

Chili Public Library Board of Trustees Meeting  
Approved Minutes for May 26, 2020  
Teleconference (Zoom)

**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), Andrew Lucyszyn (Vice 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 @ 6:05pm** by President Ackerman

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

**Approval of minutes** of April 21, 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 Hall has been experiencing difficulty with internet connection. A special Town Board meeting was called today, May 26, 2020, to address expenses related to the Town network. The Town uses Facebook Live and the Town YouTube channel to air meetings. The distribution of the NYS face masks was very successful

CPL Foundation: President Bob Pacer located an available grant from the Gladys Brooks Foundation

- for a technology package, projector game system and hearing loop for the all-purpose room for the new Library. Bob Pacer, Jeff Baker and Andrew Lucyszyn completed the initial application. Once it is accepted, further information will be requested.
- Guests/Public: None Present

**Director's Report**

- In anticipation of CPL limited opening, a cloth mask was delivered to all CPL staff at their homes. The Town continues to supply CPL with paper masks. CPL has purchased cleaning supplies and hand sanitizers.

**General Information:**

- **Virtual Programs** – While the Library building is closed to the public until further notice, we continue to provide the public with virtual programs. At the

Library Board meeting Youth Services Manager Cathy Kyle will report on the virtual storytimes and the plans the Library has for the Summer Reading Program.

Kathy Kyle reported that Youth Services has expanded initial shut down programming. Many staff members are involved to include all groups from youth to adults in these programs. The goal is to have interactive programs, not simply viewing programs. The expense of having visiting speakers is less viable because of the increase in cost due the need to broadcast content to a large audience. Kathy Kyle has regularly scheduled meetings with MCLS Youth Services teams. Collaborating with other system libraries on programs is being discussed. In-side summer programs are not possible, so the staff is considering what would need to occur to have safe outdoor programs, and to determine if this is even a possibility. There will be a summer reading program for children. Beads were successful last year and will be continued this year in a safe manner. The library staff is making packets of the beads for pick up.

**The CPL board commends the Youth Service Team and all the CPL staff for their continued diligence in providing varied and positive experiences for our youth during this time.**

### **Virtual Storytime and Children's Programs**

- **Cathy's Storytimes** are at 10am Mondays, Wednesdays, and Fridays
- **Valerie's Chili Chapters** are at 11am Tuesdays, Thursdays, and Saturdays
- **Wendy's Wonderings** are at 12noon Wednesdays and Fridays
  
- **Jill's Storytimes** are at 7pm Tuesdays, Thursdays, and Saturdays
- **Lego** is at 3pm on Mondays (with a flip-flopping host of either Leila or Lucy)
- **Minecraft** is at 6pm on Mondays

### **Virtual Painting Programs -**

- **Teens-** 13-18yr at 7:30pm on May 21, June 18, July 16, Aug 18
- **Adults** 18+ at 7:30pm on May 28, June 25, July 23, Aug 20
- **Kids** - 7yrs at 2pm on June 4, July 2, July 30
- **Tween** 8-12 at 2pm on June 11, July 9, Aug 6

### **Other Virtual Programs -**

- The Library is also going to be doing a Stitch Together program on May 31 (Sunday) at 3pm. If all goes well, it will be made into a continuing program.

Statistics:

Month	Sessions	Views	Facebook Hits	Participants
Virtual Children's Program – Storytimes with Cathy/Leila and Jill	41	671	10,676	N/A
Family Programs (Lego, Minecraft)	8	45	2742	36
Miss Wendy's Wonderings	12	187	2,955	N/A
Virtual Teen Programs – Tween/Teen Chili Chapters with Valerie	22	147	5052	4 (Tween book talks)
Virtual Adult Programs - (Painting night, book discussion)	2		969 (adult painting)	36 (combined adult painting and bk. discussion)
Website Special Events: National Library Week & Easter Egg Hunt on the Website	2	N/A	1,100	16

Month	April 2020**	April 2019	% of change
Circulation	3,897	19,680	-80%
Library Visits	0	11,471	-100%
Reference Questions	17 <small>(answered online through our FB page, Residents of Chili FB page, or direct email)</small>	1,398	-99%
In-House Programs	0	57	-100%
In-House Program Attendance (in-house)	0	1,304	-100%
Items Borrowed (holds)	0	740	-100%
Items Loaned (holds)	0	790	-100%
Overdrive	3,882	2,451	58%
Hoopla New Patrons (patron registered for the first time)	167	N/A	N/A
Hoopla Unique Patrons (borrowed at least one title)	111	N/A	N/A

<b>Hoopla Circulation</b>	349	N/A	N/A
<b>Meeting Room</b>	0	86	-100%
<b>Website Visits</b>	2,290	5,622	-59%
<b>Website Pageviews</b>	5,090	9,113	-44%
	<b>May 2019- Apr 2020</b>	<b>May 2018- Apr 2019</b>	<b>% of change</b>
<b>Circulation</b>	204,922	236,396	-13%
<b>Library Visits</b>	113,470	134,012	-15%
<b>Reference Questions</b>	14,962	16,902	-11%
<b>Programs</b>	522	588	-11%
<b>Program Attendance</b>	10,075	13,986	-28%
<b>Overdrive</b>	32,756	27,732	18%

Hoopla has been well received by patrons.

- **Loan Period Extended** – The Monroe County Library System has extended the due date of material to June 29, 2020 for when material are to be returned to libraries. No overdue fines will accrue while the Library is closed to the public. There is still no delivery between libraries until further notice.

#### **New Items:**

- **Curbside Pickup**
  - On May 20, the Library began offering contactless curbside pickup of library materials. This service is offered to any Monroe County Library System card holder who wants access to physical library materials such as books and DVDs.
  - Patrons call the library at 889-2200 between the hours of 10:00 AM and 2:00 PM Monday through Saturday to request materials. Library staff finds the available items and schedules a pick up time. Pickups are scheduled every 15 minutes from 10:15 AM until 1:45 PM. Patrons are asked to show up promptly at their scheduled time to help maintain proper social distancing.
  - When arriving, patrons can park in one of the two parking spots designated for Curbside Parking. A library staff person watches from the front lobby for vehicles. When the staff approaches the vehicle, patrons show their library card (preferred) or driver's license up against the closed car window. The staff asks that patrons remain in their car and roll the rear window down or pop the trunk. The staff person places the items in the vehicle. Staff sanitizes contact surfaces between scheduled pickups.
  - Items available are limited to what is currently on the shelves. The Library's outside bookdrop is now open for returns. The due dates for all

currently checked out items is still June 29, and no late fees are being accrued for the days the library building is closed. Unfortunately, the Chili Public Library cannot accept donations at this time. At the Library Board meeting Assistant Director Jennifer Freese will share data in her report on this new service the Library is providing our residents.

Jennifer Freese reported that 229 items have been circulated with 112 pick-ups. The numbers have increased each day. CPL plans to introduce email requests using the catalog in addition to phone requests for pickup. During the shutdown, CPL used the material budget to increase eBooks. As we are beginning to reopen, print materials are once again being ordered.

- **2019 Annual Report to the Community** – The Library Director will distribute to the Library Board the 2019 Annual Report to the Community.

The CPL Board virtually looked at the tri-fold Annual Report to the Community. The eye-catching design presents information in many charts, graphs and tables. The CPL Board previously discussed the report information when the Annual Report to the State was reviewed.

**NY Forward Business Re-Opening Safety Plan** – The Director will review the New York Department of Health NY Forward Business Re-opening Safety Plan Template. The CPL Board reviewed a virtual copy of the template. Details for the CPL reopening to the public are being developed using the template as a guide. State and local governments, including municipalities, authorities, and school districts, are exempt from essential business reductions, but are subject to other provisions that restrict non-essential, in-person workforce. Staff is eligible for covid 19 testing. The template is on the NYS website.

#### **MCLS Items:**

- **2019-2020 State Aid for Public Library Construction Application Update**  
Although the Library has not yet received approval from the Dormitory Authority regarding approval of its Library Construction aid request, the Department of Library Development notified the Monroe County Library System office there is more funding available for FY20 library construction projects, as DASNY did not receive enough in aid requests from New York State libraries to cover the total aid that was available. Therefore the Monroe County Library System office has added an additional \$44,605 to Chili's application. Last year libraries received their response from DASNY by August 2019.

#### **State Items:**

- No items to report

### **Meetings:**

- Daily Zoom meetings – CPL Staff.
- Weekly Zoom meetings - MCLS Library Directors.
- Daily Zoom meetings - MCLS Reopening Committee
- Monthly Zoom meeting - Gates Chili Chamber of Commerce Committee Board.

**Committees:** None

**Old Business:** None

**New Business:** None

**Review of the CPL Budget Spreadsheet and Memorial Fund Spreadsheet:** CPL's semiannual cost share installment was paid. The town's financial management system software has been down. The CPL Board received a spreadsheet of the invoices that will be made into vouchers once KVS is up and running again.

### **Approval Items:**

- Approval of Library Fund Abstract amount of \$27,900.63.
- Approval of Memorial Fund Expenditures: There were no expenditures this month.
- Approval of Memorial Fund Donations: There were no donations this month.
  
- Sue Ackerman asked if there were any objections to the approval of the Library Fund Abstract. Hearing none, the abstract was approved by Unanimous Consent.

Additional Comments from Audience: None

**Hearing no objections, the meeting was adjourned @ 7:00**

**Next meeting date/time: June 23, 2020 @ 6:00pm. Location to be determined.**

