

Chili Public Library Board of Trustees Meeting
Approved Minutes for January 25, 2022

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

Absent: None

Excused: None

Meeting called to order @ 6:00pm by President Hahn.

Approval of agenda: Lori Hahn asked if there were any objections to the approval of the agenda, with addition as discussed. Hearing none, the agenda was approved, with addition as discussed, with Unanimous Consent.

Approval of minutes of December 14, 2021: Lori Hahn 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 Chili Town Board opted out of permitting cannabis dispensaries to operate in the Town of Chili at this time. Community News: the Hubbard Springs Garden Club is applying for a grant from the Garden Federation 7th district to develop a garden outside the children's section of CPL.
- **Guests/Public:** Marcia Johnson, President of Friends of CPL

Director's Report

(Please note: All documents to be discussed were electronically sent to the CPL Board prior to the meeting. Documents emended during the meeting were electronically sent to CPL Board members).

General Information:

- The CPL Board Packets included colorful flyers showing the many programs offered at CPL as well as the Town of Chili Bicentennial CPL Exhibit Information.
- **Friends of the CPL Board:** The Friends Board will next meet February 8, 2022. They are in the process of revising their new homeowner letter. Marcia Johnson reported that the sending of the new homeowner letter was suspended due to the pandemic. The Friends are ready to begin this outreach again. The letter packet will include the various brochures explaining programs and events found at CPL. The Friends group is pursuing installation of

the Friends Donor Recognition Board that came over from the old CPL. The next Booksale will be held from March 30 through April 3, 2022.

- **CPL Foundation Board:** The next Foundation meeting is February 16, 2022. It will be the annual meeting for the Board.
- **ADP Online Payroll System:** The Town is now using a new ADP online payroll system. It will result in more efficient timekeeping and recordkeeping. The system allows users to do tasks such as signing in and requesting days off.
- **Final Report of the Library Construction Grant:** The final report of the State Aid for Library Construction Aid has been approved by the State Education Department. This allows for the final 10% of the amount awarded for the construction of the new library to be paid.
- **Chili Bicentennial Event:** 2022 marks the 200th birthday of the Town of Chili! To celebrate, there is going to be a Bicentennial Gala, on March 5 at Jack's Place-Chili Country Club. Registration is now open on the Recreation Department website. If you don't already have one, you will need to make a Recreation account to register and buy tickets. There will be a cap on the number of attendees.

Statistics:

Month	December 2021	December 2020	% of change
Circulation	15,056	12,017	25%
Library Visits	8,045	2,051	292%
Reference Questions	966	908	6%
Programs (in-house)	39	0	100%
Program Attendance (in-house)	645	0	100%
Items Borrowed (holds)	740	757	-2%
Items Loaned (holds)	946	1,308	-28%
Overdrive	2,926	3,226	-9%
Hoopla Circulation	230	224	3%
Meeting Room	102	0	100%
Website Visits	4,120	3,144	31%
Website Pageviews	5,815	4,969	17%
Curbside	4	N/A	N/A
Makerspace Open Hours	81	N/A	N/A

*Due to COVID measures during December 2020 no in-library programming took place.

Virtual Programming

	Sessions	Participants
Adult Programs	1	40

Statistics are misleading due to Covid closures and closing of the library while the move from the old CPL to the new CPL was completed. A comparison of 2019 statistics to 2021 statistics gives a clearer picture.

	Jan 2021-Dec 2021	Jan 2020 – Dec 2020	% change
Circulation	186,198	150,720	24%
Reserve Totals	9,886	7,320	35%
Total Borrowed	8,731	6,365	37%
Total Items Loaned	11,129	6,916	61%
Library Visits	54,705	50,514	8%
Reference Questions	13,562	11,245	21%
Total Programs	243	115	111%
Adult Programs	38	31	23%
YA Programs	34	9	278%
Juvenile Programs (including outreach)	71	59	20%
Makerspace Session	56	20	180%
Tech Tutors	44	16	175%
Total Program Attendance	3,502	1,608	118%
Adult Program Attendance	1,242	373	233%
YA Program Attendance	185	53	249%
Juvenile Attendance (including outreach)	1,825	1,166	57%
Makerspace Attendance	206	24	758%
Tech Tutors Attendance	44	16	175%
Overdrive	36,945	40,004	-8%
Hoopla Circulation	3,052	2,192	39%
Hoopla New Borrowers	117	288	-59%
Meeting Room Use	577	206	180%
Displays	75	27	178%
Analytics Visits	49,799	37,687	32%
Analytics Pageviews	75,435	62,663	20%
CPL on the Go Events	3	0	
CPL on the Go Attendance	~900	0	

*Due to COVID measures several months in 2020 no in-library programming took place.

New Items: Updated program flyers.

STORYTIMES

SIMPLY STORIES

For children of all ages with an adult. Join us for a special storytime full of stories, songs, and fun! No registration required.

Meets Tuesdays at 10am.

January 4, 11, 18, 25

February 1, 8, 15

March 1, 8, 15, 22

April 5, 12

May 3, 10, 17, 24



PRESCHOOL PALS

For children ages 4-5 with an adult. Join us for stories, songs and a simple craft.

Registration is required and begins two weeks before each session. Meets

Thursdays at 10am.

January 6, 13, 20, 27

February 3, 10, 17

March 3, 10, 17, 24

April 7, 14

May 5, 12, 19, 26



BABIES & BOOKS

For babies and toddlers up to age 24 months with an adult. Join us for stories, songs, and fingerplays followed by an open play session. No registration required.

Meets Thursdays at 10:30am.

January 6, 13, 20, 27

February 3, 10, 17

March 3, 10, 17, 24

April 7, 14

May 5, 12, 19, 26



YOGA STORYTIME

For children ages 3-5 with an adult. Grab your yoga mat and join us for stories, stretches, and lots of deep breaths! No registration required. Meets on the first Wednesday of each month at 10am.

January 5, February 2, March 2, April 6

May 4 (special Star Wars session!)

SPECIAL STORY EVENTS

TEDDY BEAR SLEEPOVER

Wednesday, January 19 at 7pm.

For ages 3-6. Bring your favorite stuffed friend for a special storytime at the library! Afterwards, you can tuck your teddy in for the night and come back in the morning to pick them up and hear all about their library adventures!

Registration is required and begins January 5.

STAR WARS STORIES

Wednesday, May 4 at 7pm.

For all ages.

Come celebrate Star Wars Day with some stories and a themed craft. Participants are welcome to come in Star Wars costumes or other fan attire! Registration is required and begins April 20.

FAMILY PROGRAMS

LEGO CLUB

Meets the 3rd Thursday of the month at 6pm.

We provide the Legos, you provide the imagination! No registration required.

MINECRAFT MONDAYS

Meets the 2nd Monday of the month at 6pm.

Bring in your tablet or laptop and your Minecraft knowledge. Some computers and tablets will be available. No registration required.

TAIL WAGGIN TUTORS

Meets the 3rd Tuesday of the month at 4pm.

For children ages 12 and under with an adult. Come and read to a therapy dog--they make wonderful listeners! This is a great opportunity for children who are learning to read and emerging readers.

No registration required.

MOTHER'S DAY TEA

Saturday, May 7th at 10am

Join us as we celebrate all of the motherly figures in our lives- Moms, Grandmas, Aunts, and more! We will share stories, do a simple craft, and have light refreshments.

Registration is required and begins April 23.

MOVIE MORNINGS

Wednesday, February 23rd at 10am

Thursday, April 21 at 10am

Join us for a fun movie during each of the school breaks. Popcorn will be provided! Registration is required and begins two weeks before each session.



AFRICAN DRUMMING

Thursday, February 24 at 10am

For all ages! Building Families First is bringing dancing, drumming, and culture to the library! This interactive program is energetic and welcoming for all. We welcome you to join in on the fun! Registration is required and begins February 10.

Spark Lab



We are excited to share our Makerspace with the community! The Spark Lab offers many opportunities to learn and try new things.

In the Spark Lab, you can:

- Design and print items on the 3-D printer
- Learn to sew and use the sewing machines
- Be trained to use the Cricut to create vinyl designs
- Use the heat press
- Take craft classes
- Borrow Spark Kits
- And so much more!

OPEN HOURS

Mon: 10:30am-12:30pm

Tue: 1:30-3:30pm

Wed: 10:30am-12:30pm

Thu: 5-8:30pm

Check our online calendar for updates!

Spark Introduces: Spark Kits!

These are kits you can take home to explore, all based on different aspects of STEAM! They range in ages from preschooler to adult and contain things like builder sets, tech, robots, a Cricut Joy, a mini sewing machine, and even a mini projector and movie screen!

Check out one of these great kits today!



UPCOMING EVENTS

Sewing 101

Held the 4th Monday of the month at 6pm.

Registration is required and begins two weeks before each session.

Jan 24, Feb 28, Mar 28, Apr 25, May 23

Cricut 101

Meets Saturdays at 10am:

January 29, March 26,
and April 23.

Registration is required and begins two weeks before each session.

LIBRARY PROGRAMS FOR ADULTS

All adult programs
listed are for ages
18 and up.

ADULT BOOK DISCUSSION

Held the first Wednesday of the month at 7 PM in the Library's Ireland Room. Books for the next month can be picked up at the Circulation Desk. Registration is not required.

MYSTERY LOVES COMPANY

Held the third Wednesday of the month at 2pm in the Library's Ireland Room. Join us as we read a new Mystery book each month. Books for the next month can be picked up at the Circulation Desk. Registration is not required.

ADULT PAINT NIGHT

Held the first Thursday of the month at 7:30pm on Zoom. Come enjoy a virtual guided paint night every month, with watercolors and acrylics on alternating months. Registration is required and begins two weeks before each session.

CRAFT NIGHT

Held the second Monday of the month at 6:30pm in our Makerspace. Join us each month for a creative night of crafting. Registration is required and begins two weeks before each session.

CREATIVE WRITING GROUP

Meets the second Wednesday of every other month at 6:30pm. An interactive group focused on nurturing one another's creative writing efforts. Participants will include already published authors as well as those eager to write more and perhaps get published themselves. Instructional content will be offered in each session, but our main focus will be on hearing and critiquing each other's writing products. All who want to write more and better are invited. Registration is required and begins 4 weeks before each session.



ANCESTRY

Held the second Wednesday at 10am. Basic instruction in the use of the Ancestry.com database. In just an hour's time, you can learn the basics of building a family tree. Registration is required and begins three weeks before each session.

ADULT GAME NIGHTS

Held the first Tuesday of the month at 6:30pm. Come join us for a fun evening. Choose your favorite game or learn a new one. Light snacks will be provided. We have lots of games but feel free to share one of your favorites with us. Registration is required and begins three weeks before each session.

AARP SAFE DRIVER CLASSES

Participants must attend both sessions. You must have a valid NYS driver's license. Fee is \$25 for AARP members and \$30 for nonmembers and must be paid by check or money order made out to AARP at the first session. Please bring your valid NYS driver's license and your AARP membership card if you are a member.

Upcoming Dates:

January 19 & 21
February 16 & 18
March 16 & 18
April 20 & 22



ADULT PROGRAMS CONTINUED →

ADULT PROGRAMS CONTINUED

All adult programs listed
are for ages 18 and up.

HEALTHY YARD INITIATIVE

Wednesday, February 16 at 7pm.

Come learn about what it is to have a healthy yard, by making your yard bird and pollinator-friendly, reducing energy/chemical inputs for maintenance, creating green space that can sequester carbon, and/or finding opportunities for creating edible landscapes. Registration is required and begins January 26.

FEEDING FOLKS WITH URBAN FOOD FORESTS

Thursday, February 24 at 7pm.

Learn some permaculture design basics and principles while meeting some particularly useful plants and techniques. Discuss the challenges and gifts of sub/urban farming and some solutions for growing food in even the most challenging spaces. Registration is required and begins February 3.

HEAT SMART WITH HEAT PUMPS

Thursday, January 13 at 4pm and 7pm.

Monday, March 21 at 4pm and 7pm.

HeatSmart Monroe is proud to partner with local group Color Chili Green to help bring our campaign resources to the people of Chili. Attend to learn more about us and how we can assist you! Registration is required and begins three weeks before, and the same information will be shared at each session.

A TALK ON CLIMATE CHANGE: WESTERN NEW YORK CONCERNS, RESPONSES, RESOURCES, HOPES

Thursday, April 21st at 7pm

Biologist/Zoologist and Science Librarian, Fred Stoss, will give an interesting talk about climate change and look at local and regional concerns and solutions. His discussion examines roles New York's citizen have in carrying out provisions of New York's 2019 Climate Leadership and Community Protection Act, and provide solutions for leading us to a path reducing our individual and collective carbon footprints, leading us to where we will no longer be constrained by greenhouse gases. Registration is required and begins April 4.



COMING SOON: POP CULTURE THEME NIGHTS



THE OFFICE

Saturday, April 16 at 7pm.

It's only the biggest night of trivia of the year! If you're an expert on bears, beets, and Justice Beaver, round up your entourage, lace up your whitest sneakers, and join us! There aren't any coupon books up for grabs, but you could win your friends' R-E-S-P-C-T! We guarantee that you will be satisfied. Because your satisfaction is our guarantee! We guarantee it. Pretzels will be served. Registration is required and begins April 2.

PARKS AND REC

Saturday, May 21 at 7pm.

Join us for trivia, themed activities, and dessert waffles! More information to come closer to the event. Registration is required and begins May 7.



CHILI
PUBLIC LIBRARY

TOWN OF CHILI
ESTABLISHED FEBRUARY 22, 1822

TOWN OF CHILI BICENTENNIAL EXHIBIT IN THE LIBRARY'S READING ROOM

JANUARY 6 - MARCH 17, 2022

Eleven One-Room Chili
Schoolhouses -

*From the Collection of
the Chili Town Historian*

Artwork Depicting
Historic Chili -

by the Chili Art Group

Check out the Town of Chili
Bicentennial Interactive
Timeline at:
<http://www.chililibrary.org/>

The logo for the Chili Public Library, featuring a stylized graphic of a building or bookshelf to the left of the word "CHILI" in a bold, sans-serif font. Below "CHILI" is the text "PUBLIC LIBRARY" in a smaller, all-caps font.
PUBLIC LIBRARY

Committees: None

Old Business: None

New Business:

Resolution for the Election of Officers for 2022
Chili Public Library

Whereas: Article 1, Section D states that the elected officers of the Library Board shall consist of a President, a Vice-President, a Secretary and a Treasurer if the Chili Public Library Gift Fund.

And Whereas: Article V, Section II states that Library Board officers shall be elected at the first regular meeting in each calendar year.

And Whereas: It is recommended the following names be presented to the Library Board for consideration for election as the Officers of the Library for the year 2022:

Lori Hahn, President

Jeff Stoiber, Vice-President

Jim Lechner, Treasurer of the Library Gift Fund

Lori Ahearn, Secretary

And Whereas: each of the individuals named has indicated their willingness to accept the nomination for their respective position.

Now therefore be it Resolved: that Lori Hahn, Jeff Stoiber, Jim Lechner, and Lori Ahearn be elected Officers of the Library for 2022 and their Term of Office shall begin on January 25, 2022.

Moved by: Vinnie Dallo, Second by: Sarah Landes
In favor: 6; Opposed 0

Review of the CPL Budget Spreadsheet and Memorial Fund Spreadsheet: The CPL Board looked at the spreadsheet for January 2021 – December 2021. Less of the surplus was needed than was budgeted.

Approval Items:

- Approval of Library Fund Abstract amount of \$8,145.25.
- Approval of Memorial Fund Expenditures amount of \$3,211.43.
- Approval of Memorial Fund Donations amount of \$520.00.
- Lori Hahn 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 @ 7:00pm.

Next meeting date/time: February 22, 2022 @ 6pm in the Chili Public Library Ireland Room.

Chili Public Library Board of Trustees Meeting
Approved Minutes for February 22, 2022

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

Absent: None
Excused: None

Meeting called to order @ 6:00pm by President Hahn.

Approval of agenda: Lori Hahn 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: Lori Hahn asked if there were any objections to the approval of the minutes of January 25, 2022. **Hearing none**, the minutes were approved with Unanimous Consent.

Communications

- **Town Liaison:** A public hearing, concerning a local law to provide tax exemptions for volunteer fighters and ambulance personnel in the Town Of Chili, has been scheduled for March 16, 2022.
The Town of Chili Bicentennial news: Gala ticket sales are very good. Gift cards for local businesses will be distributed. On April 2, 2022, @ 10:00 the Chili Town Board will commemorate the bicentennial of the first Chili Town Board meeting.
The Chili Town Board does not support the New York State proposal to oversee local zoning laws.
- **Guests/Public:** None Present

Director's Report

(Please note: All documents to be discussed were electronically sent to the CPL Board prior to the meeting. Documents amended during the meeting were electronically sent to CPL Board members).

General

- **Friends of the CPL Board:** The Friends Board will next meet March 8, 2022 at 6pm. Lori Ahearn has volunteered to attend.
- **CPL Foundation Board:** The CPL Foundation Board will next meet March 16, 2022, at 5pm.
- **New 3D Printer:** The library has a new MK3S+ 3D printer for the Spark Lab. The previous 3D printer broke and needed to be replaced. The new 3D printer has a 9.8" x 8" x 8" build volume

which is twice the size of the previous printer. The printer also allows for printing up to five colors at once. Samples were passed around to the CPL Board

- **Receipts Printout Updated:** The receipt patrons receive when checking out material now states the library's hours at the top of the receipt.
- **Additional Picture Book Shelving:** The Friends of the Chili Public Library helped support the payment of five shelving units of picture book shelving in the Children's Room. The additional shelving allows the Library to spread that collection out so picture books can be shelved in the upright position. The CPL Board thanks the Friends for this support.
- **Replacement of Carpet in the Hallway:** A section of the cement floor was leveled and the carpet replaced in the hallway where the public bathrooms are located, after a plumbing repair was fixed.
- **Trustee Handbook Book Club:** Library Board members are invited to join co-authors of the Handbook for Library Trustees of New York State Jerry Nichols and Rebekkah Smith Aldrich for this fun and informative series! Each month trustees are encouraged to read a chapter of the Trustee Handbook and send in questions that the authors will address at live events later this year. Trustees from all public library systems in New York State are welcome. Library Directors from across the state are welcome to attend as well.
February 22: Facilities
March 29: Policies & Risk Management
April 19: Ethics & Conflicts of Interest + Intellectual Freedom, Censorship and Privacy
May 3: Planning & Evaluation
June 14: PR & Advocacy
Director Baker will send a link to the CPL Board.

Statistics:

	January 2022	January 2021	% of change
Circulation	15,235	8,119	88%
Library Visits	7,966	N/A	N/A
Reference Questions	1,156	704	64%
Programs (in-house)	30	N/A	N/A
Program Attendance (in-house)	242	N/A	N/A
Items Borrowed (holds)	806	773	4%
Items Loaned (holds)	1,114	1,096	2%
Overdrive	3,425	3,449	-1%
Hoopla Circulation	239	264	-10%
Meeting Room	115	N/A	N/A
Website Sessions	4,686	3,927	19%
Website Pageviews	6,887	6,588	5%
Curbside	2	N/A	N/A
Spark Lab Open Hours	74	N/A	N/A
	Feb 2021-Jan 2022	Feb 2020-Jan 2021	% of change
Circulation	193,314	139,955	38%
Library Visits	62,671	39,913	57%

Reference Questions	14,014	10,429	34%
Programs	273	67	307%
Program Attendance	3,744	907	313%
Overdrive	36,921	40,624	-9%
Hoopla Circulation	3,027	2,001	51%

*Due to the COVID restrictions, curbside only was only available to patrons during January 2021.

Virtual Programming

	Sessions	Participants
Adult Programs	3	69
Children's Programs	4	62

New Items:

- **Approval of the Chili Public Library Budget Amendment – Friends Donation:** WHEREAS, the Friends of the Chili Public Library approved at their February 8, 2022, meeting to donate \$10,000 to the 2022 Library budget which is \$2,000 more than was budgeted, NOW, THEREFORE, BE IT RESOLVED, for the 2022 Library Budget to increase the revenue account Gifts and Donations – Friends of the Library 03.2705.0000.9501 by \$2,000, and increase the expense accounts Other Operations & Maintenance. Juvenile 03.7410.4089.9780 by \$1,000, Other Operation & Maintenance. Young Adult 03.7410.4089.9781 by \$500, and Other Operation & Maintenance. Adult 03.7410.4089.9782 by \$500.

Action Item: Approve the 2022 Chili Public Library Budget Amendment Resolution as described.

Lori Hahn asked if there were any objections to the approval of the 2022 Chili Public Library Budget Amendment Resolution as described. **Hearing none**, the amendment was approved by **Unanimous Consent**.

- **Approval of the FFRPL Grant Acceptance Letter:** The Chili Public Library Board agrees to accept a grant in the amount of \$4,756.03 and abide by the conditions of the FFRPL Grant. **Action Requested:** Approve the FFRPL Grant acceptance letter as described.

Lori Hahn asked if there were any objections to the approval of the FFRPL Grant acceptance letter as described. **Hearing none**, the letter was approved by **Unanimous Consent**.

- **Approval of the Chili Public Library Budget Amendment – FFRPL Grant:** WHEREAS, the Chili Public Library Board approved to accept at their February 22, 2022 meeting the FFRPL Grant for 2022. NOW, THEREFORE, BE IT RESOLVED, for the 2022 Library Budget to increase the revenue account Gifts & Donations - Other 03.2705.0000.9999 by \$4,756.03, and increase the expense accounts Books 03.7410.4071.0000 by \$3,329.22, Discs/Tapes.Audio Books - Adult/Teen 03.7410.4072.970 by \$951.21, and Overdrive 03.7410.4072.9743 by \$475.6. **Action Item:** Approve the 2022 Chili Public Library Budget Amendment Resolution as described.

Lori Hahn asked if there were any objections to the approval of the 2022 Chili Public Library Budget Amendment Resolution as described. **Hearing none**, the amendment was approved by **Unanimous Consent**.

- **Approval the cost of Youth Services Staff to attend the NYLA Youth Services Section (YSS) Conference April 8, 2022, Not to Exceed \$1,480:** The director requests the library board approve the Youth Services staff (Cathy Kyle, Valerie Watson, Wendy Saxena, Jill Marshall, Laura Sutter) attend the NYLA YSS Conference on April 8, 2022 in Schenectady, NY. The cost is not to exceed \$1,480 to cover registration, mileage, meals and a one night's lodging. **Action item:** Approve the cost, not to exceed \$1,480 in registration, mileage, meals, and lodging for Youth Services staff to attend the YSS Conference on April 8, 2022.

Lori Hahn asked if there were any objections to the approval of the cost, not to exceed \$1,480 in registration, mileage, meals, and lodging for Youth Services staff to attend the YSS Conference on April 8, 2022. Hearing none, the cost was approved by Unanimous Consent.

- **Approval to Purchase Logitech Rally Plus for \$2,984.74:** At the height of the COVID crises libraries solely relied on video conferencing to reach its audience. Now that libraries have reintroduced in-person programs and meetings, it is important the Ireland Room is set up with equipment to allow for hybrid meetings and events to occur whereby in-person attendees can best connect with virtual attendees. Logitech Rally Plus offers two mic pods and two speakers to ensure everyone in larger spaces with 14 participants or more are clearly heard and seen. **Action item:** Approve the purchase of Logitech Rally Plus in the amount of \$2,984.74.

Lori Hahn asked if there were any objections to the approval of the purchase of Logitech Rally Plus in the amount of \$2,984.74. Hearing none, the purchase was approved by Unanimous Consent.

- **Approve Submitting Application for a RRLC Causewave Capacity Building Grant in Brand Development:** The deadline for the RRLC Causewave Capacity Building Grant application is March 19, 2022. The purpose of the grant is to allow the staff and library board to be able to clearly and consistently articulate who we are and what we do for all of our constituents. RRLC funding for this program is limited, projects with in-kind funding given preference. The CPL library director will be applying for \$2,500 in grant funding with the CPL providing \$2,000 in-kind funding. **Action item:** Approve the submittal of the RRLC Causewave Capacity Building Grant Application.

Lori Hahn asked if there were any objections to the approval of the submittal of the RRLC Causewave Capacity Building Grant Application. Hearing none, the submission was approved by Unanimous Consent.

- **Review Library's Collection Development Policy:** The library director will review with the Library Board the Collection Development Policy of the Library. The CPL Board discussed the Collection Development Policy.

MCLS Items:

- **None to report**

State Items:

- **From the New York Public Library Association in Response to Governor Hochul Released FY2022-2023 Executive Budget Proposal:** Library Aid makes up less than 1/10th of 1% of the State budget. When considering the entire budget, this is nominal but, the value to our libraries is

tremendous. It is estimated that state investment in libraries delivers a 7:1 return in services and benefits. In 2021, the Library Aid Program only received \$94.1M - that's \$8.5M less than what is called for in Education Law. Moreover, that means that over \$125M in statutory aid has been withheld from libraries since 2007. Imagine what those funds could have provided if in the hands of our libraries and library systems.

Our Library Construction Aid Program also deserves more. Last year, the Legislature secured \$34M. While we are grateful for the investment, especially in the wake of a \$20M reduction - there is a \$1.5B need. Many of our libraries are rapidly aging and their infrastructure is decaying. With increased investment in the Library Construction Aid Program, libraries would have the ability to develop their spaces to ensure they are safe, accessible, and sustainable for everyone.

Meetings:

- CPL Foundation Bylaws Committee Meeting – 1/27/21
- Directors' Council Meeting – 2/2/22
- CPL Long Range Plan Committee Meeting – 1/7/22
- MCLS Associated Director Selection Committee Meeting – 2/4/22
- Gates Chili Chamber of Commerce Board Meeting – 2/8/22
- Friends of the CPL Board Meeting – 2/11/22
- Department Heads Meeting – 2/9/22
- CPL Long Range Plan Committee Meeting – 2/14/22
- Gates Chili Chamber of Commerce Golf Tournament Committee Meeting 2/15/22
- Gates Chili Chamber of Commerce Program Committee Meeting – 2/15/22
- MCLS Annual Report Webinar – 2/15/22
- CPL Foundation Board Meeting – 2/16/22
- Causewave CPL Branding Grant Meeting – 2/17/22
- Causewave Chamber Goals Meeting – 2/17/22
- Community Center Eclipse Committee Meeting – 1/25/22



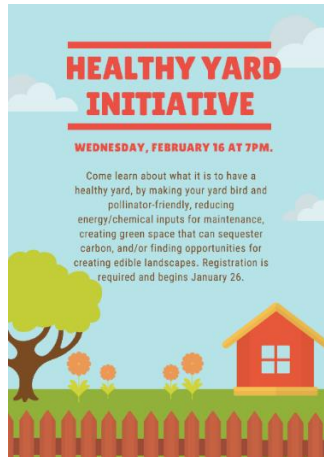


**MAKER MONTH:
BOARD GAMES**

Join us once a week throughout all of March as we make a unique board game out of YOUR ideas! Teens will meet and brainstorm together, and will create rules, cards, pieces, etc. Afterward, each teen will be able to bring home their own copy of the game!

First meeting is March 1st, 2022,
Teen Room, 6:30 - 8:00

Open to ages 15 - 18
Registration required



**HEALTHY YARD
INITIATIVE**

WEDNESDAY, FEBRUARY 16 AT 7PM.

Come learn about what it is to have a healthy yard, by making your yard bird and pollinator-friendly, reducing energy/chemical inputs for maintenance, creating green space that can sequester carbon, and/or finding opportunities for creating edible landscapes. Registration is required and begins January 26.



Teens Who Brunch

At the Chili Library

Join us for a fun brunch on the 15th! We will be making delicious waffles and breakfast sandwiches, playing games, and more! Please note any food allergies on the registration form.

For ages 15-18,
Registration is required and begins February 5.

Saturday, February 19th
From 12:30pm to 3:30pm

CHILI 585-889-2200



Babies and Books

For babies and toddlers up to age 24 months with an adult. Join us for stories, songs, and fingerplays followed by an open play session. No registration required.

Meets Thursdays at 10:30am.

February: 17th
March: 3rd, 10th



**TAIL WAGGIN
TUTORS**

**February 15th
at 4 PM**

No registration required.



Family Lego Club

February 17th at 6 pm

For all ages.
No registration required.



**FAMILY
Movie
Morning**

Wednesday, February 23
at 10am

For all ages.
Please register!



**TWEEN
POLYMER
CLAY**

CREATIONS WITH MISS LAURA

**TUESDAY,
FEBRUARY 22
AT 3PM**

FOR AGES 8-12
REGISTRATION REQUIRED



Committees: The nominating committee, Jeff Stoiber and Lori Ahearn will be conducting interviews for the vacant CPL Board position on March 7, 2022, and March 8, 2022.

Old Business: None

New Business: None

Review of the CPL Budget Spreadsheet and Memorial Fund Spreadsheet: Biannual employee medical insurance paid.

Approval Items:

- Approval of Library Fund Abstract amount of \$3055.81.
- Approval of Memorial Fund Expenditures. No expenditures.
- Approval of Memorial Fund Donations. No donations.

Lori Hahn asked if there were any objections to the approval of the Library Fund Abstract. **Hearing none**, it was approved by Unanimous Consent.

Additional Comments from Audience: None

- **Lori Hahn called an executive session** at 7:05 pm to discuss a salary issue.
- **General meeting resumed** at 7:20pm.
- **Lori Hahn asked if there were any objections** to approve an increase of \$3,000.00 to the salary of the Youth Services manager. **Hearing none**, it was approved by Unanimous Consent.

Hearing no objections, the meeting was adjourned @ 7:25.

Next meeting date/time: March 22, 2022 @ 6pm in the Chili Public Library Ireland Room.

Chili Public Library Board of Trustees Meeting
Approved Minutes for March 22, 2022

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: Lori Hahn (President), Jeffrey Stoiber (Vice President), Lorraine Ahearn (Secretary), James Lechner (Memorial Fund Treasurer), Vinny Dallo, Sara Landes

Library Director: Jeff Baker

Town Liaison: Mary Sperr

Absent: None

Excused: Lori Hahn, Lorraine Ahearn

Meeting called to order @ 6:00pm by Vice President Stoiber.

Approval of agenda: Jeffrey Stoiber 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: Jeffrey Stoiber asked if there were any objections to the approval of the minutes of February 22, 2022. **Hearing none**, the minutes were approved with Unanimous Consent.

Communications

- **Town Liaison:**

- The Bicentennial Gala was held on 3/5/22 at Jack's Place. More than 175 people attended and joined in the celebration of 200 years of Chili history. Photos from the event can be found on the Town of Chili website.
- Chil-E Fest is scheduled as a 2-day event this year- June 24-June 25. The parade will take place June 24th and fireworks on June 25th.
- On 3/16/22 the Town Board accepted by resolution making donations to the Chili Library of \$10,000 and to the Friends of the Chili Library of \$8,000

- **Guests/Public:** None Present

Director's Report

(Please note: All documents to be discussed were electronically sent to the CPL Board prior to the meeting. Documents amended during the meeting were electronically sent to CPL Board members).

General

- **Friends of the CPL Board:** The Friends Board will next meet April 12, 2022 at 6pm. Sara Landes has volunteered to attend. The Friends Board approved paying for the subscription of BookPage. It allows the library to give out 100 copies of this magazine to patrons per month.

The Friends next books sale is March 30 through April 3, 2022

Wednesday, March 30th, 4:00-8:00 Friends Preview

Thursday, March 31st, 12:00-8:00

Friday, April 1st & Saturday, April 2nd, 9:00-4:00

Sunday, April 3rd, 1:00-4:00 \$5 Bag Sale

Statistics:

	February 2022	February 2021	% of change
Circulation	15,512	12,085	28%
Library Visits	8,368	5,397	55%
Reference Questions	1,118	1,049	7%
Programs (in-house)	36	0	100%
Program Attendance (in-house)	486	0	100%
Items Borrowed (holds)	819	711	15%
Items Loaned (holds)	1,086	859	26%
Overdrive	3,072	2,660	15%
Hoopla Circulation	253	236	7%
Meeting Room	96	0	100%
Website Sessions	5,633	3,332	69%
Website Pageviews	8,127	5,047	61%
Curbside	1	N/A	N/A
Sparklab Open Hours	122	N/A	N/A
	Mar 2021-Feb 2022	Mar 2020-Feb 2021	% of change
Circulation	196,741	133,790	47%
Library Visits	65,642	34,942	88%
Reference Questions	14,083	9,911	42%
Programs	309	18	1,617%
Program Attendance	4,230	285	1,384%
Overdrive	37,333	40,566	-8%
Hoopla Circulation	3,044	2,237	36%

*Due to the COVID restrictions, there were no in-house programming during February 2021.

Virtual Programming

	Sessions	Participants
Adult Programs	1	38

New Items:

- **Approval Updated of the CPL Personnel Policy:** The Library Director requests the Library Board to approve the updates made to the CPL Personnel Policy.
Action Requested: Approve the updated CPL Personnel Policy as described.

Jeffrey Stoiber asked if there were any objections to the approval of the updated CPL Personnel Policy as described. **Hearing none**, the amendment was approved by Unanimous Consent.

- **Approval 2021-22 Local Library Services Aid:** The Monroe County Library System received 2021-22 Local Library Services Aid (LLSA) from the State of New York, the purpose of which is to enhance member libraries ability to provide library services to their local communities. The System is required to distribute these funds to System Member Libraries based on a per capita formula established by the State. On September 2021 the System has distributed the first portion (90%) of the Chili Public Library's LLSA payment for the state fiscal year effective April 2021 in the amount of \$7,358. The remaining (10%) of the LLSA payment has been disbursed in the amount of \$818.
Action Requested: Approve acceptance of the remaining 2021-22 Local Library Services Aid in the amount of \$818.

Jeffrey Stoiber asked if there were any objections to the approval of acceptance of the remaining 2021-22 Local Library Services Aid in the amount of \$818. **Hearing none**, the amendment was approved by Unanimous Consent.

MCLS Items:

- **None to report**

State Items:

- **None to report**

Meetings:

- Bicentennial Team Meeting – 3/23/21
- Library Tour Given to Riedman Foundation – 3/1/22
- Senator Rath Advocacy Meeting – 3/2/22
- Full Staff Meeting – 3/4/22
- Bicentennial Gala – 3/5/22
- CPL Long Range Planning Committee Meeting – 3/7/22
- Gates Chili Chamber of Commerce Board Meeting – 3/8/22
- Friends of the CPL Board Meeting – 3/8/22
- MCLS Directors' Council Meeting – 3/9/22
- Consulting RIT Library Upcoming Move – 3/9/22
- Vargas Associates Feedback Meeting – 3/9/22
- Gates Chili Chamber of Commerce Golf Tournament Committee Meeting – 3/15/22
- Gates Chili Chamber of Commerce Program Committee Meeting – 3/15/22
- CPL Trustee Vacancy Tour – 3/16/22
- CPL Foundation Board Meeting – 3/16/22
- Library Tour Given to Olean Public Library – 3/18/22

Committees: The nominating committee will provide their recommendations for nomination of a new Library Board member at the April Library Board meeting.

The Long Range Planning committee has presented a draft of the proposed Long Range Plan Goal and Strategy Statements for 2022-2026. The Library Board will vote on approval in the April Library Board meeting.

Old Business: None

New Business: None

Approval Items:

- Approval of Library Fund Abstract amount of \$17,541.94.
- Approval of Memorial Fund Expenditures. No expenditures.
- Approval of Memorial Fund Donations. No donations.

Jeffrey Stoiber asked if there were any objections to the approval of the Library Fund Abstract.
Hearing none, it was approved by Unanimous Consent.

Additional Comments from Audience: None

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

Next meeting date/time: April 26, 2022 @ 6pm in the Chili Public Library Ireland Room.

Chili Public Library Board of Trustees Meeting
Approved Minutes for April 26, 2022

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

Absent: None

Excused: None

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

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

Approval of minutes of March 22, 2022: **Lori Hahn 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 of Chili placed a historical sign at the Clifton Fire Department on the morning of April 4, 2022, in honor of Chili's Bicentennial Year. The Chili Town Board then relocated to Chili Town Hall where a plaque commemorating Chili's bicentennial of the first Town of Chili Board meeting was unveiled, followed by the April 4, 2022, Chili Town Board meeting. After the meeting was adjourned, the plaque was placed at the entrance of Chili Town Hall.

Premises located at 1140 Paul Road, Churchville, NY 14428 and 257 Archer Road, Churchville, NY 14428 will be designated as "Landmark" as per Chapter 300 of the Town Code per the recommendation of the Historic Preservation Board.

The Town of Chili Chil-E Fest will be held on June 24 – June 25, 2022.

- **Guests/Public:** Monique Rew-Bigelow

Director's Report

(Please note: All documents to be discussed were electronically sent to the CPL Board prior to the meeting. Documents amended during the meeting were electronically sent to CPL Board members).

- Chili Public Library coordinated with the Town of Chili historian, Pete Widener, to move the model of the Chili Cobblestone School, now a museum, to outside the CPL Reading Room. Information concerning the Cobblestone Museum hours, located on Scottsville Road, will be available on the model.
- The Reading Room has two new exhibits. One is by The Chili Art Group. The other, from the Town Historian, is about the Grange.

Information:

- **Friends of the CPL Board:** The Friends Board will next meet Tuesday, May 10, 2022 at 6pm. Lori Ahearn will attend as the CPL Board representative. The Friends Board approved purchasing CPL-on-the-Go! giveaway books and items for the Chil-E Fest.

Statistics:

	March 2022	March 2021	% of change
Circulation	17,820	15,369	16%
Library Visits	10,738	4,395	144%
Reference Questions	1,262	1,062	19%
Programs (in-house)	55	0	N/A
Program Attendance (in-house)	660	0	N/A
Items Borrowed (holds)	900	957	-6%
Items Loaned (holds)	1159	989	17%
Overdrive	3,247	3,247	-3%
Hoopla Circulation	256	265	-3%
Meeting Room	139	0	N/A
Website Sessions	5,644	3,579	58%
Website Pageviews	8,371	5,490	52%
Curbside	2	N/A	N/A
Sparklab Open Hours	183	N/A	N/A
	Apr 2021-Mar 2022	Apr 2020-Mar 2021	% of change
Circulation	199,192	137,613	45%
Library Visits	71,985	34,021	112%
Reference Questions	14,283	10,145	41%
Programs	364	0	N/A
Program Attendance	4,890	0	N/A
Overdrive	37,217	40,741	-9%
Hoopla Circulation	3,035	2,502	21%

*Due to the COVID restrictions, there were no in-house programming during March 2021.

Virtual Programming – March 2022

Virtual Programming	Sessions	Participants
Adult Programs	1	52

Old Items:

- **2022 RRLC Causwave Capacity Building Grant** – The Director is pleased to report the Rochester Regional Library Council has reviewed the library's RRLC Causewave Capacity Building Grant to brand the library and has approved full funding of the grant in the amount of \$4,500. Volunteers from the CPL Board will be needed for this project. Director Baker will send out a memo when times and dates are confirmed.

New Items:

- **Approval of 2021 Chili Public Library State Annual Report** - Annually, the Chili Public Library must submit a State Annual Report to the Division of Library Development. The assurance that this “Annual Report” was reviewed and approved by the Library Board is required. A summary of the report document will be reviewed at the Library Board meeting and the full report will be available at the meeting.

Action Requested: Approve the 2021 Chili Public Library State Annual Report.

Lori Hahn asked if there were any objections to the approval of the 2021 Chili Public Library State Annual Report. **Hearing none**, the report was approved by Unanimous Consent.

- **Approval of 2022-2026 Chili Public Library Long Range Plan** – At the Library Board’s March 2022 meeting the CPL Long Range Planning Committee presented the 2022-2026 Chili Public Library Long Range Plan. The Director request approval of the plan by the Library Board,

Action Requested: Approve the 2022-2026 Chili Public Library Long Range Plan.

Lori Hahn asked if there were any objections to the approval of the 2022-2026 Chili Public Library Long Range Plan. **Hearing none**, the report was approved by Unanimous Consent.

- **Action Requested:** Approval of the changes to the Anti-Nepotism policy statement within the CPL Personnel Policy.

Lori Hahn asked if there were any objections to the approval of the changes to the Anti-Nepotism policy statement within the CPL Personnel Policy. **Hearing none**, the changes were approved by Unanimous Consent.

MCLS Items:

- None to report

State Items:

- **New York State Budget Update** - The final NYS Budget was passed on Saturday, April 9, 2022. Although Library Aid did not reach the target level, we are thankful for the increase in funding (about \$5.5M more than the 2021-2022 fiscal year). Library Construction held steady at the same level as the previous year - \$34M.

The 2022-2023 NYS Budget includes:

- Library Aid \$99.6M
- Library Construction \$34M
- Digital Inclusion \$10M
- Release of \$150K Love Your Library Fund
- Establishment of the Working to Implement Reliable and Equitable Deployment of Broadband Act (WIRED)
- Modifications to Open Meetings Law

Meetings:

- Full Staff Meeting – 4/1/22
- Bicentennial Clifton Hamlet Sign Dedication Event – 4/2/22
- Bicentennial Town Board Meeting Event – 4/2/22
- Gates Chili Chamber of Commerce Golf Committee Meeting – 4/5/22
- Gates Chili Chamber of Commerce Program Committee Meeting – 4/5/22
- Gates Chili Chamber of Commerce Networking Event – 4/5/22
- MCLS Directors' Council Meeting – 4/6/22
- Director's Evaluation Meeting – 4/11/22
- Gates Chili Chamber of Commerce Board Meeting – 4/12/22
- Friends of the CPL Board Meeting – 4/12/22
- CPL Foundation Committee Meeting – 4/14/22
- Town of Chili Staff Wellness Program – 4/14/22

Committees:

- **The Nominating Committee put forward the resolution** for Monique Rew-Bigelow to fill the remainder of Susan Ackerson'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.

Lori Hahn asked if there were any objections to the approval of the resolution to have Monique Rew-Bigelow fill the remainder of Susan Ackerson's CPL Board term and to send the resolution to the Chili Town Board. **Hearing none**, the resolution was passed with Unanimous Consent.

Old Business: None

New Business: None

Review of the CPL Budget Spreadsheet and Memorial Fund Spreadsheet: There were three pay periods this month. The expense for the hybrid zoom and in-person meeting equipment was on the spreadsheet.

Approval Items:

- Approval of Library Fund Abstract amount of \$12,158.99
- Approval of Memorial Fund Expenditures amount of \$27.50.
- Approval of Memorial Fund Donations. There were no donations.
- **Lori Hahn 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

Lori Hahn adjourned the meeting to go into executive session @ 6:45 to discuss personnel issues including library organization.

The CPL Board meeting reconvened at 7:00pm.

Action Requested by the director: In recognition of Jennifer Lowden's increased responsibilities as Assistant Director of the Chili Public Library, the Library Board approve her pay rate increase, from \$34.67 to \$36.25, to take place on payroll 11, May 8, 2022

Lori Hahn asked if there were any objections to the approval of the pay rate increase for Jennifer Lowden as described. **Hearing none**, the rate increase was approved by Unanimous Consent.

Hearing no objections, the meeting was adjourned @ 7:05pm.

Next meeting date/time: May 24, 2022 @ 6pm in the Chili Public Library Ireland Room.

Chili Public Library Board of Trustees Meeting
Approved Minutes for May 24, 2022

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

Absent: None

Excused: Vinny Dallo

Meeting called to order @ 6:00pm by President Hahn.

Approval of agenda: Lori Hahn 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: Lori Hahn asked if there were any objections to the approval of the minutes of April 26, 2022. Hearing none, the minutes were approved with Unanimous Consent.

Communications

- **Town Liaison/Gates Chili Chamber of Commerce:** The 2022 Chil-E Fest is on June 24 – June 25. The parade will be held on June 24, 2022 @ 6:30pm. Fireworks are on June 25@10pm.

Auditors, Freed Maxick, gave The Town of Chili a clean bill of health for the 2021 audit.

- **Guests:** None Present

Director's Report

(Please note: All documents to be discussed were electronically sent to the CPL Board prior to the meeting. Documents amended during the meeting were electronically sent to CPL Board members).

- The CPL Board was shown samples of *Wonderbooks*, read along children's books. The Lions Club of Chili donated money to purchase some of the books.
- The CPL Board was also shown a sample of what can be made with the new 3D printer.

Information:

- **Friends of the CPL Board:** The Friends Board will next meet Tuesday, June 14, 2022 at 6pm. Jim Lechner has volunteered to attend. A mini-Booksale will take place in early summer.

- **CPL Foundation:** Bob Pacer has resigned from the Foundation in order to spend more time with family. Bob was instrumental in the development of the CPL Foundation and has been the CPL Foundation president. The CPL Board wishes him the best.

Statistics:

	April 2022	*April 2021	% of change
Circulation	16,516	10,439	58%
Library Visits	9,396	4,706	100%
Reference Questions	1,177	640	84%
Programs (in-house)	41	0	N/A
Program Attendance (in-house)	604	0	N/A
Items Borrowed (holds)	824	238	246%
Items Loaned (holds)	776	479	62%
Overdrive	3,148	3,086	2%
Hoopla Circulation	282	281	.4%
Meeting Room	145	0	N/A
Website Sessions	5,428	3,636	49%
Website Pageviews	8,339	5,203	60%
Curbside	1	N/A	N/A
Sparklab Open Hours	92	N/A	N/A
	May 2021-Apr 2022	May 2020-Apr 2021	% of change
Circulation	205,269	144,155	42%
Library Visits	76,675	38,727	98%
Reference Questions	14,820	10,768	38%
Programs	405	0	N/A
Program Attendance	5,494	0	N/A
Overdrive	37,279	39,945	-7%
Hoopla Circulation	3,036	2,783	9%

*Due to the COVID restrictions, there were no in-house programming during April 1-18, 2021 and the library was closed April 19-30, 2021 in preparation for the move to the new Community Center.

Virtual Programming – April 2022

	Sessions	Participants
Adult Programs	0	0
Children's Programs	0	0

- **Personnel Update** - Valerie Watson has been promoted to being the Library's Programs and Youth Services Manager – Her civil service title is full time Librarian II at a pay rate of \$26.37, effective May 9, 2022. Laura Sutter has been promoted to full time Librarian Trainee at a pay rate of \$17.43 effective May 9, 2022. Thanks to Dawn Forte, for her help in her role as the civil service liaison.

Old Items:

- None to report

New Items:

- **Approval of 2021 Chili Public Library Annual Report to the Community** – A minimum standard of the State Library is for public libraries must produce a Report to the Community. The report was in a colorful, easy to read format created by Jenn Lowden.
Action Requested: Approve the 2021 Chili Public Library Report to the Community.

Lori Hahn asked if there were any objections to the approval of the 2021 Chili Public Library Report to the Community. **Hearing none**, the report was approved by Unanimous Consent.

- **Approval of Increasing Start of the Day Cash Register Drawer to \$80 from \$75** – The start of the day cash register is \$75. The Circulation staff find the number of ones in the drawer runs low throughout the day which would be remedied if the start of the day cash register was \$80.
Action Requested: Approve Increasing the Start of the Day Cash Register Drawer to \$80 from \$75.

Lori Hahn asked if there were any objections to the approval of Increasing the Start of the Day Cash Register Drawer to \$80 from \$75. **Hearing none**, the increase was approved by Unanimous Consent.

MCLS Items:

- None to report

State Items:

- None to report

Meetings:

- Gates Chili Chamber of Commerce Golf Committee Meeting – 4/27/22
- Gates Chili Chamber of Commerce Program Committee Meeting – 4/28/22
- MCLS Directors' Council Retreat – 5/4/22
- CPL Full Staff Meeting – 5/6/22
- Gates Chili Chamber of Commerce Board Meeting – 5/10/22
- Friends of the CPL Board Meeting – 5/10/22
- Gates Chili Chamber of Commerce Program Committee Meeting – 5/12/22
- Gates Chili Chamber of Commerce Program Ribbon Cutting – 5/12/22
- Town Finance Director Meeting – 5/13/22
- CPL Board Budget Committee Meeting- 5/13/22
- Gates Chili Chamber of Commerce Bob Duffy Speaking Event – 5/19/22

Committees: The budget committee, Jim Lechner, Lori Hahn, Sara Landes and Jeff Baker, presented the preliminary work that has been done on the budget. This framework was discussed and the CPL Board members stated their positions on what is needed for the library to continue the best service to the community.

Lori Hahn will send a memo for the CPL Trustees to indicate on which committees they would like to serve.

Old Business: None

New Business: None

Review of the CPL Budget Spreadsheet and Memorial Fund Spreadsheet: The NYLA Conference cost was on the spreadsheet. The cost of utilities is rising.

Approval Items:

- Approval of Library Fund Abstract amount of \$32,580.25.
- Approval of Memorial Fund Expenditures amount of \$294.90.
- Approval of Memorial Fund Donations: There were no donations.
- Lori Hahn 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:

Hearing no objections, the meeting was adjourned @ 8:22pm.

Next meeting date/time: June 28, 2022 @ 6pm in the Chili Public Library Ireland Room.

Chili Public Library Board of Trustees Meeting
Approved Minutes for June 28, 2022

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

Absent: None

Excused: Vinny Dallo, Jeff Stoiber

Meeting called to order @ 6:00pm by President Hahn.

Approval of agenda: Lori Hahn 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: Lori Hahn asked if there were any objections to the approval of the minutes from May 24, 2022. Hearing none, the minutes were approved with Unanimous Consent.

Communications

- **Town Liaison/Gates Chili Chamber of Commerce:**

The Town of Chili dog census was approved. Approval was given to tear down two structures in disrepair. The Board of the Town of Chili set aside special pages of their minutes from the June 24, 2022, Town Board Meeting in memory of James Batz, Ilze Bullwinkel and Larry Smith.

Tickets for the July, 2022 Gates-Chili Chamber of Commerce Golf Tournament can be purchased on the Chamber web site.

- **Guests/Public:** None Present

Director's Report

(Please note: All documents to be discussed were electronically sent to the CPL Board prior to the meeting. Documents amended during the meeting were electronically sent to CPL Board members).

- A patron incident on June 16, 2022, was resolved peacefully using the established CPL protocols.

Information:

- **Friends of the CPL Board:** The Friends Board will next meet Tuesday, July 12, 2022 at 6pm. Jeff Stoiber has volunteered to attend. The Friends Board is having a mini Summer

Book Sale. The Friends Preview is on Friday, July 15 (1pm-5pm). Open to the public Saturday, July 16 (9am-5pm). A \$5 bag sale is Sunday, July 17 (1pm-4pm).

Statistics:

	May 2022	*May 2021	% of change
Circulation	14,504	8,967	62%
Library Visits	7,368	**0	N/A
Reference Questions	922	440	100%
Programs (in-house)	31	0	N/A
Program Attendance (in-house)	424	0	N/A
Items Borrowed (holds)	762	307	148%
Items Loaned (holds)	679	673	1%
Overdrive	3,136	3,102	1%
Hoopla Circulation	275	240	15%
Meeting Room	124	7	1,671%
Website Sessions	5,178	4,286	21%
Website Pageviews	7,496	6,642	13%
Curbside	0	N/A	N/A
Sparklab Open Hours	91	N/A	N/A
	Jun 2021-May 2022	Jun 2020-May 2021	% of change
Circulation	210,806	148,275	42%
Library Visits	84,043	38,727	117%
Reference Questions	15,302	11,188	37%
Programs	436	0	N/A
Program Attendance	5,918	0	N/A
Overdrive	37,313	38,993	-4%
Hoopla Circulation	3,071	3,023	2%

*The library was closed from May 1-14, 2021 in preparation for the move to the new Community Center. There were no in-house programs in May 2021.

**The people counter was not working in May 2021.

Virtual Programming – May 2022

	Sessions	Participants
Adult Programs	1	45

- **Chil-E Fest** – The Chili Community Center Library will be closed during Chil-E Fest to allow for vendors to be in the parking lot. The Library will take part in the Chil-E Fest parade on Friday, June 24 and will have a booth on Saturday, June 25 from 12pm – 7pm. The CPL booth was well received, especially the free book give away and the introduction of Zephyr, the Dinosaur, made in the Spark Lab using the 3D printer.
- **Polling Site** – The library is a polling site on June 28th for the Primary Election.
- **Churchville Elementary School Display** – As part of the Library' long range plan to serve as a center of community engagement by establishing and sustaining partnerships with educational, cultural, and community organizations to address community needs, the

library is displaying artwork from Churchville Elementary School children until the end of August. The Town Historian Pete Widener spoke to the school about the history of Wells barns and the children created artwork for a class assignment called Barn Repurposing Project where they envisioned different uses for Wells barns.

- **26th Annual Gates Chili Chamber of Commerce Golf Tournament** – This year's fundraiser for the Chili and Gates libraries will be held on Monday, July 25, 2022 at the Brook-Lea Country Club. Registration for golfing and/or attending the dinner is found on the Chamber's website.
- **Summer Reading Program** - The Library's Summer Reading Program begins July 11. The theme of the statewide Summer Reading program is Oceans of Possibility. During the summer of reading and programs kids will be earning beads for reading, and teens and adults will be able to win prizes too. On July 11 is the Summer Reading Family Kickoff Truck Show at 10am for all ages. The first hour is horn free. The Summer Reading Teen Kickoff Ice cream Social is July 8 at 5pm for ages 13-18. A copy of the children's summer reading *Bookmark Design Challenge* entry form was in our Board packets.
- **Summer Reading School Visit** – The Programs and Youth Services staff visited Paul Road Elementary School on June 14th and met with over 400 students to introduce them to the Library's Summer Reading program. Due to COVID considerations the last time library staff were able to visit the school was in 2019.
- **Summer Reading School Tour of the Library** - Florence Brasser Elementary School visited the library on June 17th for a tour of the library and introduction about the Library's Summer Reading Program.
- **Library Director Meet & Greet** - There was a meet and greet with the director on June 17th. The director and head of the Senior Center Jennifer Kelley.
- **Personnel Update** – Amanda Ingres been promoted to part-time Library Clerk at a pay rate of \$14.20 effective July 2, 2022.

Old Items:

Draft Proposal for the Library 2023 Budget – The Library Director will review the latest draft for the 2023 Library Budget. The CPL Board revisited the CPL 2023 draft budget to address the changing economy and job market. The CPL Board looked at different ways to meet the goals and NYS standards expected by CPL patrons as well as staff needs. The Board supports the 2023 draft budget as revised at this meeting,

New Items:

- **None to report**

MCLS Items:

- **Member Library Costshare** - Due to a 5.9% increase in State funding the library's costshare for next year will remain flat. The cost share helps to pay for Monroe County

Library System services such as shipping and delivery, the Integrated Library System, the library system's IT Network, NYS mandated services, and member library support.

State Items:

- None to report

Meetings:

- MCLS Directors' Council Meeting – 6/1/22
- Gates Chili Chamber of Commerce Program Committee Meeting – 6/2/22
- Gates Chili Chamber of Commerce Program Ribbon Cutting – 6/2/22
- CPL Reference Staff Meeting – 6/3/22
- Gates Chili Chamber of Commerce Golf Tournament Meeting – 6/7/22
- Gates Chili Chamber of Commerce Golf Tournament Meeting – 6/14/22
- Friends of the CPL Board Meeting – 6/10/22
- Churchville Elementary School Media Librarian Meeting – 6/14/22
- Senior Center Meet & Greet the Chili Public Library Director – 6/17/22

Committees: None

Old Business:

- Committee sign-up is tabled until our July CPL Board meeting.
- The Board will discuss the handout *Overdue Fines Advantages, Disadvantages, and How Eliminating Them Can benefit Public Libraries* at a future CPL Board meeting.

New Business: None

Review of the CPL Budget Spreadsheet and Memorial Fund Spreadsheet: The Library/Town Building Operation cost reflects CPL's cost for the cleaner. The Chili Lions donation appeared on the Memorial Fund spreadsheet.

Approval Items:

- Approval of Library Fund Abstract amount of \$11,911.14.
- Approval of Memorial Fund Expenditures amount of \$354.60.
- Approval of Memorial Fund Donations amount of \$1,500,00.
- Lori Hahn asked **for approval** of the Library Fund Abstract, Memorial Fund Expenditures and the Memorial Fund Donations. **Hearing no objections**, all were approved by Unanimous Consent

Additional Comments from Audience: None

Hearing no objections, the meeting was adjourned @ 7:32pm.

Next meeting date/time: 26, 2022 @ 6pm in the Chili Public Library Ireland Room.

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Chili Public Library Board of Trustees Meeting
Approved Minutes for July 26, 2022

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

Absent: None
Excused: Jeffrey Stoiber

Meeting called to order @ 5:58pm by President Hahn.

Approval of agenda: Lori Hahn 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: Lori Hahn asked if there were any objections to the approval of the minutes from June 26, 2022. Hearing none, the minutes were approved with Unanimous Consent.

Communications

- **Town Liaison/Gates Chili Chamber of Commerce:**
 - The 26th Annual Gates Chili Chamber Golf Tournament was held Monday, July 25, 2022. The proceeds will benefit the Friends of the Chili Public Library and the Friends of the Gates Public Library.
 - The Town of Chili will receive several free EV charging stations to be placed at locations around Chili.
 - The Founders Day 5k Race and a Fall Picnic will be held in the fall to continue our Bicentennial celebrations.
- **Guests/Public:** None Present

Director's Report

(Please note: All documents to be discussed were electronically sent to the CPL Board prior to the meeting. Documents amended during the meeting were electronically sent to CPL Board members).

Information:

- **Friends of the CPL Board:** The Friends Board will next meet Tuesday, August 9, 2022 at 6pm. Lori Hahn has volunteered to attend. The Friends Board had its first ever mini Summer Book Sale July 15-17, 2022. The abbreviated sale, only 19 hours compared to the usual 31 hours brought in \$1812.80 in book sales and \$99.04 in membership fees. Total: \$1911.84.

- **CPL Foundation:** Calnon & Cilano had a vendor booth at Chil-E Fest and raised \$500 for the CPL Foundation.

Statistics:

	June 2022	June 2021	% of change
Circulation	16,329	19,636	-17%
Library Visits	7,996	0	N/A
Reference Questions	965	1,518	-36%
Programs (in-house)	36	1	3,500%
Program Attendance (in-house)	269	16	1,581%
Items Borrowed (holds)	730	791	-8%
Items Loaned (holds)	1,174	890	32%
Overdrive	3,116	2,915	7%
Hoopla Circulation	261	262	-.4%
Meeting Room	124	49	153%
Website Sessions	4,427	4,247	4%
Website Pageviews	7,087	6,781	5%
Curbside	0	1	-100%
Sparklab Open Hours	131	N/A	N/A
	Jul 2021-Jun 2022	Jul 2020-Jun 2021	% of change
Circulation	207,499	160,666	29%
Library Visits	92,039	38,727	138%
Reference Questions	14,749	12,436	19%
Programs	471	1	47000%
Program Attendance	6,171	16	38,469%
Overdrive	37,514	38,114	-2%
Hoopla Circulation	3,070	3,005	2%

*The library was beginning to slowly introduce in house programs in June 2021.

**The people counter was not working in June 2021.

Virtual Programming – June 2022

	Sessions	Participants
Adult Programs	1	45

- **Summer Reading Kickoff Truck Show** - The Library's Summer Reading Kickoff Truck Show was July 11th. Program begins July 11. CPL-on-the-Go! gave away 75 CPL sunglasses and 85 books at the event.

Old Items:

- **26th Annual Gates Chili Chamber of Commerce Golf Tournament** – This year's fundraiser for the Chili and Gates libraries was held Monday, July 25, 2022. The Library Director will share with the Library Board the results of the fundraiser.
- **Approval of the 2023 Chili Public Library Proposed Budget** – The Library Director's 2023 Budget request will be presented to the Library Board at the July Board meeting. The

Library's 2023 budget request needs to be approved by the July Library Board meeting. Once approved the budget proposal and cover letter will be forwarded to the Supervisor.

Action Requested – Approve the 2023 Chili Public Library Proposed Budget Request.

New Items:

- **Review Eliminating Library Overdue Fines Article:** The Library Director will review the article about the advantages and disadvantages of how eliminating overdue fines can benefit public libraries.

MCLS Items:

- None to report

State Items:

- None to report

Meetings:

- MCLS Directors' Council Meeting – 7/6/22
- MCLS Trustee Training – 7/7/22
- Gates Chili Chamber of Commerce Program Committee Meeting – 7/2/22
- Gates Chili Chamber of Commerce Golf Tournament Meeting – 7/12/22
- Gates Chili Chamber of Commerce Program Ribbon Cutting – 7/12/22
- Gates Chili Chamber of Commerce Golf Tournament Meeting – 7/19/22
- Gates Chili Chamber of Commerce Golf Tournament Fundraiser – 7/25/22

Committees: The list of committee members has been adjusted:

Budget Committee:

Trustees: Jim Lechner, Lori Hahn, Sara Landes

Staff: Jeff Baker

Long Range Planning Committee:

Trustees: Jim Lechner, Monique Rew-Bigelow, Vinny Dallo

Staff: Jeff Baker, Jennifer Lindsey

Personnel Policy Committee:

Trustees: Lori Hahn, Jeff Stoiber, Sara Landes

Staff: Jeff Baker

Policies Review Committee:

Trustees: Monique Rew-Bigelow, Lori Ahearn, Vinny Dallo

Staff: Jeff Baker

Trustees Nominating Committee:

Trustees: Jeff Stoiber, Lori Ahearn, Lori Hahn

Old Business: None

New Business: None

Review of the CPL Budget Spreadsheet and Memorial Fund Spreadsheet: Medical and Dental Benefits for June were less than the budgeted amount. Utilities continue to be higher than the budgeted amount.

Approval Items:

- Approval of the 2023 Chili Public Library Proposed Budget
 - **Lori Hahn called the motion** to approve the 2023 Chili Public Library proposed budget as presented.
 - **Motion** made by Vinny Dallo, 2nd by Jim Lechner. In Favor: 6; Opposed: 0; Abstained: 0.
 - **Lori Hahn asked if there were any objections** to submitting the 2023 CPL approved proposed budget to the Town of Chili Supervisor. **Hearing no objections**, the 2023 CPL proposed budget will be submitted to the Town of Chili Supervisor.

- Approval of Library Fund Abstract amount of \$11,744.84
- Approval of Memorial Fund Expenditures amount of \$1,625.35
- Approval of Memorial Fund Donations amount of \$120.00.

- **Lori Hahn asked for approval** of the Library Fund Abstract, Memorial Fund Expenditures and the Memorial Fund Donations. **Hearing no objections**, all were approved by Unanimous Consent

Additional Comments from Audience: None

Hearing no objections, the meeting was adjourned @ 7:12pm

Next meeting date/time: August 23, 2022 @ 6pm in the Chili Public Library Ireland Room.

Chili Public Library Board of Trustees Meeting
Approved Minutes for August 23, 2022

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: Lori Hahn (President), Jeffrey Stoiber (Vice President), Lorraine Ahearn (Secretary), James Lechner (Memorial Fund Treasurer), Monique Rew-Bigelow, Vinny Dallo, Sara Landes.

Library Director: Jeff Baker

Town Liaison: Mary Sperr

Absent: None

Excused: None

Meeting called to order @ 6:00pm by President Hahn.

Approval of agenda: Lori Hahn asked for approval of the agenda. **Hearing no objections**, the agenda was approved with Unanimous Consent.

Approval of minutes of July 26, 2022.: Lori Hahn asked for approval of the minutes. **Hearing no objections**, the minutes were approved with Unanimous Consent.

Communications

- **Town Liaison/Gates Chili Chamber of Commerce:** The 2023 Town of Chili Budget discussions, for all departments, are scheduled for September 1, 2022, at the Chili Town Hall. The public may attend as observers. A draft of the budget is at the at the CPL reference desk. The Town of Chili Master Plan has been updated. Chili Town Court is in the process of moving to the Chili Town Hall location. Renovations of the space it occupies includes increased security measures.

The Chamber of Commerce raised \$2,500 each for the Chili Public Library and the Gates Public Library. The Golf Committee will discuss what went well and what could be done differently for the 2023 tournament.
- **Guests/Public:** None Present

Director's Report

(Please note: All documents to be discussed were electronically sent to the CPL Board prior to the meeting. Documents amended during the meeting were electronically sent to CPL Board members).

- The CPL Board of Trustee group picture will be taken at the September 27, 2022, CPL Board meeting.
- An updated CPL organizational chart was in the Board packet.

Information:

- **Friends of the CPL Board:** The Friends Board will next meet Tuesday, September 13, 2022 at 6pm. Jeff Stoiber has volunteered to attend.
- **CPL Foundation:** The next Foundation Board meeting is Thursday, September, 8, 2022.
- **Town Board Budget Meeting:** The Town Board Budget meeting will be Thursday, September 1, 2022 at 5pm. President Lori Hahn and Director Jeff Baker will attend.
- **School Supply Drive:** The Library's School Supply Drive is from August 1 - September 9, 2022.
- **Beyond Books: The 21st Century Library:** The Director will show to the Library Board the CBS Morning News segment. The CPL Board saw many parallels to our library as well as interesting practices that might be possible at CPL

Statistics:

	July 2022	July 2021	% of change
Circulation	*19,521	24,511	-20%
Library Visits	9,714	*	N/A
Reference Questions	1,287	1,752	-27%
Programs (in-house)	54	33	64%
Program Attendance (in-house)	868	426	104%
Items Borrowed (holds)	991	823	20%
Items Loaned (holds)	1,357	1,138	19%
Overdrive	3,343	3,187	5%
Hoopla Circulation	331	249	33%
Meeting Room	141	40	253%
Website Sessions	5,294	4,680	13%
Website Pageviews	8,076	7,293	11%
Curbside	0	1	-100%
Sparklab Open Hours	190	N/A	N/A
	Aug 2021-Jul 2022	Aug 2020-Jul 2021	% of change
Circulation	202,509	171,054	18%
Library Visits	101,753	34,990	191%
Reference Questions	14,284	13,069	9%
Programs	492	34	1,347%
Program Attendance	6,613	442	1,396%
Overdrive	37,670	38,041	-1%
Hoopla Circulation	3,152	3,024	4%

*To better serve the Library patrons, starting April 2022 the loan period for DVDs is three weeks instead of 1 week. **The people counter was not working in July 2021. There were no Spark Lab open hours in July 2021.

Virtual Programming – July 2022

	Sessions	Participants
Adult Programs	1	45

Old Items:

- **Results of the 2022 Chamber Golf Tournament Fundraiser** - The 2022 Chamber Golf Tournament Fundraiser was held Monday, July 25, 2022. 90 golfers took part in the tournament which raised \$2,500 each for the Chili Public Library and the Gates Public Library. The checks will be presented to the libraries at the Chamber's annual meeting in November. The CPL Board appreciates the time and effort needed to hold the tournament and the funds CPL will receive. Sponsorships were decreased from the previous tournaments.
- **Summer Reading Program Results** – The Director will share with the Library Board the results of the Library's Summer Reading Program which ended August 19, 2022. There was an increase of adult reading over last summer.
- **Branding Update** – The Director will review the timeline of the Library's Causewave Capacity Building Grant with the Library Board.

New Items:

- **Approval of Library to Require Background Checks and Physicals for New Employees**
– In that the Library staff works with the public, the Library Director recommends the Library Board approve moving forward with background checks and physicals for new employees. The Town of Chili uses Metrodata for their background checks. The cost for a background check is \$29 for those living in Monroe County. The cost for a general physical including drug testing is \$118, for a total cost to the Library of \$147 per new hire.
Action Item: Approve having the Library Require Background Checks and Physicals for New Employees.

Action item is tabled until clarification is obtained by Director Baker.

- **Approval of Laptops Purchase:** The Library has 12 laptops staff use for Zoom meeting, Minecraft programs, and in-library use by patrons. Six of the laptops are model Thinkpad E550, almost seven years old, and are in need of replacement. The Library received a quote from Pinpoint Group in the amount of \$4,842.24 to replace the six older laptops with six ThinkPad E15 Gen 3 laptops.

Action Requested: Approve the purchase of six ThinkPad E 15 Gen 3 laptops at the cost of \$4,842.24 to be paid from the Memorial Fund.

Lori Hahn asked if there were any objections to the approval of the purchase of six ThinkPad E 15 Gen 3 laptops at the cost of \$4,842.24 to be paid from the Memorial Fund. **Hearing none,** the purchase was approved by Unanimous Consent.

MCLS Items:

- **2022-23 Local Library Services Aid (LLSA) and Love Your Library Special Revenue** –

Whereas the System anticipates receiving 2022-23 Local Library Services Aid (LLSA) from the State of New York, the purpose of which is to enhance the member library's ability to provide library services to their local communities, to be distributed at \$7,766 and
Whereas the System anticipates receiving 2022-23 Love Your Library special revenue, a onetime appropriation from the State of new York, the purchase of which is to strengthen and support summer reading program activities during 2022, and to be distributed at \$300 (1/20th of total aid) per member of the Monroe County Library System.

Whereas the System is required to distribute these funds to System Member libraries based on a per capita formula established by the State, and

Whereas, The System is required by law to distribute funds received within thirty (30) days of receipt, and

Therefore, the system shall pay the Library \$8,066. The payment will be based on the funding level established by the New York State Education Department Division of Library Development for the 2022-23 fiscal year.

Action Item: Approve Acceptance of the 2022-23 Local Library Services Aid (LLSA) and Love Your Library Special Revenue as described.

Lori Hahn asked if there were any objections to the approval of acceptance of the 2022-23 Local Library Services Aid (LLSA) and Love Your Library Special Revenue as described. Hearing none, the acceptance was approved by Unanimous Consent.

- **Personnel Update** – Gianna Auble and Anaya Baptiste have been hired as Library Pages at a pay rate of \$13.20 effective July 25, 2022.

Action Item: Endorse the hiring of Gianna Auble and Anaya Baptiste as described.

Lori Hahn asked if there were any objections to the endorsement of the hiring of Gianna Auble and Anaya Baptiste as described. Hearing none, the hiring was endorsed.

- **Library Programs September – December 2022** – The Library Director will review the programs it will be provided to the community, planned for September – December 2022.

State Items:

- None to report

Meetings:

- Gates Chili Chamber of Commerce Golf Tournament Meeting – 8/3/22
- CPL Full Staff Meeting – 8/5/22
- Gates Chili Chamber of Commerce Program Ribbon Cutting – 8/9/22
- CPR Training – 8/10/22
- Gates Chili Chamber of Commerce Ribbon Cutting – 8/16/22
- Gates Chili Chamber of Commerce Board Special Meeting – 8/16/22
- Endless Highway Inc. Meeting – 8/17/22

Committees: Director Jeff Baker, Assistant Director Jenn Lowden, and Reference Librarian Richard Gagnier are developing a CPL policies organizational chart which they will present to the CPL Policy Review committee at a future date.

Old Business: None

New Business: None

Review of the CPL Budget Spreadsheet and Memorial Fund Spreadsheet: On-line fees due to CPL were added to the fines, charges and fees line item. Expenditures that were previously approved were cashed.

Approval Items:

- Approval of Library Fund Abstract amount of \$7,747.32.
- Approval of Memorial Fund Expenditures. No expenditures this month.
- Approval of Memorial Fund Donations. No donations this month.
- **Lori Hahn asked for approval** of the Library Fund Abstract. **Hearing no objections**, the abstract was approved by Unanimous Consent.

Additional Comments from Audience: None

Hearing no objections, the meeting was adjourned @ 6:55PM

Next meeting date/time: Tuesday, September 27, 2022 **@ 6pm in the Chili Public Library Ireland Room.**

Chili Public Library Board of Trustees Meeting
Approved Minutes for September 27, 2022

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

Absent: None

Excused: Sara Landes

Meeting called to order @ 6:00pm by President Hahn.

Approval of agenda: Lori Hahn asked for approval of the agenda. Hearing no objections, the agenda was approved with Unanimous Consent.

Approval of minutes of August 23, 2022: Lori Hahn asked for approval of the minutes. Hearing no objections, the minutes were approved with Unanimous Consent.

Communications

- **Town Liaison/Gates Chili Chamber of Commerce:** A public hearing on the Town of Chili 2023 Preliminary Budgets is on October 12, 2022. The Town Board passed a resolution to adopt the Town of Chili 2030 Comprehensive Plan update. The Town Board passed a resolution, on the recommendation of the Director of Finance, to accept EFPR Group, LLP's proposal to provide independent CPA auditing services for the Town's 2022, 2023 and 2024 financial statements. CPL's audit is done with the Town of Chili audit

The Gates Chili Chamber of Commerce will give a Special Recognition Award to the Town of Chili, for Chili's 200 Year Bicentennial Anniversary during the Chamber's Community Awards Gala on October 13, 2022.

- **Guests/Public:** None Present
- **CPL Staff:** Assistant Director Jennifer Lowden

Director's Report

(Please note: All documents to be discussed were electronically sent to the CPL Board prior to the meeting. Documents amended during the meeting were electronically sent to CPL Board members).

- Trustee annual training is not presently required under NYS regulations, but will probably be so in the near future. Jeff Baker is sending the CPL Board a link to some training opportunities.

Information:

- **Friends of the CPL Board:** The Friends Board will next meet Tuesday, October 11, 2022 at 6pm. Jim Lechner has volunteered to attend. The Friends next Book Sale will take place in the Ireland Room. Friends Preview - Thursday, November 17 from 4pm-8pm. General Public - Friday, November 18 from 9am-5pm, Saturday, November 19 from 9am-5pm. \$5 Bag Sale - Sunday, November 20, from 1pm-4pm
- **CPL Foundation:** The next Foundation Board meeting is Thursday, October 20, 2022. The current goal of the CPL Foundation is to obtain endowments with a target of reaching \$2,000,000.

Statistics:

	August 2022	August 2021	% of change
Circulation	20,569	22,230	-7%
Library Visits	10,424	7,292	43%
Reference Questions	1,393	1,556	-10%
Programs (in-house)	53	42	26%
Program Attendance (in-house)	820	969	-15%
Items Borrowed (holds)	942	886	6%
Items Loaned (holds)	1,252	998	25%
Overdrive	3,635	3,334	9%
Hoopla Circulation	305	276	11%
Meeting Room	172	56	207%
Website Sessions	5,193	4,292	21%
Website Pageviews	7,971	6,464	23%
Curbside	0	4	-100%
Sparklab Open Hours	163	N/A	N/A
	Sep 2021-Aug 2022	Sep 2020-Aug 2021	% of change
Circulation	200,848	177,319	13%
Library Visits	104,885	37,860	177%
Reference Questions	14,121	13,456	5%
Programs	503	76	562%
Program Attendance	6,464	1,411	358%
Overdrive	37,971	37,949	.1%
Hoopla Circulation	3,181	3,034	5%

*To better serve the Library patrons, starting April 2022 the loan period for DVDs is three weeks instead of 1 week.

Virtual Programming – August 2022

	Sessions	Participants
Adult Programs	1	24

There has been an increase in visits and programs.

Old Items:

- **Branding Update** – The Director will review the Causewave Capacity Building Grant. Director Baker turned the update over to Jenn Lowden. The Board received the Causewave printout “Brand Development Information” which was discussed at a previous CPL Board meeting. Causewave has sent electronic surveys to CPL users. The CPL Branding Committee members are CPL staff Jenn Lowden, Jeff Baker, Valerie Watson, and Laura Sutter, and CPL Trustee Lori Ahearn.

New Items:

- **Personnel Update** – Kathryn Garrett, part-time clerk has left the Library for a new career path. Kristen Warburton has been hired as a part-time clerk at a pay rate of \$14.20 effective September 26, 2022.
- **Approval Filing of the 2021 990 Form with the IRS:** As a non-profit the Chili Public Library is required to file a Form 990 with the IRS. FreedMaxick performed the town audit.
Action Item: Approve filing of the 2021 Form 990 with the IRS.

Lori Hahn asked if there were any objections to the approval of the filing of the 2021 Form 990 with the IRS. **Hearing none**, the filing was approved by Unanimous Consent.

- **Approval of the 2022 NYLA Conference Request:** The Director requests the library board approve the Assistant Director Jenn Lowden, and Youth Services staff (Valerie Scheg, Laura Sutter, and Jill Marshall) attend this year’s New York Library Association (NYLA) Conference in Saratoga Springs, NY, November 2-5, 2022. The cost is not to exceed \$2,700 to cover registration, travel, hotel, meals, and mileage. Youth Services Manager Valerie Scheg is receiving a \$100 registration discount for presenting at the Conference with our previous Youth Services Manager Cathy Kyle. Their talk is called “Blurring the Line between Collections and Programming.” 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 Item: Approve the 2022 NYLA Conference Request not to exceed \$2,700.

Lori Hahn asked if there were any objections to the approval of the 2022 NYLA Conference Request not to exceed \$2,700. **Hearing none**, the request was approved by Unanimous Consent.

- **Approval of Library to Require Background Checks and Physicals for New Employees:** The Library Director recommends the Library Board approve moving forward with background checks and physicals for new employees. The Town of Chili uses Metrodata for their background checks. The cost for a background check is \$29 for those living in Monroe County. The cost for a general physical (\$53) including drug testing is (\$65), for a total cost to the Library of \$147 per new hire.
Action Item: Approve having the Library Require Background Checks and Physicals for New Employees.

Lori Hahn asked if there were any objections to the approval of having the Library Require Background Checks and Physicals for New Employees. **Hearing none**, the Checks and Physicals were approved by Unanimous Consent.

- **Approval of the Proposed CPL Board of Trustees 2023 Meeting Dates:** The following is the proposed CPL Board of Trustee meeting dates for 2023. The meetings will be held at 6pm in the Barbara Ireland Community Room.

Tuesday, January 24

Tuesday, February 28

Tuesday, March 28

Tuesday, April 25

Tuesday, May 23

Tuesday, June 27

Tuesday, July 25

Tuesday, August 22

Tuesday, September 26

Tuesday, October 24

Tuesday, November 28

Tuesday, December 19

Action Requested: Approve the 2023 Library Board meeting dates as presented.

Lori Hahn asked if there were any objections to the approval of the 2023 Library Board meeting dates as presented. **Hearing none**, the dates as presented were approved by Unanimous Consent.

MCLS Items:

- None to report

State Items:

- None to report

Meetings:

- Vail Insurance Meeting – 8/24/22
- Senior Center/Library Meeting – 8/29/22
- Gates Chili Chamber of Commerce Program Committee Meeting – 9/30/22
- Cash Handling Webinar – 9/1/22
- Town Board Budget Meeting – 9/1/22
- MCLS Directors Meeting – 9/7/22
- Causewave Branding Meeting – 9/8/22
- Gates Chili Chamber of Commerce Board Meeting – 9/13/22
- CPL Foundation Meeting – 9/15/22
- Staff Policy Meeting – 9/21/22
- Gates Chili Chamber of Commerce Networking Event – 9/21/22

- Hubbard Springs Garden Club of Chili Meeting – 9/22/22
- Gates Chili Chamber of Commerce Golf Committee Meeting – 9/27/22
- Gates Chili Chamber of Commerce Program Committee Meeting – 9/27/22

Committees: Branding Committee – see above under Branding Update.

Old Business: None

New Business: None

Review of the CPL Budget Spreadsheet and Memorial Fund Spreadsheet: The copier amount is for two months. There were three payrolls this month. Earnings from interest has shown an increase.

Approval Items:

- Approval of Library Fund Abstract amount of \$15,127.35.
- Approval of Memorial Fund Expenditures amount of \$5, 243.13.
- Approval of Memorial Fund Donations amount of \$85.87.
- **Lori Hahn asked for approval** of the Library Fund Abstract, Memorial Fund Expenditures and Memorial Fund Donations. **Hearing no objections**, all were approved by Unanimous Consent

Additional Comments from Audience: None

Hearing no objections, the meeting was adjourned @ 6:45pm.

Next meeting date/time: October 25, 2022 @ 6pm in the Chili Public Library Ireland Room.

Chili Public Library Board of Trustees Meeting]
Approved Minutes for October 25, 2022

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

Absent: None
Excused: None

CPL Staff Present: Assistant Director Jennifer Lowden

Meeting called to order @ 6:00pm by President Hahn.

Approval of agenda: Lori Hahn asked for approval of the agenda. **Hearing no objections**, the agenda was approved with Unanimous Consent.

Approval of minutes of September 17, 2022: **Lori Hahn asked** for approval of the minutes. **Hearing no objections**, the minutes were approved with Unanimous Consent.

Communications

- **Town Liaison:** The Chili Town Board passed resolutions to purchase equipment for the Highway Department. The Chili Town Hall is getting a new roof.
The following Town of Chili events are scheduled for 2022: October 29th – Halloween event; November 11th -Veteran's Day Reverse Parade; November 12th – Veteran's Breakfast; December 2nd – Tree Lighting Ceremony; December 23rd – Staff Holiday Luncheon.
- **Guests/Public:** None Present

Director's Report

(Please note: All documents to be discussed were electronically sent to the CPL Board prior to the meeting. Documents amended during the meeting are electronically sent to CPL Board members).

- **Seed Distribution:** Jenn Lowden is reaching out to community partners to help start a sustainable seed distribution project for spring, 2023.
- **The Inclusive Recreation Resource Center (IRRC)** uses an *Inclusivity Assessment Tool* that assesses both physical accessibility and programmatic inclusion of programs and facilities, including adherence to ADA requirements. It enters the results into a national data base. Director Baker announced that CPL received high ratings and actively works to improve accessibility.

Information:

- **Friends of the CPL Board:** The Friends Board has their annual meeting Tuesday, November 8, 2022, at 6pm. Jim Lechner will attend as the CPL Board representative. Their next Book Sale will take place in the Ireland Room the following dates: Friends Preview - Thursday, November 17 from 4pm-8pm. General Public - Friday, November 18 from 9am-5pm, Saturday, November 19 from 9am-5pm. \$5 Bag Sale - Sunday, November 20, from 1pm-4pm.

CPL-on-the-Go! is a great way to reach those in the community and make them aware of the library's collection, programs, and services. Recently it attended the Churchville Chili Middle School Celebrate! Event on September 30th and gave away 31 books. On Saturday, October 1st CPL-on-the-Go! attended the Town of Chili Founder's Day Picnic and gave away 37 books. CPL-on-the-Go! CPL-on-the-Go! will be attending the following events:

- Family Night at Paul Road Elementary – October 26
- Chili Community Center Halloween Event – October 29
- Gates-Chili Fall Family Fest – November 10
- Town of Chili Tree Lighting Ceremony – December 2

At their October meeting, the Friends Board approved the purchase of \$475 worth of give-away items for CPL-on-the Go! (\$300 for books from Book Depot, and \$160 for giveaways item such as ornament kits, and coloring books from Oriental Trading).

October 16-22 was the 17th annual National Friends of the Libraries Week. The Friends greatly help the Library by providing supplemental financial assistance for the purpose of purchasing special materials and equipment and sponsoring programs for the cultural and educational life of the community. Through their generosity the Friends has been able to purchase laptops, picture book shelving, and additional programming for the benefit of those in the Chili community. The CP Boards appreciates the Friends support.

- **CPL Foundation:** The CPL Foundation Board has been meeting and focusing on formulating its action plans for the upcoming year. The Foundation Board will choose a replacement for Bob Pacer at their next meeting.
- **Film Screening & Discussion:** In keeping with the Library's long range goal to 'serve as a center of community engagement', the library will hold a Film Screening & Discussion of "Mical", a film about dyslexia, on October 27, 2022. This community conversation is presented in collaboration with the following partners: Dyslexia Allies of WNY, Community Advocates of Struggling Learners (CASL) Gates Chili, Gates Chili (SEPTO) (Special Education Parent Teacher Organization), Literacy Rochester, National Parents Union, The Norman Howard School, Penfield (SEPTA (Special Education Parent Teacher Association), Rochester Children's Dyslexia Center.
- **Community Halloween** - The Library and Recreation Department are having a Community Halloween event at the Community Center on October 29, 2022, from 12pm-2pm.

Statistics:

	September 2022	September 2021	% of change
Circulation	15,937	17,457	-9%
Library Visits	7,985	8,029	-1%
Reference Questions	1,147	1,295	-11%
Programs (in-house)	35	35	0%
Program Attendance (in-house)	405	302	34%
Items Borrowed (holds)	984	947	4%
Items Loaned (holds)	1,336	884	51%
Overdrive	3,091	3,092	-.03%
Hoopla Circulation	283	246	15%
Meeting Room	123	78	58%
Website Sessions	4,496	4,315	4%
Website Pageviews	6,777	6,541	4%
Curbside	0	1	-100%
Sparklab Open Hours	86	7	1,129%
	Oct 2021-Sep 2022	Oct 2020-Sep 2021	% of change
Circulation	199,328	179,953	11%
Library Visits	104,841	40,892	156%
Reference Questions	13,973	13,465	4%
Programs	503	111	353%
Program Attendance	6,567	1,713	283%
Overdrive	37,970	37,849	.32%
Hoopla Circulation	3,218	3,080	4%

*To better serve the Library patrons, starting April 2022 the loan period for DVDs is three weeks instead of 1 week.

Virtual Programming – September 2022

	Sessions	Participants
Adult Programs	1	30

Old Items:

- **Branding Update** – The CPL Branding Committee members, Lori Ahearn, Jenn Lowden, and Jeff Baker will review the outcome of the Branding Committee's work. The committee has met for 12 hours with Causewave. Jenn Lowden gave a description of the topics covered at each session. More details will be reported after the committee meets one last time with Causewave.

New Items:

- **Chili Public Library 2022 Year End Report:** The Library Director will review the draft the Library's Year End Report.
- **Approval of \$750 from the Memorial Fund for the 2022 CPL Holiday Party:** The CPL Holiday Party is Friday, December 16, 2022 at 7:00pm. Library Board, Town Board, CPL Friends Board, CPL Foundation Board, staff and volunteers are welcome to attend. The party is a venue whereby the Library has an opportunity to thank everyone involved for a productive and successful year. The Director requests \$750 from the Memorial Fund to cover the cost of food and additional decorations for the new library space.
Action Item: Approve \$750 from the Memorial Fund to cover the cost for the 2022 Holiday Party.

Lori Hahn asked if there were any objections to the approval of \$750 from the Memorial Fund to cover the cost for the 2022 Holiday Party. **Hearing none, the action was approved by Unanimous Consent.**

- **Approval of Closing the Library from 12pm-2pm on Friday, December 23, 2022 for the Town Staff Annual Holiday Party:** The Town Staff Annual Holiday Party is Friday, December 23, 2022 from 12pm-2pm at the Senior Center. Library Board and staff are welcome to attend. The Director requests the Library be closed for those two hours.
Action Item: The Library is closed from 12pm-2pm on Friday, December 23, 2022 for the Town Staff Holiday Party.

Lori Hahn asked if there were any objections to the approval of The library closing from 12pm-2pm on Friday, December 23, 2022, for the Town Staff Holiday Party.
Hearing none, the closing was approved by Unanimous Consent.

- **Approval of Chili Public Library Proposed 2023 Closed Dates**

January 2*	Monday	New Year's Day (observed)
January 16*	Monday	Martin Luther King Day
February 20*	Monday	President's Day
May 27	Saturday	Memorial Day weekend
May 29*	Monday	Memorial Day
July 4*	Tuesday	Independence Day
September 2	Saturday	Labor Day weekend
September 4*	Monday	Labor Day
November 22	Wednesday	Day before Thanksgiving Close @ 5PM
November 23*	Thursday	Thanksgiving Day
November 24*	Friday	Day after Thanksgiving
December 23	Saturday	Christmas Day weekend
December 25*	Monday	Christmas Day observed
December 31	Saturday	New Year's Eve

* paid holidays
Closed Sundays

Action Requested: Approve the Chili Public Library Proposed 2023 Closed Dates as presented.

Lori Hahn asked if there were any objections to the approval of the Chili Public Library Proposed 2023 Closed Dates as presented. **Hearing none**, the dates were approved by Unanimous Consent.

At a future meeting the Director will bring to the Board the dates when the Chili Community Center will be closed for Chil-E Fest in 2023.

Policies Note - Per minimum standards put forth by the New York State Division of Library Development, the library board should have approved written policies for the operation of the library, which shall be reviewed and updated at least once every five years or earlier. *Regulations (8 NYCRR) § 90-2*

- **Approval of Updated Displays Policy**

Action Requested: Approve updated displays policy.

Lori Hahn asked if there were any objections to the approval of updated displays policy. **Hearing none**, the update was approved by Unanimous Consent.

- **Approval of Updated Circulation at the Children's Reference Desk Policy**

Action Requested: Approve the updated Circulation at the Children's Reference Desk Policy

Lori Hahn asked if there were any objections to the approval of the updated Circulation at the Children's Reference Desk Policy. **Hearing none**, the update was approved by Unanimous Consent.

- **Reviewed Art Exhibit Policy Agreement with the Chili Art Group, Wall Exhibit Policy Agreement with Town Historian, Bulletin board Postings and Public Information Handouts Policy:** The Director has reviewed with staff the above three policies and recommends no changes.

The Library Board reviewed these policies and accepted them as written.

MCLS Items:

- None to report

State Items:

- None to report

Meetings:

- MCLS Directors Meeting – 10/5/22
- Gates Chili Chamber of Commerce Program Committee Meeting – 10/6/22
- CPL Full Staff Meeting – 10/7/22
- Gates Chili Chamber of Commerce Board Meeting – 10/11/22
- Friends of the Chili Public Library Board Meeting – 10/11/22
- Causewave Branding Meeting – 10/12/22
- Town Board Meeting – 10/12/22
- Gates Chili Chamber of Commerce Awards Gala – 10/13/22
- Causewave Branding Meeting – 10/14/22
- Gates Chili Chamber of Commerce Golf Tournament Committee Meeting – 10/18/22
- Town Employee Wellness Event – 10/19/22
- Causewave Branding Meeting – 10/19/22
- CPL Foundation Board Meeting – 10/20/22
- Causewave Branding Meeting – 10/21/22

Committees: Branding Committee – see report above under Branding Update.

Old Business: None

New Business: None

Review of the CPL Budget Spreadsheet and Memorial Fund Spreadsheet: The programming budget is on target, the Library System grant was received.

Approval Items:

- Approval of Library Fund Abstract amount of \$13,703.38.
- Approval of Memorial Fund Expenditures amount of \$131.86.
- Approval of Memorial Fund Donations amount of \$150.00.
- **Lori Hahn asked for approval** of the Library Fund Abstract, Memorial Fund Expenditures and Memorial Fund Donations. **Hearing no objections**, all were approved by Unanimous Consent

Additional Comments from Audience: None

Hearing no objections, the meeting was adjourned @ 7:15pm.

Next meeting date/time: November 15, 2022 @ 6pm in the Chili Public Library Ireland Room.

Chili Public Library Board of Trustees
Approved Minutes for November 15, 2022

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

Absent: None

Excused: Vinny Dallo; Lori Hahn; Monique Rew-Bigelow

CPL Staff Present: Assistant Director Jenn Lowden

Meeting called to order @ 6:00pm by Vice President Stoiber.

Approval of agenda: Jeff Stoiber asked for approval of the agenda. **Hearing no objections**, the agenda was approved with Unanimous Consent.

Approval of minutes of October 25, 2022: **Jeff Stoiber asked for approval** of the minutes for October 25, 2022. **Hearing no objections**, the minutes were approved with Unanimous Consent.

Communications

- **Town Liaison:** Resolutions to be presented at the November 16, 2022, Town Board meeting include adoption of the Annual Town Budget for 2023 and using funds from the American Rescue Plan and the Local Fiscal Recovery Funds acts for the purchase of a portable assisted hearing system for the Chili Community Center.
- **Guests/Public:** None Present

Director's Report

(Please note: All documents to be discussed were electronically sent to the CPL Board prior to the meeting. Documents amended during the meeting were electronically sent to CPL Board members.

- **NYS Open Meeting Law** - Director Baker informed the Board how the law currently dictates the way hybrid zoom Board meetings can be conducted.

Information:

- **Friends of the CPL Board:** The Friends Board had their annual meeting Tuesday, November 8, 2022, at 6pm. The following 2023 slate of officers was elected: Co-Presidents Eileen Malloy Desormeaux and Eileen Rehn, Vice-President Carol LaValle, Membership Chair Caitlin McGee, Treasurer Marcia Johnson, and Secretary Rebecca Herlan. The Director will share with the Library Board the Friends income and expense reports that were

discussed at the Friends Board meeting. Their next Book Sale will take place in the Ireland Room on the following dates: Friends Preview - Thursday, November 17 from 4pm-8pm. General Public - Friday, November 18 from 9am-5pm, Saturday, November 19 from 9am-5pm. \$5 Bag Sale - Sunday, November 20, from 1pm-4pm.

- **CPL Foundation:** The CPL Foundation Board will next meet on November 21, 2022.

Statistics:

	October 2022	October 2021	% of change
Circulation	15,194	16,208	-6%
Library Visits	8,712	8,629	1%
Reference Questions	1,089	1,352	-19%
Programs (in-house)	39	53	-26%
Program Attendance (in-house)	607	685	-11%
Items Borrowed (holds)	874	775	13%
Items Loaned (holds)	1,138	1,043	9%
Overdrive	3,019	2,983	1%
Hoopla Circulation	338	237	43%
Meeting Room	122	104	17%
Website Sessions	4,704	4,722	-.38%
Website Pageviews	7,195	6,987	3%
Curbside	0	1	-100%
Sparklab Open Hours	85	72	18%
	Nov 2021-Oct 2022	Nov 2020-Oct 2021	% of change
Circulation	198,314	181,387	9%
Library Visits	104,924	44,509	136%
Reference Questions	13,710	13,356	3%
Programs	489	164	198%
Program Attendance	6,489	2,398	171%
Overdrive	38,006	37,492	1%
Hoopla Circulation	3,319	3,069	8%

*To better serve the Library patrons, starting April 2022 the loan period for DVDs is three weeks instead of 1 week.

Virtual Programming – October 2022

	Sessions	Participants
Adult Programs	1	35

- **CPL-on-the-Go!** – CPL-on-the-Go! attended the Gates Chili Central School District Fall Family Fest: Harvesting Health and Wellness in our Community! on November 10, 2022.

- **CPL Holiday Party:** The CPL Holiday Party is Friday, December 16, 2021 at 7:00pm. Library Board, Town Board, CPL Friends Board, CPL Foundation Board, staff and volunteers are welcome to attend. Please RSVP to Jeff Baker.
- **Annual Mitten Drive** – The library is holding its 22nd annual mitten drive. New mittens, gloves and hats are being collected for January distribution. The library will be collecting from November 7 to December 2, 2022.
- **NYLA Conference Reports** – This year's New York Library Association Conference was held on November 2-5, 2022. It was a productive conference attended by Assistant Director Jennifer Lowden, Youth Services and Programs Manager Valerie Watson, and Youth Services staff Jill Marshall and Laura Sutter. A report of the workshops they attended were electronically distributed to the Library Board. Jenn Lowden shared her experience at the conference. She noted that participants feel reenergized after attending the conference and thanked the CPL Board for their support.

Valerie Watson and Cathy Kyle, Central Library of Rochester and Monroe County Children's Library and CPL's past Youth Services Manager, presented a standing room only program at the Conference called *Blurring the Line Between Collections and Programming*. Library programming has changed and adapted greatly over the past two years, and programming staff have had to shift to meet these new needs. This session highlighted some of these changes, and laid out the ways that the Chili Public Library sought to use new, interactive collections to bring elements of library programming into their patrons' homes. Participants heard about STEAM kits, subscription boxes, and Story Spoons, how each of these items were developed, and how to bring these ideas to their own libraries and communities.

Old Items:

- **Branding Update** – The CPL Branding Committee members, Lori Ahearn, Jenn Lowden, and Jeff Baker will roll out the library's branding platform to the Library Board. Handouts in the Board packet added visuals to the presentation. The Board had a positive response to what the committee presented. Director Baker will give the presentation during a Zoom meeting to the three trustees not present at the Board meeting.

New Items:

- **Approval of Ethics Statement for Trustees Policy**
Action Requested: Approve updated Ethics Statement for Trustees policy.

Jeff Stoiber asked if there were any objections to the approval of the updated Ethics Statement for Trustees policy. **Hearing none**, approved by Unanimous Consent.

- **Jeff Stoiber has resigned** from the CPL Board due to work commitments. The Board appreciates the time, commitment, and knowledge Jeff contributed as a CPL trustee. He will be missed.

MCLS Items:

- None to report

State Items:

- None to report

Meetings:

- Film Screening & Discussion Program – “Mical” (Dyslexia Film) – 10/27/22
- TLCU Conference – “Look into the Future” program – 11/2/22
- TLCU Conference – “Collection Development and Marketing” – 11/2/22
- MCLS Seminar – 11/3/22
- Gates Chili Chamber of Commerce Program Committee Meeting – 11/8/22
- Gates Chili Chamber of Commerce Board Meeting – 11/8/22
- Friends of the Chili Public Library Board Meeting – 11/8/22
- Directors Council Meeting – 11/9/22
- Causewave Branding Meeting – 11/9/22
- Gates Chili Central School District Family Fall Days – 11/10/22
- Chili Community Center Veterans Breakfast – 11/12/22

Committees: See Branding Update above.

Old Business: None

New Business: None

Review of the CPL Budget Spreadsheet and Memorial Fund Spreadsheet: The NYLA conference expense shows up under operating expenses. Interest on accounts increased.

Approval Items:

- Approval of Library Fund Abstract amount of \$38,887.23.
- Approval of Memorial Fund Expenditures amount of \$50.76.
- Approval of Memorial Fund Donations amount of \$25.00.
- **Jeff Stoiber asked for approval** of the Library Fund Abstract, Memorial Fund Expenditures and Memorial Fund Donations. **Hearing no objections**, all were approved by Unanimous Consent

Additional Comments from Audience: None

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

Next meeting date/time: December 20, 2022, @ 6pm in the Chili Public Library Ireland Room.

Chili Public Library Board of Trustees
Approved Minutes for December 27, 2022

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

Absent: None

Excused: Lori Hahn, Jeffrey Stoiber

CPL Staff Present: None

Meeting called to order @ 6:00pm by Lori Ahearn.

Given the President and Vice-President's absence, Lori Ahearn ran the meeting and Sara Landes recorded the meeting minutes.

Approval of agenda: Lori Ahearn asked for approval of the agenda. **Hearing no objections**, the agenda was approved with Unanimous Consent.

Approval of minutes of November 15, 2022: **Lori Ahearn asked for approval** of the minutes for November 15, 2022. **Hearing no objections**, the minutes were approved with Unanimous Consent.

Communications

- **Town Liaison:** On February 18, 2023, the Town will host a Snowball Fight event in an attempt to beat a Guinness World Record. The prior record is 7,681 participants. The event will take place on the Archer Road field from 8-4, and shuttles will be provided. The event is presented by the Pirate Toy Fund, and preregistration is recommended at worldslargestsnowballfight.com.
- **Guests/Public:** None Present

Director's Report

(Please note: All documents to be discussed were electronically sent to the CPL Board prior to the meeting. Documents amended during the meeting were electronically sent to CPL Board members.

Information:

- **Friends of the CPL Board:** The Friends Board Fall Book Sale was a huge success. The event resulted in over \$3,500 in sales, a new record.

Statistics:

	November 2022	November 2021	% of change
Circulation	15,859	16,121	-2%

Library Visits	8,985	8,212	9%
Reference Questions	898	1,228	-27%
Programs (in-house)	28	40	-30%
Program Attendance (in-house)	414	459	-10%
Items Borrowed (holds)	842	783	8%
Items Loaned (holds)	1,354	1,134	19%
Overdrive	2,961	2,848	4%
Hoopla Circulation	333	266	25%
Meeting Room	165	141	17%
Website Sessions	4,803	4,663	3%
Website Pageviews	6,941	6,584	5%
Curbside	0	1	-100%
Sparklab Open Hours	130	53	145%
	Dec 2021-Nov 2022	Dec 2020-Nov 2021	% of change
Circulation	198,052	183,159	8%
Library Visits	105,697	48,711	117%
Reference Questions	13,380	13,504	-1%
Programs	477	204	134%
Program Attendance	6,444	2,857	126%
Overdrive	38,119	37,245	2%
Hoopla Circulation	3,386	3,046	11%

*To better serve the Library patrons, starting April 2022 the loan period for DVDs is three weeks instead of one week.

Virtual Programming – November 2022

	Sessions	Participants
Adult Programs	1	30

- **Outreach** – The Library took part of the Parade of Lights and Tree Lighting Ceremony at the Chili Community Center. Mrs. Claus set aside time from her busy schedule to read stories to children by the Senior Center fireplace, and inside the Center children who visited the CPL-on-the-Go! booth were thrilled to receive a free book courtesy of the Friends of the Chili Public Library. The Library gave away 102 books!
- **Girl Scout Gold Award** – Local resident and Girl Scout Bronwyn Lucyszyn presented the Library the book she created called The Pandemic: Chili's Story. The book is a series of interviews and personal accounts from residents and businesses in Chili, describing the effect of the year 2020 and the COVID-19 pandemic. She spent over 100 hours in creating the book, and will earn a Gold Award - the highest award in Girl Scouting. The award is earned by developing and carrying out lasting solutions to issues in their neighborhoods and beyond. The book is currently held at the library's information desk and is in the process of being catalogued and will become part of the library's permanent local history collection.
- **Pirate Toy Fund Collection Site** – The Chili Community Center is a collection site for the Pirate Toy Fund. There is a collection box located at the Library's entrance.

Old Items:

- **Branding Update** – The CPL Branding Committee rolled out the Library’s branding platform to the staff at the December full staff meeting.
- **Chili Hold Card Sale** - The library is having a hold card sale, \$1.00 off the price of Chili’s hold gift card, 12 holds for \$4.00. Offer expires 12/31/2022.
- **Sign-Up Sheets** - The director will distribute the CPL Board sign-up sheets for library trustees to attend the 2023 CPL full staff meetings and the CPL Friends Board meetings.

New Items:

- **Approval of Proposed 2023 Chili Public Library Employee Pay Rates**
The Director requests the Library Board approve the proposed 2023 Chili Public Library employee pay rates, to go into effect the beginning of payroll 2 on January 1, 2023.
Action Requested: Approve the Proposed 2023 Chili Public Library Employee Pay Rates as Presented.

Lori Ahearn asked if there were any objections to the approval of the Proposed 2023 Chili Public Library Employee Pay Rates. **Hearing none**, approved by Unanimous Consent.

- **Approval to Reduce the 2023 Holds Fee from 50 Cents to 25 Cents per Hold.**
Action Requested: Approve Reducing the 2023 Holds Fee from 50 Cents to 25 Cents per Hold.

Lori Ahearn asked if there were any objections to the approval of the 2023 Holds Fee from 50 Cents to 25 Cents per Hold. **Hearing none**, approved by Unanimous Consent.

- **Approval of Updated Chili Public Library 2023 Closed Dates**

January 2	Monday	New Year’s Day (observed)
January 16	Monday	Martin Luther King Day
February 20	Monday	President’s Day
May 27	Saturday	Memorial Day weekend
May 29	Monday	Memorial Day
July 4	Tuesday	Independence Day
September 2	Saturday	Labor Day weekend
September 4	Monday	Labor Day
November 22	Wednesday	Day before Thanksgiving Close @ 5PM
November 23	Thursday	Thanksgiving Day
November 24	Friday	Day after Thanksgiving
December 23	Saturday	Christmas Day weekend
December 25	Monday	Christmas Day observed
Closed Sundays		

Action Requested: Approve the updated Chili Public Library 2023 Closed Dates as presented.

Lori Ahearn asked if there were any objections to the approval of the updated Chili Public Library 2023 Closed Dates. **Hearing none**, approved by Unanimous Consent.

- **Approval of NYLA Memberships** – NYLA no longer provides a discounted Organizational Membership of \$323 to the Library. The library director proposes the Library Board approve reimbursing five Individual Membership cost for those that will attend next year's NYLA Conference. The total reimbursement is \$490. Those that are NYLA members save \$60 in cost for registration for the 2023 NYLA Conference.

Action Requested: Approve reimbursing five individual 2023 NYLA memberships for the amount of \$490.

Lori Ahearn asked if there were any objections to the approval of reimbursing five individual 2023 NYLA memberships for the amount of \$490. **Hearing none**, approved by Unanimous Consent.

- **Approval of FFRPL Annual Grant Report** – The Director request the FFRPL Annual Grant Report.

Action Requested: Approve the FFRPL Annual Grant Report as submitted.

Lori Ahearn asked if there were any objections to the approval of the FFRPL Annual Grant Report as submitted. **Hearing none**, approved by Unanimous Consent.

- **Approval of Payment for Chili Library Café and Restroom Signage:** To assist patrons in better navigating the Library, the Library Director requests approval of payment for the purchase of Chili Library Café and Restroom signage. Takeform is the company that has supplied signage for the Chili Community Center. The cost for the painted acrylic letters and installation service by Takeform for both items is not to exceed \$2,200 to be paid from the CPL Memorial Fund.

Action Requested: Approve Payment for Chili Library Café and Restroom Signage.

Lori Ahearn asked if there were any objections to the approval of the Payment for Chili Library Café and Restroom Signage. **Hearing none**, approved by Unanimous Consent.

MCLS Items:

- None to report

State Items:

- None to report

Meetings:

- Gates Chili Chamber of Commerce Ribbon Cutting – 11/17/22
- MCLS Board Meeting at the Chili Public Library – 11/21/22
- Causewave Branding Meeting Review – 11/28/22
- Gates Chili Chamber of Commerce Ribbon Cutting – 11/29/22
- Town of Chili Tree Lighting Ceremony – 12/2/22
- Spark Lab (Makerspace) Tour to Brockport Library Foundation – 12/5/22
- Gates Chili Chamber of Commerce Board Meeting – 12/6/22
- MCLS Director's Council – 12/7/22
- Chamber Golf Tournament Meeting – 12/8/22
- Gates Chili Chamber Holiday Networking Luncheon – 12/13/22
- Chili Public Library Holiday Party – 12/16/22

- Gates Chili Chamber of Commerce Ribbon Cutting – 12/19/22

Committees: None

Old Business: None

New Business: None

Review of the CPL Budget Spreadsheet and Memorial Fund Spreadsheet: The second half of the annual payment of Automation Cost Shares occurred in November 2022.

Approval Items:

- Approval of Library Fund Abstract amount of \$15,635.11.
- Approval of Memorial Fund Expenditures amount of \$563.22.
- Approval of Memorial Fund Donations. No donations this month.
- **Lori Ahearn asked for approval** of the Library Fund Abstract and Memorial Fund Expenditures. **Hearing no objections**, all were approved by Unanimous Consent

Additional Comments from Audience: None

Hearing no objections, the meeting was adjourned @ 6:47.

Next meeting date/time: January 24, 2023 @ 6pm in the Chili Public Library Ireland Room.