT:

- October circulation was 23,7000 items. Bernadette gave us a breakdown of where our users live.
- In March 2002 the Chili Library will celebrate its 40th anniversary. Staff and Friends are forming a committee for a celebration/open house.
- The Friends have "adopted" the Grace Covenant Church Food Cupboard and will be collecting non-perishable food donations on an ongoing basis at the Library.
- The staff has begun our annual hat and mitten drive.
- We discussed the CIPA act, which requires libraries receiving federal funding to install Internet filters on their computers by July 1, 2002. The ALA and some civil liberties groups are suing to block this act.

OLD BUSINESS:

The library has received an additional \$10,000 in the 2002 budget from the General Fund because there was more tax revenue in November than anticipated. Jim thanked Steve, Carol, the entire library board, the entire town board and all supporters for their efforts on our behalf. Randy made a point to specially thank Jerry and Irene Brixner for all their support. Bernadette will write

up a new budget showing where we will use the money and then we will sit down and decide where cuts will have to be made.

We received a memo from Dianne O'Meara regarding modifications to the 2002 budget. In order to show a more accurate cost of operating the library, the town will charge back utilities to the library. This will also be done for liability and building insurance. The utilities will be charged by square footage occupied, which will mean the library will pay 47% of the costs. The town is now paying the money for this, and we will still receive the money from the town, but it will be put into our budget instead of just being paid by the town. The money will be reduced from the General Fund and added to the Library Fund. This does not mean that we receive any more money to be used at our discretion, but it will look on paper like we are receiving more money. Carol said that Dianne told her that if the cost of utilities, etc., went up, the money would come from the General Fund to cover that; we would not have to pay the increases out of our funds.

NEW BUSINESS:

Grants/member items: What kind of things could we ask for money for from our representatives? We need to find this out.

Gary will get an idea of what the renovation of the children's library would cost to Randy. The information will then go to Steve for wordsmithing on member items.

Bernadette passed around the schedule of 2002 staff meetings for us to sign up to attend.

We will send a letter to everyone on the Town Board about trying to get more open communication between our boards. We would like to get one of them (besides Carol) at every meeting, and will individually invite one each month, asking them to pass it on to another board member if they cannot attend.

The Chili Public Library will be closed on the following dates in 2002:
January 1, 2002,* May 27, 2002,* July 4, 2002,* September 2, 2002,* October 14, 2002 (staff workshop), November 28, 2002,* December 24 and 25, 2002*. We will close on November 27 at 5:00 p.m., and on December 31 at 5:00 p.m. We will be closed on Saturdays between June 15-August 31. (Dates marked with * are paid holidays for full-time staff.) On days that the library closes early all staff will be paid for the hours worked, effective November 27, 2001. (Motion by Gary Squires, second by Megan Neumann, approved.)

Because we need comparison data for other libraries and information on what the "step" process is, the discussion of pay scales, pro-rating leaves will be tabled until the next meeting. We will not compare our pay with that of people employed at the town hall because they do not have the same jobs.

Bernadette was told that the town will not remove snow at the library after 3:30 or on week-ends. Carol will talk to Steve about this, and Randy will send a letter to Steve with a copy to Joe Carr.

The Friends of the Chili Library would like to be more involved with the Library Board. They are welcome to come to our meetings (as anyone can attend). If they would like to appoint a liaison to our Board, as we have one to theirs, they would be welcome to.

A professional cartoonist would like to set up in the library and do caricatures. He would charge \$3 and would donate \$2 to the library. Bernadette will give this information to the Friends.

The discussion on policies was tabled until the next meeting.

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

COMMENTS FROM VISITORS: Randy once more stated to the Brixners that we appreciate their support, and the things that they pointed out to the Town Board on our behalf.

Irene Brixner commented that she appreciates what our Board does and thought the letter from Dan Melville was uncalled for.

Jerry Brixner gave his compliments to Randy for his work on behalf of the Library Board. He also wanted to point out that the additional \$10,000 came from the Fund Balance.

ADJOURN: A motion by Rilla Crothers, second by Gary Squires, was approved, 8:34 p.m.

NEXT MEETING

DECEMBER 18, 2001

7:00 P. M.

Respectfully submitted,

Megan L. Neumann, secretary

CHILI PUBLIC LIBRARY

BOARD OF TRUSTEES

December 18, 2001

Call to order 7:03 p.m.

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

VISITORS: Jerry Brixner.

ABSENT: None.

Welcome to Judith as the liaison from the Friends of the Chili Public Library.

MINUTES of the November 27, 2001 were approved.

ABSTRACT OF BILLS, FINE, AND PAYROLL RECORD: Motion to approve the abstract, dated December 18, 2001, in the amount of \$18,133.75, by John Collins, second by Gary Squires, carried.

ADDITIONS TO AGENDA: Old Business: Move 2002 Budget and Salary Discussion to Executive Session for discussion of staff salaries. Add Space & Improvements and 2001 Budget.

REPORT ON STAFF MEETING FROM BOARD REPRESENTATIVE:

Randy attended the most recent staff meeting where much of the discussion was about the budget and policies. There was also a question and answer session with Randy. Bernadette may have one librarian attend the Board meetings and give a report at the staff meetings.

DIRECTOR'S REPORT:

- A letter was sent to the Town Board requesting that they reappoint Gary and Megan to our board.
- Brian Sauers has left the library to work for the accounting firm Bonadio and Co. We are currently interviewing for a library clerk to replace Brian on the circulation desk.
- November circulation statistics totaled 24,368, an increase of 14% over November 2001.
- From January-November 2001, we have registered 1,543 new Chili borrowers, and re-registered 7,431.

- A harpist was at the library on Saturday, December 7 entertaining all by playing Christmas songs.
- Story time for 2 and 3 year olds is winding down. This session was well attended and will be repeated in the spring.
- On January 13 at 1:00 p.m. the Children's Room will be rearranged to make it more functional.
- MCLS and RRLS are offering a grant for a leadership institute. Bernadette submitted Katherine's name.
- The current budget for MCLS has to be cut by \$85,000 by the end of June. They are looking at a shortfall of \$300,000+ for 2002-2003. They are convening a panel including two town directors (one will be Bernadette) to study their services/expenses/revenue.
- Regarding snow removal, Joe Carr said if there's more than 1" they'll plow, if there's less than 1" they won't.
- A survey was sent out to other Town Clerks by our Town Clerk asking about their libraries. Carol set this in motion, and will give us copies of the results.
- The staff would like the Puppet Theatre removed from the Children's Room. It may be moved to the Story Time room and moved back out at certain times.

OLD BUSINESS:

Gary gave a report on proposed space improvements for the children's area, and the anticipated cost. We need to submit this information to Steve for grant/member money consideration. Gary and Randy will meet with Steve on this proposal and what we need to do from here. Thanks to Gary for all his work on this.

Bernadette gave us information about the 2001 budget. It will probably be very close to what we have left to spend by the end of the year.

NEW BUSINESS:

The evacuation policy was approved with amendments (motion by John Collins, second by Jim Lechner).

The mail handling policy was approved with amendments (motion by Gary Squires, second by Glenda Melville).

The confidentiality policy was approved with amendments (motion by Megan Neumann, second by Rilla Crothers).

The enforcement of rules of conduct was approved with amendments (motion by Gary Squires, second by John Collins).

The year-end report was approved with amendments (motion by Jim Lechner, second by Megan Neumann).

The Board approved getting a Library credit card. It will have a limit of \$500. There will be 4 cards (for 4 different people), which will be kept in the safe and will not be used without Bernadette's knowledge. (Motion by Jim Lechner, second by Rilla Crothers).

REPORT/COMMENTS FROM TOWN BOARD LIAISON: Carol commented that it is very hard to compare us with any other libraries. She thinks that each library is totally different. Jim thanked her for all her help on our behalf.

COMMENTS FROM VISITORS: Jerry asked a question about the changes to the Children's Room and Randy explained them to him. He asked if there was a library fund balance. He also commented on our discussion about evacuations and suggested that we have a staff drill once or twice a year.

Adjourned to Executive Session 9:08 p.m.

Return to Open Session 10:05 p.m.

ADJOURN: A motion by Gary Squires, second by Glenda Melville, was approved, 10:06 p.m.

NEXT MEETING

JANUARY 22, 2002

7:00 P.M.

Respectfully submitted,

Megan L. Neumann, secretary