

Chili Public Library Board of Trustees
Approved Minutes for April 23, 2024

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: Monique Rew-Bigelow (President), Lorraine Ahearn (Vice President), Sara Landes (Secretary), James Lechner (Memorial Fund Treasurer), Vinny Dallo, Brian Hart, Caitlin Lindenhovius, Aubrey Mowers

Library Director: Jeff Baker

Town Liaison: Mary Sperr

Absent: None

Excused: None

CPL Staff Present: None

Meeting called to order @ 6:02 by President Rew-Bigelow

Additional Comments from Audience: None

Approval of agenda: Monique Rew-Bigelow asked for approval of the agenda. **Hearing no objections**, the agenda was approved with Unanimous Consent.

Approval of minutes of March 26, 2024:

Monique Rew-Bigelow asked for approval of the minutes for March 26, 2024. **Hearing no objections**, the minutes were approved with Unanimous Consent.

Communications

- **Town Liaison:** The name of the Chil-E Fest has been updated to Chili Summerfest. The event will take place June 29th with a parade at 5:00 and fireworks after dark. An engineer has been hired for the Paul Rd. sidewalk project. The Town will move forward with a new Veteran's Memorial to be placed outside the entrance to the Community Center. The income level for seniors to receive tax discounts has been increased.

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 next Friends Board meeting is Tuesday, May 14, 2024. Sara Landes has volunteered to attend. The Friends March booksale was the most successful yet with over \$4,200 collected in sales and membership. They had a successful garden basket raffle as well.

Statistics:

	March 2024	March 2023	% of change
Circulation	17,633	18,247	-3%
Library Visits	10,819	10,907	-1%
Reference Questions	1,293	1,258	3%
Programs (in-house)	58	57	2%
Program Attendance (in-house)	693	824	-16%
Items Borrowed (holds)	1,094	1,077	2%
Items Loaned (holds)	1,713	1,698	1%
Overdrive	3,557	3,598	-1%
Hoopla Circulation	387	359	8%
Meeting/Study Room Use	219	199	10%
Website Sessions	4,600	5,181	-11%
Website Pageviews	6,900	8,492	-19%
Curbside	1	0	100%
Sparklab Attendance	114	185	-38%
	Apr 2023-Mar 2024	Apr 2022-Mar 2023	% of change
Circulation	201,720	199,968	1%
Library Visits	116,070	108,444	7%
Reference Questions	14,037	13,194	6%
Programs	701	653	7%
Program Attendance	10,495	8,168	28%
Overdrive	40,990	38,976	5%
Hoopla Circulation	4,303	3,717	16%

Virtual Programming - March 2024

	Sessions	Participants
<u>Adult Programs</u>	1	52

- **Solar Eclipse Event:** The Library took part in the Chili Community Center Solar Eclipse Event on April 8, 2024. 16 staff were in located in different parts of the Library engaging the public in fun activities leading up to the eclipse.
- **New Kids Kitchen Play Set:** The Children’s Room has replaced its broken kids’ kitchen play set with a new one. It also has a toy refrigerator attached to it.

- **Approval of Library Being Closed Friday, October 4 2024 for a CPL Staff Retreat** – A staff retreat allows team members to step out of their regular work environment and engage in activities that promote learning, bonding, and team spirit which are elements of the library’s brand. Not since the COVID pandemic has the Library had a staff retreat. The Library Director requests the Library Board approve a Staff Retreat on Friday, October 4, 2024 not to exceed \$1,250.

Action Item: Approve the Library being closed Friday, October 4, 2024 for a CPL Staff Retreat not to exceed \$1,250.

Vinny Dallo made a motion to approve the Library being closed Friday, October 4th, 2024 for a CPL Staff Retreat not to exceed \$1,250. 2nd by **Lori Ahearn**. In favor: 8; Opposed: 0; Abstained: 0.

- **Approval of 2023 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 Required: Approve the 2023 Chili Public Library State Annual Report

Sara Landes made a motion to approve the 2023 Chili Public Library State Annual Report. 2nd by **Vinny Dallo**. In favor: 8; Opposed: 0; Abstained: 0.

- **Approval of the Chili Public Library Updated 2024 Budget Amendment – FFRPL Fund:** The following approval item corrects and updates last month’s motion to amend the Library’s 2024 budget

WHEREAS, the Chili Public Library has been awarded a grant through the Friends and Foundation of the Rochester Public Library (FFRPL), in the amount of \$22,093.43; and **NOW, THEREFORE, BE IT RESOLVED**, to accept the donation and to amend revenue account L2705 (Gifts & Donations – Other) by an increase of \$13,591.10; and to amend expense account L7410.4 (Library- Books) by an increase of \$8,154.66; expense account L7410.4 (Library- Discs/Tapes/Audio Books – Adult/Teen) by an increase of \$1,359.11; and expense account L7410.4 (Library- Overdrive) by an increase of \$4,077.33.

Action Item: Approve the 2024 Chili Public Library Budget Amendment Resolution as described.

Lori Ahearn made a motion to approve the 2024 Chili Public Library Budget Amendment Resolution as described. 2nd by **Jim Lechner**. In favor: 8; Opposed: 0; Abstained: 0.

- **Approval of Quote for Reupholstery of Bench Seating in the Children’s Room:** The four six-foot bench seating cushions in the play area of the Children’s Room have frayed and come apart through patron use. This area is quite popular and gets high use, The Library Director has determined a durable acrylic fabric is required for these seat cushions and has received two quotes to reupholster the cushions. The Library Director

requests the Library Board approve the quote from Quantum Sales Rochester, LLC in the amount of \$2,100.

Action Requested: Approve Quote for Reupholstery of Bench Seating in the Children's Room from Quantum Sales Rochester LLC not to exceed \$2,100.

Vinny Dallo made a motion to approve the Quote for Reupholstery of Bench Seating in the Children's Room from Quantum Sales Rochester LLC not to exceed \$2,100. 2nd by **Sara Landes**. In favor: 8; Opposed: 0; Abstained: 0.

MCLS Items: None to Report

Meetings:

- PinPoint Meeting – 3/24/24
- Chamber Ribbon Cutting – 3/29/24
- Chamber Ribbon Cutting – 4/1/24
- Eclipse Preparation Meeting – 4/2/24
- MCLS Director's Council Meeting – 4/3/24
- Chamber Ribbon Cutting – 4/4/24
- CPL Full Staff Meeting – 4/5/24
- Chili Community Center Solar Eclipse Event – 4/8/24
- Gates Chili Chamber of Commerce Program Committee – 4/9/24
- Gates Chamber of Commerce Board Meeting – 4/9/24
- Friends of the Chili Public Library Board Meeting – 4/9/24
- MCLS Library Automation Services Wan Switches Replacement – 4/11/24
- Parks Department Heat Meeting Regarding Little Free Library – 4/18/24
- CPL Board Budget Committee Meeting – 4/25/24

Old Business: None

New Business: All items were approved in the Director's Report Section

- Approval of CPL Staff Retreat on October 4, 2024
- Approval of the 2023 State Library Annual Report
- Approval of Updated Chili Public Library Budget Amendment – FFRPL Fund
- Approval of Quote for Bench Seating Replacement in the Children's Room

Committees:

- **CPL Board Budget Committee:** Reviewed a 1st Draft of the 2025 budget. More figures from the Town Finance Director will be received soon. The Committee will meet again in May. In June 2024 the Committee will present a draft proposal to the Library Board, for potential approval in the July 2024 Board Meeting.
- **Nominating Committee:** The Library Board welcomed two new members, Caitlin Lindenhovius & Aubrey Mowers this month. The Committee recommends Bert Bones to fill the remaining vacancy.

Action Item: Approve Bert Bones to fill the Library Board Vacancy, for a term expiring 12/31/2025.

Monique Rew-Bigelow asked for approval of Bert Bones to fill the Library Board Vacancy, for a term expiring 12/31/2025. In favor: 8; Opposed: 0; Abstained: 0.

Review of the CPL Budget Spreadsheet and Memorial Fund Spreadsheet: Interest revenue continues to be higher than anticipated. The “Travel. Conferences.Seminars” and “Dues & Membership” line items were for the Youth Services NYLA Conference and for 6 Library Reference Staff to renew their NYLA memberships.

Approval Items:

- Approval of Library Fund Abstract amount of \$12,160.98.

Jim Lechner made a motion to approve the Library Fund Abstract amount of \$12,160.98. 2nd by **Lori Ahearn**. In favor: 8; Opposed: 0; Abstained: 0.

Hearing no objections, the meeting was adjourned @ 7:02 pm.

Next meeting date/time: Tuesday, May 28, 2024 @ 6pm in the Chili Public Library Ireland Room.