The meeting of the Library Board was called to order by the Chairman, Mr. Mason at 3:40 PM in the Town Hall.

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

The minutes of the Dec. 14 and 29 meetings were approved as corrected upon a motion by Mrs. Loedel and Mr. Borlen.

Librarians report:
- Trial balance showed a balance of $1,454.64 plus petty cash fund for the end of the year.
- Circulation for 1963 was 45,032 - for 1964 - 56,201 or a gain of 11,169
- We now have 3,500 borrowers cards out. (There are probably 300 or 400 duplicates or ones who have moved.)

Story Hour continues to be successful, with 35 children signed up. There will be 2 groups on Thursdays mornings - 9:45 and 10:45AM. The Mrs. Halliley, Skinner, Harvey, Wilcox, and Ramsey are continuing to help.

A motion was made by Mr. Borlen and seconded by Mrs. Ireland and carried to pay bills on abstract No. 13 claims No. 1 to 5 amounting to $345.59

College Student DAY for which Mrs. Ouweleen, Mrs. Lusk, Mrs. Voke, Mrs. Ireland sent cookies and Mrs. Wickins publicized so well was not attended. Staff enjoyed the cookies.
(Thanks sent to Mrs. Ouweleen)

Mr. and Mrs. Lowell Titus will have charge of the Friends of the Library Program in the Town Hall, Jan. 21, at 8PM. Rev. Donne F. Vickers will give an illustrated talk on Hawaii. Rev. Vickers taught music in Hawaii for one year. This should be a very interesting program.

Mrs. Potter had some excellent publicity in the Brasser Bugle about the library and it's need for larger quarters.

A Telephone committee for publicizing the referendum was discussed.

Plans for the library are still being studied. The latest change shows enlarging the childrens section - an interior change only.

The record player on trial seems to be working well.

Mr. Borlen moved, Mrs. Loedel seconded that the salary for Mrs. Henderson of $1.75 per hour be retroactive to Jan. 1, 1965. Motion carried.
Mrs. Loedel moved, Mr. Borlen seconded and motion carried that the following Policy on Loans be adopted for a 3 month trial period. To be reviewed at the May meeting.

There will be a three (3) week lending period on all material with no renewals. This should eliminate much time spent in checking for renewals and mailing overdue notices.

Fines for adult books will be $.05 per day and for YP and J books the fine will remain $.02 per day. This conforms with most of the other libraries in the area.

Mrs. Wickins will be asked to do publicity on this.

The balance in the Memorial Fund is $68.50 as reported by Mrs. Loedel.

The next regular meeting of the Library Board is Feb. 8th at 3:30 PM.

Respectfully submitted,

Barbara M. Ireland
Barbara M. Ireland, Secretary

Copies: All Board Members
Librarian
Supervisor
The meeting was called to order by the president, Mr. Mason at 4 P.M. in the Town Hall.

Members Present: Mr. Mason, Mrs. Ireland, Mrs. Loedel, Mrs. Potter
Mrs. Hetler, librarian
Mr. Borlen was out of town.

Minutes of the previous meeting were approved as mailed.

The Memorial fund balance is $68.50.

Librarians Report:
There was no trial balance ready as yet.

Noted from the annual report: We now have 8,935 holdings. 2,090 items were added in 1964. There were 283 discards.
Registration is now 3,522. We are open 36 hours a week, which is a good respectable number in comparison with other libraries in a comparable situation. Circulation for the year was 56,201 as reported in January. An increase of 24.8% over 1963. This is the most of any library in the system without a new building.

A Motion was made by Mrs. Loedel and seconded by Mrs. Potter to pay bills on abstract No. 14 items 6 through 20. Motion carried. Amount ____________.

There was a discussion about further procedure in the collection of a number of books still held by Mrs. Chapman which are the property of the library. It was decided to work through Mr. Hacker before going to her present employer or the Attorney.

The Friends of the Library are planning a Book Review by Mr. Wm. Kelly, and a short demonstration of the Junior Great Books session. Mr. and Mrs. Donald Merrill will be hosts for the evening. (Feb. 25th)

Sister Walter Ann of Pius X has offered her assistance in working for a yes vote on the referendum for the library.

Mr. Prather of Chili-Scottsville Rd., who is assistant director of the Community Chest, has offered to help with publicity. He is reported to be an excellent speaker.

A motion was made by Mrs. Potter, seconded by Mrs. Loedel and carried that the fines for the YP books be $.05 per day the same as the Adult books. (This seems to conform more with what other libraries in the system are doing and therefore will be easier to administer.)

A motion was made by Mrs. Potter and seconded by Mrs. Loedel that the dues of $2.00 for each Trustee be paid to the Trustees Foundation. Motion carried.
Expansion Plans were discussed. Things seem to be waiting on Mr. Macomber's finishing more detailed plans and furnishing cost estimates. The earliest date that could be arranged for a meeting with Mr. Macomber, Mr. Wickins, and Mr. Lusk is Feb. 23rd, at 4 P.M. in the Town Hall. It is hoped that after that meeting the Town Board will act upon the referendum request for the 24th. Forms must be sent to Albany March 1st.

A meeting was held Feb. 5 at 7:30 P.M. for the purpose of discussing publicity for the referendum. Those present were: Mr. Lusk, Mr. Oujeleen, Mrs. Wickins, Mrs. Steckel, Mr. Steckel, Mrs. Alderman, Mr. Prather, Mrs. Potter, Mr. Mason, Mrs. Ireland, Mrs. Hetler. Mr. Mason was complimented on the excellent preparation he had made for the meeting. Things planned: 1. Telephone Committee - A mimeo sheet of facts and answers to possible questions. 2. 5 Minute talks to groups (Mr. Prather) 3. Bookmarks - (MCLS) 4. Posters - (Mrs. Alderman) in school libraries. 5. Clergy - Mr. Oujeleen. 6. Brochure - 5,600 mailed 2 weeks ahead. get 6,000. Brochure should show full value of town and assessed value of town. Who can vote - 7. Display at Hobby Show - Mar. 13 and 14th. (Town does not have possession of the Water building and it would cost more to remodel than to build new. It was felt that much was accomplished at this meeting.

Respectfully submitted,

Barbara Ireland, Secretary.
The meeting was called to order at 4 P.M. by the Chairman Mr. Mason.

Members Present: Mrs. Loedel, Mrs. Potter, Mrs. Ireland
Mrs. Borlen, Mr. Mason.
Mrs. Hetler, librarian
Mr. Lusk, Mr. Macomber.

The purpose of the meeting was for the final approval of the architects plans and cost estimates for the proposed library building.

Motion was made to send a letter to the Town Board stating the library boards approval of the drawings as attached.

Cost estimate for the building by the architect is $98,978.00.

A motion was made by Mr. Borlen, seconded by Mrs. Loedel and carried, requesting the Chili Town Board hold a referendum for a bond issue of $90,000.00 on March 31 for the purpose of constructing a library building, attached to the present Town Hall as shown in enclosed architects drawings.

A motion was made by Mrs. Loedel, seconded by Mr. Borlen and carried authorizing forms for Final Construction Project Application Title II, Library Services and Construction Act, P.L. 88-269 be submitted in triplicate to Library Extension Division, New York State Library, Albany 12224, as directed at this meeting.

The Town Board shall be acquainted with the facts and figures in this application.

Application, time schedule, brochure, etc. were discussed at great length.

Meeting adjourned at 5:30 P.M.

Respectfully submitted,

Barbara Ireland, Secretary
The meeting was called to order at 4 P.M. by the Chairman, Mr. Mason.

Minutes of the previous meeting were approved as mailed.


Report of Librarian: Circulation - up over 25% MCLS - is making bookmarks with time of referendum etc. Other - Public hearing Mar. 24 at 8PM.

Friends of the Library - Mrs. Dodgson, and her committee had a very successful Hobby Show. Mrs. Bischoff sent flyers.

Publicity - Mrs. Potter will have flyers sent from F. B. and Chestnut Ridge schools about the vote. Mrs. Oesterly will work on telephone Com. Mrs. Potter will contact Sister Walter Ann. It will be announced at area PTAs. Mr. Mason will talk to area ministers, and check on local club meetings and see that some one visits all.

Memorial Fund balance is $68.50.

Treasury balance Feb. 28 - $20,838.50

Old Business:

Mrs. Potter moved, Mrs. Loedel seconded, motion passed to pay bills on Abstract No. 15 page 1, No. 21 through 30 - total $769.92. Mrs. Ireland will attend March 10 meeting at MCLS. It was moved by Mrs. Ireland seconded by Mrs. Loedel that Mr. Mason will call Mr. Russell - Mrs. Chapmans present employer about her possession of long overdue books etc. Motion carried.

The balance of the meeting was devoted to Expansion Plans.

Meeting adjourned at 5:30 PM

Respectfully submitted,

Barbara M. Ireland, Secretary.

Members Present:

Mrs. Loedel, Mrs. Potter, Mrs. Ireland
Mr. Mason - Librarian, Mrs. Hetler

Mr. Borlen was out of town
SPECIAL MEETING OF THE CHILI PUBLIC LIBRARY
BOARD OF TRUSTEES * March 19, 1965

A special meeting of the board was called by the Chairman, Mr. Mason for the purpose of appropriating the money to purchase stamps for the brochures.

Members Present: Mr. Mason, Mrs. Ireland, Mrs. Loedel, Mrs. Potter

The motion was made by Mrs. Potter, seconded by Mrs. Loedel and carried that $250.00 be appropriated from funds to purchase stamps to mail out the brochures about the proposed library building.

Respectfully submitted,

Barbara M. Ireland
Barbara M. Ireland, Secretary
Library Trustees.
CHILI PUBLIC LIBRARY BOARD OF TRUSTEES MEETING, April 12, 1965

The meeting was called to order at 7:35 by the Chairman, Mr. Mason.

Members Present: Mrs. Loedel, Mrs. Potter, Mr. Borlen, Mr. Mason
Mrs. Hetler, librarian
Mrs. Ireland was out of town.

Minutes of the previous meeting were approved as mailed, in a motion made by Mr. Borlen, seconded by Mrs. Loedel and carried.

Communications: Harold Hacker - regarding library bond issue.
Marcia Chapman - regarding bond issue defeat, and materials she had borrowed from CPL to effect she returned materials.

Report of Librarian: Sent letter to Albany to library Department on defeat of bond issue and our inability to qualify for federal grant.
Copy of payroll presented.
Trial balance as of April 1 presented.
Circulation was up 25%.
MCLS meeting on Saturday was very successful.
Mrs. Hetler is attending workshop on Supervision for 8 weeks, also meeting on how to study town.
Mrs. Trott will be gone Jul 1 to Aug 15 - need replacement.

Motion was made by Mrs. Loedel, seconded by Mr. Borlen that bills on abstract no. 16 claims no. 31 - 40 be paid. ($720.00) Motion carried.

Friends of the Library: Suggestion to be made that Friends entertain school librarians sometime this spring to promote friendliness and cooperation between public and school libraries.

Publicity: We will look for someone to write publicity in fall.

Motion was made by Mr. Borlen, seconded by Mrs. Potter and carried that the Library be closed on May 31, and July 5, 1965.

Memorial fund - $68.50.

Six members of Friends and Mr. Mason attended workshop meeting on April 10 on publicity and other aspects of libraries.

Old business: Referendum was defeated. see Mr. Mason's report.

New business: A citizens' committee is to be considered to work on another plan for library. We do not feel that we want to wait long before we start things going.

Mrs. Hetler tendered her resignation - but will consent to wait for further study.

Meeting adjourned at

Respectfully submitted, Alene Potter, Secretary pro tem
On February 5, 1965 at 7:30 P.M. the following people were called together to discuss plans for a successful campaign to procure a favorable vote on the Library Building Referendum on a bond issue to be held on March 31st, 1965, at the Town Hall from 10 A.M. - 8 P.M. - Mr. George Lusk, Mrs. Eileen Hetler, Mrs. Ralph Wickins, Mr. Cornelius Ouweleen, Mr. & Mrs. Thomas B. Steckel, Mrs. Clayton Potter, Mrs. Wimsor Ireland, Mrs. Fred Alderman, Mrs. Mary Parkhurst, Mr. Robert Prather, Mr. Charles R. Mason.

It was decided to have a telephone brigade. (This was done)

To give talks before every group in town where possible.
Talks were given before - The Chili Business Mens Group, The Chili Lions Club, The Chili Mens & Women's Republican Clubs, School P.T.A.'s, A Fashion Show.

To have wide publicity through the daily press, and local weekly papers. This was done. The articles were excellent.

To pass out fliers from the schools in favor, 1700 were passed out, and through bookmarks.

To advertise with posters in local stores & in the Town Hall and Library. Mrs. Alderman did well on this project.

To ask the clergy for their backing in this venture. They were contacted.

To get out a brochure. This was done with Mr. Prather greatly assisting.

An information meeting was held in the Town Hall on March 24th at 8PM on the referendum at which the Democratic Committee presented a resolution opposing the plan, with some of their group saying the project was too, small and others too, large. There were many at the meeting in favor but unfortunately the vocal ones were those opposed.

The result of the vote was ___ for, ___ against. Majority against 36.

The State Education Department in Albany was notified on April 1st, as we have lost the $27,500.00 grant from the Federal Government by this action.
A special meeting was called by the Chairman, Mr. Mason at 11:00 AM in the library for the purpose of filing forms for federal aid.

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

Mrs. Ireland was out of town.

A motion was made by Mr. Borlen, seconded by Mrs. Loedel and carried unanimously that we file for federal aid for a library building again.

Copy is in the file.

Meeting adjourned at 11:30 AM.

Respectfully submitted,

Alene Potter
Secretary, pro tem
The meeting was called to order at 3:45 by the Chairman, Mr. Mason.

All members present: Mrs. Loedel, Mrs. Potter, Mr. Borlen, Mr. Mason
Mrs. Ireland
Mrs. Hetler, librarian

Minutes of the previous meeting were approved as mailed.

Communications: Copy of letter to Mr. Lusk from Mrs. Enequist
N.Y.S. library regarding federal aid

Report of librarian:
Trial balance - balance $16,819.39
Copy of payroll was submitted.
Circulation is still up.
There is a program at the main library in which
75 college junior librarian may work in libraries this summer.
16 students are available and 21 libraries are requesting this
service. We hope that we can get one.
Mr. Flint, of the Recreation Commission, has been
consulted about story hours at playgrounds throughout the town,
during the summer. He thought that it would be wonderful.

Mrs. Halleley will take the story hour this
week as Mrs. Hetler has a meeting at MCCLS.

There will be an equipment grant of $240.00 available to each member library. A discussion of the list
of uses followed. About the only thing on the list that we
could use was the record holder.

A salaries report from MCCLS shows that they have upgraded their salary schedule $100.00 per year.

A motion was made by Mrs. Loedel, seconded by Mrs. Potter, and carried that bills on abstract No. 17, claims no. 41 - 56 amounting to $1233.09 be paid.

RESOLVED - that voucher for $250.00 for stamps and $229.00 for brochures and envelopes be submitted to the town for reimbursement as agreed. Resolution carried.

Mrs. Potter reported at length about the Friends of the Library and the women who went to the April 10th meeting at Trenholm East. A written report will be requested from the group.

Publicity: There will be something in the papers each week. Sandy wrote the last one.

Memorial Funds: $68.50 (Ask the Friends to publicize this)

Motion was made by Mrs. Potter, seconded by Mr. Borlen, and carried to continue the doormat service.

Discussion of the need for a sign near the road ended in the request that Mrs. Hetler investigate what is available and cost.

Future Plans were discussed at length, including a suggestion for a Citizens Committee.
Future Plans continued:

It was felt that the next move for the Friends of the Library was to have a meeting of the officers with the board representative and plan what to do next. With the possibility that if they could secure enough names for a request for another referendum this might be presented to the Town Board in August with the possibility of a referendum in September. This would enable some building to be started this fall. The federal budget plan would not be known until July and we would not know immediately whether we would have any chance of securing any funds. There are 5 other libraries in the immediate area already applying in the 1965-66 grant.

Some of the things brought out by friends were:

There were nine possible fields for projects. One person to head each field. The organization should be as large as possible. It should have a core of good workers. They could handle publicity. Books to people - to be loaned at meetings. Posters, traveling displays. Garden Clubs could have flower displays at the library. Promote School library - town library cooperation. Books to Shut-in programs. Speakers to meetings. Make suggestions to Town Board for Library board replacements. An effort to obtain a copy of the survey made by the Chamber of Commerce of Scottsville regarding their library. Willingness to get 1000 names supporting the library.

Meeting adjourned at 5:20 pm.

Respectfully submitted,

[Signature]

Mrs. Winsor D. Ireland
Secretary.
The regular monthly meeting of the trustees was called to order at 7:10 P.M. by the Chairman, Mr. Mason.

All members present: Mrs. Loedel, Mrs. Potter, Mr. Borlen, Mr. Mason, Mrs. Ireland
Mrs. Hetler, librarian

Minutes of the previous meeting were approved as mailed.

Communications: Mrs. Hetler - re resignation as of Sept.
Mrs. Loedel - re reappointment on library board.
Mrs. Gervais - re appreciation of story hour.

Report of Librarian: Trial Balance - May 31 - $15,075.61

Copy of payroll was submitted
Circulation is still going up (over 4,800 per week)
MGoS news - Report of Federal program on recruitment, and service to the disadvantaged. Mrs. Judy Hendriks, a Junior at Roberts Wesleyan College, will be working with us for 8 weeks. Her work will include Story Hours at different areas in the town in conjunction with the Recreation Program. Mrs. Hendriks met with the board.

All 5 pages are graduating from High School
(The matter of gifts or recognition was discussed - Mrs. Ireland is to check into cost of engraved bookmarks)

Re - volunteers - Shirley Westbrook has taken a full time position. Mrs. Steckel will not be coming regularly because her husband is retiring. Mrs. Borlen will be away off and on for the next 4 months. A Mrs. Bond will be coming in as a volunteer Mon. & Tues. from 1 - 3.

Mary Wickins is working on inventory. Sandy Smith has taken a full time summer job. Susan Hendersinn will be working when needed.

The Welcome Wagon has Bookmarks and Story Hour Circulars to distribute.
The library is desparately in need of shelves, but there is no place to put them without taking out the tables.

A motion was made by Mrs. Potter, seconded by Mrs. Loedel and carried that bills on abstract No. 18 claims No. 57 - 66 amounting to $526.79 be paid.

Mrs. Wickins will work on Friends of the Library this summer.

There will be publicity on Story Hour in the Local papers.

Cards will not be renewed unless all fines are paid.

Memorial Fund is the same $68,50

We received one estimate for a library sign by the road but it did not seem reasonable. Two more estimates are to be gotten.
June 14, 1965 Library Board Minutes continued

A motion was made by Mrs. Potter and seconded by Mrs. Loedel that Mary Wickins be paid $1.30 per hour. Motion carried.

Tom Emens was interviewed in regards to cleaning the library while Mrs. Trott is away. (6 weeks) (2 hrs. a day - 10 hrs a week) A Motion was made by Mr. Borlen, seconded by Mrs. Potter that Tom Emens be paid $1.25 per hour by Voucher for this temporary cleaning job. Motion carried.

A motion was made by Mrs. Potter, seconded by Mr. Borlen that Mrs. Hetler be allowed up to $100.00 travel expenses to attend the library conference in Detroit. Motion carried.

Thank you letters are to be sent to the volunteers. Special thanks to Mrs. Skinner and Mrs. Halliley for their help with Story Hour.

The Board acknowledged with deep regret Mrs. Loedel’s desire not to continue on the board.

Discussion of a replacement for Mrs. Loedel followed. It was felt that first consideration was library interest, second the person should live in the same area as Mrs. Loedel to continue representation on the board from N. Chili. Mrs. Floyd Totman was suggested. A letter is to be sent to the Town Board suggesting her for consideration for appointment to the Library Board to replace Mrs. Loedel.

Mrs. Potter Moved, Mr. Borlen seconded that Mrs. Hetler’s resignation be accepted with regrets. Motion carried.

A letter is to be sent to Mr. Hacker stating what we desire in the replacement of Mrs. Hetler, giving the salary and other benefits of the position. Mr. Hacker will place the ad in the necessary. (Masters degree $5600-7100 with $300 per year increments. 37½ hrs. per week, vacation and N.Y. State retirement benefits the same as Monroe County. Bachelors degree starts at $5200.)

A motion was made by Mr. Borlen, seconded by Mrs. Potter and carried that Mr. Lusk be asked to have the thermostat checked on the library heating system before next fall. Motion carried.

A motion was made by Mrs. Loedel, seconded by Mr. Borlen that Mrs. Hetler be authorized to buy a fan for the library for a reasonable amount. Motion carried.

It was decided that no shelves could be bought at this time, because of lack of space.

It was recommended that we consider the purchase of an adding machine.

It was requested that in the future MLSS Directors Reports be circulated amongst the trustees for reading and so indicating.

Meeting adjourned at 9:30 p.m.

Respectfully submitted,

Barbara M. Ireland, Secretary
The regular monthly meeting of the trustees was called to order at 7:35 P.M. by the Chairman, Mr. Mason.

Mrs. Totman was welcomed as the new member.

All members present: Mrs. Totman, Mrs. Potter, Mr. Borlen, Mr. Mason Mrs. Ireland. Librarian, Mrs. Hetler

Minutes of the previous meeting were approved as mailed with minor corrections.

Communications: N.Y.S. Library Extension Service re - Federal Aid Mr. Hacker re- Librarian's replacement Chili Town Board re- Mrs. Totman's appointment

Librarian report:

Presentation of bills - Mrs. Potter moved and Mr. Borlen seconded that bills on abstract No. 19, claims No. 67 through 76 for $426.20 be paid. Motion carried.

Trial Balance showed - $15,572.09 Note - State Aid check for $2,118.81 has been received.

Copy of the payroll was submitted.

Circulation has been the highest ever, over 500 in one day.

The library will be reimbursed for mileage paid the librarian for attending MCLS meetings.

$ 347.14 A special grant of $728.00 will be received for literature. ($728.00 $728.00)

$470.00 Fine monies - $82.99 for June

Mrs. Henderson's salary was discussed in relation with other employees in the library and the Town offices. Her work is excellent.

Story Hour reception has been so great that Mary Wickins has had to help Mrs. Hendrickson. There have been from 28 to 60 children attending each of the 6 programs per week.

Mrs. Hendrickson has also sent out 87 letters to Clubs and organizations in the town in an effort to compile an information file for the library.

Reporting on the ALA Convention in Detroit - The 1965 national average of starting salaries paid to librarians with no experience is $6,200.00. Support to libraries in other than N.Y. state seems to be much broader - with newer and more elaborate buildings. Much of the meeting was devoted to projects to the disadvantaged and the material available to them. Publishers are now coming to their aid believing that the material will have a market.
Librarians report continued-

MCLS will continue to help us find a librarian and will also give us special help in book selection after Mrs. Hetler leaves.

Friends of the Library - Mrs. Alderman has agreed to be Volunteer Chairman.

Publicity - Publicity will be sent to the papers stressing the positive ie., record making day on circulation and story hour.

Memorial Fund - $68.50

A motion was made by Mrs. Potter and seconded by Mrs. Totman to pay for the letters of recognition to the volunteers out of the Memorial Fund. Motion carried.

Re-library sign - the second estimate was $50.00. This seemed to be so far out of line that another is to be gotten.

Heating system was discussed.

The record holder bought by MCLS is here.

Miss Judy Weinreber was interviewed and is to become a Page.

A typewriter and adding machine are to be considered when the budget is discussed. (Adding Mach. is used for payroll and circulation)

Mrs. Ireland moved Mrs. Potter seconded that Mr. Borlen be Chairman for 1965. Motion carried.

Mr. Mason moved, Mr. Borlen seconded that Mrs. Potter be Vice-Chairman. Motion carried.

Mr. Mason moved, Mrs. Potter seconded that Mrs. Ireland be Secretary. Motion carried.

Mr. Mason moved. Mrs. Potter seconded that Mrs. Totman be Treasurer of the Memorial Fund. Motion carried.

Letter to be sent to the Town board and Mr. Hacker on the new officers.

A lengthy discussion was had about various jobs in the library and who does or could do them. A meeting will be held with Mrs. Hetler about this before our next meeting. The weakest point is the ability of other than a librarian to answer reference questions or to find the answers. Jean Gardiner, a volunteer or Mrs. Button, who is working on her Library degree, were mentioned as temporary employees.

Mr. Borlen moved and Mrs. Potter seconded that the next meeting be held at 7:30 PM on August 2, 1965. Motion carried.

The meeting was adjourned at 10:10 P.M.

Respectfully submitted, Barbara Ireland

Secretary

Barbara Ireland
July 28, 1965    Special Committee Meeting    1:00 - 3:30

Agenda for Aug. 2 meeting.

Worked on budget.

Miss Rosemary Schifferlee attended later part of meeting. We consulted her about cost of card catalog.

Alene B. Potter
Secretary Pro-temp.
The meeting was called to order by the Chairman, Mr. Borlen at 7:35 PM with a vote of thanks to Mr. Mason for all he had done for the library program in the past and in particularly for his work as Chairman for the last 2 years and especially for his efforts in regards to Federal Aid and the Referendum for the proposed library building.

All members present: Mrs. Totman, Mrs. Potter, Mr. Borlen, Mr. Mason, Mrs. Ireland. Librarian- Mrs. Hetler

The minutes of the previous meeting were approved after the addition of the emendment of the motion which was made by Mrs. Potter, seconded by Mr. Mason and carried that Judy Hendrickson be paid mileage to the playgrounds where she held Story Hours this summer.

Mrs. Potter submitted the attached report of a special committee meeting held on July 28, 1965.

Mr. Borlen reported in detail in regards to specific duties in the library and what ones Mrs. Hetler felt various staff members were capable of handling. Mrs. Emens felt she could work up to 24 hours a week. Mrs. Henderson up to 35 hours per week. Additional paid staff would probably be needed up to 10 hours a week. For listing of these duties see attached sheet.

Mrs. Emens and Mrs. Henderson met with the entire board at this time and discussed these job assignments, pay scale, and vacations. They agreed to assume added responsibilities and help in every way possible until we find a new librarian.

Mrs. Hendrickson reported that her work with our library had been very enjoyable and a very good experience. Story Hour attendance averaged as follows: Clifton - 20, Florence Brasser - 40 with as many as 70, Hubbard Park - 25-35, Ballantyne - 25-30, The age 6 to 9 group about 35 - a copy of their newspaper was shown. 121 letters were sent to clubs to complete an information file for the library. 22 are completed. A folder file on Speakers Bureau information is nearing completion, listing speakers available from colleges, etc. in the area and giving information concerning arrangements, fees, transportation, etc. A written report will be made for the Federal Dept. A copy of which will be attached to the minutes.

Communications: Sue Henderson - Thank you note
Diane Seely - Thank you note

Librarians report: MCLS will pay routine mileage for Town Librarians meetings only (about 8 per yr) not for routine book meetings. Mileage
Margaret Shearing has resigned as a page and is now working full time elsewhere.

No trial balance was available.
Aug. 2, 1965

Library Trustees Meeting Continued -

Our circulation has the second highest increase in the county for the first 6 months of the year - 18.5%.

Mr. Mason moved, Mrs. Ireland seconded and the motion carried that claims No. 77 - 90 amounting to $409.17 be paid.

Mrs. Potter reported on book budget figures for some other libraries in comparison to ours. (A new library has to build up its basic collection.)

Mr. Mason moved, Mrs. Totman seconded that Mrs. Emens be temporarily appointed as acting librarian at a salary of $2.50 per hour effective August 1, 1965. Her Civil Service rating remains the same. Motion Carried.

Mrs. Ireland moved, Mrs. Potter seconded, motion carried that Mrs. Henderson will be promoted to Senior Library Clerk at $1.95 per hour and will work up to 35 hours a week.

Mrs. Potter moved, Mr. Mason seconded that Mrs. Hetler be authorized to hire Mrs. Hendrickson as a Clerk Typist at $1.50 per hour up to 10 hours a week as needed. Motion carried.

A check up on the Charter showed nothing on file in our office since March 1964. A recheck with Albany will be made.

Mr. Mason was appointed Chairman of the Budget Committee. A meeting was scheduled for Thursday at 1PM.

Tom Emens is to be paid by voucher as per June 14 meeting minutes.

Words of appreciation were expressed to Mrs. Hetler for her work with us this past year. Special thanks were extended for her work in regards to our 1966 budget and working with Mrs. Emens in bringing up to date the Library Procedures Manual. Hope was extended that she would be happy in her new position, especially, in the fant, that she will be so near her home.

Meeting adjourned at 10:25 PM with a motion to leave discussion of remaining items on the agenda for next meeting.

Respectfully submitted,

Barbara M. Ireland
Mrs. Barbara M. Ireland, Secretary.
On Aug. 19, 1965 a special meeting of the Chili Library Board was called to order by the Vice-President, Mrs. Clayton Potter at 1:15 PM. for the purpose of meeting with Mr. Stewart, of the N.Y.S. Library Extension Service in regards to the renewal of the Charter.

Members present: Mrs. Potter, Mr. Mason, Mrs. Ireland
Acting Librarian - Mrs. Emens
Mr. Stewart - from Albany

Members Absent: Mr. Borlen, Mrs. Tatham

There was a discussion of Bertha Hendersson's vacation time since she is working more than half time.

On Sept. 14th at 8PM a Volunteer Training meeting will be held for all volunteers to review the new Procedures Manual' and meet the Library Board Trustees.

The balance of the meeting was devoted to bringing Mr. Stewart up to date on what has been done in relation to the application for renewal of the Charter, since he is new in the job, and the reports of the previous review had been lost in Albany.

He seems quite satisfied with our progress but said that nothing would be reviewed in Albany until October, at least, because of a backlog of business.

He was given various materials such as: Copy of by-laws, Brochure and work schedule used in our attempt to get a new building.

Meeting adjourned at 3 PM.

Respectfully submitted,
Barbara M. Ireland
Barbara M. Ireland, Secretary.

A SPECIAL BUDGET MEETING

Sept. 9, 1965

All members were present at a special Budget meeting Sept. 9, at 7:30 PM.

The Estimated budget was gone over completely with work copies for each member. The appropriation requested from the local government for 1966 is $24,590.00. Unanimously approved.

Respectfully submitted,
Barbara M. Ireland
Barbara M. Ireland, Secretary
The regular monthly meeting of the library board was called to order at 7:30 pm by the Chairman, Mr. Borlen.

Members present: Mr. Borlen, Mr. Mason, Mrs. Potter
Mrs. Totman, Mrs. Ireland.
Librarian: Mrs. Emens

The procedure for the trustees to meet 1/2 hour before the librarian attends the meeting was inaugurated. (7:30-8:00 pm)

Minutes of the previous meeting were approved.
A motion was made by Mr. Mason, seconded by Mrs. Potter and carried that Mrs. Henderson will be given 2 weeks vacation this year for which she will be paid for 30 hours per week at the rate of $1.95 per hour.

A motion was made by Mrs. Potter, seconded by Mr. Mason and carried that the typewriter which has been on approval be purchased. Motion carried.

Four new pages: The Misses Criddle, Wilkins, Carmer, and Robert Hall were introduced to the board.

Librarians Report:

Bills were submitted. A motion was made by Mrs. Totman, seconded by Mrs. Ireland and carried to pay bills on Abstract #21 page 1 No. 91 thru 107 totaling $1194.83.

Payrolls for Jul 30 thru Sept 9 - No. 16,17,18, were presented for review.

Circulation for August was 5,482

No trial balance since Jul 31.

Copies of a complete inventory were presented. Should a copy of this be placed in the Town Safe?

MCLS news: Nancy Ryan is again our liason.
No Directors report

Books on order: Approximately $3500.00 outstanding. Motion was made by Mrs. Potter, seconded by Mr. Mason and carried giving Mrs. Emens authorization to purchase $100.00 per month worth of books, for the balance of the year.

Fines: $80.00 per month of August. A discussion of procedure on this took place. Mrs. Totman moved, Mrs. Potter seconded the motion to approve the method suggested by Mrs. Emens for recording (in a special ledger) and transferring fine monies to the Office of the Supervisor and that an account be presented to the library board for review each month. Motion carried.

Mrs. Emens is to procure estimates on the cost of a card catalog.
Volunteer training meeting - Sept. 14th, 1965 - 8pm.

A thank you letter is to be sent to Karen Seeley, who has volunteered her services as a page all summer.

Sheila O'Brien also wishes to volunteer as a page.

A Note of appreciation is to be sent to Mary Wickins and indication that she would be most welcome as summer help again next year.

Donations of books to the library have been made by the following families: Barber, Foos, Howard. Mrs. Emens sent thank you notes.

Mrs. Totman, as Treasurer of the Memorial Fund has been asked to assume the responsibility of acknowledging and recording all gifts and memorials and reporting on this each month.

Mrs. Steckel and Shirley Westbrook should receive special thanks for past services.

Mrs. Potter moved, Mrs. Totman seconded the motion to authorize the purchase of a magazine rack for up to $80.00. Motion carried.

A REVIEW OF THE BUDGET took place. A motion was made by Mrs. Potter, seconded by Mr. Mason and carried that the budget of $27,997.00 be submitted to the Supervisor, Sept. 14th, itemized in accordance with working copies of board members. Motion carried.

Meeting adjourned at 10:10 PM.

Respectfully submitted,

Barbara M. Ireland
Barbara M. Ireland, Secretary.

Present book count - 10,085
record " 261

$27,997.00 - budget total
A Special meeting of the trustees was called by the Chairman, Mr. Borlen at 7:30 PM the 29th of September for the purpose of completing forms for Albany in regards to the Charter renewal, and for consideration of the purchase of additional shelving.

Members Present: Mr. Borlen, Mr. Mason, Mrs. Totman, Mrs. Potter, Mrs. Ireland.

Motion was made by Mr. Mason, seconded by Mrs. Totman that the application for renewal of the Charter forms be sent to Albany as requested (Second time). Motion carried.

A Motion was made by Mrs. Totman, seconded by Mrs. Potter and carried that additional shelves matching existing shelving be purchased from Heinrich Siebolds for $124.70.

Provisional approval of $31,875.00 Federal Aid for a new library building has been received.

Meeting adjourned at 9 PM.

Respectfully submitted,

Barbara M. Ireland, Secretary.
The regular monthly meeting of the library board was called to order at 7:30 by the Chairman, Mr. Borlen.

Members present: Mr. Borlen, Mr. Mason, Mrs. Potter
Mrs. Totman, Mrs. Ireland
Mrs. Emens, librarian (after 8:00 PM)

Mrs. Potter moved, Mr. Mason seconded, and the motion carried that the minutes be approved as mailed.

Letter of Sept. 27 was read from Miss Jean Connor giving preliminary approval for Federal grant for a library building. Acknowledgment of the letter is to be made and all Town Board members are to be notified.

After review of information on collection of fines for member libraries in MCLS other than Rochester Public motion was made by Mr. Mason, and seconded by Mrs. Totman to approve the request by Monroe County Library System Board of Trustees to streamline the collection of overdue book fines. Motion carried. (copy of approval given to librarian)

Motion was made by Mrs. Potter, seconded by Mrs. Ireland and carried that membership dues be brought up to date in the Library Trustees Foundation of New York State for the present board members. Motion carried.

Information concerning State Sales Tax was read and is to be filed under Finance.

A brief discussion took place of the information received concerning raising the dues for Library Trustees Foundation Association from $2.00 to $3.00 per year.

Book count - 10,294 records 261

Bills were presented: Motion was made by Mrs. Potter seconded by Mr. Mason and carried that bills on Abstract No. 22 page 1 No. 108 thru 116 for the amount of 491.56 be paid.

Trial balance was presented, with projection. Request was made that this projection be made each month.

The Town Board has approved the library budget. (1966) Mrs. Trott has been hired by the town as a full time janitress. The Town will pay hospitalization and she will be paid holidays. She will work 5 hours a day in the town offices and 3 hours a day in the Library. -- A Motion was made by Mr. Mason seconded by Mrs. Totman, and carried, that Mrs. Trott be paid 5 days a week - 3 hours a day including holidays.

Our Insurance expires Oct. 18, 1965. Mrs. Potter moved, Mr. Mason seconded and motion carried that the insurance for books and records be increased from $10,000 to approximately $15,000.

Payroll was submitted for review.
The Volunteer Training session was a success. 7 new Volunteers are working out very well.
Trustees meeting continued - October 11, 1965

New Story Hour programs will begin October 28. Mrs. Duncan will conduct. The 10:30 session is full. 20 more can be taken in the first session at 9:30.

A Discussion took place concerning publicity for the weekly papers. It was agreed that Mrs. Emens could ask Mrs. Schwer if she would be interested in doing this. However, only normal activities of the library could be published, such as Story Hour or routine promotional features. Subject to the approval of the Library Board. No policy matters or Staff information is to be used.

Our existing policy does approve the sending of books and speakers to meetings. (Speakers on a given subject not Library Policy)

A discussion took place about turning all bills over 1 year old over to the Town Attorney for collection. The matter was tabled for later action.

Mrs. Totman reported a balance of $61.00 in the Memorial Fund. Thank you notes were sent to the following for gift: Mrs. Maher, Mrs. Pillard, Rev. King, Peggy Eckert.

Mrs. Emens and her staff were highly commended for their work in preparing a new Staff Manual. It is greatly appreciated.

Meeting adjourned at 9:15 pm.

Respectfully submitted,

Barbara M. Ireland, Secretary.

Correspondence sent:

Miss Jean Connor - Federal grant
Mr. Hacker - Trustee Assn Dues
Monroe County Library Trustees - Fine collection
Memo - Town Board Members - re- Grant
Bette Alderman - Thank you re- Volunteers
Peg. Kent " "
Karen Seeley " "
Mary Wikins " " re- summer work.
The SPECIAL meeting of the trustees for the purpose of discussing the purchase of a card catalog and an adding machine was called to order by the Chairman, Mr. Borlen at 7:00 pm Nov. 1, 1965.

Members Present: Mr. Mason, Mr. Borlen, Mrs. Potter, Mrs. Totman, Mrs. Ireland, Mrs. Emens, librarian

Discription and prices were presented by Mrs. Emens of several types of card catalogs from Gaylord Brothers Inc., Remington Rand, and Heinrich Siebold. Mr. Borlen and Mrs. Emens had gone to both Irondequoit and Henrietta Libraries to see card catalogs. 60 drawer units are less expensive than 55 drawer sectional units. Sectional units have not proved too practical when tried. Prices for a 60 drawer unit: Gaylord Bros - $724.00 - Remington Rand - $1186.00 - Heinrich Siebold - $918.00.

Mr. Mason moved, Mrs. Totman seconded the motion that we purchase the 60 drawer unit card catalog to be delivered in 45 days or sooner, from Gaylord Brothers, Inc., in a finish to match as nearly as possible the charge out desk. Motion carried.

Discussion took place on the purchase of a 10 key simple adding machine for the library. Remington Rand had notified us by mail the price was $152.55. National Cash Register - $199.50. Burroughs Corporation immediately sent a man with an adding machine for trial use. Price $166.50 list - County and local government price $153.00.

Mrs. Potter moved, Mrs. Ireland seconded the motion to purchase the Burroughs adding machine for $153.00. Motion carried.

Meeting adjourned at 8:10 pm.

Respectfully submitted,

Barbara D. Ireland,
Mrs. Winsor D. Ireland, Secretary
The regular monthly meeting of the library trustees was called to order by the Chairman, Mr. Borlen at 7:40 PM.

Members Present: Mr. Borlen, Mrs. Potter, Mrs. Totman
Mrs. Ireland.
Librarian, Mrs. Emens at 8:00pm.

Mr. Mason was absent.

Review was made by the board of the operation of the library of the last 3 months under the present staff. It was felt that we should continue with the same personnel for at least 3 more months.

The minutes of the previous meetings were approved with the addition of 'Motion carried' in the Special minutes.

A motion was made by Mrs. Potter, seconded by Mrs. Ireland and carried to pay bills on abstract No. 23 page 1 No. 117 thru 132 totaling $1266.45.

Motion was made by Mrs. Potter, seconded by Mrs. Totman and carried to increase the insurance from $10,700.00 to $15,700.00 for total book, projector and screen coverage at a cost of $49.50. This was approved at last meeting.

Trial balance was received and commitments for the balance of the year were reviewed.

Payroll was submitted for review.

Circulation for October was 5173. (Wes-Mar now has a Bookmobile stop) It was suggested that there might be some way to estimate library usage for reference work, etc.

Story Hour is well attended.

There is an MCLS meeting Wed.

Fine Monies collected was $115.88

Purchase of a secondhand Recordak was discussed and tabled for the time being.

Friends of the Library will present a program Nov. 18 in the Town Hall.

Memorial Fund remains the same $61.00

Motion was made by Mrs. Potter seconded by Mrs. Totman and carried that the library be open from 1:00 to 3:00pm Dec. 24, from 1:00 to 5:00pm on Dec. 31 and closed Dec. 25 and Jan. 1.

After discussion of expansion plans - Mr. Borlen is to talk with Mr. Lusk and then ask for a Special meeting of the library board.

Meeting adjourned at 9:30PM. /Respectfully submitted,

Barbara M. Ireland, Secretary
SPECIAL MEETING OF THE LIBRARY BOARD OF TRUSTEES - Nov. 22, 1965

A special meeting of the library trustees was called to order by the Chairman, Mr. Borlen on Nov. 22, 1965 at 7:30 pm, in the Town Hall.

All members were present.

The purpose of the meeting was to review our application for Federal Funds for expansion of the library and discuss what steps could be taken now that there will be three new members on the Chili Town Board as a result of the election.

After much discussion it was decided that Mr. Borlen would see M. Lusk, the retiring supervisor, and if he could not assist us before Jan. 1st to ask for a meeting of the combined old and new town board members and the library trustees. At such a meeting our entire expansion plans and needs would be reviewed.

Meeting adjourned at 8:45 pm.

Respectfully submitted,

Barbara M. Ireland, Secretary.

SPECIAL MEETING OF THE LIBRARY BOARD OF TRUSTEES - Nov. 29, 1965

A special meeting of the library board of trustees with the old and new members of the town board was called to order by the Chairman, Mr. Borlen at 8:15 pm.

Present: Mr. Kent, Mr. Griddle, Mr. Moore, Mr. Lusk, Mr. Borlen, Mr. Mason, Mrs. Potter, Mrs. Totman, Mrs. Ireland

A review of the library uses and its need for larger quarters was made. Also a review of the application for Federal Funds and the deadline of March 1st, set forth in that application.

The town board as a whole is in accord with our feeling for this need, however, it will take some time to appraise the entire picture of the towns needs. This can not be done until after January 1st. They felt that if possible we should ask for an extension of time on our obligation for a referendum before March 1st.

The meeting as a whole was very successful, with every one in accord as to the importance and need of a larger library in the community.

Meeting adjourned at 9:30pm.

Respectfully submitted,

Barbara Ireland, Secretary.
The regular monthly meeting of the library trustees was called to order by the Chairman, Mr. Borlen at 7:35 pm.

Members present: Mr. Borlen, Mrs. Potter, Mrs. Totman
                  Mr. Mason, Mrs. Ireland
                  Mrs. Emens

A discussion took place of our policy in regards to library personnel taking books, films or giving talks to organized groups in Chili. It was agreed that this is a service of the library and until such time as this can be taken over by the Friends of the Library this is to be considered a duty of the librarian or other qualified staff personnel.

Mrs. Potter moved, Mrs. Totman seconded the motion that Mrs. Emens be paid mileage to and from meetings at R.P.L. for Monroe County Library System of 9 cents per mile. Motion carried.

Two new pages - Nancy Kozlowski and Amy Russo came in for interview. (Robert Hall and Linda Carver have left)

Minutes of the previous meeting were approved as mailed.

Communications: Auditors Reports
Motion was made by Mr. Mason, seconded by Mrs. Potter and carried that the Auditors report be filed and the necessary forms be sent to Mr. Wickins for advertising as directed.

Presentation of bills by librarian - Motion was made by Mrs. Potter, seconded by Mrs. Totman and carried to pay bill on Abstract No. 24 - No 133 - 143 amounting to $744.51.

Trial balance with projection was discussed.

Circulation for November - 4824 - Book count - 10,684 - Records - 342

The Journal showing fine monies was reviewed by the board. Nov. - $90.80 Fines

The following resolution was made by Mrs. Ireland, seconded by Mrs. Potter and carried - That salaried employees of the Town of Chili shall be paid for the month of December, 1965 on December 15, 1965 AND BE IT FURTHER RESOLVED that the hourly employees of the Town of Chili pay period shall end Wednesday, December 29, 1965, and that payroll No. 1 for the year 1966 for the hourly employees will commence with December 30, 1965.

The Friends of the Chili Public Library had a very successful Board of Directors meeting Nov. 30. With all 15 members present. Plans were made for a membership drive and increased publicity to aid in our efforts for larger quarters.

Mr. Prather is doing publicity for the Library for the 2 weekly papers Policy received in Chili. Such publicity is in the nature of promotional Publicity work only with no mention of library policy.
Librarians report continued - The fall session of the story hour was completed with an average attendance of 20 per session. The Winter session - Jan. 13 - Feb. 17 Spring Session - March 3 - April 7 Film and talk was given to the Chili Women's Democratic Club.

The Second Grade from Washington Irving visited the library.

Mr. Mason reported that Eleanor Anderson, the second grade teacher told him that she thought Helen did an excellent job with the class.

Balance in the memorial fund is $61.80. Thank you letters were sent to Mr. & Mrs. Alfred Kessler, 6 Starlite Dr. and Mrs. Maud Parsons, 442 Paul Rd. for books received. Thank you notes are sent for new books, or money received or a gift of books (used). The Gifts & Memorials record book should carry the name of the book, or the amount of money and the name of the donor and the name of the person memorialized if any.

The secretary is requested to write to Mr. Stewart about the Charter renewal and to write to Mrs. Duncan thanking her for her work with Story Hour.

Mr. Borlen reported that he had talked to Mr. Hacker about an extension of time on our building plans. He seemed reasonably sure funds might be available later on but was not in a position to authorize it.

Mr. Borlen will call Miss Enquist in Albany after which he will write her of the progress we are making etc.

It was agreed that we would meet again before the end of the year to pay all bills and re allocate funds where needed in our budget items.

Meeting adjourned at 9:30 pm.

Respectfully submitted,

Barbara M. Ireland, Secretary
SPECIAL MEETING OF THE LIBRARY BOARD OF TRUSTEES Dec. 27, 1965

A special end of the fiscal year meeting was called to order by the Chairman, Mr. Borlen on December 27, 1965 at 3:00 pm in the town hall.

Members present: Mr. Borlen, Mr. Mason, Mrs. Totman, Mrs. Ireland Mrs. Emens.

Correspondence: to Mr. Mason - re- charter from Mr. Wickins - re audit.

Mrs. Totman moved, Mr. Mason seconded and the motion carried to pay bills on abstract No. 25 pg. 1 Nos. 144 - 150 amounting to $1,205.21.

Motion was made by Mrs. Ireland, seconded by Mr. Mason and carried to transfer $700.00 from payroll budget and put in others as follows: $600.00 equipment, $75.00 office supplies, $25.00 insurance.

Letter of acknowledgment is to be sent to Albany in regards to provisional charter extension.

Notice of the audit report and accompanying papers will be filed in the library under A.

Mr. Borlen will call Miss Enquist in Albany about library expansion plans and the Federal application for funds. After which a confirming letter will be sent.

Mrs. Emens said that Mrs. Hendrickson will not be able to work in Feb. and March because she will be doing practice teaching. Some discussion was held regarding a replacement for her as well as Mrs. Emens plans for obtaining her library degree and our need for a professional librarian for a permanent appointment.

Meeting adjourned at 4:30 pm.

Respectfully submitted,

Barbara Ireland, Secretary