

Chili Public Library Board of Trustees Meeting
Approved Minutes for August 25, 2020
Virtual (Zoom) Meeting

Chili Public Library Mission Statement

The Chili Public Library is the center of lifelong learning for our community, and a welcoming responsive place people come to for the discovery of new ideas, the joy of reading and the power of information.

Board of Trustees: Susan Ackerman (President), Lorraine Ahearn (Secretary), James Lechner (Memorial Fund Treasurer), Lori Hahn, Sara Landes, Jeffrey Stoiber

Library Director: Jeff Baker

Town Liaison: Mary Sperr

Absent: None

Excused: None

Meeting called to order @ 6:00pm by President Ackerman

Approval of agenda: Sue Ackerman asked if there were any objections to the approval of the agenda. Hearing none, the agenda was approved with Unanimous Consent.

Approval of minutes for July 28, 2020: Sue Ackerman asked if there were any objections to the approval of the minutes. Hearing none, the minutes were approved with Unanimous Consent.

Communications

- Town Liaison: The Town has placed a memorial page at the end of the Town Board minutes to honor former Chili Town Councilman Jim Powers who passed away on August 5, 2020. The Town's full Budget Workshop will be held on September 1, 2020 and September 2, 2020. The Community Center Project remains on schedule.
- Guests/Public: None

Director's Report

Please note: The Director's Report, proposals, and documents were electronically sent to the CPL Board prior to this meeting.

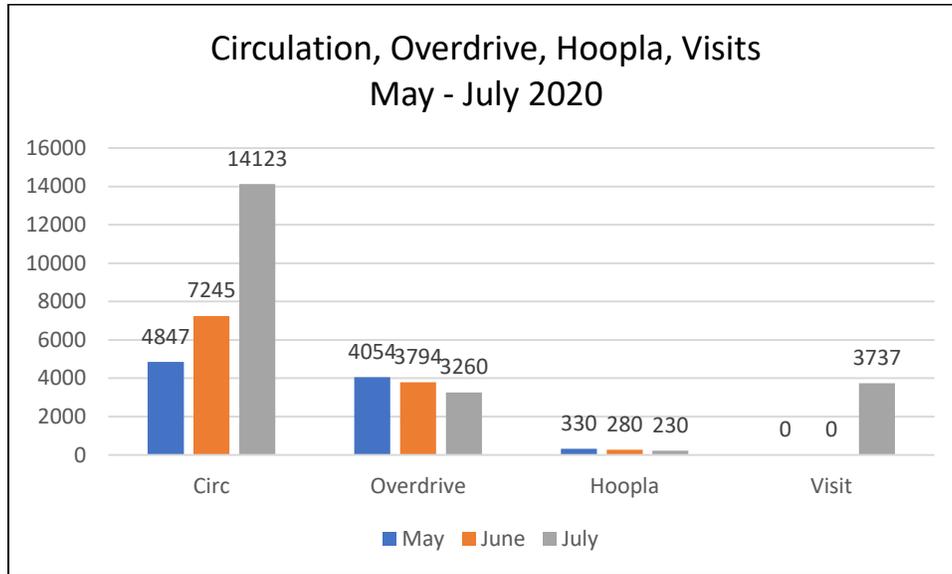
Director Baker gave the CPL Board a virtual tour of the progress in the construction of the new Library. Different color entry ways are used for each area. The video is posted on the CPL website,

General Information:

- **Friends of the CPL Board:** The CPL Friends Board sent out a mailer in a donation appeal to past and present Friends members and received positive responses and donations to the Friends. The Friends are making plans for an outdoor book sale scheduled for September 9, 2020.

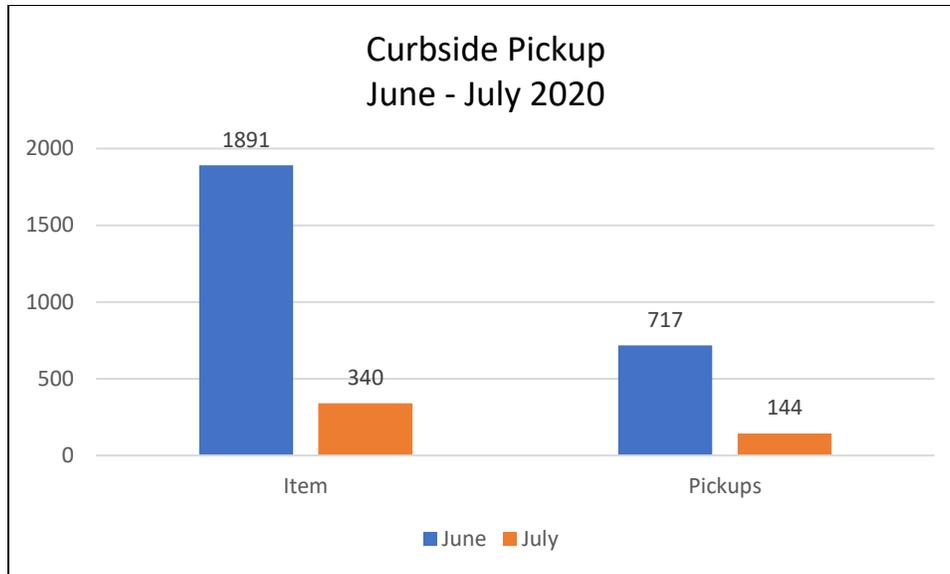
- **New Library Page** – Amanda Inges has been hired as a new Library page to replace Natalie Faas who resigned to start her college education. Amanda’s start date was August 17, 2020 at the pay rate of \$11.80 per hour.
- **School Supply Drive** – The Library is having a school supply drive for the following items: backpacks – all ages and sizes, pens & pencils, glue sticks, crayons & markers, folders, notebooks, and paper. Donations will be accepted until Friday, August 28th

Statistics:



Percent of patrons visiting the Library throughout the day during July 2020

Greeters Desk: 10AM-12PM	Greeters Desk: 12PM-2PM	Greeters Desk: 2PM-4PM	Greeters Desk: 4PM-6PM
40%	31%	18%	11%



Curbside Pickup Statistics for July 2020

Total Books	Total DVDs	Total BOCD	Total Sound Recordings	Other Items	Total Items for the Day	Total Pickups
279	38	5	4	14	340	144

Virtual Programs for July 2020	Sessions	Views	Facebook Hits	Participants
Storytimes	8	101	1,330	N/A
Family Programs (Lego, Minecraft)	13	38	1,609	266
Tween/Teen Chili Chapters	10	26	1,901	28
Adult Programs	8	N/A	N/A	113

Old Items:

- **Review of Updated Safety Plan** – The Director will review the Library’s updated Safety Plan with the Library Board. Library services are being reintroduced to our patrons in stages while maintaining safety for the public and staff. Recently the Library reintroduced the use of the Library’s photocopier, fax machine, in-library book sale, and Little Free Library. The Library will reintroduce the use of computer access to the public the last week of August.
- **Town Budget Workshop** - The Library’s Town Board Budget Workshop is scheduled for Wednesday, September 2, 2020 at 5pm.
- **New York Summer Reading Program Results -**

	Registered	Minutes read	Titles read	Titles reviewed	Badges earned

Pre-K	34	6,085	106	5	76
Elementary	91	26,317	408	14	281
Teens	19	2,810	6	0	30
Adult	65	14,188	209	8	199
Total	209	49,400	729	27	586

New Items:

- Hotspots Now Available at the Chili Public Library** - The need for people to have internet access is more critical than ever. In response to this need the Chili Public Library now offers five mobile hotspots for check out! Mobile hotspots are portable devices that allow nearby wi-fi devices such as cell phones, tablets, laptops, etc. to connect to the internet just about anywhere. They are great to use when traveling, camping, or when there isn't access to regular internet service. The hotspots have been in constant use. They run off T-Mobile towers.
- Approval of the 2021 MCLS Document of Understanding** – Member library boards have provided feedback about the 2021 MCLS Document of Understanding to the MCLS Office. The Library Board is now being asked to approve the document.
Action Requested: Approve the 2021 MCLS Document of Understanding.

Sue Ackerman asked if there were any objections to the approval of the 2021 MCLS Document of Understanding. **Hearing none**, the 2021 MCLS Document of Understanding was approved by Unanimous Consent.

- Approval of the Vargas Professional Services Agreement**– The Library Director requests the library board approve the Professional Services Agreement he has shared with them, from Vargas Associates for furniture coordination services. The same company was used by the Irondequoit and Henrietta libraries when they built their new libraries. The professional services agreement includes meeting with the library project team, creating a furniture and finish plan, securing competitive pricing, preparing and executing furniture orders, and monitoring installation and delivery, The CPL Foundation Board has agreed to pay the cost of \$16,500 for this needed service.
Action Requested: Approve the Vargas Professional Services Agreement as presented.
Discussion: Vargas received a positive endorsement from other area libraries. Vargas works with vendors to ensure that everything is done to specifications. The agreement provides for one revision. The CPL Board felt that it would be beneficial to provide for two revisions as it would be a lower cost to allow for this under this agreement rather than having to add the cost of a second revision at a later date. The added cost of \$1,500 for this additional service would be paid by the Memorial Fund. The Services agreement would cost \$18,000

Sue Ackerman asked if there were any objections to the approval of the Vargas Professional Services Agreement as presented with the addition as discussed, **Hearing none**, the Vargas Professional Services Agreement as presented with the addition as discussed was approved by Unanimous Consent.

- **Brand Strategy Recommendation** - The Director is recommending the Library Board accept the offer of free services from William Todd, Associate Professor of Marketing, School of Business, Roberts Wesleyan College. His Marketing Management class is for upper class students where much of what the marketing students have been learning is brought together and "put to the test" with actual application. Over the years, the class has taken on projects both for-profit and nonprofit. The Director recommends this class help guide the Library's branding efforts in identifying and developing an updated and contemporary brand. The class would create a branding survey, and a marketing and implementation plan for the branding strategy. The goal of the branding strategy is to have a unifying message that will contribute to generating tangible increases in Library visits, program attendance, materials circulation, and increased financial support to the CPL Foundation, and the Friends of the Chili Public Library, along with a broader awareness and appreciation of the benefits of the new Library. *A strong brand will help us better serve our community, communicate our value, and, ultimately, make better decisions about how we utilize our new library.* The CPL Board agrees this is a good use of community resources. This meets the NY State Library Standard to "establishes and maintains partnerships with other educational, cultural or community organizations which enable the library to address the community's needs, as outlined in the library's long-range plan of service".
- **Approval of the 2020 Virtual NYLA Conference Request:** The director is requesting the library board approve librarian, librarian trainee and youth services staff (Jeff Baker, Jenn Freese, Cathy Kyle, Valerie Scheg, Wendy Saxena, Jill Sutter, Richard Gagnier, Miranda McGrath, Hannah Morrison) attend this year's Virtual New York Library Association (NYLA) Conference. The cost is not to exceed \$1,500 to cover registration. Since it is a virtual conference there will be no cost for mileage, hotel, or meals. This conference is extremely helpful in providing information as to new programs and services provided by libraries across the state that can be implemented in this library.
Action Requested: Approve the 2020 Virtual NYLA Conference request not to exceed \$1,500.

The lower cost associated with a virtual conference allows CPL to increase the number of participants we register.

Sue Ackerman asked if there were any objections to the approval of approve the 2020 Virtual NYLA Conference request not to exceed \$1,500. **Hearing none**, the 2020 Virtual NYLA Conference request not to exceed \$1,500 was approved by Unanimous Consent.

MCLS Items:

- No items to report,

State Items:

- No items to report

Meetings:

- Legal Issues Webinar – 7/29/20
- Gates Chili Chamber of Commerce Award Presentation – 8/3/20
- CPL Foundation Board Committee Meeting – 8/3/20
- CPL Foundation Board Committee Meeting – 8/4/20
- Gates Chili Chamber of Commerce Award Presentation – 8/5/20
- CPL Full Staff Meeting – 8/7/20
- Gates Chili Chamber of Commerce Award Presentation – 8/10/20
- Gates Chili Chamber of Commerce Executive Board Meeting – 8/11/20
- Gates Chili Chamber of Commerce Award Presentation – 8/12/20
- CPL Foundation Board Meeting – 8/12/20
- CPL Reference Staff New Building Meeting – 8/14/20
- Department Heads Meeting – 8/17/20

Committees: CPL Board Personal Committee –Board Action: The Committee recommends Vinny Dallo to fill the remainder of Andrew Lucyszyn’s CPL Board term. The resolution needs CPL Board approval so it can be sent to the Town Board for the appointment to be made. Sue Ackerson asked if there were any objection to the approval of the resolution to have Vinny Dallo fill the remainder of Andrew Lucyszyn’s CPL Board term and to send the resolution to the town Board. Hearing none, the action was passed with Unanimous Consent.

Old Business: None

New Business: None

Review of the CPL Budget Spreadsheet and Memorial Fund Spreadsheet: The pandemic has had a negative effect on some revenue. Some expenses are less than expected.

Approval Items:

- Approval of Library Fund Abstract amount of \$11,261.02
- Approval of Memorial Fund Expenditures. There were no expenditures.
- Approval of Memorial Fund Donations amount of \$500.00.

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

Additional Comments from Audience: None

Hearing no objections, the meeting was adjourned @ 6:50 pm.

Next meeting date/time: September 22, 2020 @ 6:00pm. Location to be determined.