

Chili Public Library Board of Trustees Meeting
Approved Minutes for January 24, 2023

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

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 with addition as discussed. Hearing no objections, the agenda, with addition, was approved with Unanimous Consent.

Approval of minutes of December 27, 2022: Lori Hahn asked for approval of the minutes for December 27, 2022. Hearing no objections, the minutes were approved with Unanimous Consent.

Communications

- **Town Liaison:** Demolition of the old Highway Department facility adjacent to the old Senior Center is in progress. The Town of Chili is eagerly planning its supports of the Pirate Toy Fund's attempt to break the Guinness Book of World Records Largest Snowball Fight on February 18, 2023, at the Archer Road Field.
- **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).

- **Board of Trustee's Training:** The State is requiring on-going Trustee Training. Director Baker will provide the CPL Board with details as he receives them.
- **Advocacy:** Director Baker, Assistant Director Jenn Lowden, Lori Hahn, and Jim Lechner attended an advocacy meeting with Senator Pam Helming on January 19, 2023. Director Baker and Assistant Director Jenn Lowden attended the meeting with Assemblyman Harry Bronson on January 20, 2023. A printout of some talking points was in the CPL Board Packets.

Information:

- **Friends of the CPL Board:** The Friends Board approved the donation of \$10,000 in support of the Library's programs for 2023. The Friends Board will next meet February 14, 2023. Jim

Lechner volunteered to represent the CPL Board at the meeting. The next Friends Book Sale is scheduled for March 30-April 2, 2023. The CPL Board appreciates The Friends donation.

Statistics:

	December 2022	December 2021	% Change
Circulation	14,226	15,056	-6%
Library Visits	8,102	8,045	1%
Reference Questions	895	966	-7%
Programs (in-house)	43	39	10%
Program Attendance (in-house)	511	645	-21%
Items Borrowed (holds)	766	740	4%
Items Loaned (holds)	1,265	946	34%
Overdrive	3,178	2,926	9%
Hoopla Circulation	279	230	21%
Meeting Room	150	102	47%
Website Sessions	4,037	4,120	-2%
Website Pageviews	5,845	5,815	1%
Curbside	0	4	-100%
Sparklab Open Hours	110	81	36%
	Jan 2022-Dec 2022	Jan 2021-Dec 2021	% Change
Circulation	197,222	186,198	6%
Library Visits	105,754	54,705	93%
Reference Questions	13,309	13,562	-2%
Programs	481	243	98%
Program Attendance	6,310	3,502	80%
Overdrive	38,371	36,945	4%
Hoopla Circulation	3,435	3,052	13%

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

	Jan 2022-Dec 2022	Jan 2021-Dec 2021	% Change
Circulation	197,222	186,198	6%
Items Borrowed from Other Libraries	10,240	8,731	17%
Items Loaned to Other Libraries	13,690	11,129	23%
Door Count	105,754	54,705	93%
Reference Questions	13,309	13,562	-2%
Items on Hold Shelf	11,654	9,886	18%
Meeting Room Use	1,616	577	180%
Displays	90	75	20%
Website Visits (Analytics)	59,523	49,799	20%
Website Pageviews (Analytics)	89,112	75,435	18%
Adult Programs	116	38	205%

Adult Program Attendance	1,756	1,242	41%
Juvenile Programs (including outreach)	183	71	158%
Juvenile Attendance (including outreach)	3,942	1,825	116%
Teen Programs	71	34	109%
Teen Program Attendance	407	185	120%
Makerspace Sessions	191	56	241%
Makerspace Attendance	1,457	206	607%
Tech Tutors	95	44	116%
Total Programs	656	243	170%
Total Program Attendance	7,657	3,502	119%
Overdrive Circulation	38,371	36,945	4%
Hoopla Circulation	3,435	3,052	13%
CPL on the Go Events	8	3	167%
CPL on the Go Attendance	1,300	900	44%
Curbside	6	13	-54%

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

- **Director Baker reviewed** the 2021-2022 statistics with the CPL Board. NYS has made changes to what should be included in the State Annual Report.
- **Gates Chili Rotary Club** – The Club donated \$500 for the library to purchase more Wonderbooks. These materials benefit those patrons with visual impairments. The CPL Board appreciates this donation. This adds to the Lion's Club Wonderbooks donation.
- **Recording Breaking Attempt: World's Largest Snowball Fight!** - The Pirate Toy Fund will try to break a world record in February, 2023, for the World's Largest Snowball Fight. To break the record, the Pirate Toy Fund needs 10,000 participants and dozens of volunteers to attend the event in Chili. Specific volunteers are needed to not participate, but rather watch those involved to validate the number of those involved. A representative from the Guinness Book of World Records will be at the event to bestow the prestigious record immediately after it is accomplished. The event will be held on Saturday, February 18, 2023, at the Archer Road Field in Chili. In addition to the snowball fight at 11 a.m., there will be food trucks, games, music, and more at the site from 8 a.m. – 4 p.m. The event is open to the public. Children aged 16 and under need to be accompanied by an adult. All visitors will be shuttled to the location as there will be no parking on site. The Chili Community Center will be closed on this day.
- **Hermit Crabs New to the Children's Room** – The Children's Room has adopted two hermit crabs. Children are asked to visit the Children's Room and vote for the best names at the reference desk. Winning names to be revealed.

Old Items: None to report

New Items:

- **New Winter Reading Challenge** – The Summer Reading Program was such a success the Library has decided to do one for the winter! The Winter Reading Program kicked off on Monday, January 9, 2023, and will run for six weeks, ending in time for the February break. To participate, children stop in the library and pick up a game sheet for their grade level. Those that join the challenge will earn stickers and the chance to win a Target gift card.
- **New Stitch Together Program for Children Ages 9 to 18**– The Library has a new monthly program for 9-18 year old. It is a great opportunity for them to learn how to knit or crochet, to improve their skills, and to socialize with other teen crafters. The program is the fourth Monday of the month and runs from January to April.
- **Approval Video Gaming in the Library Policy** – The Library Director request the Library Board approve the Video Gaming in the Library Policy.
Action Requested: Approve the CPL Video Gaming in the Library Policy.

Lori Hahn asked if there were any objections to the approval of the CPL Video Gaming in the Library Policy. **Hearing none**, the policy was approved by Unanimous Consent.

- **Approval 2022-23 Local Library Services Aid:** The Monroe County Library System received the 2022-23 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 2022 the System distributed the first portion (90%) of the Chili Public Library's LLSA payment. The remaining (10%) of the LLSA payment has been disbursed in the amount of \$863.
Action Requested: Approve acceptance of the remaining 2022-23 Local Library Services Aid in the amount of \$863.

Lori Hahn asked if there were any objections to the approval of the acceptance of the remaining 2022-23 Local Library Services Aid in the amount of \$863. **Hearing none**, the acceptance was approved by Unanimous Consent.

MCLS Items:

- Director Baker will electronically send the information about the Trustee Handbook Club to the CPL Board. MCLS will be providing a Trustee training in February, 2023.

State Items:

- None to report

Meetings:

- MCLS Director's Council – 1/3/23
- CPL Full Staff Meeting – 1/6/23
- Gates Chili Chamber Ribbon Cutting – 1/6/23

- Gates Chili Chamber Golf Tournament Committee Meeting – 1/10/23
- Friends of the Chili Public Library Board Meeting – 1/10/23
- Rochester Eclipse Stakeholders Meeting – 1/11/23
- Advocacy Meeting with Senator Pam Helming – 1/19/23
- Advocacy Meeting with Assemblyman Harry Bronson – 1/20/23

Committees:

- Nominating Committee (Lori Hahn, Vinny Dallo, Lori Ahearn) - The committee has received several applications. Once applications are closed, the committee will set up interviews.

Old Business:

As per the current CPL By-Laws , officers should be elected at the first meeting in January.

- Jim Lechner made a motion to elect Lori Hahn as CPL Board of Trustees President; 2nd by Sara Landes. In Favor: 6; Opposed: 0; Abstained: 0.
- The election of Secretary and Vice President are tabled until the February, 2023 CPL Board meeting.

New Business: None

Review of the CPL Budget Spreadsheet and Memorial Fund Spreadsheet: Director Baker reviewed the 2021-2022 budget with the CPL Board. Overall, the CPL 2022 Budget came in less than projected.

Approval Items:

- Approval of Library Fund Abstract amount of \$4,304.54.
- Approval of Memorial Fund Expenditures amount of \$530.05.
- Approval of Memorial Fund Donations amount of \$500.00.
- **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 @ 7:25.

Next meeting date/time: February 28, 2023 @ 6pm in the Chili Public Library Ireland Room.

