Minutes of a special meeting of the Board of Trustees of the Chili Public Library held January 16, 1964 at 7:30 P.M. Present: Mr. Mason, Mr. McHugh, Mrs. Ireland, Mrs. Potter and Mrs. Loedel.
It was moved by Mrs. Ireland; seconded by Mrs. Loedel and unanimously carried that the bills on Abstract #1 in the amount of $1,096.67 be paid.
A motion was made by Mr. McHugh; seconded by Mrs. Loedel and unanimously carried to buy shelving as per quotation from Heinrich-Seibold Company.
A motion was made by Mrs. Ireland; seconded by Mrs. Potter and unanimously carried that Mr. Mason ask Don Vickers to show slides on Hawaii for the February adult meeting.

A special meeting was held on January 29, 1964 at 4:00 P.M. the purpose of which was to meet with Mr. Robert Flores of the New York State Library, Library Extension Division to discuss the request for renewal of the provisional charter of the Chili Public Library.

Minutes of the regular meeting of the Board of Trustees of the Chili Public Library held February 10, 1964.
Meeting was called to order at 7:30 P.M. by Chairman Charles Mason; all members present with the exception of Mrs. Loedel who was ill.

A policy covering loan and use of the library's projector and screen was discussed. It was moved by Mrs. Ireland; seconded by Mr. McHugh and unanimously carried that the following policy be adopted:
"The movie projector and screen, if it is also desired, will be loaned to organized groups in the Town of Chili provided one competent projectionist is registered with the library. The loan period to be 24 hours unless otherwise specified. A receipt is to be signed to guarantee return of the equipment in as good condition as taken."

Minutes of the previous meeting were to be amended as follows: "A motion was made by Mrs. Potter; seconded by Mrs. Loedel and unanimously carried that the bills as listed December 9, 1963 be paid." It was moved by Mrs. Potter; seconded by Mr. McHugh and unanimously carried that the minutes of the special meetings be accepted.

Correspondence was read from Harold Hacker concerning reciprocal borrowing privileges between library systems.

Mrs. Chapman made her report; these are on file in the library in duplicate.

Under reports on publicity Mrs. Ireland brought with her posters she had made advertising the Tuesday noon and Thursday evening adult programs. These are to be placed in various locations in town.

Due to increased demands in business Mr. McHugh will not be handling publicity for the present.

Two articles have appeared in the paper recently.

Professor McGill of Roberts Wesleyan College, North Chili, will deliver a lecture entitled "From Bethlehem to Calvary" illustrated with slides on Thursday evening February 20 at 8:30 P.M.

Mrs. Chapman reported that additional letters for the front door have been received but were not yet in place.

It was reported that some of the publicity brochures have been distributed through Loblaw's, the Chili-Pixey Superette and other localities. The Scouts were not used to distribute the brochures on the advice of the Town Attorney, Ralph Wickins.

The volunteers have been polled concerning the establishment of a Sunshine Fund and were favorable. The assessment of $.25 per month is to be levied
Board members and staff with the exception of pages. It was moved by Mrs. Ireland; seconded by Mrs. Potter and unanimously carried that a gift of a book be purchased for a board or staff member, their spouse or child in the event of hospitalization or serious illness; the cost not to exceed $3.00.

The books which have been weeded from the library's collection are to be sold at the February 20 evening meeting. The remainder to go to the Churchville nursing home if acceptable. B.J. Connors has volunteered to make the necessary arrangements.

Mr. Mason reported favorably on the circulation meeting at Irondequoit where the Rekordak Jr. was demonstrated.

In regard to emergency help, vacation time and Saturday hours it was moved by Mrs. Potter; seconded by Mr. McHugh and unanimously carried to ask B.J. Connors to work. Saturday hours are to be from 9:00 A.M. to 1:00 P.M. beginning February 22, 1964.

Mrs. Chapman is to notify Joanna McClelland that due to her increased family responsibility it was felt unwise to consider her application at this time.

Mrs. Potter announced that the school librarians would hold a tea for public librarians and trustees on April 14 from 4:00 to 5:00 P.M. at the Florence Brasser School.

It was moved by Mr. McHugh; seconded by Mrs. Ireland and unanimously carried that Mr. Hacker be notified that the Board is favorable to inter-system reciprocal borrowing.

Mr. Mason suggested that the minutes of the meeting be mailed the week of the meeting instead of just prior to the next meeting as had been done.

After some discussion of the formation of a Friends of the Library it was decided to defer such action until fall.

Mr. McHugh announced that the "kickoff" meeting for the Historical Society is tentatively scheduled for February 22.

A motion was made by Mrs. Potter; seconded by Mr. McHugh and unanimously carried that the meeting be adjourned.

Respectfully submitted,

Secretary
I am again able to report a most satisfactory gain in circulation. The library circulated 4, 114 pieces of material in February of 1964 as against 3, 015 for the same month of 1963. This represents a gain of 1, 099 or 36%. I believe this shows continued interest among patrons of long standing and that we are coming to the attention of more of the population. Registration has reached 2, 498 or 22% of the total population.

During the past month, on Monday February 24 and Tuesday, February 25, two groups of children from the Gates-Chili Nursery School visited the library. I conducted a short program on the care and handling of books and told a story.

I will address the North Chili Civic Men's Association on Tuesday evening, March 24.

On Wednesday, April 1, the Town Librarians' meeting will focus on policies governing personnel and service. Five area librarians representing five libraries of varying sizes, Greece, Henrietta, Scottsville, Churchville and Chili will compose the panel. This should prove to be a valuable meeting.

The topic for the March Town Librarians' meeting was "The Librarian as Supervisor" and focused in the main on time and labor saving ideas. Some we have in practice and others I intend to study to determine whether or not they would be of value in our situation.

On April 6 a Girl Scout troop from Pius X school under the leadership of Mrs. John Menihan will visit the library. Mrs. Menihan has requested a program to last approximately 30 minutes on using the library to find information, taking notes etc.

To date 31 children have registered for the next series of story hours which will begin Thursday, March 12. Should this number remain static or increase it will necessitate dividing into two groups which I will schedule consecutively.

Three of our pages will graduate from high school this June and will probably seek full-time employment so that we should begin considering replacements in the near future.

I have been previewing films on weekends in the expectation that we can amplify our summer program to attract youngsters of ages other than those who attend the summer story hours. More about this next month.

The three Saturdays on which we have been open have not been too busy. However; I am sure this will change as people become aware of the additional open hours. A letter was sent to the Democrat & Chronicle and the Times-Union asking them to mention this in their "Town News" section.
Minutes of a regular meeting of the Board of Trustees of the Chili Public Library held March 9, 1964.

Meeting was called to order at 8:00 P.M. by Mr. Mason.

All members present. Minutes of the previous meeting were accepted as mailed.

The report of the State Auditor was received and discussed.

Correspondence was read from: Commissioner of Education regarding the Library Services Act and from Margaret Shearing in regard to page service. It was moved by Mrs. Loedel; seconded by Mrs. Potter and unanimously carried that she be request ed to submit an application and appear at the April 13th Board meeting.

Librarians report was made and a copy given to each member.

It was moved by Mrs. Ireland; seconded by Mr. McHugh and unanimously carried that vouchers 18-26 listed on abstract #3 in the amount of $555.56 be paid.

A balance of $17,641.25 was reported in the library fund.

Mr. Mason asked that each board member receive a copy of the financial report.

Mrs. Loedel reported $63.50 balance in Memorial Fund.

Mr. Mason reported on publicity during the past month.

Mrs. Ireland presented form to be used in loaning projector and screen.

Mrs. Ireland presented policy governing rental collection.

E.J. Connors is to speak at March 19 evening program.

The April 28 noon program is to be hostessed by the Chili Health Group.

It was moved by Mrs. Ireland, seconded by Mrs. Potter and unanimously carried that a dinner be held for the volunteers on April 16. Mr. Hacker is to be invited. Mrs. McFee and Mr. Forney to conduct evening program.

Letters are to be ordered for doors stating Saturday hours and be installed as soon as possible.

Mrs. Borel is to be asked to take charge of Sunshine Fund.

Heinrick-Seibald has contacted the librarian and shelving will be installed soon.

Mr. Mason asked Mrs. Ireland to send a letter to the President of Roberts Wesleyan College concerning Dr. Magill's program. Dr. Magill is to receive a copy.

Mr. Mason reported that Vail agency had given a price of $1.30 per thousand for insurance on the projector. It was moved by Mrs. Ireland; seconded by Mr. McHugh and unanimously carried that the projector be insured for $700.00.

It was moved by Mrs. Potter, seconded by Mrs. Ireland and unanimously carried that B.J. Connors be paid an hourly rate of $2.85.

It was moved by Mr. McHugh; seconded by Mrs. Loedel and unanimously carried that Susan Bean be appointed as a page.

It was suggested that the high school librarians be contacted for possible suggestions of pages.

It was moved by Mrs. Potter; seconded by Mr. McHugh and unanimously carried that a limit be set on records of 5 discs per customer.

Meeting was adjourned at 9:30 P.M.

Respectfully submitted

Secretary
Minutes of a regular meeting of the Board of Trustees of the Chili Public Library held April 13, 1964 at 8:00 P.M.

All members present.

Correspondence was read from Robert J. Flores of the New York State Library concerning application for renewal of the library charter.

Correspondence read from Dr. Voller, president of Roberts Wesleyen College, in reply to Mrs. Ireland's letter of appreciation to Dr. Magill.

A motion was made by Mr. McHugh, seconded by Mrs. Ireland and unanimously carried to pay invoices 24-4 listed on abstract #4 in the amount of $1392.50.

A complete financial report was given to every member showing a balance of $16,888.47.

The librarian's report was accepted as submitted.

Mrs. Loedel reported a balance of $63.50 in the Memorial Fund.

Mr. McHugh submitted a report on publicity. Articles have appeared in the Gates-Chili Press. Mr. McHugh is to contact the Suburban News in regard to the library receiving a copy of their paper.

A report was made on the adult program. It was decided to discontinue the programs in May as it was felt that people would be too busy.

Mr. McHugh reported on progress of the Volunteer dinner. Thirty-one are to attend. Mrs. McFee's program will take place at the Parkminster Church.

Mrs. Ireland submitted a personal policy. It was moved by Mrs. Loedel, seconded by Mrs. Potter and unanimously carried that policy be submitted in final form at the May meeting.

It was moved by Mr. McHugh, seconded by Mrs. Loedel and unanimously carried to hire Margaret Shearing who was interviewed before the meeting, as library page.

Mrs. Chapman was instructed to complete necessary forms to Library Trustees Foundation so that Mr. Mason, Mrs. Ireland, Mr. McHugh and Mrs. Loedel may join; the dues to be paid by the library.

It was thought that Mrs. Chapman should reserve a room at the Commodore Hotel for the N.Y.L.A. conference in October.

Mrs. Ireland submitted questionnaire to be used to determine interest in adult program. It was decided to initiate use of the questionnaire at the Volunteer Dinner on April 16.

Meeting was adjourned at 9:30 P.M.

Respectfully submitted,
Minutes of regular meeting of Board of Trustees of Chili Public Library held May 11, 1964 at 7:30 P.M.

All board members present. Mrs. Chapman absent.
Mr. Charles DeGrave and Mr. Lusk sat in on meeting.

Correspondence – none.

Report of Librarian submitted in writing.

A motion made by Mrs. Loedel, seconded by Mrs. Ireland to pay invoices 42-51 Abstract No. 5 in amount of $1,000.31.

No financial report available.

A motion made by Mrs. Loedel and seconded by Mrs. Potter that all fine money in excess of $5.00 for change be turned in to town fund monthly so that no large amount will accumulate in fine drawer.

Mrs. Loedel reported memorial fund to be $63.50.

Mrs. Ireland presented typed copies of Personnel Policy. A discussion followed. Mrs. Ireland suggested a salary schedule for librarian, clerk and pages be attached. Both matters to be considered next meeting.

The dinner for volunteers was a success. Mr. McHugh took care of thank you notes.

The lettering for front door is to be given to Mr. Lusk and he will see that Saturday morning hours are put on.

Acting secretary was asked to submit the suggestion that another volunteer from inactive list be added to each shift now working to keep up their interest and training.

Mr. Lusk presented expansion plans:

1. A new building between Town Hall and Water Building – 3,000 square feet for main library room plus workroom plus a kitchen for use of library and Town Hall.

2. To be proposed December 1964 – work to start 1965 if passed.

3. Would like library board to submit floor plan, equipment suggestions, heating arrangement, etc.

Mr. Lusk also suggested he would like to see locked glass display case as part of our present equipment to spark even further interest in library.

Mrs. Loedel made motion that a cleaning lady be found by Board to do all the cleaning in library, including back room and floors. To work three hours daily at prevailing wage. Mr. McHugh seconded and it was passed unanimously.
Mrs. Ireland will attend May NCLS meeting Wednesday May 13, 1964 on Budget Planning.

Mrs. Ireland made motion, Mrs. Loedel seconded and it was carried that library be closed Friday May 29, 1964.

Mrs. Loedel brought up the suggestion that a policy on line of communication between Board members and librarian and vice versa be established. All members to contribute to this next meeting.

Motion made by Mrs. Ireland and seconded by Mrs. Loedel that Mr. Charles DeGrave, 27 Bright Oaks Circle, Rochester be recommended to Town Board to succeed Mrs. Alene Potter whose term expires July 1, 1964 and who does not wish to be reappointed. Carried unanimously.

Motion made by Mrs. Potter, seconded by Mrs. Loedel that next meeting be held June 22, 1964 at 7:30 P.M., as Mr. Mason will be on a trip to England for next 6 weeks. Carried.

Meeting adjourned at 9:15 P.M.

Respectfully submitted,

[Signature]

Alene B. Potter
Sec. Pro Temp
Circulation and registration continue their upward climb. Circulation reached 4,945 a gain of 1,037 or 26% over 1963's 3,908. 78 new borrowers were registered in April bringing that total to 2,595. We are able to see the effects of the new housing developments with a great many newcomers to Chili registering.

I made an unsuccessful attempt to deliver my talk to the North Chili Civic Men's Association on April 28. I was in attendance but very few of their members were. Because of this Mr. Tomer requested that I defer my program until their May meeting which I agreed to do, unfortunately when I checked my calendar at home I find that I will be unable to comply with their request. Perhaps one of the Board members would be willing to go in my place.

Mrs. Henderson and I attended an extremely productive meeting on Wednesday May 6. M.C.L.S. is attempting to compile a standardized procedural manual for use in all member libraries. This meeting was scheduled to cover book ordering, inter-library loan and overdue book notices but in the three hours allotted only the first two were covered. Small groups made for a good exchange of ideas and several spots were discovered in which alteration or elimination of procedures will expedite work. The final result when published should be an excellent working manual.

I have been concentrating a great deal of effort toward book ordering especially strengthening those areas in which the collection is weak. We have added 700 titles to the collection this year bringing our total holdings to 6,717. A bit discouraging is the new census figure of 13,066 which adds that many more titles to figure we worked out with Mr. Flores in January.

Our third series of story hours began on May 7 and was attended by 19 children. Mrs. Covie Duncan has again volunteered to assist with our summer series as she did last year.

I am including a list of active volunteers and times worked for your information:

**MONDAY**
- 3:00-5:30 Ann Steckel
- 6:00-8:00 Jean Gardner

**TUES.**
- 1:00-5:00 Ruth Stiles
- Shirley Westbrook

**WED.**
- 3:00-8:00 Eleanor Borlon

**THUR.**
- 3:00-5:00 Florence Brassier

**FRI.**
- 1:00-3:30 Avril Smith

**FRI. 1:00-4:00 Janice Sharp**
- 4:00-6:00 Luella Shearing
  - Bernice Wilcox
  - (alternate weeks)

Gloria Mattice works Tues.
A.M. when she has transportation.
The meeting was called to order at 7:45 by Mr. Mason.

Members Present: Mr. Mason, Mr. McHugh, Mrs. Potter, Mrs. Ireland, Mrs. Chapman, Mrs. Loedel absent

Mr. Mason submitted Mrs. Chapman's letter of resignation. Resignations
Mr. McHugh moved and Mrs. Ireland seconded that the resignation be accepted. Motion carried. Mrs. Chapman
Mrs. Potter seconded that Mrs. Chapman receive a months vacation with pay this year. Motion carried. Resignation

Mrs. E. J. Connors' resignation as part time librarian was also submitted. Mrs. Ireland moved, Mr. McHugh seconded that this resignation be accepted. Motion carried. Mrs. Connors

Minutes of the previous meeting were approved.

The financial report was read and approved. Balance - $14,279.14

Publicity - Mr. McHugh submitted copies of articles sent to local papers. Mr. McHugh presented movie 'White Mane' at N. Chili Business Men's Assn. group May 24. Mr. McHugh can not cover both Gates-Chili News and Suburban News due to objections from the editor of the Gates-Chili News. In the fall it would be wise to have someone else write publicity for Suburban News.

Sandra Smith applied for page work and was interviewed. Sandra Smith
Mr. McHugh moved, Mrs. Ireland seconded that she be accepted. Motion carried.

Miss Ott, a school librarian, from Utica, applied for summer work, while attending some classes at Geneseo. It was moved and seconded that we hire Miss Ott for up to 15 hours per week during July and full time during Mrs. Chapman's vacation and first week in Sept. if necessary. At $2.85 per hour. Motion carried. Miss Ott

A discussion took place on methods of collecting overdue books and fines. Mr. Mason is to consult Mr. Wickins, Attorney on some method of forcing delinquents to take care of this matter. Fines

Motion was made by Mrs. Ireland, and seconded by Mr. McHugh and carried to pay invoices No. 52 - 65 listed in abstract. Invoices No. 6 in amount of $618.65.

Mrs. Ireland reported on budget meeting.

Mr. McHugh reported on tour of buildings.

After discussion of library expansion, Mr. McHugh made motion that we invite Harold Hacker to meet with the Library board to make plans. Seconded by Mrs. Potter and carried. Meeting to be arranged by Mr. Mason.

There are three new names on the volunteers list.
It was felt advisable to await a new library for a locked display case.

The library will be open in the morning during July on a trial basis.

The librarian is to check past minutes on resolution on closing.

Meeting adjourned at 10:50 p.m.

Minutes taken by Mrs. Potter
Librarian's Report June 22, 1964

Circulation for May, 1964 was 3,782 as against last year's 3,580—a gain of 202 over 1963. While this was not as substantial an increase as past months have been the month of June is showing great promise. Registered borrowers total 2,902.

Our last story hour of the series was held June 18. The average attendance has been 15. Registration for the summer film program has exceeded my expectations. The minimum figure of 20 was reached early last week and there should be many more before our June 26 deadline date.

Mr. McHugh was kind enough to take over my speaking engagement at the North Chili Businessmen's Association meeting on May 26. His program was very well received and as a result we have had several inquiries concerning the loan of the projector and two requests from other North Chili organizations for a program in the fall.

On June 11 Mr. McHugh and I attended the MCIS tour of new buildings. Buildings viewed were the Dewey Avenue and Charlotte branches of the RPL, Greece Public Library, East and West Irondequoit Libraries, Brighton Memorial Library and the Henrietta Public Library. I felt that the Irondequoit floor plan came closest to what could be used in Chili and that the Dewey Avenue Branch had the most attractive exterior appearance. Time spent in each place was limited and while I noticed several good features in each library it would be necessary to spend more time at each one in order to decide what would be useful in our individual situation.
The meeting was called to order at 8:05 by Mr. Mason

Members Present: Mr. Mason, Mr. McHugh, Mrs. Loedel, Mrs. Ireland
Absent - Mrs. Chapman, Mrs. Potter

Minutes of the previous meeting were approved after addition of listing of those absent and the pay for Miss Ott.

Correspondence: Letter from Columbia University

Received in writing - Librarians report for month
Report on search for replacement
Draft of 1965 budget

Motion was made by Mrs. Ireland, seconded by Mr. McHugh and carried to pay invoices No. 61-81 listed in abstract No. 7 in the amount of

No Financial report.

Mrs. Loedel reported $63.50 in the Memorial Fund.

Publicity - Mr. McHugh submitted copies of the article to appear in the Gates-Chili News about Mr. Flint.

Mr. Mason reported that after talking with Mr. Wicking about overdues nothing can be done in addition to the letter since we do not have a town policeman.

A line of communications routine was submitted by Mrs. Loedel and Mrs. Potter. This is to be included in the policy.

Mrs. Ireland nominated, Mrs. Loedel seconded that Mr. Mason continue as Chairman. Motion carried. Mr. Mason nominated Mrs. Ireland seconded Mrs. Loedel be Vice-Chairman. Motion carried. Mrs. Loedel nominated Mr. Mason seconded Mrs. Ireland be Secretary. Motion carried

Each board member is to check his ballot on -10 policy areas - and bring it to the next meeting. Unanimously

The motion was made, seconded and carried that a letter be sent to Mr. Lusk stating that Mrs. Potter has reconsidered and will be willing to continue on the board.

The proposed budget was discussed at length with a temporary estimate at $26,825.00

Mr. Vail is to be asked by Mr. Mason to come to our next meeting to explain just how much insurance coverage we have.

Proposed building plans were discussed. Mr. Mason is to arrange a meeting of the board with Mr. Lusk later this week to discuss specific needs.
Mr. Mason, Mr. McHugh, Mrs. Loedel and Mrs. Ireland met Friday, July 10 with Mr. Hacker and discussed at length proposed expansion and future plans for the library.

At 2:00 pm July 10 the above members of the board interviewed Miss. Helen Vogel for the position of librarian. A letter is to be sent to her that we do not wish to hire her.

At 7:35 this evening just prior to this meeting Mrs. Hetler was interviewed for librarian. She has excellent recommendations and was offered the job at $6500.00 per year. She is an accredited librarian Director grade I with over 10 years Librarian experience. She is to call Mr. Mason tomorrow.

After more discussion of proposed expansion Mr. Mason is to try to obtain copies of the Irondequoit Library floor plan for our discussion with Mr. Lusk.

Meeting adjourned at 10:25P.M.

Respectfully submitted

Barbara Ireland

Mrs. Winsor D. Ireland
Secretary
The meeting was called to order at 2:30 by Mr. Mason.

Special meeting at the library to act on J. McHugh's resignation and salary schedule for librarian.

Members Present: Mrs. Loedel, Mrs. Potter, Mr. Mason
Absent - Mrs. Chapman, Mrs. Ireland (out of town)

Mrs. Potter made the motion to accept the resignation of Mr. John McHugh and send a letter of appreciation to him. Seconded by Mr. Mason. Motion carried unanimously.

Mrs. Loedel made the motion that the following Salary schedule be adopted:

Library Director - beginning at $5600.00 per year going to $7100.00 per year with increments of $300.00 per year

Mrs. Potter seconded. Motion carried.

Mrs. Loedel moved that Mrs. Hetler be placed on step 4, at $6500.00 from August 17, 1964 to Aug. 17, 1965. Mr. Mason seconded. Motion Carried.

Meeting adjourned at 3:30.

Respectfully submitted,

Mrs. Alene B. Potter
Acting Secretary.
<table>
<thead>
<tr>
<th></th>
<th>Budget</th>
<th>Received</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REVENUES:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Taxes Raised</td>
<td>$18,014.00</td>
<td>18,014.00</td>
</tr>
<tr>
<td>Fines</td>
<td>400.00</td>
<td>162.32</td>
</tr>
<tr>
<td>State Aid</td>
<td>2,000.00</td>
<td>1,891.10</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>22,414.00</td>
<td>20,067.42</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>DISBURSEMENTS:</strong></th>
<th>Budget</th>
<th>Spent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payroll</td>
<td>$10,164.00</td>
<td>6,663.87</td>
</tr>
<tr>
<td>Equipment</td>
<td>1,000.00</td>
<td>744.28</td>
</tr>
<tr>
<td>Books &amp; Records</td>
<td>7,000.00</td>
<td>4,917.82</td>
</tr>
<tr>
<td>Office Supplies</td>
<td>650.00</td>
<td>125.94</td>
</tr>
<tr>
<td>Mileage &amp; Misc.</td>
<td>300.00</td>
<td></td>
</tr>
<tr>
<td>Telephone</td>
<td>150.00</td>
<td>75.25</td>
</tr>
<tr>
<td>S.S., Retirement, Hosp. Ins.</td>
<td>1,000.00</td>
<td>219.20</td>
</tr>
<tr>
<td>Insurance</td>
<td></td>
<td>5.99</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>20,414.00</td>
<td>12,752.35</td>
</tr>
</tbody>
</table>

Balance on hand January 1, 1964: 2,697.87
Receipts thro 8/31: 20,067.42
Total: 22,765.29

Less Disbursements thro 8/31: 12,752.35
Bal.: 10,012.94
The meeting was called to order at 1:30 by Mr. Mason.

Members present: Mrs. Loedel, Mrs. Potter, Mrs. Ireland, Mr. Mason, Mrs. Chapman.

The minutes of the special meeting were read and approved. The minutes of the regular meeting were approved as mailed.

The correspondence was read.

There was no librarians report or financial report due to vacations.

Memorial fund reported by Mrs. Loedel - $63.50.

Publicity - Mr. Mason submitted copies of the last two articles done by Mr. McHugh.
Mr. Loedel will do the next one.

Policy - Mrs. Ireland asked that everyone read references to policy in the Planning Guides for Trustees from MCLS.

A motion was made by Mrs. Potter, seconded by Mrs. Loedel that a Friends of the Library be established and that one member of the Library Board shall be a member of the executive board for liaison purposes. Motion carried.

Mrs. Loedel moved, Mrs Potter seconded that a committee be appointed headed by Mrs. Ann Steckel with Gladys Omodeen to organize a Friends group. Motion carried.

Mr. Mason appointed Mrs. Ireland as trustee representative and to speak to Mrs. Steckel about this.

All board members are to give their Library Trustees Foundation application membership card to Marcia for application.

Blueprints of the proposed library building were discussed. All members are to be at the Town Board meeting Wednesday night.

The library Goals form was discussed and checked, to be returned to Mr. Hacker.

Mr. Vail discussed library insurance with us giving us a statement of what we now have.

It was moved by Mrs. Potter seconded by Mrs. Loedel and carried that we apply for federal aid in the building project.

No action is to be taken on the Velma Moore Award.

It was moved by Mrs. Ireland, seconded by Mrs. Potter that Mr. David F. be appointed to fill the unexpired term of Mr. McHugh. Motion carried unanimously.

Miss Ott is to continue working as much as necessary until 1 Sept.

Mrs. Ireland is to pick up plans from Mr. Hacker for Mr. Mason.

A Tea for Mrs. Chapman and Mrs. Hetler is to be held in Sept. (Friends?)

Respectfully submitted, Barbara Ireland Sec.
The meeting was called to order by the Chairman Mr. Mason at 3 pm.

Members present: Mr. Mason, Mrs. Loedel, Mrs. Ireland
Mrs. Hetler
Absent - Mr. Borlen, and Mrs. Potter

The purpose of the meeting was to further discuss the proposed budget for 1965, and to complete the forms for application for Federal Aid for the building plan.

It was moved and seconded by Mrs. Ireland and Mrs. Loedel that a budget of $24,827.09 be submitted to the Town Board. This is the total budget. Estimated state aid and fines amounting to $2,000.00 and $150.00 respectively. Motion carried.

Application forms for Federal aid were filled in and mailed at the meeting.

It was formally resolved that Mrs. Marcia Chapman's services terminated on the 21st of August, 1964 and that she has taken a full year's vacation and there are no days of accumulated leave to her credit. Carried unanimously.

Further discussion of the amount of insurance is to be taken up at the next meeting.

Meeting adjourned at 5:30 pm.

Respectfully submitted,

Barbara Ireland, Secretary
The meeting was called to order at 8:05pm by Mrs. Loedel, vice-chairman, in the absence of Mr. Mason, who is ill.

Members present: Mrs. Loedel, Mrs. Potter, Mrs. Ireland
Mr. Borlen,
Mrs. Hetler, Librarian

Absent: Mr. Mason

The minutes of the previous meeting were approved as mailed.

Correspondence: Letter of congratulation to Mrs. Hetler from Senator Keating.
Letter to Mrs. Ireland from Mrs. Chapman
(unable to attend any tea for several weeks)
Letter from Miss Jean Connor re: Federal Aid

The treasurers report was approved as read. Balance - $10,012.94

The Memorial fund remains the same - $63.50.

Publicity: Mr. Loedel never received any material from Mrs. Chapman. Mrs. Hetler will give Mr. Loedel some material for both local papers.

Policy: We are still making notes on various aspects of policy but feel building should take priority.

Report of the librarian:
Chili circulation was up 759 for August in spite of the fact that all other libraries in the county went down.
Will start a story hour in October.
Volunteers have been coming fairly well. New ones are:
Mrs. Underwood, Mrs. Yawman, Mrs. Tescher.
Inquiry about mileage payment and rate for the librarian to attend MCLS meetings.

Resolution was made by Mrs. Potter, seconded by Mr. Borlen to pay bill No. 82 through 95 on abstract. Motion carried.

Mrs. Potter made the motion, seconded by Mr. Borlen, that Mrs. Asst. Emens be hired as Senior Library Clerk at $2.30 an hour for Librarian up to 10 hours a week as needed (as previously authorized in the budget. Civil Service papers to be filled in. Motion carried.
(Senior Library Clerk must have at least 2 years of college - Personnel and may fill in in the absence of the librarian)

Motion was made by Mr. Borlen, seconded by Mrs. Potter and carried that the library be open the following hours starting October 1, 1964. Mon. Wed. Fri. - 1 to 9pm Tues. Thurs. Sat. 1 to 5pm

Staffing to be adjusted by Mrs. Hetler.

After discussing the nearness of the Fire Department, and the percentage of our book stock out on loan, it was moved by Mr. Borlen, seconded by Mrs. Potter that we renew our insurance at the same amount.
The budget was discussed. Proposed budget of $24,827.09 does not include equipment. Mr. Lusk still has to have an itemized budget request.

Mrs. Hetler is to look into the matter of more shelving, or magazine racks.

Mrs. Ireland is to set up a meeting with the architect providing it will not cost the town additional money, for the discussion of a more satisfactory lay-out for the proposed building.

A motion was made by Mrs. Ireland, seconded by Mr. Borlen that a letter be written to Mrs. Connor asking for permission to refile for Federal Aid. Motion carried.

In regards to a Tea and invitations the following should be invited:
- All school librarians - R. W. College (Dr. Voller & Mr. McGill)
- Town Board members & wives
- 2 Justice of Peace & wives
- Town Clerk
- Rep. & Dem. Town leaders & wives
- All ministers & Priests serving the area
- Clubs in the community
- Blanket invitation to the community

A discussion of the inadequacy of the book drop took place. There is a possibility that being open Sat. will relieve this.

The next meeting will be held Monday Oct. 5 at 3:30pm in the Town Hall.

Respectfully submitted,

Barbara Ireland, Secretary
Date - Monday, October 5, 1964  Time - 3:30pm  Place - Library

Members present:  Mr. Mason, Mrs. Potter, Mrs. Loedel, Mrs. Ireland
Mr. Borlen
Librarian:  Mrs. Hetler

The minutes of the September meeting were discussed and approved as mailed.

There was no new trial balance because of the early date of the meeting.

The Memorial balance remains the same.

A motion was made by Mrs. Potter, seconded by Mr. Borlen and carried, to pay bills on abstract numbers 96 thru 105 amounting to $803.79

Librarians report:  Circulation was up 20% in Sept. and Aug. We now have 8 employees and 13 regular volunteers. Some people have a number of overdue books and recommendation is made to cancel their cards until the books are returned or paid for. Story Hours will start again shortly. Thursday seems to be the best day.

Policy:  No special work is being done at present. Things will be acted upon as they come up.

Publicity:  Mr. Loedel will be pleased to write something for the local papers for the time being. Mr. Borlen will ask Mr. W. Plessis if he can take some pictures of the library to be used for publicity.

The question arose about the library putting an ad in the high school yearbook of one of the pages. A motion was made by Mrs. Loedel, seconded by Mr. Borlen and carried that we have children from Chili in too many schools and therefore could not get involved in this.

After a discussion of the application for federal aid, Mrs. Loedel moved and Mr. Borlen seconded that we refile our application using the corrected figure from the annual report and show the hidden benefits received from the town. Fire and liability insurance will not be shown at this time because of the difficulty of reappportioning it. Motion carried. Mrs. Potter abstained.

Mrs. Potter moved, Mrs. Loedel seconded that Mrs. Emens position be established as Senior Library Clerk, as recommended by the Civil Service office with the specific duties described there in, to formalize a previous commitment. Motion carried.

Susan Henderson, an applicant for page was interviewed. She had helped as a volunteer when we were processing gift books for the library.
The motion was made by Mrs. Potter, seconded by Mrs. Loedel and carried that Susan Henderson be hired as a page when needed at the discretion of the librarian.

A discussion took place concerning the policy and procedure in the purchase of equipment. Mr. Borlen pointed out that in business equipment is a capital outlay and as such should come before the board regardless of amount or red tape.

A motion was made by Mrs. Loedel, seconded by Mrs. Potter that Mrs. Hetler purchase 2 tall sections of shelving, 1 typewriter table, 1 typewriter chair and 2 additional sections of tall shelving (budget permitting) Motion carried. Shelving to match present shelving.

Mrs. Potter moved, Mr. Borlen seconded that a delinquent borrower's card be canceled (notifying MCLS) to be reissued only at the discretion of the librarian.
A borrower shall show their card or give name and address a number only will not be used.

The library board will meet with Mr. Hacker Monday Oct. 19th at 3:00 pm. to discuss expansion plans. (Meeting in Town Hall)

A copy of the minutes of the meetings will be sent to the Supervisor. This seems simpler than highlights.

The November meeting will be Nov. 9 the second Tuesday but will be at 3:30PM.

A discussion meeting with the Architect will be held Oct. 21 at 3:45pm.

Correspondence:

From: Jean L. Connor, Director State Library Extension Division - re: Federal Aid forms

From: Macke-Williamson Stationery Co., Inc. re: purchase of equipment for expansion

From: Harold Hacker, Director, MCLS re: Postponement of Oct. 17th workshop

From: Harold Hacker, Director MCLS re: Invitation to Library Board Meeting - March 1965

From: Rochester Telephone Corp re: Telephones in expansion plans

From: Harold Hacker MCLS re: Invitation and schedule of monthly meetings

Federal Aid forms completed and mailed.
Acknowledgement to be made to Macke-Williamson Stationery Co.& Roch. Tel. Trustees to be notified with agenda of monthly meeting subjects.

Meeting adjourned at 5:30pm.

Respectfully submitted,

Barbara D. Ireland
Mrs. Winsor D. Ireland, Secretary
The meeting was called to order by the Chairman, Mr. Mason at 3:30 pm, Nov. 9.

Members present: Mr. Mason, Mrs. Loedel, Mrs. Potter, Mrs. Ireland
Mr. Borlen.
Mrs. Hetler, librarian
Mr. Macomber, architect

The minutes of the previous meeting were approved as corrected. (The correction being the deletion of one bill No. 98 of $205.50 from the abstract - leaving a total of $803.79)

Trail balance for the month shows a total of $6,386.74.

Mrs. Potter moved, Mrs. Loedel seconded to pay bills No. 106 to 119 amounting to $328.08 on abstract No. 10. Motion carried

Mrs. Hetler reported the circulation shows a gain of 1/3. Story
Mrs. Harvey and Mrs. Halliley will help with Story Hour.

Mr. Loedel sent in good publicity to both local papers.

Copy of the letter sent to Albany confirming telephone conversation on Oct. 29 regarding postponement of referendum was read.

The following resolution was made by Mrs. Loedel and Mrs. Potter and carried: Be it resolved that the Town of Chili Library Board of Trustees does hereby elect to come under the provisions of Chapter 339 of the Laws of 1960 entitled "An Act to amend the Retirement and Social Security Law, in relation to authorizing the provision of added pensions—providing for increased take home pay and death benefits for officers and employees of participating employers in the New York State Employees' Retirement System as presently or hereafter amended; and"

Be it Further Resolved that the percentum of the member's compensation by which contributions shall be reduced, shall be eight percentum, and that the effective date shall be the payroll beginning on the 1st day of January 1965

A motion was made by Mrs. Ireland, seconded by Mrs. Potter and carried that the Library should have one telephone number - telephone TU 9 1758.

A motion was made by Mrs. Potter, seconded by Mr. Borlen and carried that the library be closed Nov. 11. Veterans' Day.

Mr. Borlen and Mrs. Ireland are to meet and consider policy for Holiday closings and report to the next meeting.

A motion was made by Mrs. Loedel, seconded by Mr. Borlen and carried that a Petty Cash fund of $15.00 be established and kept for stamps and other small items.

Mrs. Loedel moved, Mrs. Potter seconded that salaried employees shall be paid for the number of days worked during a period being figured on a 360 day year basis. Motion carried.

A good deal of time was spent discussing several plans Mr. Macomber
had made for a new library. Both separate buildings and additions to the Town Hall were proposed. The relation to the new Fire House was considered.

The meeting adjourned at 5:20 on a motion by Mrs. Potter and Mrs. Loedel.

A special meeting will be held Wed. evening at 7:30 to further discuss expansion plans. (Meeting Wed. Nov. 13.)

An organizational meeting will be held Thursday Nov. 19 at 8:00 for the Friends of the Library.

Respectfully submitted,

Barbara Ireland
Barbara Ireland, Secretary
The special meeting of the library board was called to order by Mr. Mason at 7:30 pm.

Members Present: Mr. Mason, Mr. Borlen, Mrs. Potter, Mrs. Loedel, Mrs. Ireland
Librarian - Mrs. Hetler

Notice was made that preliminary approval has been made of Federal Aid for the application for Federal funds for the building program. The next forms have to be in by March 2, 1965.

A Motion was made by Mr. Borlen, seconded by Mrs. Loedel Plans and carried - that the first choice of architectural plans is D and the second choice is A.

Mrs. Hetler will meet with the architect to discuss drawing up detailed plans of D proposal.

It was moved by Mrs. Potter, seconded by Mrs. Loedel and carried that the following closing hours be observed for the current year: Closed Thanksgiving Day, Close at 3:30 pm Dec. 24th and 31st, Closed Christmas Day, Dec 25th, Closed January 1, New Years Day.

Correspondence: Hubbard Springs Garden Club
Miss Mary Wickins

The Garden Club sent a check for $5.00 in appreciation of the use of the films, projector, screen and the talk and books brought to their meeting by Mrs. Emens.

Mary Wickins sent a thank-you note for a small token of appreciation which the board sent her.

Meeting closed at 9:10pm. Next meeting Dec. 14th at 3:30pm.

Respectfully submitted,

Barbara Ireland, Secretary
The meeting was called to order at 3:40pm by the Chairman, Mr. Mason

Members Present: Mr. Borlen, Mr. Mason, Mrs. Loedel, Mrs. Ireland
Librarian: Mrs. Hetler
Mrs. Potter was absent due to illness.

The minutes of the previous meeting were discussed and approved as corrected. (The correction - Closing of the library at 3pm on Dec. 24th and closing of the library Saturdays Dec. 26th and Jan. 2nd.)

Librarians Report:

Story Hour has been very well attended. It will be necessary to have 2 sections during the winter. Mrs. Harvey and Mrs. Halliley have been helping. Mrs. Alderman helped with the Christmas Party.

Circulation for Nov. '64 was 5,284 - Nov. '63 was 3,770

Holiday Decorations in the Library were done by Mrs. Stein's Girl Scout Troop and Mrs. Alderman.

The new shelves have been installed and are a big help.

The Times Union is asking for publicity about our building program.

The periodical subscriptions were put up for bid.

A record player is needed. A satisfactory one can be obtained for $69.95.

The only thing standardized at the MCLS meeting was the collection of fines for MCLS.

The Trial balance for Nov. showed a balance of $4,261.22.

Recommendation was made for a raise for Mrs. Henderson.

A motion was made by Mr. Borlen, seconded by Mrs. Loedel and carried - to pay bills on abstract No. 11 - claims No. 120 thru 138 amounting to $1,438.31

Mr. Borlen moved, Mrs. Ireland seconded and the motion carried - that a copy of the monthly payroll be submitted for approval at each monthly meeting.

Mrs. Loedel moved that a thank you letter be sent to Mrs. Stein and the Girl Scouts for the Decorations.

It was requested that a report be made on the amount of business done during the holidays with special consideration of the closings.
It was agreed that we co-sponsor with the Friends of the Library a College Student Day in the Library, during Christmas vacation with punch and cookies.

Mr. Borlen moved, Mrs. Loedel seconded that we obtain a door mat service for a trial period. Motion carried. ($1.25 per week)

Mrs. Loedel moved, Mrs. Ireland seconded and motion carried that budget funds be re-allocated as required to pay bills.

Mr. Borlen moved and Mrs. Loedel seconded and motion carried that the $69.95 record player mentioned above be purchased if it proved satisfactory.

Mrs. Ireland Moved, Mr. Borlen seconded and motion carried that the Librarian's salary be paid Dec. 15th for the remainder of the year.

A special meeting will be held Tuesday AM at 10:30 Dec. 29th in the library for the purpose of paying bills.

Some time was spent going over plans for the proposed library. Tentative date for the referendum will be in Feb. 1965.

Meeting adjourned at 5:20.

Respectfully submitted,

Barbara M. Ireland, Sec.

Copies: All board members
        Librarian
        Town Supervisor
The meeting was called to order at 10:40 by Mrs. Loedel in the absence of Mr. Mason.

Members Present: Mr. Borlen, Mrs. Loedel, Mrs. Potter, Mrs. Ireland
Mrs. Hetler, Librarian
Mr. Mason was absent due to illness.

The minutes of the previous meeting were approved as corrected. Correction - The Door mat service is $1.75 instead of $1.25 and is more than worth it.)

There was a discussion of Bertha Henderson's salary for 1965. The budget estimate showed $1.75 per hour.

There was more discussion of salaries, vacations, leave, etc. It was suggested that Mr. Borlen and Mrs. Ireland meet with Mrs. Hetler to further discuss - Hours, etc.

The motion was made by Mrs. Potter, seconded by Mr. Borlen that bills on abstract No. 12, claims No. 139 thru 149 be paid.
Motion carried. Delete #142 - Total amount $176.54

Mrs. Hetler is meeting with Mr. MacComber and Mr. Hacker to review final plans for building. After which Mrs. Hetler will try to arrange a meeting next week Thursday or Friday at 3:30 for a final discussion with Mr. MacComber, Mr. Lusk, and the Library Board Members. Library Board approval of the final plans should be made so that the Town Board can be informed of this in ample time to take action for the referendum in the middle of February. 30 days public notice is required. It is hoped that action by the library board at the regular Jan. 11th meeting would be time enough. The schedule of Town Board meetings for JANUARY 1965 is not available at this time.

A discussion took place regarding publicity for the referendum. Mrs. Potter will mention it at the January PTA meeting and also mentioned flyers from the schools. Display at the Hobby Show was mentioned. A telephone committee was discussed. This could be done by the Friends. Calling would be done on the day of the referendum. Mrs. Wickins and Mrs. Voke were suggested as possibilities for taking charge of setting up such a committee.

Meeting adjourned at 11:40.

Respectfully submitted,

Barbara M. Ireland, Secretary

Copies: All members
Librarian
Town Supervisor