

Chili Public Library Board of Trustees Meeting  
Approved Minutes for January 28, 2021  
Teleconference (Zoom and Facebook Live)

**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: 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 as amended. Hearing none, the agenda, as amended, was approved with Unanimous Consent.

**Approval of minutes:** Sue Ackerman asked if there were any objections to the approval of the minutes of December 17, 2020, and January 7, 2021. Hearing none, the minutes were approved with Unanimous Consent.

**Communications**

- **Town Liaison:** The Chili Town Hall will reopen on February 1, 2021. All covid safe protocols will be in place. The Ranzenhofer grant will be used to hire a qualified consultant to design a new 48-acre park on the old Zuber property at 177 Archer Road. The land is adjacent to the New Community Center
- **Guests/Public:** None Present

**Director's Report**

- Librarian Richard Gagnier is coordinating a visual display from the Chili Art Group and the Chili town historian for the study room in the new library.

**General Information:**

- **Friends of the CPL Board:** The Friends Board will next Zoom meet February 9, 2021. Lori Hahn as volunteered to represent the CPL Board at the meeting. At their January Board meeting the Friends approved payment of shelving that will be in the new Library's Friends Storage area. This is an example of one of the many ways The Friends of the Chili Library support CPL.
- **Chili Public Library Foundation Board:** The CPL Foundation Board will next meet February 2, 2021.

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Statistics:

Month	December 2020*	December 2019	% of change
Circulation	12,017	15,582	-23%
Library Visits	**2,051	8,902	-77%
Reference Questions	908	1,133	-20%
Programs (in-house)	N/A	42	-100%
Program Attendance	N/A	603	-100%
Items Borrowed	757	637	19%
Items Loaned (holds)	1,308	754	73%
Overdrive	3,226	2,401	34%
Hoopla New Patrons	N/A	N/A	N/A
Hoopla Unique	N/A	N/A	N/A
Hoopla Circulation	N/A	N/A	N/A
Meeting Room	N/A	74	-100%
Website Visits	3,144	5,069	-38%
Website Pageviews	4,969	6,658	-25%7
	<b>Jan 2020- Dec</b>	<b>Jan 2019- Dec</b>	<b>% of change</b>
Circulation	150,717	229,922	-34%
Library Visits	50,514	131,548	-61%
Reference Questions	11,245	16,863	-33%
Programs	115	620	-81%
Program Attendance	1,608	12,246	-87%
Overdrive	40,004	30,148	33%

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

\*\*Library returned to curbside only on December 14, 2020

**Curbside and Greeter - December 2020**

Books	DVDs	BOCD	CDs	Other	Total	Pickups
612	82	20	20	26	761	335

**Virtual Program - December 2020**

Program	Sessions	Views	Facebook Hits	Participants
Storytimes	5	7	776	11
Family Programs (Lego, Minecraft)	2	N/A	N/A	9
Tween/Teen Chili Chapters with Valerie	8	34	953	50
Adult Programs (Painting night, book	5	N/A	N/A	216

- **RochesterWork/MCLS Workshops** - The Monroe County Library System presents “Getting ROC to Work” A series of skill-building workshops to help patrons start their job search or get back into the workforce. There will be two virtual programs per month through July 2021 on various topics given by RochesterWorks.
- **Schedule a Story** – The Youth Services staff are now scheduling Zoom live storytimes. Parents fill out an online form <http://www.chililibrary.org/schedule-a-story.html>, specify their child’s topic of interest, and choose from the list of times available.
- **Black Lives Matter: An Antiracism Resource Page** - The MCLS Change Team for the St. Joseph’s Neighborhood Center Racial, Equity, Justice Initiative has compiled reading lists and resources for all ages regarding anti-racism, implicit bias, and social justice as an educational starting point for the community. [https://libraryweb.org/whats\\_new/black-lives-matter-an-anti-racism-resource-page/](https://libraryweb.org/whats_new/black-lives-matter-an-anti-racism-resource-page/) The link is also on the CPL web page.

### New Items:

- **2020 Year in Review:** The Director will present a review of the past year’s accomplishments to the Library Board. The CPL Board viewed a PowerPoint presentation of 2020 achievements. An electronic copy will be sent to CPL Board members. Some highlights were CPL response to the Covid-19 crisis, new building preparation items and involvement in the community.
- **Approval to Acknowledge and Appropriate Friends of the Chili Public Library 2021 Donation for Programming** - The Friends of the Chili Public Library Board at their February 11, 2020 meeting approved a \$6,500 donation to be deposited into the Library Fund. The Director requests the Library Board accept this donation to be placed in revenue account L2705.0000.9501 (Gifts & Donations Friends of the Library)  
**Action Item:** Accept Friends of the Chili Public Library 2021 Donation of \$6,500 for programming.

**Sue Ackerman asked if there were any objections** to the approve to Accept Friends of the Chili Public Library 2021 Donation of \$6,500 for programming. **Hearing none**, the donation was approved by Unanimous Consent.

The CPL Board thanks The Friends for this donation which is essential for many CPL programs to take place.

- **Approval to Reopening Library Building to the Public:** With COVID cases going down and the beginning of vaccines occurring, the Director requests the Library building reopen to the public Monday, February 1, 2021. The hours to be Mondays – Fridays 10am-6pm and Saturdays 10am-2pm. It is recommended there be limited public computer service and at this time no seating at the tables.  
**Action Item:** Reopen the Library Building as Described.

**Sue Ackerman asked if there were any objections** to reopen the Library Building as Described. **Hearing none**, the reopening was approved by Unanimous Consent.

- **Approval of the Rochester Regional Library Council Special Project Grant Award**  
WHEREAS, the Chili Public Library has been awarded a Rochester Regional Library System Special Project Grant to fund the Library's Mobile Maker Kits for Families project. NOW, THEREFORE, BE IT RESOLVED, for the 2021 Library Budget to increase the Library System Grant budget line 03.2760.0000.0000 by \$3,360.00, and increase the expense account 03.7410.2000.0000 (Equipment) by \$3,360.00. Items will be available to all in the system.  
**Action Item:** Approve the 2021 Chili Public Library Budget Amendment Resolution as stated.

**Sue Ackerman asked if there were any objections** to the approval of the 2021 Chili Public Library Budget Amendment Resolution as stated. **Hearing none**, the resolution as stated was approved by Unanimous Consent.

Kudos to Librarian Cathy Kyle from the CPL Board for obtaining this grant.

- **Approval to Acknowledge and Appropriate \$70,260.00 Transfer from CPL Foundation to the CPL Memorial Fund**  
The Chili Public Library has been made aware the funds transferred in January 2020 from the CPL Memorial Fund to the CPL Foundation should have remained in the CPL Memorial Fund. Therefore the money has been transferred back to the CPL Memorial Fund less the two payments that were made by the CPL Foundation to Vargas Associates for furniture consultation.  
**Action Requested:** Approve to Acknowledge and Appropriate \$70,260.00 Transferred from CPL Foundation Back to the CPL Memorial Fund.

**Sue Ackerman asked if there were any objections** to the approval to Acknowledge and Appropriate \$70,260.00 Transferred from CPL Foundation Back to the CPL Memorial Fund.. **Hearing none**, the transfer was approved by Unanimous Consent.

- **Approval Up to \$65,000 from the CPL Memorial Fund to Purchase Furniture the New Chili Public Library.** The Town of Chili is building a new Community Center and the Library wishes to outfit the new library building with existing and new furniture and shelving. The Library Director has determined furniture and shelving specifications and requirements to meet the needs of the facility, and has secured bids from vendors for the purchase and installation of new shelving and furniture, and the tear down, relocation, and installation of existing furniture and shelving. The Library Director requests the Library Board approve up to \$65,000 from the CPL Memorial Fund to purchase furniture for the new Chili Public Library building. Be it further resolved that the shelving and furniture being replaced in preparation for the new Library building is hereby declared to be surplus

shelving and furniture and that the Library Director is hereby authorized to dispose of said shelving and furniture.

**Action Requested:** Approve Up to \$65,000.00 from the CPL Memorial Fund to Purchase Furniture for the New Chili Public Library.

**Sue Ackerman asked if there were any objections** to Approve Up to \$65,000.00 from the CPL Memorial Fund to Purchase Furniture for the New Chili Public Library.

**Hearing none**, it was approved by Unanimous Consent.

### **MCLS Items:**

- No items to report

### **State Items:**

- **From the New York Library Association:** Earlier this week, Governor Cuomo released his FY2021-2022 Executive Budget proposal. **For the fifth straight year he has proposed to reduce funding for New York State libraries to \$87 million statewide. The proposed funding** is 7.5% less than what was in last years' enacted state budget. This proposed cut fails to acknowledge the crucial role libraries serve in our communities, and the contributions they make to our state's education system.

The Governor proposed statewide Library Construction aid of \$14 million. This proposal is equivalent to that of last year's enacted budget. However, as you may remember the State Library Construction Aid program was reduced by \$20M last year. \$14M is less than 1% of the community's need. The State Division of Library Development estimates that library renovation and construction needs are \$1.6B statewide.

Over 50% of public libraries in NYS are 60+ years old, and an additional 31% are 30+ years old. Investment in the Library Construction Aid program must be increased to address aging infrastructure, energy-inefficient buildings, and the evolving ways people use libraries.

An email letter advocating State funding for libraries can be sent via the New York Library Association website [www.nyla.org](http://www.nyla.org) under the NYLA's Advocacy Center.

### **Meetings:**

- Gates Chili Chamber of Commerce Golf Tournament Meeting – 12/22/20
- MCLS Directors Weekly Meeting – 12/23/20
- Vargas Associates Meeting – 12/29/20
- Vargas Associates Meeting – 1/5/21
- MCLS Directors Plan of Service Focus Group – 1/5/21

- MCLS Directors Council Meeting – 1/6/21
- Gates Chili Chamber of Commerce Program Committee Meeting – 1/6/21
- Chili Public Library Foundation Meeting – 1/6/21
- Special Meeting of the Library Board – 1/7/21
- Full Staff Zoom Meeting – 1/8/21
- Gates Chili Chamber of Commerce Board Meeting – 1/12/21
- Vargas Associates Meeting – 1/12/21
- Chili Public Library Friends Board Meeting – 1/12/21
- MCLS Directors Weekly Meeting – 1/13/21
- CPL Foundation Committee Meeting – 1/13/21
- Gates Chili Chamber of Commerce Golf Tournament Meeting – 1/19/21
- Gates Chili Chamber of Commerce Program Committee Meeting – 1/19/21
- Vargas Associates Meeting – 1/19/21
- MCLS Directors Weekly Meeting – 1/20/21
- MCLS Directors Council Virtual Retreat – 1/21/21
- MCLS Directors Weekly Meeting – 12/23/20

**Committees:** Personnel Committee: Jeff Stoiber outlined the procedure for Director Baker's 2020 annual review. The Personnel Committee, comprised of Jeff Stoiber, Lori Hahn and Sara Landes, has added questions to the evaluation to reflect Director Baker's handling of the pandemic's impact on CPL. Jeff Stoiber will electronically send the CPL Board their part of the evaluation to be completed and returned to Jeff Stoiber by March 1, 2021.

**Old Business:** None

**New Business:** None

**Review of the CPL Budget Spreadsheet and Memorial Fund Spreadsheet:** is The Library Fund abstract amount is the total from a partial December 2020 amount and the January 2021 amount. Final numbers for 2020 are not all in. During monthly reports The CPL Board had been alerted to differences in expected line item budget spending due to Covid-19.

**Approval Items:**

- Approval of Library Fund Abstract amount of \$6,571.04.
- Approval of Memorial Fund Expenditures amount of \$42.12.
- Approval of Memorial Fund Donations: there were no donations.
- **Sue Ackerman asked if there were any objections** to the approval of the Library Fund Abstract and Memorial Fund Expenditures. **Hearing none** all were approved by Unanimous Consent

Additional Comments from Audience: None

**Hearing no objections, the meeting was adjourned @ 6:55pm.**

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

