

Chili Public Library Board of Trustees Meeting  
Approved Minutes for February 25, 2021

**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), Jeffrey Stoiber (Vice President), Lorraine Ahearn (Secretary), James Lechner (Memorial Fund Treasurer), Vinny Dallo, Lori Hahn, Sara Landes,  
Library Director: Jeff Baker  
Town Liaison: Mary Sperr

Absent: None

Excused: Vinny Dallo

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

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

**Approval of minutes of: Sue Ackerman asked if there were any objections** to the approval of the minutes of January 28, 2021. **Hearing none**, the minutes were approved with Unanimous Consent.

**Communications**

- **Town Liaison:** A resolution was passed to amend the Town Budget to reflect the Special Projects Grant awarded to Chili Public Library by the Rochester Regional Library Council towards funding Mobile Maker Kits.  
The Town Board awarded the Architectural & Engineering contract to Barton & Loguidice for the design of a town park on #177 Archer Road.  
The Town of Chili will hold a public meeting on March 17, 2021, to consider repealing and replacing Town of Chili Chapter 500 Zoning code.
- **Guests/Public:** None Present

**Director's Report**

- **It is announced with sadness** that John Collins passed away on February 9, 2021. John served as a CPL trustee from 1993 to 2003.
- **New Library Update:** The CPL Board was shown the latest sketch, prepared by Vargas Associates, of shelving and furniture placement in the new library. Vargas Associates has met with the CPL moving team and will supply all boxes and labels for the move. The new shelving should be arriving in mid-March. The expected opening date for the Chili Community Center is in the first part of May, barring any unexpected

delays. Director Baker estimates that the breakdown of the current library and the move to the new library will necessitate the closing of the library for a month prior to the move. Plans will be communicated to the public through various channels, including social media.

- **CPL Staff Meeting:** There will be a full CPL staff meeting on March 5, 2021. Vargas Associates will attend the meeting. Lori Ahearn is the CPL Board representative.

**General Information:**

- **Friends of the CPL Board:** The Friends Board did not meet February 9, 2021. Their next meeting is March 9, 2021. Sara Landes will attend to represent the CPL Board.
- **Chili Public Library Foundation Board:** The CPL Foundation Board will next meet March 3, 2021.

**Statistics:**

\* Due to the COVID-19 virus, the library closed to the public on March 14, 2020, and only essential staff reported until March 20, 2020. The library began curbside service on May 20, 2020, with limited amounts of staff reporting, and reopened to the public with limited hours on July 6, 2020. The library returned to curbside service only on December 14, 2020. It resumed open to the public on February 1, 2021.

Month	January 2021*	January 2020	% of change
<b>Circulation</b>	8,119	18,884	-57%
<b>Library Visits</b>	N/A Curbside	10,601	-100%
<b>Reference Questions</b>	704	1,520	-54%
<b>Programs (in-house)</b>	N/A	48	-100%
<b>Program Attendance</b>	N/A	701	-100%
<b>Items Borrowed</b>	773	1010	-23%
<b>Items Loaned (holds)</b>	1,096	988	11%
<b>Overdrive</b>	3,449	2,829	22%
<b>Hoopla New Patrons</b>	15	N/A	N/A
<b>Hoopla Unique</b>	90	N/A	N/A
<b>Hoopla Circulation</b>	264	N/A	N/A
<b>Meeting Room</b>	N/A	80	-100%
<b>Website Visits</b>	3,927	3,328	18%
<b>Website Pageviews</b>	6,588	4,934	34%
	<b>Feb 2020- Jan 2021</b>	<b>Feb 2019- Jan 2020</b>	<b>% of change</b>
<b>Circulation</b>	139,955	229,362	-39%

<b>Library Visits</b>	39,913	131,795	-70%
<b>Reference Questions</b>	10,429	16,959	-39%
<b>Programs</b>	67	623	-89%
<b>Program Attendance</b>	907	12,267	-93%
<b>Overdrive</b>	40,624	30,441	33%

### Curbside - January 2021

Books	DVDs	BOCD	CDs	Other	Total	Pickups
1,532	141	36	20	72	1,804	762

### Virtual Program - December 2020

Programs	Sessions	Views	Facebook Hits	Participants
Storytimes	6	N/A	N/A	11
Family Programs (Lego, Minecraft)	2	767	1682	N/A
Tween/Teen Chili Chapters with Valerie	1	N/A	N/A	0
Adult Programs (Painting night, book discussion)	6	N/A	N/A	123

- Collaboration with the Chili Lions Club**- On February 18, 2021, the Chili Library hosted a virtual informative program, Marvelous Microgreens, sponsored by the Chili Lions Club. They will collaborate to host Herb Gardening on March 18, 2021.
- Story Spoons** - The Youth Services Department has added Story Spoons as a new Children's collection available to check out! Parents and their children can act out the staff's favorite stories with the main characters as spoons.
- Anti-Racism Resource Page** - Recognizing February as African American History Month, the Library shared on its social media an anti-racism resource page link. The link shares information about the history of racism, identify its mechanisms and ways to actively dismantle them. The page was compiled by members of the Monroe County Library System Racial Equity & Justice Initiative Team.  
<https://libraryweb.org/.../black-lives-matter-an-anti.../>

## New Items:

- **Review Minimum Standards** – The Library Director will review the New York State New Minimum Standards for public libraries. The CPL Board received a copy of the NYLA Minimum Standards Comparison Chart in our packet. The Standards are a basis for the library's long range plans. CPL has shown evidence of meeting the standards discussed. The CPL Board is developing a survey to determine the needs of CPL which will then be addressed by the Long Range Planning Committee. The CPL Board did some preliminary work on the survey during the last part of this meeting.
- **Action Item: Approval to allow Director Baker to determine hours of operation.** He will notify the CPL Board of any changes.

**Sue Ackerman asked if there were any objections** to the approval of allowing Director Baker to determine hours of operation. **Hearing none**, it was approved by Unanimous Consent.

- **Approval to have the Library Board Meetings on March 25 and April 22 at 6pm in the Town Meeting Room**  
**Action Item: Approve having the Library Board Meeting on March 25 and April 22 at 6pm in the Town Meeting Room.**

**Sue Ackerman asked if there were any objections** to the approval of having the Library Board Meeting on March 25 and April 22 at 6pm in the Town Meeting Room. **Hearing none**, the schedule was approved by Unanimous Consent.

- **Approval of CPL Wall Exhibit Policy and the Agreements with the Chili Art Group and Chili Town Historian** - The new Library building will have walls in the Reading Room to exhibit the pictorial history of Chili as provided by the Town Historian, and the talent of local artists as provided by the Chili Art Group. The Director requests approval of the updated Library Wall Exhibit Policy, and the agreements with the Chili Art Group and the Chili Town Historian to exhibit items in the Reading Room.  
**Action Item: Approve of the Library Wall Exhibit Policy and the agreements with the Chili Art Group and the Chili Town Historian.**

**Sue Ackerman asked if there were any objections** to the approval of the Library Wall Exhibit Policy and the agreements with the Chili Art Group and the Chili Town Historian. **Hearing none**, the policies were approved by Unanimous Consent.

Note: There will be no prices appearing on the art work but contact information will be supplied if requested.

## MCLS Items:

- **Meeting with Senator Edward Rath III:** The Director, Library Trustees Jim Lechner, and Lori Ahearn took part in a virtual meeting with Senator Rath advocating for libraries on February 10, 2021.

### State Items:

- **Library Advocacy Day** – Each February the Annual Library Advocacy is held in Albany. This year it will be held on February 26, 2021 and will be in virtual format, library advocates across New York will have the opportunity to engage with their community, peers, and legislative representatives.

### Meetings:

- CPL Social Media Team Meeting – 1/29/21
- Vargas Associates Meeting – 2/1/21
- Chili Town Historian Meeting -2/2/21
- Chili Art Group Meeting – 2/2/21
- CPL Foundation Meeting – 2/3/21
- MCLS Directors Weekly Meeting – 2/3/21
- Full Staff Zoom Meeting – 2/5/21
- Visit to New Library – 2/5/21
- Vargas Associates Meeting – 2/8/21
- Gates Chili Chamber of Commerce Golf Tournament Meeting – 2/9/21
- Gates Chili Chamber of Commerce Program Committee Meeting – 2/9/21
- Gates Chili Chamber of Commerce Board Meeting – 2/9/21
- CPL Foundation Committee Meeting – 2/9/21
- Meeting with Senator Rath – 2/9/21
- Ribbon Cutting Ceremony Plans Meeting – 2/17/21
- Gates Chili Chamber of Commerce Marketing Committee - 2/19/21
- Gates Chili Chamber of Commerce Program Committee Meeting – 2/9/21

### Committees:

- **Jeff Stoiber** reminded the CPL Board to return Director Baker's evaluation by March 1, 2021.
- Director Baker will arrange a meeting for the **CPL Long Range Planning Committee**.
- **The Policy Review Committee** will be meeting to review all current policies and procedures as part of an annual review. The date of the meeting is to be determined after the policies have all been printed.

**Review of the CPL Budget Spreadsheet and Memorial Fund Spreadsheet:** The System Library grant was posted. Medical Insurance came due twice in January 2021. A payment to Vargas Associates was made.

### Approval Items:

- Approval of Library Fund Abstract amount of \$27,960.33.
- Approval of Memorial Fund Expenditures amount of \$5,066.63.
- Approval of Memorial Fund Donations amount of \$620.00

**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 @ 7:40**

**Next meeting date/time: March 25, 2021, @ Chili Town Hall Meeting Room. 6:00pm.**

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