Chili Public Library Board of Trustees Meeting
Approved Minutes for January 26, 2016

Board of Trustees: Susan Ackerman (President) Judith Kharbas (Vice-President), Lorraine Ahearn (Secretary), James Lechner (Memorial Fund Treasurer), Andrew Lucyszyn, Karen Reifenstein, Jeffrey Stoiber

Library Director: Jeff Baker
Town Liaison: Mary Sperr

Absent:
Excused: Jim Lechner

Meeting convened by President Ackerman @ 6:03

Approval of agenda: Motion made by Judith; 2nd by Jeff
In favor 6; opposed 0; abstained 0

Approval of minutes of December 15, 2015. Motion made by Karen; 2nd by Jeff
In favor 6; opposed 0; abstained 0

Communications

- Guests/Public: None
- Town Board liaison/Chamber of Commerce liaison: James Valerio and Mike Nyhan have been appointed to the Zoning Board. The Sidewalk plan has been accepted. Reserve funds will be used to complete work as needed. The Chamber of Commerce introduced a new “Shop Local” campaign. Mary had some handouts to give us that will also be available in the library.

Director’s Report:

- Friends of the CPL Board Meeting – The next Friend’s Board meeting is Tuesday, February 9, 2016 at 6pm, Andrew Lucyszyn has volunteered to attend.
  Sue is going to attend the February meeting and Andrew will attend the March meeting.

- CPL Statistics –

<table>
<thead>
<tr>
<th>Month</th>
<th>December 2015</th>
<th>December 2014</th>
<th>% of change</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>January 2015 - December 2015</td>
<td>January 2014 - December 2014</td>
<td>% of change</td>
</tr>
<tr>
<td>--------------------------</td>
<td>-----------------------------</td>
<td>-----------------------------</td>
<td>-------------</td>
</tr>
<tr>
<td>Circulation</td>
<td>21,649</td>
<td>23,825</td>
<td>-9%</td>
</tr>
<tr>
<td>Library Visits</td>
<td>11,339</td>
<td>12,299</td>
<td>-8%</td>
</tr>
<tr>
<td>Reference Questions</td>
<td>1,292</td>
<td>1,080</td>
<td>20%</td>
</tr>
<tr>
<td>Programs</td>
<td>25</td>
<td>40</td>
<td>-38%</td>
</tr>
<tr>
<td>Program Attendance</td>
<td>649</td>
<td>684</td>
<td>-5%</td>
</tr>
<tr>
<td>Overdrive</td>
<td>1,526</td>
<td>1,231</td>
<td>24%</td>
</tr>
<tr>
<td>Meeting Room</td>
<td>50</td>
<td>48</td>
<td>4%</td>
</tr>
<tr>
<td>Website Visits</td>
<td>4,575</td>
<td>0*</td>
<td>n/a</td>
</tr>
<tr>
<td>Website Pageviews</td>
<td>7,665</td>
<td>0*</td>
<td>n/a</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>% of change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circulation</td>
<td>-7%</td>
</tr>
<tr>
<td>Library Visits</td>
<td>-4%</td>
</tr>
<tr>
<td>Reference Questions</td>
<td>-13%</td>
</tr>
<tr>
<td>Programs</td>
<td>-2%</td>
</tr>
<tr>
<td>Program Attendance</td>
<td>-5%</td>
</tr>
<tr>
<td>Overdrive</td>
<td>15%</td>
</tr>
</tbody>
</table>

* Changed Library’s website software resulting in new way website visits and pageviews are counted.

- Our decrease in circulation is in line with other system libraries. Andrew asked if there is data available to show what effect Overdrive has had on our circulation and if there is a particular area where circulation is down. Jeff doesn’t believe the data shows that specific information but will share the raw data with Andrew so “new eyes” can look at the information we have.
Simply Stories with Assemblyperson Harry Bronson – On Thursday, January 14th Assemblyman Harry Bronson and his chief of staff Jennifer Skoog-Harvey joined the Library for a special storytime. Assemblyman Bronson read from a picture book and then afterwards met with the Director and Library Trustees Judith Kharbas and Lori Ahearn, and Executive Director of the Rochester Regional Library System, Kathy Miller to discuss Governor Cuomo’s proposed 2016-2017 State Budget as it relates to library funding.

Discussion: Assemblyman Bronson would like to see the percentage increase in monies for libraries equal to that of education increases. Libraries are at the forefront in providing equality of opportunity. The state is focusing on three areas: Anti-poverty, Work Force Development and Education. Libraries support all these areas. After the meeting The Assemblyman visited the Children’s Area. He was impressed with the number of children busily engaged in various activities.

Old Items:

- New Thinkpad Laptops – The Library has purchased six new Thinkpad laptops paid for from Senator Ranzenhofer's bullet aid. The laptops are being used for public training (Ancestry classes for example), programs (Minecraft Mondays), and staff training.

- Dedicated Teen Space - The Director is working with Creative Library Concepts to create a dedicated Teen space in the Library. This is the same vendor that provided furnishings and signage for the Children’s renovation project.

- Personnel Update – The Civil Service title of Youth Services Librarian Cathy Kyle has been upgraded from Temporary Librarian II to Permanent Librarian II effective December 29, 2015.

New Items:

- Authorization of Funds for Staff Training Day on Friday, March 4, 2016 – The Library Board has approved a training day for staff to be held on Friday, March 4, 2016. The director requests funds to pay for this training. **Board Action Requested:** Authorize the use of CPL Memorial Fund expenditures for Staff Training Day to be held on Friday, March 4, 2016 in the amount not to exceed $1,000.

  **Motion** called for by Sue to authorize the use of CPL Memorial Fund expenditures for Staff Training Day to be held on Friday, March 4, 2016 in the amount not to exceed $1,000. Motion made by Judith; 2nd by Jeff In favor 6; opposed 0; abstained 0

- Wireless Printing – The Library has a new mobile printing service patrons can use on their personal computer or mobile device to print to the library's printer from anywhere inside or outside the library. They simply go to http://www.printeron.net/cpl/chiliavenue or download the PrinterOn app. After submitting their documents for printing, they stop by the library's Checkout
Desk to have the print jobs released. Print jobs will be held in the print queue for 48 hours from the time they send the job and can be picked up during library hours. There is a charge for printing: $.20/page for black and white prints, $1.00/page for color prints.

- **Bathroom Tile and Floor Cleaning** – On Saturday, January 23rd Belview Floorcare cleaned and sealed the tile and floors of the Library’s public and staff bathrooms.

- **New Book Discussion Groups** – The following three new book discussion groups started in January.

  The Explorers (ages 6–9). Meets the third Wednesday of the month. Kids can either choose the graphic novels on top of the rolling display in front of adult reference or choose one from the Children's Graphic Novel section. They need to have their book read by the first meeting.

  The Cliffhangers (ages 10-14). Meets the fourth Monday of the month. This group chooses one of the two books on the rolling display cart to read before the first meeting on January 25th at 4:30pm. The choices are Greenglass House or The Night Gardener. They only need to read ONE of them.

  Teen Fiction Addiction (ages 15 and up). This group is for older teens AND adults who like Teen fiction. The Young Adult staff choose a book to be read each month.

  **Discussion: We now have a book discussion group for all segments of our population.**

- **Using Carl Connect for CPL on the Go!** – CARL•Connect is the newest product line of TLC, the vendor that provides the Libraries online catalog. CARL•Connect allows libraries to enhance their service offerings and engage users by allowing staff to use a tablet or smartphone to access the library system’s circulation module. Chili Public Library’s CPL on the Go! service uses CARL•Connect to sign up patrons for library cards at remote locations, but now can also check out our Library materials to patrons remotely. CARL•Connect connects our library with our users, the community, and our collection.
Tour of the Library – Following the January Library Board meeting, the Director will give an in-depth tour of the Library to the Library Board

Meetings and Workshops and Outreach:
- CPL Holiday Party – 12/18/15
- Gates Chili Chamber of Commerce Golf Tournament Committee – 1/12/16
- Gates Chili Chamber of Commerce Board Meeting – 1/12/16
- Friends of the Chili Public Library Board Meeting – 1/12/16
- Assemblyperson Harry Bronson – 1/14/16
- Gates Chili Chamber of Commerce Event – 1/19/16

Committees: None

Old Business: None

New Business: None

Additional Comments from Audience:
Mary Sperr: The State of the Town address is on February 23, 2016.

CPL Budget Spreadsheet:

Board members expressed concern that the materials budget for 2015 was underspent. Jeff said part of the reason that budget line was underspent was that charges for replacement for lost books are added back into the materials budget. Also materials ordering stops in mid-November for accounting purposes. Jeff has a plan now for working with the library's book vendor to allow for purchasing materials in November and December and for expending funds that get added back into the materials budget for replacement costs.

- Fax and copier revenues are above projected amount.
- The State Retirement System cost is less than projected.
- Salaries: Actual 2.5% increase differs from budgeted 2%. There were three pay periods in December.

CPL Memorial Fund Spreadsheet:
Sue asked what determines whether money is taken from the budget or the Memorial Fund. Jeff said that sometimes money is donated for specific items. There are some items not in the budget but would be useful. For example the Adopt a Book for Newborns is taken from this Fund.
Approval of Library Fund abstract amt. $11,657.21: Motion made by Lori; 2nd by Karen
In favor 6; opposed 0; abstained 0

Approval of Memorial Fund Expenditures amt. $174.42: Motion made by Andrew; 2nd by Judith
In favor 6; opposed 0; abstained 0

Approval of Memorial Fund Donations amt. $950.00: Motion made by Judith; 2nd by Jeff
In favor 6; opposed 0; abstained 0

Sue called for a motion to adjourn at Motion made by Karen; 2nd by Jeff
In favor 6; opposed 0; abstained 0

Next meeting date/time: February 23, 2016 @ Chili Public Library Barbara Ireland Community Room. 6:00pm.
Board of Trustees: Susan Ackerman (President) Judith Kharbas (Vice-President), Lorraine Ahearn (Secretary), James Lechner (Memorial Fund Treasurer), Andrew Lucyszyn, Karen Reifenstein, Jeffrey Stoiber

Library Director: Jeff Baker
Town Liaison: Mary Sperr

Absent: None
Excused: Susan Ackerman, James Lechner

Meeting convened by Vice-President Kharbas @ 6:00.

Approval of agenda: Motion made by Andrew; 2nd by Jeff
In favor 5; opposed 0; abstained 0

Approval of minutes for January 26, 2015. Motion made by Jeff; 2nd by Lori
In favor 5; opposed 0; abstained 0

Communications
- Guests/Public: None
- Town Board liaison/Chamber of Commerce liaison: There will be a public hearing to proceed with the town’s plan of action for dilapidated structures.
  See update of the Chamber of Commerce Golf Tournament under General Information in the Director’s Report.

Director’s Report

General Information:
- Friends of the CPL Board Meeting – The next Friend’s Board meeting is Tuesday, March 8, 2016 at 6pm, Andrew Lucyszyn has volunteered to attend. The Gates Chili Chamber of Commerce Golf Tournament and Dinner Auction Committee has secured a hole in one sponsor Doan Buick GMC. This along with the lunch sponsor Clanon & Calvin will guarantee an even more successful golf tournament fundraiser in August. The Friend’s next Booksale is on the following dates: March 16th (4pm-8pm Friend’s preview), March 17th (12pm-8pm), March 18th (9am-4pm), March 19th (9am-4pm), March 20th (1pm-4pm bag sale)
  A presenting sponsor, Campus Construction, has been secured for the 2016 Golf Tournament. Tournament information can be found on the Chamber’s website.
- CPL Statistics –

<table>
<thead>
<tr>
<th>Month</th>
<th>January 2016</th>
<th>January 2015</th>
<th>% of change</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th></th>
<th>December 2015 - January 2016</th>
<th>December 2014 - January 2015</th>
<th>% of change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circulation</td>
<td>23,095</td>
<td>25,144</td>
<td>-8%</td>
</tr>
<tr>
<td>Library Visits</td>
<td>12,089</td>
<td>10,886</td>
<td>11%</td>
</tr>
<tr>
<td>Reference Questions</td>
<td>1730</td>
<td>1,786</td>
<td>-3%</td>
</tr>
<tr>
<td>Programs</td>
<td>50</td>
<td>57</td>
<td>-12%</td>
</tr>
<tr>
<td>Program Attendance</td>
<td>730</td>
<td>1,344</td>
<td>-46%</td>
</tr>
<tr>
<td>Overdrive</td>
<td>1,810</td>
<td>1,450</td>
<td>25%</td>
</tr>
<tr>
<td>Meeting Room</td>
<td>57</td>
<td>72</td>
<td>-21%</td>
</tr>
<tr>
<td>Website Visits</td>
<td>4,396</td>
<td>2,298</td>
<td>91%</td>
</tr>
<tr>
<td>Website Pageviews</td>
<td>8,792</td>
<td>3,688</td>
<td>138%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>December 2015 - January 2016</th>
<th>December 2014 - January 2015</th>
<th>% of change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circulation</td>
<td>288,413</td>
<td>312,020</td>
<td>-8%</td>
</tr>
<tr>
<td>Library Visits</td>
<td>153,616</td>
<td>156,766</td>
<td>-2%</td>
</tr>
<tr>
<td>Reference Questions</td>
<td>18,821</td>
<td>21,537</td>
<td>-13%</td>
</tr>
<tr>
<td>Programs</td>
<td>537</td>
<td>552</td>
<td>-3%</td>
</tr>
<tr>
<td>Program Attendance</td>
<td>14,340</td>
<td>16,015</td>
<td>-10%</td>
</tr>
<tr>
<td>Overdrive</td>
<td>17,872</td>
<td>15,206</td>
<td>18%</td>
</tr>
</tbody>
</table>

The Website Pageviews numbers are impacted by a change in tracking mechanism from the 2015 to 2016 report.

- **The Library is now on Instagram** – The Library has two new Instagram accounts - one is for the library as a whole, which is @chililibrary. The other one is just for the Teens, which is @thecplteens. For those of you who aren't familiar with it, Instagram is a social media site/app that is entirely photo-based. Users can 'follow' each other and interact with one another's photos. We are excited to have Chili expanding its social media reach!
- **Simply Stories with Froggy** – On Thursday, February 18th there was a special Simply Stories program at the library. A full size Froggy worn by Bryn our library page visited and helped read books from the Froggy series by Jonathan London to the children.

![Simply Stories with Froggy](image)

**Old Items:**

- **CPL 2015 Audit** - The CPL 2014 audit is completed and the results will be reported by Max Freed Maxick CPAs at the Library Board’s March meeting.

  Jeff passed out information from Max Freed Maxick CPAs to familiarize The Board with the group before the audit results are presented. They are the same auditors used by the Rochester Public Library.

- **Dedicated Teen Space** – On Monday, February 22nd the Director met with Sales Lead Brad Kingsbury and Design Director Nancy Dalzell from Creative Library Concepts to discuss dedicated Teen space plans for the Library. The director will share the design concept with the Library Board.

  Discussion: Jeff has discussed some basic parameters with the design team. The designers know the physical constraints of remodeling and the budget available for the project. He said the implementation can be split into two phases earmarking the 2015 and the 2016 Tournament money for each phase. He shared some of the concepts that have been discussed: new Y books and the graphic novel display moved into the teen area, new furniture and shelving, charging stations added, and sound mufflers bordering the area. Three options will be developed to present to the Board by the end of March. Once we have a design plan Jeff believes furnishings and shelving could be ordered in early April and available in May. The area could be completed in time for summer.

**New Items:**

- **Approve Renewal of Novelist Plus Database** – The Director request the Library Board to approve renewal of Novelist Plus database to cover 3/1/16-2/28/17. Novelist Plus is a premiere literary database that includes expert recommendations, reviews, articles, lists and more. The Library staff use the database regularly to assist patrons in reader’s advisory and for collection development purposes.

  **Action Requested:** Approve Novelist Plus database renewal for $1,925 to cover 3/1/16-2/28/17.

  Discussion: Jeff surveyed the staff and found this database is useful to them.
Judith called for a motion to approve Novelist Plus database renewal for $1,925 to cover 3/1/16-2/28/17. Motion made by Andrew; 2nd by Karen
In favor 5; opposed 0; abstained 0

· Approve Subscription to the Beanstack Database – The Director request the Library Board to approve a two year subscription price to Beanstack: A Readers’ Advisory Tool for Young Readers. Beanstack is a specialized service for libraries and their patrons that offers personalized book recommendations for young readers based on the young person’s individual interests. These specialized recommendations make reading enjoyable for children as well as help build literacy at an early age. All recommendations are titles already in our library’s catalog. The database also provides learning activities, reading logs, and a badge system to entice young readers to read and maintain their reading.

   **Action Requested:** Approve a two year subscription to the Beanstack database for $2,574 to cover 3/1/16-2/28/18.

   Discussion: This database is used in the Gates and Central libraries. This database helps the Youth Librarians to make recommendations to the public. It has an interactive component which allows readers to earn badges from their home computers as well as a summer reading component. Jeff believes the two year subscription could be covered by the lost and late materials fees.

Judith called for a motion to approve a two year subscription to the Beanstack database for $2,574 to cover 3/1/16-2/28/18. Motion made by Lori; 2nd by Karen
In favor 5; opposed 0; abstained 0

CPL Budget Spreadsheet: January to December 2015: There is a change in the Employee Benefits accounting report method. It is based on the quarterly cost which should be a more precise accounting. Jeff will ask Dan Knapp, Chili Director of Finance to give us a clearer explanation if the Board feels the need for it.

Memorial Fund Spreadsheet: No unusual activity.

- Long Range Planning Committee’s Survey and Focus Group questions - The Director will share with the full Library Board the survey and focus group questions that will be used to help determine the Library’s long range plan. Discussion under Committees

**Meetings and Workshops and Outreach:**
- Senator Michael Ranzenhofer Visit Arnett Branch – 2/29/16
- CPL Long Range Planning Team – 2/2/16
- Director’s Retreat – 2/3/16
- CPL Circulation Staff Meeting – 2/4/16
- Gates Chili Chamber of Commerce Golf Tournament Meeting – 2/9/16
- Gates Chamber of Commerce Board Meeting – 2/9/16
- Friends of the Chili Public Library Board Meeting – 2/9/16
- Creative Library Design Meeting – 2/22/16
Committees: CPL Long Range Planning Committee

- The survey should be completed by mid April as the information will be used help develop our 2017 budget.
- The Board looked at the Chili Strategic Planning Survey draft developed by Lee Ann and Jenn. The Board made the following comments/suggestions: The survey covers a comprehensive range of topics. There needs to be a confidentiality clause included. At the same time there needs to be a way for participants to enter in the Friends Kindle Fire drawing for those completing the survey. Do the questions in the survey include patrons who use the library at off campus sites such as the Lagacy Book Club? Jeff will send the Board the survey copy after it is revised.
- There will be both on-line and hard copies of the survey. It will be publicized in the library, on our website and in our newsletters, on social media and through area news sources. Because of time constraints we will not be able to use the town newsletter.
- The last patron survey was in 2008. We can use “Survey Monkey” through MCLS to collect and organize the information.
- Lee Ann and Jenn also developed focus group questions. Several focus groups will be used to gather additional information. There should be 6-8 members to a group. Groups should include a variety of community members such as frequent library users, occasional users, non users, teens, seniors etc. Professionally Andrew is experienced in facilitating focus groups. Since he knows our library and our community the Board felt he would be an asset in conducting our focus groups. A library employee will be the note taker.

Approval of Library Fund abstract amt. $10,518.38: Motion made by Lori; 2nd by Karen
In favor 5; opposed 0; abstained 0

Approval of Memorial Fund Expenditures amt. $414.67: Motion made by Karen; 2nd by Andrew
In favor 5; opposed 0; abstained 0

Approval of Memorial Fund Donations amt. $120.00: Motion made by Andrew; 2nd by Jeff
In favor 5; opposed 0; abstained 0

Old Business: None
New Business: None
Additional Comments from Audience: None

Judith called for a motion to adjourn at 6:55. Motion made by Lori; 2nd by Jeff
In favor 5; opposed 0; abstained 0

Next meeting date/time: March 22, 2016 @ Chili Public Library Barbara Ireland Community Room. 6:00pm.
Chili Public Library Board of Trustees Meeting
Approved Minutes for March 22, 2016

**Board of Trustees:** Susan Ackerman (President) Judith Kharbas (Vice-President), Lorraine Ahearn (Secretary), James Lechner (Memorial Fund Treasurer), Andrew Lucyszyn, Karen Reifenstein, Jeffrey Stoiber

Library Director: Jeff Baker
Town Liaison: Mary Sperr

Absent:
Excused: James Lechner

**Meeting convened** by President Ackerman @ 6:00 pm.

**Approval of agenda:** Motion made by Andrew; 2nd by Judith
In favor 6; opposed 0; abstained 0

**Approval of minutes** of February 23, 2016. Motion made by Karen; 2nd by Andrew
In favor 6; opposed 0; abstained 0

**Audit Report – FreedMaxick CPAs** - Laura Landers, CPA, MPA
- We received a draft copy of the audit. It contained the basic data. No conclusions were presented at this time.
- During the fiscal year ending on December 31, 2015, the library adopted the provisions of Governmental Accounting Standards Board (GASB) Statement No. 68, *Accounting and Financial Reporting for Pensions - An amendment of GASB Statement No. 27, Statement No. 71, Pension Transition for Contributions Made Subsequent to the Measurement Date; and Statement No. 76; The Hierarchy of Generally Accepted Accounting Principles for State and Local Governments*. This has given a different “look” and length to the audit as compared to previous years.
- As a government entity certain information is required as part of the report.
- A supplemental chart consolidates much of the information as per Jeff’s request.
- Jeff asked if Ms. Landers could tell us what we should hold as a surplus. She did not feel she could give us a percentage though she said common practice is what the organization feels is needed. She did comment that the Board could adopt a fund balance policy. The board can set up capital reserves and commit money for projects.

**Communications**

- Guests/Public: None
Town Board liaison: A resolution was passed to do a feasibility study of the former Case-Hoyt building for the development of a new town municipal complex. The Town’s Agricultural and Farmland Protection Plan and the Sidewalk Plan were presented. Copies are online on the Town’s website. Discussions are underway about the effect merging the Chili, Scottsville, and Henrietta Ambulances would have on Chili. One consideration is the current use of town funds for Chili Ambulance. From 7-9 pm on March 31, 2016 there is a public meeting to discuss progress on the Chili Center Masterplan.

**Director’s Report**

**General Information:**

- **Friends of the CPL Board Meeting** – The next Friend’s Board meeting is Tuesday, April 12, 2016 at 6pm, Judith Kharbas has volunteered to attend. The CPL Friend’s had another successful Booksale March 16 - March 20, 2016. Profit from the sale is estimated at $2300.00. Two new Lifetime Memberships were added.

- **CPL Statistics** –

<table>
<thead>
<tr>
<th>Month</th>
<th>February 2016</th>
<th>February 2015</th>
<th>% of change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circulation</td>
<td>22,591</td>
<td>22,991</td>
<td>-2%</td>
</tr>
<tr>
<td>Library Visits</td>
<td>11,886</td>
<td>11,480</td>
<td>4%</td>
</tr>
<tr>
<td>Reference Questions</td>
<td>1,554</td>
<td>1,626</td>
<td>-4%</td>
</tr>
<tr>
<td>Programs</td>
<td>56</td>
<td>65</td>
<td>-14%</td>
</tr>
<tr>
<td>Program Attendance</td>
<td>829</td>
<td>1,111</td>
<td>-25%</td>
</tr>
<tr>
<td>Overdrive</td>
<td>1,667</td>
<td>1,271</td>
<td>31%</td>
</tr>
<tr>
<td>Meeting Room</td>
<td>75</td>
<td>68</td>
<td>10%</td>
</tr>
<tr>
<td>Website Visits</td>
<td>4,090</td>
<td>5,067</td>
<td>-19%</td>
</tr>
<tr>
<td>Website Pageviews</td>
<td>8,153</td>
<td>8,308</td>
<td>-2%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Month</th>
<th>Mar 2015 - Feb 2016</th>
<th>Mar 2014 - Feb 2015</th>
<th>% of change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circulation</td>
<td>288,013</td>
<td>310,915</td>
<td>-7%</td>
</tr>
<tr>
<td>Library Visits</td>
<td>154,022</td>
<td>155,431</td>
<td>-1%</td>
</tr>
</tbody>
</table>
Chili Public Library Long Range Planning Survey – The Library is in the midst of its community survey. The survey will end April 2nd. The Director will share the results of the survey with the Library Board at its April meeting. Responses have been coming in. One use of the results will be to help fine tune focus group questions.

Volunteers Appreciation Luncheon – In celebration of our volunteers, the library staff is having a volunteer appreciation luncheon on Wednesday, April 6th at 12 noon. Please let Jeff know if you are attending.

RRLC's Annual Library of the Year Contest – The RRLC annual contest runs April 5-18, 2015. In recognition of National Library Week, April 13-19, 2016, the Rochester Regional Library Council will name three libraries - one public, one school and one academic/special -- as “RRLC Library of the Year 2015”. Voting begins on April 4th and the library will have a link to the contest on our website.

CPL Staff Retreat – The Library had a productive Staff Retreat on Friday, March 4, 2016. The following workshops were given at the retreat: Monroe County Crime Analysis by Mark Gorthy, Chili Town History by Peter Widener, and Sign Language for the Library by Damita Peace. There was a ‘Leadership’ activity in the morning as well. Jeff thanked the Board for supporting the retreat.

Ninth Annual CPL Teen Photo Contest – It's time for the Ninth Annual Teen Photography Contest at the Chili Public Library... but with a twist! INSTAGRAM! This contest is open to teens ages 12-18 and living in Monroe County. Amateur photographers only. Submissions will be accepted between February 10, 2016 and April 18, 2016. The Photo Contest Reception will be May 21. Teens submitting an Instagram entries should fill out an entry form and submit up to two photos direct messaged to @theCPLTeens. Teens submitting a print photo should fill out an entry form and submit a 4x6 hard copy of up to two photos printed by a photo lab. The Chili Public Library has the right to refuse any submission that is deemed obscene or inappropriate.

Conceptual Needs Assessment Feasibility Study – At its March 16th meeting the Town Board approved Supervisor Dunning be authorized to enter into an agreement with Passero Associates to conduct a conceptual needs assessment, feasibility study, conceptual design and cost estimate for the Town of Chili Community Center, Senior Center, Library & Parks Complex. Jeff handed
out a reprint of a March 20, 2016 *Democrat and Chronicle* article. We are crowded in our current space. Some things a larger library would let us do are: incorporate the content of the town historian, have a Friends book sale storage and sale area and more study rooms. The Library Long Range Planning Survey will help us determine and articulate our needs as Chili looks at a new complex.

- **Integrated Library System (ILS) Vendor Recommendation, 2017-2022** – The Monroe County Library System Director, Patty Uttaro has announced after more than a year of research, MCLS has elected to remain a customer of The Library Corporation (TLC) for the Carl Integrated Library System. A letter from Patty Uttaro was in our packet. It explained the reasons for this decision.

**New Items:**

- **Approval of Expenditure of the 2015/2016 Bullet Aid Received from Senator Michael Ranzenhofer for the Dedicated Teen Area** – The Director will share with the Library Board the proposed design from Creative Library Concepts for the Teen area renovation. It is proposed that the renovation be paid for by utilizing $7,200 in Bullet Aid received from Senator Ranzenhofer, along with proceeds that were raised from the 2015 Gates Chili Chamber of Commerce Golf Tournament and Dinner Auction, and funds that will be raised by the 2016 Chamber Golf Tournament as well.

  **Action Requested:** Approve expending $7,200 of the 2015/2016 Senator Ranzenhofer Bullet Aid for the Dedicated Teen Area.

  Discussion: The design for the Teen Area was in our packet. The new furniture will be comfortable, bright and utilitarian. The design would be implemented in two phases to accommodate available funds. The second phase would be funded by the 2016 Golf Tournament proceeds. Judith suggested we use money from the Memorial Fund so the project could be completed in one phase. The Board felt this is a good use of the Fund and in line with the Fund’s purpose. We agreed that it is better to have everything in place for the opening of the Teen Area rather than a piecemeal approach. The action requested was broken down into two new motions.

- **Motion** called for by Sue to approve expending $7,200 of the 2015/2016 Senator Ranzenhofer Bullet Aid for the Dedicated Teen Area. Made by Jeff; 2nd by Judith
  In favor 6; opposed 0; abstained

- **Motion** called for by Sue to approve the amount from cashing out CD 9778 for the Dedicated Teen Area. Made by Karen; 2nd by Lori
  In favor 6; opposed 0; abstained
- **Approval of 2015 Chili Public Library State Annual Report** - Annually, the Chili Public Library must submit a State Annual Report to the Division of Library Development. The assurance that this “Annual Report” was reviewed and approved by the System Board is required. A summary of the report document will be distributed at the March Library Board meeting and a copy of the full report will be available for review.

- **Action Requested**: Approve the 2015 Chili Public Library State Annual Report.

Discussion: The Board received the summary of the report document. The total collection has decreased for several reasons. There was an active weeding of books due to space restrictions. Non-fiction books in particular need to be culled. Jenn’s analysis of trends was useful as this was done. There was some underspending of materials which has been corrected.

- **Motion** called for by Sue to Approve the 2015 Chili Public Library State Annual Report.
  Made by Judith; 2nd by Karen
  In favor 6; opposed 0; abstained 0

**Meetings and Workshops and Outreach:**
- Director’s Council – 3/2/16
- CPL Staff Retreat – 3/4/16
- Gates Chili Chamber of Commerce Golf Tournament Meeting – 3/8/16
- Gates Chamber of Commerce Board Meeting – 3/8/16
- Friends of the Chili Public Library Board Meeting – 3/8/16
- Supervisor Meeting with CPL Staff – 3/14/16
- Gates Chili Chamber of Commerce Event – 2/23/16

Committees: None

**Review of CPL Budget spreadsheet and Memorial Fund spreadsheet:** No unusual activity.

**Approval of Library Fund abstract amt. $30,036.75:** Motion made by Judith; 2nd by Andrew
In favor 6; opposed 0; abstained 0

**Approval of Memorial Fund Expenditures:** No Expenditures
**Approval of Memorial Fund Donations:** No Donations.

**Old Business:** None

**New Business:** None

**Additional Comments from Audience:** None
Sue called for a motion to adjourn at 7:35. Motion made by Andrew; 2nd by Karen
In favor 6; opposed 0; abstained 0

Next meeting date/time: April 26, 2016 @ Chili Public Library Barbara Ireland Community Room. 6:00pm.
Chili Public Library Board of Trustees Meeting
Minutes for 26 April 2016

Board of Trustees: Susan Ackerman (President), Judith Kharbas (Vice-President), Lorraine Ahearn (Secretary), James Lechner (Memorial Fund Treasurer), Andrew Lucyszyn, Karen Reifenstein, Jeffrey Stoiber

Library Director: Jeff Baker

Town Liaison: Mary Sperr

Absent: Lorraine Ahearn, Andrew Lucyszyn

Meeting convened by President Ackerman at 6:00 pm.

Approval of agenda: Motion made by Jeffrey and seconded by Karen. Passed unanimously.

Approval of minutes of 22 March 2016. Motion made by Jeffrey and seconded by Karen. Passed unanimously.

Town Liaison report: Mary Sperr reported that the QCI Direct property on Beaver Rd. which was being considered for acquisition by the Town for a community center/senior center/library is no longer available.

Director’s Report:

- **Friends of the CPL Board Meeting** – The next Friend’s Board meeting is Tuesday, May 10, 2016 at 6pm, Lori Ahearn has volunteered to attend. The CPL Friend’s approved utilizing $6,000 raised from the 2015 Gates Chili Chamber of Commerce Golf Tournament Fundraiser and Dinner Auction to go towards the Teen Area renovation. These funds will be used in conjunction with proceeds to be raised from the 2016 Golf Tournament along with the 2015/16 bullet aid received from Senator Ranzenhofer. The CPL Friends are sponsoring a raffle for the August 1st Golf Tournament fundraiser. 200 raffle tickets are being sold with the winner choosing either getting two tickets to the Tournament or a lifetime membership to the Friends of the Chili Public Library. Tickets are $5 each. The total raised at the Friends March book sale was $3,200. The CPL Friends are utilizing he Library’s Constant Contact service to monthly send its members an online CPL Friends newsletter.

- Jeff reviewed the circulation statistics and said he has formed a circ staff team to investigate ways of increasing circulation.
### CPL Statistics –

<table>
<thead>
<tr>
<th>Month</th>
<th>March 2016</th>
<th>March 2015</th>
<th>% of change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circulation</td>
<td>24,181</td>
<td>26,642</td>
<td>-9%</td>
</tr>
<tr>
<td>Library Visits</td>
<td>13,899</td>
<td>14,218</td>
<td>-2%</td>
</tr>
<tr>
<td>Reference Questions</td>
<td>1,667</td>
<td>1,688</td>
<td>-1%</td>
</tr>
<tr>
<td>Programs</td>
<td>59</td>
<td>28</td>
<td>111%</td>
</tr>
<tr>
<td>Program Attendance</td>
<td>1,507</td>
<td>336</td>
<td>349%</td>
</tr>
<tr>
<td>Overdrive</td>
<td>1,558</td>
<td>1,518</td>
<td>3%</td>
</tr>
<tr>
<td>Meeting Room</td>
<td>77</td>
<td>65</td>
<td>18%</td>
</tr>
<tr>
<td>Website Visits</td>
<td>5,717</td>
<td>5,278</td>
<td>8%</td>
</tr>
<tr>
<td>Website Pageviews</td>
<td>9,990</td>
<td>8,288</td>
<td>21%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Month</th>
<th>April 2015 - March 2016</th>
<th>April 2014 - March 2015</th>
<th>% of change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circulation</td>
<td>285,552</td>
<td>309,926</td>
<td>-8%</td>
</tr>
<tr>
<td>Library Visits</td>
<td>153,703</td>
<td>156,207</td>
<td>-2%</td>
</tr>
<tr>
<td>Reference Questions</td>
<td>18,728</td>
<td>20,785</td>
<td>-10%</td>
</tr>
<tr>
<td>Programs</td>
<td>559</td>
<td>544</td>
<td>3%</td>
</tr>
<tr>
<td>Program Attendance</td>
<td>15,229</td>
<td>14,916</td>
<td>2%</td>
</tr>
<tr>
<td>Overdrive</td>
<td>18,308</td>
<td>15,500</td>
<td>18%</td>
</tr>
</tbody>
</table>

• **CPL Teen Photo Contest Reception** – Contest entries are now complete and the photos are on display for voting. All are welcome to attend the Teen Photo Contest reception on Saturday, May 21st in the morning.

• **Teen Area Renovation Update** – The Director and the Youth Services staff are actively working with Creative Library Design selecting types and colors of fabric, vinyl, laminate, and shelving for the furnishings in the renovated Teen Area. The goal is to have the renovation completed by the start of the Summer Reading Program. Jim Lechner commented on the use of memorial fund monies to support the renovation project. He noted that the memorial fund is not to be used for capital improvements. Cashing the CD for the teen area renovations is, in effect, a loan pending receipt of funds from the 2016 golf tournament. The intent of the Board is to invest that money in a new CD.

• **Chili Public Library Long Range Planning Survey** – The Library’s community survey was conducted from March 14 - April 2, 2016. 594 survey responses were collected. The results of the survey were reviewed by the Board. Jeff noted that the Long-Range Planning Committee is planning to have four focus groups as part of the survey effort. There will be two groups of high-frequency users one on May 23 and the other on May 26. Low-
frequency users will meet on May 23 and a group of junior friends and other teens will meet on May 24. Andrew Lucyszyn will coordinate the discussions.

- **2015 MCLS Budget Kit** – Jeff reviewed the data from the 2015 MCLS Budget Kit.
- **Text Message Notification** – A new feature is the Library's ability to now notify patrons by text messaging of holds and overdue materials patrons may have.

**New Items:**

- **Approval of 2015 Financial Audit** – A report by Freed Maxick, CPAs, PC on the 2015 CPL financial audit was presented at the Library Board March meeting.  
  **Action Requested:** Approve the 2015 Financial Audit as was presented.  
  A motion to approve the 2015 Financial Audit as was presented at the March Board meeting was made by Judith and seconded by Karen. The motion passed unanimously.

**MCLS News:**

- **Rochester Public Library’s Fine Suspension Plan** – Jeff reviewed the letter sent from the President of the Monroe County Library System Board to member library Board of Trustees regarding the Rochester Public Library’s fine suspension plan. Board members discussed the pros and cons of the fines policies and the holds fees policies.

- **Unique Management Services – Update on Collection Services** – The Monroe County Library System partners with Unique Management Services in order to recover overdue materials, fines and fees. The Director reviewed the change in law in regards to UMS's credit reporting capability.

- **MCLS Libraryweb.org Website Revision** – The Directors’ Council has created a team to streamline the content and improve accessibility the Library System’s website [www.libraryweb.org](http://www.libraryweb.org). The team will review a proposed/draft landing page and site hierarchy, incorporating catalog search, events, connections to external social media, patron account access, public information (Trustees, Plan of Service, etc.)

- **MCLS ILS (Integrated Library System) User Group** – The Directors' Council has created a team to assess the current state of the library ILS, make recommendations to SSOC (System Services Operations Committee) on enabling existing ILS features, request alterations to the ILS from the ILS vendor, endure that library staff are aware of all potential ILS capabilities, and coordinate staff training on underused or unused facets of the ILS.

**State News:**

- **State Aid Increase** – The Governor and Legislature have come to an agreement on the FY2016-17 New York State Budget. Thanks to efforts in effective advocacy the following increases will occur:
State Library Aid: $95.6M ($4M increase) – The allocation represents a 4.3% increase in total library aid, which is equivalent to the increase in educational foundation aid. This is the most library aid included in any state budget since FY2008-09.

State Library Construction Aid: $19 M ($5M increase) – The allocation for the construction aid program was increased by $5M, or 35%, which is the first increase in nearly a decade.

Approval of Library fund abstract amount $9,282.91. Motion made by Judith and seconded by Jeffrey. Motion passed unanimously.

Approval of Memorial Fund expenditures amount of $901.67. Motion made by Jim and seconded by Karen. Motion passed unanimously.

Approval of Memorial Fund donations: No donations.

Motion to adjourn at 7:02 pm and go into Executive session. Motion made by Jeffrey and seconded by Jim. Motion passed unanimously.

Next meeting date/time: 24 MAY 2016 at 6 pm at the Chili Public Library Barbara Ireland Community Room.
Chili Public Library Board of Trustees Meeting
Approved for May 24, 2016

**Board of Trustees:** Susan Ackerman (President) Judith Kharbas (Vice-President), Lorraine Ahearn (Secretary), James Lechner (Memorial Fund Treasurer), Andrew Lucyszyn, Karen Reifenstein, Jeffrey Stoiber

Library Director: Jeff Baker
Town Liaison: Mary Sperr

Absent:
Excused: Jeff, Jim, Andrew (joined us at 6:50 after conducting a focus group)

**Meeting convened** by President Ackerman @ 6:00

**Approval of agenda as amended.** Motion made by Judith; 2nd by Karen
In favor 4; opposed 0; abstained 0
   Discussion: Amend agenda to include approval of IRS Form 990.

**Approval of minutes** of April 26, 2016 Motion made by Karen; 2nd by Lori
In favor 4; opposed 0; abstained 0

**Communications**

- Guests/Public: Friends -Bob Pacer: Bob commented on how fortunate we are to have all bodies of CPL work together to support our common goals.
- The Friends are rewriting their by-laws to update and to bridge the Friends group and theTeen Friends (through age 21). A Teen rep comes to all Friends meetings.
- The 2016 Golf Tournament has sponsors for the dinner and lunch, Frito-Lay will supply all golf cart snacks, and there are sponsors for three hole in one prizes, including s new Buick. 47 new businesses have been added as contributors to the tournament. Brook Lea is under new management and upgrades have been made to the course and club house.
- The Friends are supporting Boy Scout Jacob Weismore’s Eagle project to build a Little Free Library at Union Station Park.

- Town Board liaison: Memorial Day parade May 30th @ 8:30. The Spray Park ribbon cutting/opening activities will be held on June 11th from 11:30-2:30. Sen Ranzenhofer will be part of the ribbon cutting ceremony. CPL Youth Services Staff will be at the opening. There will be no Farmer’s Market in Chili Center this year.

**Director’s Report**
General Information:
· Friends of the CPL Board Meeting – The next Friend’s Board meeting is Tuesday, June 14, 2016 at 6pm, Lori Ahearn has volunteered to attend. The Friend’s Board is supporting an Eagle Scout project by Jakob Weismore to build a Little Free Library at the Union Station Park. The Friends Board has sent 281 letters to new homeowners welcoming them to the Chili Public Library which has resulted in library card activity from these new homeowners.

- CPL Statistics –

<table>
<thead>
<tr>
<th>Month</th>
<th>April 2016</th>
<th>April 2015</th>
<th>% of change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circulation</td>
<td>22,825</td>
<td>24,785</td>
<td>-8%</td>
</tr>
<tr>
<td>Library Visits</td>
<td>11,757</td>
<td>13,025</td>
<td>-10%</td>
</tr>
<tr>
<td>Reference Questions</td>
<td>1,605</td>
<td>1,774</td>
<td>-10%</td>
</tr>
<tr>
<td>Programs</td>
<td>47</td>
<td>70</td>
<td>-33%</td>
</tr>
<tr>
<td>Program Attendance</td>
<td>980</td>
<td>1,378</td>
<td>-29%</td>
</tr>
<tr>
<td>Overdrive</td>
<td>1,652</td>
<td>1,405</td>
<td>18%</td>
</tr>
<tr>
<td>Meeting Room</td>
<td>71</td>
<td>86</td>
<td>-17%</td>
</tr>
<tr>
<td>Website Visits</td>
<td>6,298</td>
<td>5,401</td>
<td>17%</td>
</tr>
<tr>
<td>Website Pageviews</td>
<td>10,173</td>
<td>9,603</td>
<td>6%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Month</th>
<th>May 2015 - April 2016</th>
<th>May 2014 - April 2015</th>
<th>% of change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circulation</td>
<td>283,592</td>
<td>307,445</td>
<td>-8%</td>
</tr>
<tr>
<td>Library Visits</td>
<td>152,435</td>
<td>155,151</td>
<td>-2%</td>
</tr>
<tr>
<td>Reference Questions</td>
<td>18,559</td>
<td>20,612</td>
<td>-10%</td>
</tr>
<tr>
<td>Programs</td>
<td>536</td>
<td>552</td>
<td>-3%</td>
</tr>
<tr>
<td>Program Attendance</td>
<td>14,831</td>
<td>14,960</td>
<td>-1%</td>
</tr>
<tr>
<td>Overdrive</td>
<td>18,555</td>
<td>15,584</td>
<td>19%</td>
</tr>
</tbody>
</table>
Discussion: Program attendance is down from last year. There were less programs this year. Due to budgetary considerations the Youth Services Department reorganization resulted in less staff. Story-time programs now have breaks between sessions to give staff planning and preparation time. These changes contributed to a decrease in programs offered.

- **Chili Public Library Focus Groups** – The CPL Long Range Planning Committee has scheduled four focus groups to meet on the following dates. May 23 at 6:00 pm (high use group), May 23 at 7:30 pm (low use group), May 24 at 6:00 pm (teen use group), May 26 at 6:00 pm (high use group).

- **New VIP Pass** - The Chili Public Library currently has the following museum passes available to patrons to check out: Genesee Village Country Museum, George Eastman House, Memorial Art Gallery, and the Rochester Museum and Science Center. MCLS will add The Susan B. Anthony House as an additional VIP participant later this year, which CPL will make available to patrons.

- Teen Photo Contest: A reception was held to announce winners and honor all participants. The Board received a copy of *Teen Scene*, a CPL newsletter which listed the winners.

**New Items:**

- **Approval of 2016 Relamping Proposal** – In order to maintain proper lighting standards, the library will replace all of its lamps in the public area excluding the pendants. The Library received two of three vendor quotes requested. The director recommends the Library approve the lowest bid from Lighting Darkness Electrical Contractors in the amount of $2,642.

<table>
<thead>
<tr>
<th>Relamping of CPL Public Area</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Northeastern Electrical Company</td>
<td>$3,195</td>
</tr>
<tr>
<td>Lighting Darkness Electrical Contractors</td>
<td>$2,642</td>
</tr>
</tbody>
</table>

**Action Requested:** Approve the Relamping Proposal from Lighting Darkness Electrical Contractors in the amount of $2,642.

Discussion: We were satisfied with the company’s work done last year.

**Sue called for a motion** to approve the Relamping Proposal from Lighting Darkness Electrical Contractors in the amount of $2,642. Motion made by Karen; 2nd by Judith In favor 4; opposed 0; abstained 0
· Approval of Teen Area Renovation Proposal – The Director requests the Library Board approve the proposal presented by Creative Library Design for the Teen Area Renovation. The cost for renovating the furnishings of the Teen area is $18,798.23, which includes freight and installation. $7,200 of the cost will be paid from State bullet aid, and the remainder will be paid from CPL Friends funds raised at the 2015 and upcoming 2016 Gates Chili Chamber of Commerce Gold Tournament fundraisers. The Director has worked with the Youth Services Department, Junior Friends of CPL, and Creative Design in selecting types and colors of fabric, vinyl, laminate, and shelving for the furnishings in the renovated Teen Area. Once approved the estimated time the renovation will be completed is 11 weeks. Action Requested: Approve the Teen Renovation Proposal in the amount of $18,798.33.

Discussion: Memorial Fund monies used will be replaced with a new CD from the 2016 Tournament proceeds. Furniture is movable and can easily be placed in a different space.

Sue called for a motion to approve the Teen Renovation Proposal in the amount of $18,798.33. Motion made by Karen; 2nd by Lori
In favor 4; opposed 0; abstained 0

· Approval of Reducing Holds Fee From $1 to 50 cents per item during the months of June, July and August during the Summer Reading Program - In an effort to encourage reading and learning during the summer months the Director requests that the Library’s hold fee be reduced from $1 to 50 cents per item during the months of the Summer Reading Program which is June, July, August. Action Requested: Approve reducing the Library’s Hold Fee from $1 to 50 Cents Per Item During the Months of June, July and August.

Discussion: Jeff gave us a copy of MCLS Fines and Fees Table - 2016. There is a variety of hold fees within the county. The CPL Holds fees generated approximately $6,500 last year. We want to encourage reading for all patrons during the summer. The summer is a definitive amount of time to gather data regarding fees. There is the view that reduced fees will generate more hold requests and therefore have little affect total monies collected. We will publicize the reduced fees in our online newsletters, bookmarks given out during book checkout and signs within the library. Thanks to The Greece Library for sharing this idea.

Sue called for a motion to approve reducing the Library’s Hold Fee from $1 to .50 per Item during the Months of June, July and August.

Motion made by Lori; 2nd by Karen
In favor 4; opposed 0; abstained 0

· Touch Screen Writing Styluses – The Tech Tutors have found that it can be difficult for patrons to use their fingers on touch screens and they benefit from using writing styluses. CPL could sell styluses at a minimal cost as a service to our patrons. Action Requested: Approve the selling of Touch Screen Writing Styluses.

Discussion: The cost would be around $1 each.

Sue called for a motion to approve the selling of Touch Screen Writing Styluses

Motion made by Karen; 2nd by Judith
In favor 4; opposed 0; abstained 0
MCLS News:

- Cost Share Decrease – Due to the 4.3% increase in total State aid to MCLS for 2016-2017, the Directors’ Council agreed to MCLS reducing cost shares to member libraries in 2017. The cost share for the Chili Public Library for 2017 will be $42,292 a reduction of $1,578. Jeff gave us a chart showing MCLS 2017 Cost shares. Our advocacy was an essential reason for increased state Aid. Education law requires outreach to citizens in jail which impacts the Rochester Public Library.

State News:

- No news to report

Meetings and Workshops and Outreach:

- CPL Circulation Meeting – 5/27/16
- Director’s Council – 5/4/16
- Gates Chili Chamber of Commerce Awards Gala – 5/5/16
- CPL Full Staff Meeting – 5/6/16
- Gates Chili Chamber of Commerce Golf Tournament Meeting – 5/10/16
- Gates Chamber of Commerce Board Meeting – 5/10/16
- Friends of the Chili Public Library Board Meeting – 5/10/16
- Supervisor Department Heads Meeting – 5/11/16
- Town Library Directors Council Meeting – 5/12/16
- CPL Circulation Meeting – 5/12/16
- Teen Photo Contest Reception – 5/21/16

Committees: Long-range Planning Committee: Andrew came to the Board meeting when tonight’s focus group was finished. He reported that there have been interesting comments and suggestions from the completed sessions. A full report from the committee will be forthcoming when all focus groups are completed and all collected data is analyze.

Note: The Town of Chili, as part of its long-range planning, has asked the Director of the CPL and other Town Departments to articulate their needs and wants.

Old Business: None

New Business: None

Additional Comments from Audience: None

Review of CPL Budget spreadsheet and Memorial Fund spreadsheet: No unusual activity. We are ahead in our fines collection amount. There is a Shared Cost payment under expenses.

- Approval of Library Fund abstract amt. $42,644.61: Motion made by Judith; 2nd by Lori
  In favor 5; opposed 0; abstained 0
• Approval of Memorial Fund Expenditures amt. $287.60: Motion made by Andrew; 2nd by Karen
  In favor 5; opposed 0; abstained 0

• Approval of Memorial Fund Donations amt. $500.00: Motion made by Judith; 2nd by Karen
  In favor 5; opposed 0; abstained 0

• 990 Form: As a non-profit we need to file Form 990 with the IRS. FreedMaxick filled out the form after the audit. Sue will sign for the Board.
  Action Requested: Approve filing of Form 990 with the IRS.

  Sue called for a motion to approve filing of Form 990 with the IRS.
  Motion made by Andrew; 2nd by Karen
  In favor 5; opposed 0; abstained 0

• Sue called for a motion to adjourn at 7:15. Motion made by Lori; 2nd by Andrew
  In favor 5; opposed 0; abstained 0

Next meeting date/time: June 28, 2016 @ Chili Public Library Barbara Ireland Community Room. 6:00pm.
Chili Public Library Board of Trustees Meeting
Draft Minutes for 6-28-16

Chili Public Library Mission Statement
The Chili Public Library is the center of lifelong learning for our community, and a welcoming responsive place people come to for the discovery of new ideas, the joy of reading and the power of information.

Board of Trustees: Susan Ackerman (President) Judith Kharbas (Vice-President), Lorraine Ahearn (Secretary), James Lechner (Memorial Fund Treasurer), Andrew Lucyszyn, Karen Reifenstein, Jeffrey Stoiber

Library Director: Jeff Baker
Town Liaison: Mary Sperr

Absent: None
Excused: Susan Ackerman

Meeting convened by Vice-President Kharbas @ 6:00

Approval of agenda: Motion made by Jim; 2nd by Karen
In favor 6; opposed 0; abstained 0

Approval of minutes of May 24, 2016. Motion made by Andrew; 2nd by Jeff
In favor 6; opposed 0; abstained 0

Communications

- Guests/Public: None

- Town Board liaison: The Spray Park opening was a success. The Town is ready for the July 4th Chil-E Fest. Randy Marra has been hired as a part-time building inspector.

Director’s Report:

General Information:

- Friends of the CPL Board Meeting – The next Friend’s Board meeting is Tuesday, July 12, 2016 at 6pm, Karen Reifenstein has volunteered to attend. At their June meeting the Friends Board approved $260 in Summer Reading incentives for Youth Services, and $200 in Summer Reading incentives for Adult Services. They also approved $699 to pay for the Library’s Program Registration software. The Board appreciates all The Friends do. The summer incentives are an important part of the program. Jeff gave us a follow up to Eagle Scout Jakob Weismore’s Little Free Library project. The project was a coordinated effort between Jacob, CPL, The Friends, the Recreation Dept. and Building and Grounds. The Little Free Library has been put in Union Station Park next to the playground. CPL will help stock the library with donated books. An opening ceremony will be scheduled after the Chil-E Fest.
Most categories have remained fairly stable. Circulation and reference questions have been on a downward trend within the MCLS. The Circulation Committee (Jeff, Jenn, LeeAnn and Richard) is looking at data using Dewey Decimal Numbers to see what is circulated as well as tracking circulation of new purchases. One area that seems to be under circulated is poetry Jeff would like to have display units highlighting materials available to be viewed as people are standing in the checkout area. CPL now allows DVDs and CDs to circulate in the system after 6 months. The Circulation Committee will give mini reports to keep us apprised of its findings.

- Jeff gave us a copy of the feedback reports from Jill, Marcia, Patty, and Vangie on their attendance at the New York State Library Assistants’ Association 38th Annual Conference. All attendees
thanked us for the opportunity to participate and had generally favorable comments about the various sessions.

- Cathy Kyle the Library’s Youth Services Librarian took part in the 2016 Teen Book Festival at Nazareth College. 3,000 teens and adults took part in the festival that day.

- **Chil-E Fest** – The Library will have CPL-on-the-Go! at this year’s Chil-E Fest. At the booth patrons will be able to sign up for the Library’s Summer Reading Program and get a free book! We will also have a float in the parade.

- **Sprayground Grand Opening at Union Station Park** – The Library took part in the Town of Chili’s Sprayground grand opening on June 11th. The Library’s CPL-on-the-Go! table was there as well as a Library Story Walk.

**Old Items:**

- **Teen Area Renovation Project** – The estimate for completion of the Teen Renovation Project is the end of August. The Director will schedule a ribbon cutting for September. Senator Ranzenhofer, The Gates-Chili Chamber of Commerce and other dignitaries will be invited to attend.

**New Items:**

- **Personnel Update** – Cindy Flynn resigned on June 14th as a part-time library clerk. Veronica Gartley has been hired as a part-time clerk at $10 per hour. She had been working as a Library Page. Veronica’s start date is June 25, 2016. The question was raised concerning the narrowing of pay between pages and the new clerk pay scale. Jeff will be supplying the Board with current payroll information.

- **Judith called for a motion** to endorse the hiring of Veronica Gartley as a part-time clerk at $10 per hour. Motion made by Jeff; 2nd by Lori
In favor 6; opposed 0; abstained 0

- **New York State Summer Reading Program - On Your Mark, Get Set… Read!** – The theme of this year’s New York State Summer Reading Program is On Your Mark, Get Set…Read! The emphasis is to tie in reading and exercise as healthy habits for all ages. The Chili Public Library’s Summer Reading Program begins Monday, July 27th and goes through Friday, August 5th. The rules of the Program are as follows:

For kids: Children ages 0-5 need to read or exercise for 15 minutes in order to color in a state on their U.S. map. Children ages 6-11 need to read or exercise for 30 minutes in order to achieve the same thing. We will total up their states on a weekly basis and count the number of states as miles.
For teens and adults: Teens ages 12-18 or adults 18 and over can earn a raffle ticket for every book they read, every mile they run/walk/swim/bike, or for every 30 minutes of other physical activity. These will each count as a mile, and we will add these miles together on a weekly basis.

The kids will be competing against the teens and adults to see who can go the farthest in miles across the U.S. We will chart their progress over the summer on a large United States map. As of right now, the winning department gets bragging rights. A further incentive may be added. Over 200 kids have already signed up for the program.

- **Summer Reading School Visits:** In order to spread the word about the Library’s Summer Reading Program the Youth Services department visited the following schools.
  - St. Pius Elementary on June 6th. Met with 180 students.
  - Florence Brasser Elementary (Gates Chili Central School District) on June 7th. Met with 400 students.
  - Chestnut Ridge Elementary (Churchville Central School System) on June 17th. Met with 600 students.
The Board received an example of a visitation schedule to one school. The students appeared to have favorable reactions to the presentations.

- **MCLS Supported Wireless Service** – Through the federal e-rate program, MCLS is providing support for community wireless services in MCLS member libraries. This will increase the Library’s bandwidth speed from 7 MBPS to 30 MBPS. A required component under E-rate regulations is the installation of Internet filtering support that meets Consumer Internet Protection Act (CIPA) guidelines at all participating MCLS library locations. The Chili Public Library will be using ZyXel content filtering for its public wireless. The annual cost will be about $160.

- **Chili Public Library Budget Committee Report** – The CPL Budget Committee met and will present at the June Library Board meeting its recommendation to the full board of the draft 2017 budget proposal for review.

**MCLS News:**
- No news to report

**State News:**
- No news to report

**Meetings and Workshops and Outreach:**
Committees:

- **CPL Budget Committee - Draft of proposed 2017 Budget -** The Board received a copy of the proposed 2017 budget from the CPL Budget Committee. Discussion: There will probably be a drop in fees and charges revenue due to decrease in holding fee, though an increase in the number of holds. Our MCLS cost share will decrease due to increase in State aid. We no longer spend on datamailers because of email and text messaging. The pension and medical is less due to reduction in staff that occurred last year. Material funding has been down and is an area needing increase. It is recommended the materials budget increases in 2017 through the use of surplus funds. Personal services would go up by 2%. It is assumed there may be 0% tax levy increase. Jeff would like the Board to consider the proposed budget and vote on it during the July Board meeting.

- **Long Range Planning Committee - Andrew Lucyszyn -Focus Groups Results.**
  The board was given a printout of the survey takeaways. A recap of the main points follows;
  - The library could implement other marketing techniques to promote its events and services across all the channels it has: email, social media, signage in the building, etc. A listing of all upcoming events and dates/times with a longer list of services appears to be completely warranted and desired by patrons.
  - Being more proactive about how patrons borrow e-books and how different systems work with Overdrive would be a good use of time and resources.
  - “Jargon,” such as “data” needs to be eliminated as it often prevents patrons from getting the information they’re looking for or from even being aware of the services at the library.
  - There was interest in a checkout station at the children’s information desk that would be appreciated by both family and adult patrons.
• The library should more actively seek requests from the community about materials for the collection.

• Transparent information about how the collection gets created could be made available on the website.

• More space for computers and more tablets in the children’s area would be appreciated.

• There was interest in having more children’s programs in the evening or on weekends.

• The low-frequency user group was particularly interested in making the library more of a destination by better integrating the outdoor space with some playground equipment to provide additional use of the facility and gardens.

• There were requests for more quiet areas to study or meet in small groups.

Judith called for a motion (Jim’s suggestion) to thank Andrew for his time and effort. Made by Jim: 2nd by Jeff.
In favor 5; opposed 0; abstained 1 (Andrew)

Old Business: None

New Business: None

Additional Comments from Audience: None

• Review of CPL Budget spreadsheet and Memorial Fund spreadsheet:
  The decrease in fines was not because of the summer hold fee change as it was not in effect yet. There was no other unusual activity.

Approval of Library Fund abstract amt. $19,205.33: Motion made by Karen; 2nd by Jim
In favor 6; opposed 0; abstained 0

Approval of Memorial Fund Expenditures amt. $287.60: Motion made by Lori; 2nd by Karen
In favor 6; opposed 0; abstained 0

Approval of Memorial Fund Donations: No donations were received.

Judith called for a motion to adjourn at 7:30. Motion made by Karen; 2nd by Lori
In favor 6; opposed 0; abstained 0
Next meeting date/time: July 26, 2016 @ Chili Public Library Barbara Ireland Community Room.  6:00pm.
Chili Public Library Board of Trustees Meeting  
Approved Minutes for July 26, 2016

Chili Public Library Mission Statement

The Chili Public Library is the center of lifelong learning for our community, and a welcoming responsive place people come to for the discovery of new ideas, the joy of reading and the power of information.

Board of Trustees: Susan Ackerman (President) Judith Kharbas (Vice-President), Lorraine Ahearn (Secretary), James Lechner (Memorial Fund Treasurer), Andrew Lucyszyn, Karen Reifenstein, Jeffrey Stoiber

Library Director: Jeff Baker  
Town Liaison: Mary Sperr - Not present.

Absent: None  
Excused: None

Meeting convened by President Ackerman @ 6:00.

Approval of agenda: Motion made by Andrew; 2nd by Judith  
In favor 7; opposed 0; abstained 0

Approval of minutes of June 27, 2016. Motion made by Jeff . 2nd by Andrew  
In favor 7; opposed 0; abstained 0

Communications

· Guests/Public: None

· Town Board liaison :None

Director’s Report:

General Information:

Jeff encouraged us to “Like” CPL on social media.

· Friends of the CPL Board Meeting – The next Friend’s Board meeting is Tuesday, August 9,, 2016 at 6pm, Karen Reifenstein has volunteered to attend. Many years ago the Friends of CPL raffled off theme baskets to the public. They are doing this again. The basket creator, Glenda, is now living in Chili and is able to create beautiful gift baskets to the Friends specifications. On the Circulation Desk is the first of these baskets. There is a sports /exercise theme going along
with the Summer Reading Program theme. Tickets may be purchased at the circulation desk. $1.00 per ticket or 6 for $5.00. The basket will be awarded after Summer Reading has ended in August. The Friends Board paid for the repainting of the walls and columns in the Teen Area as part of the renovation. The Gates Chili Chamber of Commerce Golf Tournament and Dinner Auction is Monday, August 1st. Library Board members, Friends Board members, staff, volunteers, and patrons are all welcome to attend the dinner/auction which begins at 5pm in support of the library. There are more golfers signed up this year than last year. Many raffle items were secured from businesses. There will be a silent and a live auction. Every golfer will receive a gift valued at $25 or more.

<table>
<thead>
<tr>
<th>CPL Statistics –</th>
<th>June 2016</th>
<th>June 2015</th>
<th>% of change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circulation</td>
<td>22,963</td>
<td>24,646</td>
<td>-7%</td>
</tr>
<tr>
<td>Library Visits</td>
<td>11,961</td>
<td>12,800</td>
<td>-7%</td>
</tr>
<tr>
<td>Reference Questions</td>
<td>1,672</td>
<td>1,601</td>
<td>4%</td>
</tr>
<tr>
<td>Programs</td>
<td>32</td>
<td>30</td>
<td>7%</td>
</tr>
<tr>
<td>Program Attendance</td>
<td>2,964</td>
<td>2,839</td>
<td>4%</td>
</tr>
<tr>
<td>Overdrive</td>
<td>1,563</td>
<td>1,449</td>
<td>8%</td>
</tr>
<tr>
<td>Website Visits</td>
<td>5,317</td>
<td>5,116</td>
<td>4%</td>
</tr>
<tr>
<td>Website Pageviews</td>
<td>9,059</td>
<td>9,162</td>
<td>-1%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Circulation</td>
<td>280,607</td>
<td>305,686</td>
<td>-8%</td>
</tr>
<tr>
<td>Library Visits</td>
<td>151,348</td>
<td>155,546</td>
<td>-3%</td>
</tr>
<tr>
<td>Reference Questions</td>
<td>18,618</td>
<td>19,904</td>
<td>-6%</td>
</tr>
<tr>
<td>Programs</td>
<td>544</td>
<td>551</td>
<td>-1%</td>
</tr>
<tr>
<td>Program Attendance</td>
<td>14,930</td>
<td>15,481</td>
<td>-4%</td>
</tr>
<tr>
<td>Overdrive</td>
<td>18,888</td>
<td>16,027</td>
<td>18%</td>
</tr>
</tbody>
</table>
Old Items:

- **Chil-E Fest** – The library had CPL-on-the-Go! at this year’s Chil-E Fest. At the booth patrons were given information about the summer reading program, and other library services. We also gave away promotional material and books to children, teens and adults to promote literacy.

- **Teen Area Renovation Project** – There will be a ribbon cutting of the Teen Area renovation to be held on Friday, September 9th at 5pm. The date and time were chosen because there is a teen program that night. The Teen Area has been painted. The furniture, tiles etc. are arriving and we are in good shape for the September 9th ribbon cutting.

- **Holds Comparison for June** – The Library Board approved reducing the holds fee from one dollar to 50 cents per item. For June 2015 the library received $460 for holds. A dollar per hold translates to 460 items put on hold. For June 2016 the library received $381 for holds. 50 cents per hold translates to 762 items. 302 more holds were set aside in June than in the previous year. The change has been received well as shown by the increase in the number of holds for July 2016 compared to July 2015. Several libraries are following suit and reducing fees in the summer. A few libraries are at $0 but if a hold is not picked up the patron is charged.

- **Library Building Operation** - This July the library’s ceiling lamps were replaced in the public area, Ireland Room, and Conference Room. An electrical outlet was put in the column near the entrance to allow the Information Desk staff to greet patrons as they enter the library during times of high attendance and look up information on a laptop.

New Items:

- **Personnel Update** – Laura Sutter has been hired as a part-time library page at $9 per hour. Laura’s start date was July 11, 2016.

- **Sue asked for the Board endorsement of this action.** The board unanimously endorsed the action.

- **Approval of the 2017 Chili Public Library Proposed Budget** – The CPL Budget Committee recommends the library board approve a proposed 2017 CPL Budget. Once approved the budget will be forwarded to the town Supervisor.

  **Action item:** Approve the 2017 Chili Public Library Proposed Budget as distributed.

  Sue called an executive session @ 6:50 to discuss the proposed budget and its impact on personnel.

  Sue ended executive session @ 7:10
Sue called for a motion to approve the 2017 Chili Public Library Proposed Budget as distributed. Motion made by Jim; 2nd by Karen
In favor 7; opposed 0; abstained 0

- **Approval of the Draft Laptops Checkout & Skype Policy** – At times patrons request to use library equipment to perform a live job interview via Skype. The laptops checkout & Skype policy will allow patrons to have a live job interview via Skype in the library without disrupting other patrons.

  **Action item:** Approve the Draft Laptops Checkout & Skype Policy as Presented.

  **Discussion:** There were questions concerning how The Conference Room Policy might influence this as well as the additional demand on staff time. Patrons should be aware of the Tech Tutors and the need to schedule time if help is needed to use a program. Our Conference Room Policy might need to be a bit flexible at times.

Sue called for a motion to approve the Draft Laptops Checkout & Skype Policy as Presented. Motion made by Karen; 2nd by Lori
In favor 7; opposed 0; abstained 0

- **Little Free Library Ribbon Cutting on Friday July 22, 2016** – To promote reading and the love of reading, the Chili Public Library and the Chili Recreation Department, with the help of Boy Scout Jakob Wiesmore and his troop, have installed a Little Free Library in Union Station Park. A Little Free Library is a ‘take a book, return a book’ free book exchange. The most common version is a small wooden box in the shape of a house, filled with books. Anyone may take a book or bring a book to share. There are nearly 40,000 Little Free Libraries worldwide. Jakob oversaw the construction of the library as part of his Eagle Scout project. There was a ribbon cutting on Friday, July 22nd at 10am. The Chili Public Library will look after the library filling it regularly with books. The Little Free Library is well constructed and attractive. It will be publicized in our newsletter, as well as information given to the the GC Messenger Post and The Western Regional Library Council.

- **LibCal Calendar of Programs and Events** – The library has improved on the way it communicates with patrons about its programs and events by switching to a new online calendar vendor LibCal. The online calendar is easier to use and uses color to distinguish Children, Teen, Adult, and Family programs from one another. Jeff demonstrated some features. Users will be able to view class openings and register directly for classes. There is a widget for the upcoming week.

- **Senator Michael H. Ranzenhofer 2016-2017 Grant** – The Senator has obtained funding from the New York Senate in the amount of $11,000 for the Chili Public library. It is being awarded to the library for the purpose of children’s programming, updating technology and improving the library. The funding will be administered by the New York State Education Department (SED).

*MCLS News:*
No news to report

State News:

- **NYLA 2016 Legislative Session Recap** - (The following is from the New York Library Association) The 2016 Legislative Session finally wrapped up in the early hours of June 17th. Each Legislative Session and annual state budget process presents its own unique political, policy, and economic challenges, but this year was particularly difficult to navigate. Together with library advocates from across New York State, NYLA met these challenges head-on, and secured a third consecutive year of impressive, hard-won victories.

**FY 2016-17 NYS Budget**

This year’s enacted state budget and companion legislative resolutions for targeted aid will provide approximately $22M in new funding for libraries. This represents the largest single-year increase in state appropriations for libraries, and places total state allocations for libraries and library programs at nearly $135M in FY2016-17 - an unprecedented level.

- **State Library Aid.** Funding for the State Library Aid program will be $95.6M in FY2016-17. NYLA worked to secure a $4M increase in funding over what Governor Cuomo contemplated in his Executive Budget proposal, bringing total funding for the State Library Aid program to its highest level since 2009-10. The 4.3% increase in State Library Aid is on par with the 4.4% increase in school foundation aid. In the two years since we implemented our messaging strategy of “Libraries Are Education”, State Library Aid has increased in proportion to increases in school foundation aid.

- **State Library Construction Aid.** Funding for the State Library Construction Aid program will be $19M in FY2016-17, which includes a $5M increase over what Governor Cuomo proposed. This is the first funding increase for the Construction Aid program in nearly a decade, and is the largest allocation this program has ever received.

- **MTA Payroll Tax Reimbursement.** Libraries and Library Systems that paid MTA Payroll Taxes in FY2015-16 will receive a $1.3M reimbursement in FY2016-17. Last year, NYLA worked to secure a permanent exemption from these taxes that took effect on January 1st, 2016. This will be the last year the reimbursement payment is necessary.

- **Senate “Bullet Aid” for Libraries and Library Systems.** The NYS Senate again allocated $25M to provide targeted aid for “certain school districts, public libraries, and not-for-profit institutions.” In Senate Resolution 6507, more than $4.9M was awarded to 541 libraries. Both numbers represent significant increases from last year, when 460 libraries received a total of $3.69M in Bullet Aid.

- **Senate funding for NYS Economic Development Assistance Program.** The NYS Senate provided $5.03M in Senate Resolution 6508 to continue and institute funding for projects at 18 libraries and library systems. This represents an increase of approximately $500,000 over last year.

- **Assembly funding for NYS Capital Assistance Program.** The NYS Assembly provided $8.875M to several libraries under the state Capital Assistance Program in Assembly Resolution 1603. These awards ranged from $6M for Queens Library to $375,000 for New
York Public Library. CPL will look toward the legislation for grants to replace carpeting in the Children’s and Ireland Rooms.

Meetings and Workshops and Outreach:
- CPL Full Staff Meeting – 7/1/16
- Chil-E Fest – 7/4/16
- Gates Chili Chamber of Commerce Golf Tournament Meeting – 7/12/16
- Friends of the Chili Public Library Board Meeting – 7/12/16
- Supervisor Department Heads Meeting – 7/12/16
- Town Library Directors Council Meeting – 7/14/16
- Gates Chili Chamber of Commerce Golf Tournament Meeting – 7/19/16
- Little Free Library Ribbon Cutting – 7/21/16
- Gates Chili Chamber of Commerce Golf Tournament Meeting – 7/26/16

Committees: Long Range Planning Committee
Patty created book marks listing the resources of the library and where to find us on social media. They will be found at the circulation desk and given out at checkout. Use of LibCal further enhances communication. Jeff has designed a chart showing action items with activities and evaluation methods to share the committee’s findings and recommendations of ways to reach our goals at CPL. This will be discussed at the August meeting.

Old Business: None

New Business: None

Additional Comments from Audience: None

Review of CPL Budget spreadsheet and Memorial Fund spreadsheet:
Fines, Charges, and Holds decreased. There were two pay periods in June. Our Cost Shares was due.

Approval of Library Fund abstract of $16176.87: Motion made by Jim; 2nd by Judith
In favor 7; opposed 0; abstained 0

Approval of Memorial Fund Expenditures of $855.96: Motion made by Jeff; 2nd by Karen
In favor 7; opposed 0; abstained 0

Approval of Memorial Fund Donations of $1500.00: Motion made by Andrew; 2nd by Lori
In favor 7; opposed 0; abstained 0 This donation was for the Demo Multi-tier Display units.
Sue called for a motion to adjourn at 7:20. Motion made by Lori; 2nd by Karen.
In favor 7; opposed 0; abstained 0

Next meeting date/time: August 23, 2016 @ Chili Public Library Barbara Ireland Community Room. 6:00pm.
Chili Public Library Board of Trustees Meeting  
Draft for August 23, 2016

Chili Public Library Mission Statement

The Chili Public Library is the center of lifelong learning for our community, and a welcoming responsive place people come to for the discovery of new ideas, the joy of reading and the power of information

Board of Trustees: Susan Ackerman (President) Judith Kharbas (Vice-President), Lorraine Ahearn (Secretary), James Lechner (Memorial Fund Treasurer), Andrew Lucyszyn, Karen Reifenstein, Jeffrey Stoiber

Library Director: Jeff Baker
Town Liaison: Mary Sperr

Absent: None
Excused: None

Meeting convened by President Ackerman @ 6:00

Approval of agenda: Motion made by Jim; 2nd by Jeff
In favor 7; opposed 0; abstained 0

Approval of minutes of September 27, 2015: Motion made by Karen; 2nd by Jeff
In favor 7; opposed 0; abstained 0

Communications

·  Guests/Public: None

·  Town Board Liaison/Gates Chili Chamber of Commerce Liaison: The final accounting for the Chamber Golf Tournament is not complete but the estimate is nearly $8,000 for each library. There were 81 golfers and 47 dinner only participants. Mary thanked Jeff for all his time and effort. The 2017 tournament will be on Monday, August 7, 2017

Director’s Report

General Information:

·  Friends of the CPL Board Meeting – The next Friend’s Board meeting is Tuesday, September 13, 2016 at 6pm. Andrew Lucyszyn has volunteered to attend. The Summer Reading Program is now over. The Friends supported adult summer reading grand prize winners were Laura Healy (Kindle Fire) and Patricia Poteat ($50 Wegmans Gift Card). The Teen Summer Reading Grand Prize Winners were awarded to Adriana Croce and Sergey Gurman (Passes to Altitude Trampoline Park). The Children's Summer Reading Program Grand Prize Winner was Maggie
Amesbury (Seneca Park Zoo Membership). Erynne Pearson, won of the Friends Summer Reading Basket. The Gates Chili Chamber of Commerce Golf Tournament and Dinner Auction was a huge success with nearly $86,000 raised for the Chili Public Library. 82 golfers and 47 non-golfers attended the fundraiser. The Board appreciates The Friends’ support of the Summer Reading Program.

<table>
<thead>
<tr>
<th>Month</th>
<th>July 2016</th>
<th>July 2015</th>
<th>% of change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circulation</td>
<td>24,826</td>
<td>28,671</td>
<td>-13%</td>
</tr>
<tr>
<td>Library Visits</td>
<td>13,223</td>
<td>15,812</td>
<td>-16%</td>
</tr>
<tr>
<td>Reference Questions</td>
<td>1,601</td>
<td>1,979</td>
<td>-19%</td>
</tr>
<tr>
<td>Programs</td>
<td>50</td>
<td>66</td>
<td>-24%</td>
</tr>
<tr>
<td>Program Attendance</td>
<td>840</td>
<td>1,649</td>
<td>-49%</td>
</tr>
<tr>
<td>Overdrive</td>
<td>1,712</td>
<td>1,554</td>
<td>10%</td>
</tr>
<tr>
<td>Meeting Room</td>
<td>72</td>
<td>92</td>
<td>-22%</td>
</tr>
<tr>
<td>Website Visits</td>
<td>5,717</td>
<td>5,039</td>
<td>13%</td>
</tr>
<tr>
<td>Website Pageviews</td>
<td>10,153</td>
<td>8,928</td>
<td>14%</td>
</tr>
</tbody>
</table>

Circulation and Library visits are down at CPL. This continues to be a concern for many MCLS members. We have addressed this concern in our Long Range Plans. Program numbers vary from year to year depending on the timing of programs. Jeff included a “Review of the 2016 Summer Reading Program”
which detailed the many programs and attendance broken down by family, children up to teens and teen participants. This year the focus was on family. There were less big programs than in previous years.

- **CPL Friends Booksale** - September 28\(^{th}\) from 4pm-8pm (members preview), September 29\(^{th}\) from Noon to 8pm, September 30\(^{th}\) from 9am-4pm, October 1\(^{st}\) from 9am – 4pm, and a $3 bag sale October 2\(^{nd}\) from 1 pm-4pm. Our in-house book sales continues to do well under the management of Marcia.

- **Town Budget Workshop** - The Library’s Town Budget Workshop is scheduled for Wednesday, September 7\(^{th}\) at 5pm.

- **Gates Chili Chamber of Commerce State of the State Address Event** – Senator Michael Ranzenhofer and Senator Joseph Robach will be giving a State of the State Address at the next Gates Chili Chamber of Commerce event on Friday, September 16\(^{th}\). Online registration is available on the chamber’s website. See Jeff if you are interested in attending. The cost is $20 for members and $25 for non-members.

**Old Items:**

- **Little Free Library** – The Little Free Library at Union Station Park has been officially registered on the littlefreelibrary.org website. The Little Free Library can now be located on the www.littlefreelibrary.org map. The Little Free Library has been in use for one month and 252 donated books have been shared. Residents are not only taking books to read but are dropping off books for others to share.

- **Teen Area Renovation Project** – Delivery and installation of the renovated Teen area is scheduled for Friday, August 26\(^{th}\). There will be a ribbon cutting of the Teen Area renovation to be held on Friday, September 9\(^{th}\) at 5pm. Supervisor Dunning and Senator Ranzenhofer will attend the ribbon cutting.

**New Items:**

- **Approval of LLSA Payments Agreement** - Between the Monroe County Library System and the Chili Public Library.

Whereas the System anticipates receiving 2016-17 Local Library Services Aid (LLSA) from the State of New York, the purpose of which is to enhance member libraries ability to provide library services to their local communities, and
Whereas the System is required to distribute these funds to System Member libraries based on a per capita formula

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

Therefore the system shall pay the Library $8,303. The payment will be based on the funding level established by the New York State Education Department Division of Library Development for the 2016-17 fiscal year.

**Action item: Approve the LLSA Payment Agreement as Written.**

Discussion: Jeff included the formal wording of the agreement to highlight the relationship to state aid. State increase correlates with increased advocacy.

_Sue called for a motion to Approve the LLSA Payment Agreement as Written._

Motion made by Jim; 2nd by Andrew

In favor 7; opposed 0; abstained 0

· Approval for the Library to be Closed 12pm-2pm on Friday, December 23rd in Order for Library Staff to Take Part in the Town Staff Holiday Party – The Town’s Staff Annual Holiday Party is Friday, December 23rd from 12pm-2pm at the Senior Center. Library Board and library staff are welcome to attend. All Town Departments are closed during that time. The Library Director requests that the Library close during that time so staff may participate in the event.

**Action Item: Approve the Library being closed from 12pm-2pm on Friday, December 23rd in order for the Library Staff to join the Town Staff Holiday party.**

_Sue called for a motion to Approve the Library being closed from 12pm-2pm on Friday, December 23rd in order for the Library Staff to join the Town Staff Holiday party._

Motion made by Andrew; 2nd by Jeff

In favor 7; opposed 0; abstained 0

· Approval of Maintaining the 50 Cent Holds Fee for the Remainder of 2016 – For June and July 2016, the library has had 741 more holds than last year due to the library reducing the hold fee from $1 to 50 cents. During June and July the library has had $93 less in holds fee revenue than the previous year. The reduction in holds fee has been greatly received by our patrons.

**Action item: Approve keeping the holds fee at 50 cents for the remainder of the year**

Discussion: There has been much positive feed back from patrons. Many of the libraries are considering a $.50 hold fee. We have budgeted for the $.50 fee. Jeff will add the holds to our monthly “stats “ information.

_Sue called for a motion to approve keeping the holds fee at 50 cents for the remainder of the year._ Motion made by Judith; 2nd by Karen
In favor 7; opposed 0; abstained 0

- **2016 NYLA Conference Approval:** The director is requesting the library board approve two librarians attend this year’s New York Library Association (NYLA) Conference in Saratoga Springs, NY, November 6-8, 2014. The cost is not to exceed $1,710 to cover registration, mileage, meals and two night’s hotel.

  **Action item:** Approve the cost (not to exceed $1,710) in registration, mileage and lodging for two librarians (Cathy Kyle and Valerie Scheg) to attend the 2016 NYLA Annual Conference.

  Discussion: Cathy and Valerie will submit a written report after attending the conference to Jeff.

  Sue called for a motion to Approve the cost (not to exceed $1,710) in registration, mileage and lodging for two librarians (Cathy Kyle and Valerie Scheg) to attend the 2016 NYLA Annual Conference. Motion made by Karen; 2nd by Lori
  In favor 7; opposed 0; abstained 0

- **Approval of Purchasing a Multi-Tier Oak Veneer Display Unit and a Wooden Book Truck not to exceed $1,600 from the CPL Memorial Fund** - $1,500 was donated by a patron to the CPL Memorial Fund to go toward the purchase of display units for the library. The director requests the library board approve the purchase of a Multi-Tier Oak Veneer Display Unit to be placed by the Checkout Desk and a Wooden Oak Book Truck to be placed by the in-house book sale. Together these items will not exceed $1,600.

  **Action item:** Approve the Purchase of a Multi-Tier Oak Veneer Display Unit and a Wooden Book Truck not to exceed $1,600 from the CPL Memorial Fund

  Discussion: $1,500 was donated to The Memorial Fund specifically for this purchase.

  Sue called for a motion to Approve the Purchase of a Multi-Tier Oak Veneer Display Unit and a Wooden Book Truck not to exceed $1,600 from the CPL Memorial Fund
  Motion made by Jim; 2nd by Karen
  In favor 7; opposed 0; abstained

- **Approval of the 2017-2021 Chili Public Library Long Range Plan** – The CPL Long Range Planning Committee request the Library Board to approve the 2017-2021 CPL Long Range Plan.

  **Action item:** Approve the 2017-2021 Chili Public Library Long Range Plan as Presented.

  Discussion: Our first priority focuses on ensuring patrons are aware of what CPL offers. Our next priority is funding. Under this is a goal to develop sources of municipal and outside funding with a strategy to establish a CPL Foundation. The document has 5 priorities identified after the survey and focus groups responses were analyzed. There are goals, strategies, activities and evaluation methods for each priority. The paging of the document will be adjusted for easier reading.

  Sue called for a motion to Approve the 2017-2021 Chili Public Library Long Range Plan as Presented. Motion made by Andrew; 2nd by Jim
  In favor 7; opposed 0; abstained 0
MCLS News:
   · No news to report

State News:
   · No news to report

Meetings and Workshops and Outreach:
   Gates Chili Chamber of Commerce Golf Tournament and Dinner Auction – 8/1/16
   Supervisor/Library Board President Meeting – 8/2/16
   Friends of the Chili Public Library Board Meeting – 8/9/16
   Gates Chili Chamber of Commerce Golf Tournament Meeting – 8/16/16

Committees: Long Range Planning Committee: Document approved as presented. The Committee will continue to evaluate our goals as well as material and space needs.

Old Business: None

New Business: None

Additional Comments from Audience: None

Review of CPL Budget spreadsheet and Memorial Fund spreadsheet: Travel/Conferences was a bit higher than budgeted due to an opportunity for the Library Assistants to attend a conference. The variance under equipment will be covered by the Ranzenhofer Grant. Nothing unusual in the Memorial Fund.

Approval of Library Fund abstract for $11,234.02: Motion made by Lori; 2nd by Karen
In favor 7; opposed 0; abstained 0

Approval of Memorial Fund Expenditures: Approved in a previous motion.

Approval of Memorial Fund Donations: No donations

Sue called for a motion to adjourn at 7:15. Motion made by Lori; 2nd by Jeff
In favor 7; opposed 0; abstained 0
Next meeting date/time: September 27 @ Chili Public Library Barbara Ireland Community Room. 6:00pm.
The Chili Public Library is the center of lifelong learning for our community, and a welcoming responsive place people come to for the discovery of new ideas, the joy of reading and the power of information.

**Board of Trustees:** Susan Ackerman (President) Judith Kharbas (Vice-President), Lorraine Ahearn (Secretary), James Lechner (Memorial Fund Treasurer), Andrew Lucyszyn, Karen Reifenstein, Jeffrey Stoiber

Library Director: Jeff Baker
Town Liaison: Mary Sperr

Absent: None
Excused: None

**Meeting convened** by President Ackerman @ 6:00.

**Approval of agenda:** Motion made by Andrew; 2nd by Lori
In favor 7; opposed 0; abstained 0

**Approval of minutes** of August 23, 2016. Motion made by Judith; 2nd by Karen
In favor 7; opposed 0; abstained 0

**Communications**
- Guests/Public: None
- Town Board Liaison: The Board accepted the 2017 budget. Moody’s has upgraded Chili to a AA2 rating. Fall Fun Day will be held on October 22 @ Davis Park. Costumes can be worn and there will be Trick and Treating. Tree Lighting is December 2nd. Breakfast with Santa is December 3rd.

**Director’s Report**

**General Information:**
- CPL will be represented at the Fall Fun Day.
- CPL-on-the-Go will be at Stokoe Farms this weekend.
- A MCLS Fines and Fees Table 2016-2017 is in our packet.

- **Friends of the CPL Board Meeting** – The CPL Friend’s Board annual meeting and election of officers is Tuesday, October 11, 2016 at 6pm. Judith Kharbas has volunteered to attend. The Friends Board approved having up to $7,000 of the proceeds from the 2016 Gates Chili Chamber
of Commerce Golf Tournament and Dinner Auction go to the Teen Area Renovation project. The CPL Friends book sale is September 28th from 4pm-8pm (members preview), September 29th from Noon to 8pm, September 30th from 9am-4pm, October 1st from 9am – 4pm, and a $3 bag sale October 2nd from 1 pm-4pm. The Board will receive a copy of the Friends minutes in our monthly packet.

<table>
<thead>
<tr>
<th>CPL Statistics –</th>
<th>August 2016</th>
<th>August 2015</th>
<th>% of change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circulation</td>
<td>25,702</td>
<td>24,778</td>
<td>4%</td>
</tr>
<tr>
<td>Library Visits</td>
<td>14,325</td>
<td>13,552</td>
<td>6%</td>
</tr>
<tr>
<td>Reference Questions</td>
<td>1,733</td>
<td>1,550</td>
<td>12%</td>
</tr>
<tr>
<td>Programs</td>
<td>46</td>
<td>30</td>
<td>53%</td>
</tr>
<tr>
<td>Program Attendance</td>
<td>1,527</td>
<td>1,588</td>
<td>-4%</td>
</tr>
<tr>
<td>Items Borrowed (holds)</td>
<td>925</td>
<td>645</td>
<td>43%</td>
</tr>
<tr>
<td>Items Loaned (holds)</td>
<td>562</td>
<td>410</td>
<td>37%</td>
</tr>
<tr>
<td>Overdrive</td>
<td>1,651</td>
<td>1,620</td>
<td>2%</td>
</tr>
<tr>
<td>Meeting Room</td>
<td>48</td>
<td>51</td>
<td>-6%</td>
</tr>
<tr>
<td>Website Visits</td>
<td>6,091</td>
<td>4,740</td>
<td>29%</td>
</tr>
<tr>
<td>Website Pageviews</td>
<td>10,522</td>
<td>8,523</td>
<td>23%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>September 2015 - August 2016</th>
<th>September 2014 - August 2015</th>
<th>% of change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circulation</td>
<td>277,686</td>
<td>300,149</td>
</tr>
<tr>
<td>Library Visits</td>
<td>149,532</td>
<td>154,798</td>
</tr>
<tr>
<td>Reference Questions</td>
<td>18,423</td>
<td>19,206</td>
</tr>
<tr>
<td>Programs</td>
<td>544</td>
<td>562</td>
</tr>
<tr>
<td>Program Attendance</td>
<td>14,060</td>
<td>14,921</td>
</tr>
<tr>
<td>Overdrive</td>
<td>19,077</td>
<td>16,680</td>
</tr>
</tbody>
</table>

Library visits, circulation, website visits and website page views were up. Items borrowed and loaned were up. Items are counted in statistics at the check out site.
5th Annual Legislative Thank You Breakfast: Staff, trustees, volunteers, and friends are invited to attend a legislative thank you breakfast at the Henrietta Public Library on Friday, October 28 from 8:30 - 10 am. The theme is “Libraries Are Education.” This event is sponsored by RRLC, Monroe County Library System, Pioneer Library System, the area's five School Library Systems, and the Friends and Foundation of Rochester Public Library. The theme emphasizes the partnership of libraries and schools. Registration can be done on line or let Jeff know you would like to go and he will register us.

Old Items:

* Summer Reading Statistics - This summer, the Youth Services staff had children checking in weekly with their “miles” for the week—they counted every 30 minutes of reading or 30 minutes of exercise as one mile (or every 15 minutes for the younger kids). Over 1,500 kids checked in over the six weeks, accumulating 33,558 ‘miles’—which works out to a whopping 755,055 minutes of reading and exercising!

* New Teen Space at the Chili Public Library - On September 9th the Chili Public Library was very excited to open their new teen space, which has been lovingly named “Teenship” by the library’s Teen Friends. This was accomplished with the help of bullet aid from Senator Michael H. Ranzenhofer, and financial support from the Friends of the Chili Public Library and the Gates-Chili Chamber of Commerce Golf Tournament and Dinner Auction.

The Library had more than fifty people attend the Ribbon Cutting Ceremony, including Teen Friends and teen volunteers, as well as teens who regularly attend the library’s programs. The Library was also honored to be joined by Senator Michael Ranzenhofer, Chili Town Supervisor David Dunning, Director of the Monroe County Library System Patty Uttaro, Assistant Director of the Monroe County Library System Sally Snow, President of the Gates-Chili Chamber of Commerce Board Mary Sperr, and President of the Friends of the Chili Public Library Bob Pacer.

After pizza and opening speeches, the ribbon was officially cut. The teens were so excited to have a dedicated spot, and they immediately got comfortable in the new seating. You could really tell that they appreciated having a space all their own! Click here to see more photos of the new teen space https://www.facebook.com/chililibrary/photos/?tab=album&album_id=10154061277038937. Signage is up in the Teen Space.

$13,000 came from The Friends and $7,200 from Bullet Aid for the renovation.

New Items:

* Approval of the 2016-2017 Bullet Aid in the Amount of $11,000 Received from the Office of Senator Michael H. Ranzenhofer – The Monroe County Library System has received $11,000 in bullet aid for the Chili Public Library from the Office of Senator Michael H. Ranzenhofer. The director requests the library approve the voucher of this payment from MCLS to the Chili Public Library. Past support from the Senator has resulted in computer upgrades and renovation of the Teen area. The director plans to use the 2016-17 bullet aid to centralize the Library’s public
computers which will then allow additional space for new furniture and equipment in the Library’s Reading area. This renovation will further enhance our welcoming, responsive place where our patrons can experience the joy of reading.

Action Requested: The Library Board approves the 2016-2017 Bullet Aid in the Amount of $11,000 Received from the Office of Senator Michael H. Ranzenhofer.

Discussion: Centralizing the computers will help users have more quiet space which is part of our Long Range Plan. The question was asked about the possibility of self checkout. At this time the equipment is quite costly and our check-out wait-time is generally not that long. Children’s Room check-out is easier to do and the staff is looking at the best way to accomplish this.

Sue called for a motion to approve the 2016-2017 Bullet Aid in the Amount of $11,000 Received from the Office of Senator Michael H. Ranzenhofer.
Motion made by Jim; 2nd by Judith
In favor 7; opposed 0; abstained 0

Approval of Chili Public Library Proposed 2017 Closed Dates: The Director is proposing that the library be closed the following dates for 2017.

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 1</td>
<td>Sunday</td>
<td>New Year’s Day</td>
</tr>
<tr>
<td>January 2*</td>
<td>Monday</td>
<td>New Year’s Day (observed)</td>
</tr>
<tr>
<td>January 16*</td>
<td>Monday</td>
<td>Martin Luther King Day</td>
</tr>
<tr>
<td>February 20*</td>
<td>Monday</td>
<td>President’s Day</td>
</tr>
<tr>
<td>March 3**</td>
<td>Friday</td>
<td>Staff Retreat</td>
</tr>
<tr>
<td>April 16</td>
<td>Sunday</td>
<td>Easter</td>
</tr>
<tr>
<td>May 27</td>
<td>Saturday</td>
<td>Memorial Day weekend</td>
</tr>
<tr>
<td>May 28</td>
<td>Sunday</td>
<td>Memorial Day weekend</td>
</tr>
<tr>
<td>May 29*</td>
<td>Monday</td>
<td>Memorial Day</td>
</tr>
<tr>
<td>July 3*</td>
<td>Monday</td>
<td>Floating Holiday</td>
</tr>
<tr>
<td>July 4*</td>
<td>Tuesday</td>
<td>Independence Day</td>
</tr>
<tr>
<td>September 4*</td>
<td>Monday</td>
<td>Labor Day</td>
</tr>
<tr>
<td>November 22</td>
<td>Wednesday</td>
<td>Close @ 5PM</td>
</tr>
<tr>
<td>November 23*</td>
<td>Thursday</td>
<td>Thanksgiving Day</td>
</tr>
<tr>
<td>November 24</td>
<td>Friday</td>
<td>Day after Thanksgiving</td>
</tr>
<tr>
<td>December 23</td>
<td>Saturday</td>
<td>Christmas Day weekend</td>
</tr>
<tr>
<td>December 24</td>
<td>Sunday</td>
<td>Christmas Eve</td>
</tr>
<tr>
<td>December 25*</td>
<td>Monday</td>
<td>Christmas Day</td>
</tr>
</tbody>
</table>

Closed Saturdays and Sundays: June 3 – September 2

*9 paid holidays
**Staff Training Day
Staff who are veterans are given a paid holiday for Veterans Day

Action Requested: The Library Board approves the proposed 2017 closed dates for Chili Public Library.

*** paid holiday for staff who are veterans

Action Requested: The Library Board approves the proposed 2017 closed dates for Chili Public Library.
Discussion: Jeff supplied a comprehensive chart showing the number of paid holidays for MCLS per library which allowed us to compare Chili to similar size libraries. Another chart detailed MCLS members Saturday and Sunday hours. The proposed 2017 CPL closed dates includes an additional floating holiday bringing the total to 9. The holiday would be used on July 3rd as July 4th falls on a Tuesday. It was agreed this was a logical plan. Since we are at the lower end for paid holidays it was felt this increase is a fair addition for staff. The total additional cost is estimated to be between $500-$600. The proposed Saturday and Sunday close dates are changed from previous years. The board felt it was beneficial to patrons to have May and September Sunday hours while school is in session. It is also less confusing to schedule weekend hours rather than having different close dates for Saturday and Sunday. These changes are estimated to cost $500-$600.

Sue called for a motion to approve the proposed 2017 closed dates for Chili Public Library. Motion made by Jeff; 2nd by Judith
In favor 7; opposed 0; abstained 0

• Approval of Proposed CPL Board of Trustees 2017 meeting dates:
  January 24       Barbara Ireland Community Room
  February 28      Barbara Ireland Community Room
  March 28         Barbara Ireland Community Room
  April 25         Barbara Ireland Community Room
  May 23           Barbara Ireland Community Room
  June 27          Barbara Ireland Community Room
  July 25          Barbara Ireland Community Room
  August 22        Barbara Ireland Community Room
  September 26     Barbara Ireland Community Room
  October 24       Barbara Ireland Community Room
  November 28      Barbara Ireland Community Room
  December 19      Barbara Ireland Community Room
Action requested: The Library Board approves the proposed CPL Board of Trustees 2017 meeting dates as presented.

Sue called for a motion to approve the proposed CPL Board of Trustees 2017 meeting dates as presented. Motion made by Judith; 2nd by Karen
In favor 7; opposed 0; abstained 0
Approval of Funds for Staff Training Day on Friday, March 3, 2017 – The Director requests the authorization to use $1,000 of the CPL Memorial Fund for Staff Training Day to be held on Friday, March 3, 2017.

• **Action Requested:** Authorize the use of Memorial Fund Staff Training Day to be held on Friday, March 3, 2017 in the amount not to exceed $1,000.

Discussion: Funds are used for food, rental of an off-site location, materials and speakers. Jeff S. will look into the possibility of the George Eastman House as a site. An off site location has proved to be conducive to getting work done with focus on the training without interruptions that occur at our home site.

*Sue called for a motion to authorize the use of Memorial Fund Staff Training Day to be held on Friday, March 3, 2017 in the amount not to exceed $1,000.*

Motion made by Jeff; 2nd by Andrew
In favor 7; opposed 0; abstained 0

- Approval of the Funds to Purchase Toddler Kitchen Set and Equipment – The Director requests the library board authorize the use of up to $1,500 of the CPL Memorial Fund to purchase a Printrbot Play 3D Printer, a digital open hours sign for the lobby, and a Safe-Play Toddler Kitchen set for the Children’s area.

• **Action Requested:** Authorize the use of Memorial Fund for the purchase of a 3D printer, digital open hours sign, and toddler kitchen set not to exceed $1,250.

Discussion: There was a question about allowing patron use of the 3D printer. At this time it does not seem feasible due to the need for training before use and space limitations. Jill Sutter has 3D training. The children enjoy the basic garage sale kitchen set we currently have but often look for various items that are missing from the set.

*Sue called for a motion to Authorize the use of Memorial Fund for the purchase of a 3D printer, digital open hours sign, and toddler kitchen set not to exceed $1,250.*

Motion made by Jim; 2nd by Judith
In favor 7; opposed 0; abstained

**Meetings and Workshops and Outreach:**

- Executive Gates Chili Chamber of Commerce Board Meeting – 8/30/16
- Town Library Directors Council – 9/7/16
- Town Board Budget Meeting – 9/7/16
- Chili Supervisor Meeting – 9/8/16
- Teen Area Renovation Ribbon Cutting – 9/9/16
- Gates Chili Chamber of Commerce Board Meeting – 9/12/16
- CPL Friends Board Meeting – 9/13/16
- Gates Chili Chamber of Commerce State of the State Event – 9/16/16
Committees: None

Old Business: None

New Business: None

Additional Comments from Audience: None

Review of CPL Budget spreadsheet and Memorial Fund spreadsheet: There are no unusual activities. We discussed the renewal of CDs.

Approval of Library Fund abstract-$18,522.68: Motion made by Andrew; 2nd by Judith
In favor 7; opposed 0; abstained 0

Approval of Memorial Fund Expenditures- $135.18: Motion made by Lori; 2nd by Jim
In favor 7; opposed 0; abstained 0

Approval of Memorial Fund Donations - $290.00: Motion made by Lori; 2nd by Jim
In favor 7; opposed 0; abstained 0

Sue called for a motion to adjourn at Motion made by Lori; 2nd by Jeff
In favor 7; opposed 0; abstained 0

Next meeting date/time: October 25, 2016 @ Chili Public Library Barbara Ireland Community Room. 6:00pm.
Chili Public Library Board of Trustees Meeting
Approved for October 25, 2016

Chili Public Library Mission Statement

The Chili Public Library is the center of lifelong learning for our community, and a welcoming responsive place people come to for the discovery of new ideas, the joy of reading and the power of information

Board of Trustees: Susan Ackerman (President) Judith Kharbas (Vice-President), Lorraine Ahearn (Secretary), James Lechner (Memorial Fund Treasurer), Andrew Lucyszyn (arrived at 6:10), Karen Reifenstein, Jeffrey Stoiber

Library Director: Jeff Baker
Town Liaison: Mary Sperr

Absent: None
Excused: None

Meeting convened by President Ackerman @ 6:05

Approval of agenda: Motion made by Judith; 2nd by Karen
In favor 6; opposed 0; abstained 0

Approval of minutes of September 27, 2016 Motion made by Jeff; 2nd by Karen
In favor 6; opposed 0; abstained 0

Communications

· Guests/Public: None

· Town Board liaison: The Town Board approved a four year contract with the Town of Chili collective bargaining unit. Extra money was put into health care.

Director’s Report

The Director read a thank you note sent to Mrs. A. and Miss Jill for the wonderful children’s story hour programs.

Jeff and Deb Amesbury will attend the 10th year anniversary celebration at the Legacy at Parklands where CPL will receive a community partner award. Deb conducts a monthly book club at the site.

General Information:

· Friends of the CPL Board Meeting – The next CPL Friends meeting is Tuesday, November 8, 2016. Jim Lechner has volunteered to attend. National Friends of Libraries Week was October 16-22, 2016. The Director greatly appreciates the hard work and dedication of our Friends group.
The CPL Friend’s Board had their annual meeting and election of officers on Tuesday, October 11, 2016. The officers elected were President-Bob Pacer, Vice President – David MacMillen, Recording Secretary – Linda Groves, Corresponding Secretary – Megan Neumann, Treasurer – Marcia Johnson. The 2015-2016 Friends President report will be distributed at the Library Board meeting. The CPL Friends booksale raised a record $2,626 for materials sold and $465 in membership fees.

Jim called for a motion to sincerely thank the CPL Friends for their continued and increasing support of the Chili Public Library. It was unanimously approved.

### CPL Statistics –

<table>
<thead>
<tr>
<th>Month</th>
<th>September 2016</th>
<th>September 2015</th>
<th>% of change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circulation</td>
<td>21,194</td>
<td>22,795</td>
<td>-7%</td>
</tr>
<tr>
<td>Library Visits</td>
<td>11,664</td>
<td>12,101</td>
<td>-4%</td>
</tr>
<tr>
<td>Reference Questions</td>
<td>1,469</td>
<td>1,447</td>
<td>2%</td>
</tr>
<tr>
<td>Programs</td>
<td>50</td>
<td>43</td>
<td>16%</td>
</tr>
<tr>
<td>Program Attendance</td>
<td>1,003</td>
<td>934</td>
<td>7%</td>
</tr>
<tr>
<td>Items Borrowed (holds)</td>
<td>727</td>
<td>809</td>
<td>-10%</td>
</tr>
<tr>
<td>Items Loaned (holds)</td>
<td>524</td>
<td>476</td>
<td>10%</td>
</tr>
<tr>
<td>Overdrive</td>
<td>1,757</td>
<td>1,440</td>
<td>22%</td>
</tr>
<tr>
<td>Meeting Room</td>
<td>60</td>
<td>70</td>
<td>-14%</td>
</tr>
<tr>
<td>Website Visits</td>
<td>6,001</td>
<td>4,459</td>
<td>35%</td>
</tr>
<tr>
<td>Website Pageviews</td>
<td>10,524</td>
<td>8,474</td>
<td>24%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>October 2015 - September 2016</th>
<th>October 2014 - September 2015</th>
<th>% of change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circulation</td>
<td>276,085</td>
<td>298,166</td>
<td>-7%</td>
</tr>
<tr>
<td>Library Visits</td>
<td>149,095</td>
<td>153,578</td>
<td>-3%</td>
</tr>
<tr>
<td>Reference Questions</td>
<td>18,445</td>
<td>18,967</td>
<td>-3%</td>
</tr>
<tr>
<td>Programs</td>
<td>551</td>
<td>570</td>
<td>-3%</td>
</tr>
<tr>
<td>Program Attendance</td>
<td>14,129</td>
<td>15,281</td>
<td>-8%</td>
</tr>
<tr>
<td>Overdrive</td>
<td>19,394</td>
<td>16,861</td>
<td>15%</td>
</tr>
</tbody>
</table>
There is an increase in reserves since the fee has been decreased to $.50.

- **5th Annual Legislative Thank You Breakfast** - The Library Director and members of the Library Board will be attending a legislative thank you breakfast at the Henrietta Public Library on Friday, October 28 from 8:30 - 10 am. The theme is “Libraries Are Education.” This event is sponsored by RRLC, Monroe County Library System, Pioneer Library System, the area’s five School Library Systems, and the Friends and Foundation of Rochester Public Library.

- **Holiday Parties and Parades** – The CPL holiday party is scheduled for Friday, December 16th at 5:30pm. Library Board, Town Board, CPL Friends Board, staff and volunteers are welcome to attend. The Town’s Staff Annual Holiday Party is Friday, December 23rd from 12pm-2pm at the Senior Center. Library Board and library staff are welcome to attend. The Library will have a float in the Town’s Christmas Lights Display Parade is Friday, December 2nd, 2016. The Friends will participate in the parade again this year.

- **CPL-on-the-Go! for October** – CPL-on-the-Go! visited Stokoe Farm on October 1 and the Town’s Chili Fall Festival on October 22nd. The service is scheduled to be at the Gates Chili School District Health Fair on October 27 and will be back at Stokoe Farm on October 30. CPL-on-the-Go was a success at Stokoe. The next visit will be from 11-3 rather than 10-2. The Garden Factory was suggested as another possible place for a CPL-on-the-Go visit.

- **Proceeds from the 2016 Gates Chili Chamber of Commerce Golf Tournament** - The Friends of the Chili Public Library will be receiving $8,000 at the Gates Chili Chamber of Commerce at the Chamber’s Annual Meeting on November 15, 2016. CPL Friends President Bob Pacer and the Library Director will accept the check on behalf of the library.

- **Digitization of Past Library Board Minutes** – Library Page Hannah Morrison is in the process of digitizing the minutes of past Chili Public Library Board meetings and putting them up on the library’s website. When completed all the Board meeting minutes from the time of Library Board’s initial appointment in July 1961 to the present will be digitized. Using the screen Jeff showed us some of the early minutes now on the website. We also looked at the Trustees Section.

- **Opioid Overdose Prevention Training** – The John L. Norris Addiction Treatment Center provides免费 overdose prevention training. In light of reported increased incidents of opioid use, abuse, and even overdose across the country the Director sent librarians Richard Gagnier and Jennifer Lindsey to training. Training content included:
  - Trends in current opioid and heroin overdose.
  - Know the indicators, risk and signs of opioid overdose.
  - Learn “How to” through “Hands-On” training in OD prevention.
  - Leave equipped and trained to reverse an opioid overdose.
  - Receive a training certificate and get the “blue opioid overdose kit”.
The board agreed this was important training to have.

- **Teen Area Renovation Update** – With the delivery of a mobile shelving unit the Teen area renovation is now complete. The shelving serves an additional purpose by helping to make the teen area a separate space.

- **Conversations on Race Program** – The Friends & Foundation of the Rochester Public Library (FFRPL) has invited the public to attend a Conversations on Race program at public libraries throughout Monroe County on several dates this fall. Conversations on Race are free, facilitated and open dialogues about race, awareness of racial identity, segregation in our individual lives, the connections of race and poverty, and impact on the community. Each Conversation is unique, and everyone participates in whole-group and small-group discussion. This year two city branch libraries, Chili, Hamlin, Greece and Webster libraries participated. The Chili Public Library program was held October 12, 2016. There were nine participants. They all thanked the library for holding the program.

- **Evening Programs held at the Chili Public Library** – A goal under priority five of the CPL Long Range Plan is to enhance the programs of the Library. An activity to accomplish this is to determine the correct number of programs that should be held in the evening and weekends. Adult programs are already often held on evening and weekends. The Youth Services staff have created programs specifically to be held Monday and Thursday evenings and have several holiday programs scheduled on Saturdays from now until the end of the year.
  - On Mondays there are evening programs from 6-7:30pm
    - First and third Mondays is Chess Club
    - Second and Fourth Mondays is Minecraft Madness
  - On Thursdays there are Explore Your Imagination programs from 5:45-6:45pm.
    - First Thursday is Explore Legos
    - Second Thursday is Explore Robots and Computers
    - Third Thursday is Explore Art
    - Fourth Thursday is Explore Technology
  - Every Thursday there is a Pajama Storytime program from 7-7:30pm
The staff will be keeping track of the success of these programs by recording the number of attendees and anecdotal feedback.

**Discussion:** The programs have been publicized in our newsletters, on cards in the library kiosk, on our website, and on Facebook. We should continue to look for other ways to promote the programs. The programs correlate to the STEM curriculum in our schools.

**Old Items:**

- **2016 Monroe County Library System Libraries Summer Reading Program Results for Children & Teens** – The following is from the MCLS/RPL Director’s Library System Board October Report. Summer is always a busy time in libraries and 2016 was no different. We have seen a general flattening out of participation in the summer reading program and, although there has been an increase in the number of complementary programs offered, a decline in program participation occurred in 2016. Staff attribute this decline to the proliferation of summer activities offered throughout the county by schools and other agencies serving children. Attention to the
“summer slide” has prompted more parents and caregivers to enroll children in organized, school-based programs, pulling them away from the drop-in and other programs at public libraries. Despite this decline in attendance, summer reading program participation remained steady, and libraries were busy.

Discussion: We need to educate ourselves to provide new programs and services for youth.

New Items:

- **Branch Grouping Service** – In January through March 2016 the Library System participated in a test that eliminated the My Branch Only option for holds. This test helped determine the elimination of the My Branch Only option improved borrowing at the member library level. At the October Directors’ Council meeting nine town library directors including Chili agreed to continue to not have the My Branch Only option. This means no additional restrictions will be put on materials to prevent items from filling holds at other participating libraries. The goal is to have more new popular materials available to patrons so they do not have to wait as long in the hold queue to get their requested material. Discussion: CPL did not find a problem with eliminating the My Branch Only option. We will now make new books available to the nine branch libraries that have agreed to end the option.

- **New and Improved OverDrive Website** – OverDrive, the Library System’s platform for downloading eBooks, audiobooks, music and streaming videos has enhanced its website to provide the following improvements.
  
  BETTER BROWSING
  
  - Simple availability banners
  - New ways to find titles
  - New site-wide audience filters
  - The whole digital library on any device

  EASIER BORROWING
  
  - More options for signing in
  - Easy-to-customize lending periods
  - Instant access to titles from the details page
  - "Books" icon takes you right to borrowed titles
OTHER IMPROVED FEATURES

- Improvements to placing and retrieving holds
- Instant recommendations for your library
- Changes to the renewal process

Discussion: We need to be sure patrons are aware of how to use Overdrive. A link on the website can demonstrate how to download the app.

MCLS News:

- **Brighton Memorial Library Grand Opening** - The grand reopening of the Brighton Memorial Library renovation is scheduled for Sunday October 30th. As part of the renovation two charging stations have been put in the parking lot for electric vehicles.

- **Brockport – Seymour Library** - the Brockport – Seymour Library is celebrating its 80th anniversary of its founding of the library and the 20th anniversary of the library building

Meetings and Workshops and Outreach:

- Directors’ Council Meeting – 10/5/16
- Circulation Staff Meeting – 10/7/16
- Gates Chili Chamber of Commerce Board Meeting – 10/11/16
- CPL Friends Board Meeting – 10/11/16
- Gates Chili Chamber of Commerce Golf Meeting – 10/12/16
- Chili Supervisor Meeting – 10/11/16
- Gates Chili Chamber of Commerce Program Committee – 10/13/16
- Gates Chili Chamber of Commerce Event – Cheryl Dinolfo Speaker – 10/18/16

Committees: None

Old Business: None

New Business: None

Additional Comments from Audience: None

Review of CPL Budget spreadsheet and Memorial Fund spreadsheet: Increased State aid has increased revenues. The unclassified revenue goal has already been met. The travel/conference expenses were over budget due to the opportunity to send the library assistants to a conference as previously discussed.
Approval of Library Fund abstract $11,764.93:  Motion made by Judith; 2nd by Karen
In favor 7; opposed 0; abstained 0

Approval of Memorial Fund Expenditures $1056.79:  Motion made by Lori; 2nd by Judith
In favor 7; opposed 0; abstained 0

Approval of Memorial Fund Donations:  Motion made by Andrew; 2nd by Karen
In favor 7; opposed 0; abstained 0

Sue called for a motion to adjourn at 7:00.  Motion made by Jeff; 2nd by Karen
In favor 7; opposed 0; abstained 0

Next meeting date/time: November 15, 2016  @ Chili Public Library Barbara Ireland Community Room.  6:00pm.
Chili Public Library Board of Trustees Meeting
Approved Minutes for November 15, 2016

Chili Public Library Mission Statement

The Chili Public Library is the center of lifelong learning for our community, and a welcoming responsive place people come to for the discovery of new ideas, the joy of reading and the power of information.

Board of Trustees: Susan Ackerman (President) Judith Kharbas (Vice-President), Lorraine Ahearn (Secretary), James Lechner (Memorial Fund Treasurer), Andrew Lucyszyn, Karen Reifenstein, Jeffrey Stoiber

Library Director: Jeff Baker
Town Liaison: Mary Sperr

Absent: None
Excused: None

Meeting convened by President Ackerman @ 6:00.

Approval of agenda: Motion made by Judith; 2nd by Jeff
In favor 7; opposed 0; abstained 0

Approval of minutes of October 25, 2016. Motion made by Judith; 2nd by Andrew
In favor 7; opposed 0; abstained 0

Communications

· Guests/Public: None
· Town Board liaison /Gates Chili Chamber of Commerce: The Town Board approved the Bullet Aid from Senator Ranzenhofer. The Chamber of Commerce Golf Tournament is set for July 31, 2017. The Committee is looking for new sponsors, including a presenting sponsor.

Director’s Report

Jeff included the 2017 Golf Tournament brochure in our packet. The brochures will be at the circulation desk. The advertising will include flyers and “Save the Date” post cards. We all appreciate the Chamber’s sponsoring this event and thank them for their continuing support.

General Information:

· Friends of the CPL Board Meeting – The next CPL Friends meeting is Tuesday, December 13, 2016. The Friends Board had a membership table set up in the library on Monday, October 31st. Friends Board also helped the Youth Services Department with their Halloween Program on Saturday, October 29th. The Friends have become even more actively involved with CPL programs. “Eat Around Rochester” coupon book will again be a fundraiser. For each $25.00 sale the Friends receive $10.00. The next Friends meeting is on the same date as our Board meeting.
<table>
<thead>
<tr>
<th>Month</th>
<th>October 2016</th>
<th>October 2015</th>
<th>% of change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circulation</td>
<td>22,083</td>
<td>23,430</td>
<td>-6%</td>
</tr>
<tr>
<td>Library Visits</td>
<td>11,729</td>
<td>13,791</td>
<td>-15%</td>
</tr>
<tr>
<td>Reference Questions</td>
<td>1,622</td>
<td>1,472</td>
<td>10%</td>
</tr>
<tr>
<td>Programs</td>
<td>66</td>
<td>43</td>
<td>53%</td>
</tr>
<tr>
<td>Program Attendance</td>
<td>1,327</td>
<td>1,246</td>
<td>7%</td>
</tr>
<tr>
<td>Items Borrowed (holds)</td>
<td>791</td>
<td>722</td>
<td>10%</td>
</tr>
<tr>
<td>Items Loaned (holds)</td>
<td>619</td>
<td>473</td>
<td>31%</td>
</tr>
<tr>
<td>Overdrive</td>
<td>1,715</td>
<td>1,466</td>
<td>17%</td>
</tr>
<tr>
<td>Meeting Room</td>
<td>80</td>
<td>70</td>
<td>14%</td>
</tr>
<tr>
<td>Website Visits</td>
<td>6,289</td>
<td>4,754</td>
<td>32%</td>
</tr>
<tr>
<td>Website Pageviews</td>
<td>11,018</td>
<td>8,727</td>
<td>26%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>November 2015 - October 2016</th>
<th>November 2014 - October 2015</th>
<th>% of change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circulation</td>
<td>274,738</td>
<td>294,712</td>
<td>-7%</td>
</tr>
<tr>
<td>Library Visits</td>
<td>147,033</td>
<td>153,759</td>
<td>-4%</td>
</tr>
<tr>
<td>Reference Questions</td>
<td>18,595</td>
<td>18,893</td>
<td>-2%</td>
</tr>
<tr>
<td>Programs</td>
<td>574</td>
<td>553</td>
<td>4%</td>
</tr>
<tr>
<td>Program Attendance</td>
<td>14,210</td>
<td>15,141</td>
<td>-6%</td>
</tr>
<tr>
<td>Overdrive</td>
<td>19,643</td>
<td>17,046</td>
<td>15%</td>
</tr>
</tbody>
</table>

Circulation and library visits were down but everything else was up compared to October 2015.
• **Holiday Parties and Parades** – The CPL holiday party is scheduled for Friday, December 16th at 5:30pm. Library Board, Town Board, CPL Friends Board, staff and volunteers are welcome to attend. The Town’s Staff Annual Holiday Party is Friday, December 23rd from 12pm-2pm at the Senior Center. Library Board and library staff are welcome to attend. The Library will have a float in the Town’s Christmas Lights Display Parade is Friday, December 2nd, 2016. We received invitations to the CPL holiday party. The staff and Friends are working on the CPL float.

• **CPL-on-the-Go!** – CPL-on-the-Go! visited the Gates Chili School District Health Fair on October 27th and the Rochester Children’s Festival on November 12th. Pictures are on the CPL Facebook page and on the monitor behind the information desk.

• **2016 Gates Chili Chamber of Commerce Annual Meeting** - The Friends of the Chili Public Library President Bob Pacer and the Director received a ceremonial $8,000 check at the Gates Chili Chamber of Commerce at the Chamber’s Annual Meeting on November 15th on behalf of the Library. An oversized mock-up of the check from the 2016 Tournament will be hung in the Library.

• **Full Staff Training** – At the full staff training on November 4th the Director welcomed Chili Senior Center Department Head Mary Anne Sears, Chili Highway Department Head David Lindsey, and Chili Recreation Department Head Mike Curley to talk about their respective Departments. The staff found the information shared at the training to be very useful and will help them assist patrons in the future.

• **Certificate of Appreciation from Legacy at Parklands** – Legacy of Parkland celebrated their 10 year anniversary in Chili. At the event the Library received a community partner appreciation certificate for Library’s book discussion group held at the senior living center. Deb Amesbury has been leading the book discussion group for the past eight years. Jenn Freese is working with administrators at Legacy to see what programs would interest the residents. If there is a lot of interest in a program the Legacy could use a van to transport people to the event.

**Old Items:**

• **2016 Annual Legislative Thank You Breakfast** - From the Rochester Regional Library Council. Sponsored by the Library Systems of the Greater Rochester Area and the Friends and Foundation of the Rochester Public Library. Another great turnout at the Legislative Thank You Breakfast held at the Henrietta Public Library on October 28th. Legislators who attended included Assemblymen Harry Bronson, Mark Johns, and Peter Lawrence; Senators Patrick Gallivan and
Joseph Robach. Also attending were Spencer Bernard, Deputy Director for the Finger Lakes Regional Office of the NYS Assembly; Aaron Baker, Assemblyman Peter Lawrence’s office; and Sam Friedman, Assemblyman Joe Morelle’s office, Alexander Barrette, Senator Rich Funke’s office, and Annie Chwiecko, Senator Patrick Gallivan’s office. It was a well received event.

- **NYLA Conference, November 2-5.** We received written reports from Cathy Kyle and Valerie Scheg detailing the workshops they attended at the conference. They took away much information and gained specific ideas to use at CPL. The Board appreciated the reports. We remain committed to supporting opportunities for professional development.

**New Items:**


The major addition to the revised 2016 online edition is found in a new appendix: "The Role of the Public Library Treasurer." This new appendix includes background information on this important topic and answers some of the many questions the authors have received over the past year. The 2016 revisions embed links to key State Library hosted webinars of use to trustees, links to NYLA’s Field Guide to Civil Service and address other significant issues related to Library Treasurers and Library District Clerks. The Handbook is produced with the assistance of the Public Library System Directors Organization of New York State, the Library Trustees Association of New York State, the New York State Library and the New York Library Association. Discussion: The Board received a copy of this section. We are a municipal library. In reading the information the Director and Board feel the need for clarification. Some questions are: Do we need a finance officer? Do we need an independent treasurer? It was suggested that if there are changes we should discuss them with the auditor. Jeff will take questions to the Town Library Directors Council and see how other libraries are interpreting this advisory.

**MCLS News:**

- **New MCLS Website** – The goal of MCLS is to have a new and improved website for patrons to use by the end of the year. The Director will show the Library Board at their meeting a draft version of the new website. When the new website is live it will only link to Catalog Plus as the Classic Catalog is no longer supported and will be eliminated by TLC in 2018.
Meetings and Workshops and Outreach:
- Legacy at Parkland 10 Year Anniversary Event – 10/27/16
- Town of Chili Wellness Fair – 10/27/16
- RRLC Legislative Thank You Event – 10/28/16
- Gates Chili Chamber of Commerce Golf Meeting – 11/1/16
- Directors’ Council Meeting – 11/2/16
- CPL Full Staff Meeting – 11/4/16
- Gates Chili Chamber of Commerce Board Meeting – 11/8/16
- CPL Friends Board Meeting – 11/8/16
- Gates Chili Chamber of Commerce Program Committee – 11/10/16
- MCLS Town Library Directors Council Meeting – 11/10/16
- Gates Chili Chamber of Commerce Annual Meeting – 11/15/16

Committees: None

Old Business: None

New Business: None

Review of CPL Budget spreadsheet and Memorial Fund spreadsheet: The $11,000 Bullet Aid was added to our revenues. We have exceeded our budgeted revenue from printing and faxes. The cost of employee pension is lower than expected. More money has been spent on materials since the report.

Approval of Library Fund abstract amt. $32698.51: Motion made by Karen ; 2nd by Judith
In favor 7; opposed 0; abstained 0

Approval of Memorial Fund Expenditures amt. $31686: Motion made by Lori; 2nd by Jim
In favor 7; opposed 0; abstained

Approval of Memorial Fund Donations amt. $2000: Motion made by Judith; 2nd by Karen
In favor 7; opposed 0; abstained 0

Additional Comments from Audience: Mary supplied additional information about the previous Tournament sponsors.

Sue called us into executive session @ 6:58 to discuss a personnel concern
Reconvened @ 7:00

The Director requested that up to 4 weeks (30 hours) be released from the Sick Day Donation Bank to a part-time employee in need of the time.

Sue called the motion and it was unanimously approved.

Sue called for a motion to adjourn @ 7:05. Motion made by Jeff; 2nd by Lori
In favor 7; opposed 0; abstained 0

Next meeting date/time: December 13, 2016 @ Chili Public Library Conference Room. 6:00pm.
Chili Public Library Board of Trustees Meeting
Approved Minutes for December 13, 2016

Chili Public Library Mission Statement

The Chili Public Library is the center of lifelong learning for our community, and a welcoming responsive place people come to for the discovery of new ideas, the joy of reading and the power of information.

**Board of Trustees**: Susan Ackerman (President) Judith Kharbas (Vice-President), Lorraine Ahearn (Secretary), James Lechner (Memorial Fund Treasurer), Andrew Lucyszyn, Karen Reifenstein, Jeffrey Stoiber

Library Director: Jeff Baker
Town Liaison: Mary Sperr

Absent: None
Excused: None

**Meeting convened** by President Ackerman @ 6:00

**Approval of agenda with addition as discussed**: Motion made by Andrew; 2nd by Karen
In favor 7; opposed 0; abstained 0

**Approval of minutes** of November 15, 2016. Motion made by Judith; 2nd by Karen
In favor 7; opposed 0; abstained 0

**Communications**

- Guests/Public: None
- Town Board liaison /Gates Chili Chamber of Commerce: The Board has had a good productive year. The last Board meeting for 2016 will be on December 30th. The Board will close out bills etc. as we move to a new year.

**Director’s Report**

**General Information:**

- **Friends of the CPL Board Meeting** – The next CPL Friends meeting is Tuesday, December 13, 2016. Due to a patron’s large donation of materials, the Friends Board has decided to have a Pop-Up Book Sale on Saturday, December 17 from 9am to 5pm, and Sunday, December, 18 from 1pm to 4pm. 12,500 books were donated. The Friends picked up the books at the patron’s home.
<table>
<thead>
<tr>
<th>Month</th>
<th>November 2016</th>
<th>November 2015</th>
<th>% of change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circulation</td>
<td>20,846</td>
<td>23,464</td>
<td>-11%</td>
</tr>
<tr>
<td>Library Visits</td>
<td>11,711</td>
<td>11,813</td>
<td>-1%</td>
</tr>
<tr>
<td>Reference Questions</td>
<td>1,320</td>
<td>1,325</td>
<td>-0.38%</td>
</tr>
<tr>
<td>Programs</td>
<td>62</td>
<td>47</td>
<td>32%</td>
</tr>
<tr>
<td>Program Attendance</td>
<td>1,061</td>
<td>870</td>
<td>22%</td>
</tr>
<tr>
<td>Items Borrowed (holds)</td>
<td>771</td>
<td>720</td>
<td>7%</td>
</tr>
<tr>
<td>Items Loaned (holds)</td>
<td>706</td>
<td>425</td>
<td>66%</td>
</tr>
<tr>
<td>Overdrive</td>
<td>1,574</td>
<td>1,430</td>
<td>10%</td>
</tr>
<tr>
<td>Meeting Room</td>
<td>63</td>
<td>60</td>
<td>5%</td>
</tr>
<tr>
<td>Website Visits</td>
<td>5,784</td>
<td>4,455</td>
<td>30%</td>
</tr>
<tr>
<td>Website Pageviews</td>
<td>9,993</td>
<td>7,843</td>
<td>27%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Month</th>
<th>December 2015 - November 2016</th>
<th>December 2014 - November 2015</th>
<th>% of change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circulation</td>
<td>272,120</td>
<td>292,638</td>
<td>-7%</td>
</tr>
<tr>
<td>Library Visits</td>
<td>146,931</td>
<td>153,373</td>
<td>-4%</td>
</tr>
<tr>
<td>Reference Questions</td>
<td>18,590</td>
<td>18,662</td>
<td>-0.39%</td>
</tr>
<tr>
<td>Programs</td>
<td>589</td>
<td>559</td>
<td>5%</td>
</tr>
<tr>
<td>Program Attendance</td>
<td>14,401</td>
<td>14,989</td>
<td>-4%</td>
</tr>
<tr>
<td>Overdrive</td>
<td>19,787</td>
<td>17,217</td>
<td>15%</td>
</tr>
</tbody>
</table>
There was a drop in Circulation and a very slight drop in Reference Questions as compared to November 2015. This is true for similar libraries. Items Loaned (holds) increase is probably due to the new share agreement as well as the $.50 fee. Downtown has been able to keep up with the deliveries. Jeff will present the compiled data report on circulation at a future meeting.

- **Holiday Parties and Parades** – The CPL holiday party is scheduled for Friday, December 16th at 5:30pm. Library Board, Town Board, CPL Friends Board, staff and volunteers are welcome to attend. The Town’s Staff Annual Holiday Party is Friday, December 23rd from 12pm-2pm at the Senior Center. Library Board and library staff are welcome to attend.

- **Chili Parade of Lights and Christmas Tree Lighting Ceremony** – The Library had a float in the Chili Parade of Lights held on Friday, December 2nd. The Library also had its’ CPL-on-the-Go! table at the town’s Christmas Tree Lighting Ceremony. Families that visited the table walked away with a bag of Library give-a-ways and a free book. The Youth Staff built a cardboard chimney for our “Reading Around the Fire” float.

- **Veterans Day Cards** – 46 Veterans Day cards were made by children in the Children’s Room and were mailed to Hill Haven Nursing Home on Empire Boulevard and active solders in Kuwait. The Youth Staff organized and supervised this activity.

- **Gardening programs** – Adult Librarian Jenn Lindsey has coordinated a collaboration with the Chili Lions Club and the Cornell University Cooperative Extension to have several gardening programs on a variety of topics presented by Master-Gardeners from the Cornell Cooperative Extension. All programs begin at 7pm. Registration for all these programs begins January 3.
  - January 17 – Emerald Ash Boror. A representative from the Chili Highway Department will be on hand to answer questions.
  - March 14 – Planting a Deer Resistant Garden
  - April 26 – Edible Wild Foods
  - Mary 24 – Attracting Pollinators to Your Garden

Chili has a large problem with the ash boror. The Friends have two Master-Gardeners.

- **Eagle Scout Ceremony** – As a result of his overseeing the Little Free Library project, Jakob Wiesmore received his eagle award at a Boy Scout ceremony on Monday, December 5th. The Director Jeff Baker, Teen Librarian Valerie Scheg, Supervisor Dunning, and Monroe County Legislator Tracy DiFlorio were in attendance.
Old Items:

- **New Supplement to the 2015 Edition of the Handbook for Library Trustees of New York State** – The Director contacted the MCLS Assistant Director Sally Snow regarding questions raised at the previous Library Board meeting regarding the updated section of the Handbook for Library Trustees, particularly as it related to the role of a Treasurer. The Director will review Sally Snow’s responses at the December Library Board meeting.

Review of Sally Snow’s responses: We are in compliance with regulations for a municipal library. The Town Finance Director is our treasurer. Jim acts as Finance Officer for The Memorial Fund. The Board could submit a written request to hold CPL funds.

New Items:

The Board was given copies of the Policy revisions prior to our meeting. Jeff will send the Board copies of the final Policy Revisions after we discuss them.

- **Community Rooms Usage Policy Revision** – The Director will review his recommended revision to the Community Rooms Usage Policy at the December Library Board meeting.
  - **Action Requested: Approve Community Rooms Usage Policy Revision**

  Discussion: We made changes to some of the wording to be more concise and deleted some parts that were unnecessary. The community room may not be reserved by the public for fund raising events.

  Sue called for a motion to approve Community Rooms Usage Policy Revision with changes as discussed.
  Motion made by Judith; 2nd by Karen
  In favor 7; opposed 0; abstained 0

- **Code of Conduct Policy Revision** - The Director will review his recommended revision to the Code of Conduct Policy at the December Library Board meeting.
  - **Action Requested: Approve Code of Conduct Policy Revision**

  Discussion: We made changes to the wording as needed.
Sue called for a motion to Approve Code of Conduct Policy Revision with changes as discussed. Motion made by Jeff; 2nd by Jim
In favor 7; opposed 0; abstained 0

· **Wireless Access Policy Revision** - The Director will review his recommended revision to the Wireless Access Policy at the December Library Board meeting.
· **Action Requested: Approve Wireless Access Policy Revision.**

· Discussion: The Website address needed to be shortened. We made changes to some of the wording to be more concise and deleted some parts that were unnecessary.

· Sue called for a motion to Approve Wireless Access Policy Revision with changes as discussed. Motion made by Judith; 2nd by Andrew
In favor 7; opposed 0; abstained 0

**MCLS News:**

· .Nothing to report

**Meetings and Workshops and Outreach:**

Supervisor Meeting – 11/16/16
CPL Staff Meeting – 12/2/16
Chili Parade of Lights and Christmas Tree Lighting Ceremony – 12/2/16
Eagle Scout Ceremony – American Legion Post 1830 – 12/5/16
Gates Chili Chamber of Commerce Golf Meeting – 12/6/16
Supervisor Meeting – 12/6/16
Directors’ Council Meeting – 12/7/16
Gates Chili Chamber of Commerce Program Committee Meeting – 12/8/16
Gates Chili Chamber of Commerce Ribbon Cutting Ceremonies – 12/8/16
Dr Tolley Reeves Assistant Director Rochester Public Library Meeting – 12/13/16

**Committees:** None

**Old Business:** None

**New Business:**
A request from Jim to be excused from the next three meetings was approved.
Sue and Andrew have suggested we could benefit from someone with financial expertise as a Board member. We agreed this would be valuable especially as we have discussed the creating of a foundation. There were discussions as to whether it would be beneficial to add two more members to the board. Sub committees cannot contain a quorum by definition for example. Jeff will check the by-laws to see how we can increase the number of board members. He will also check with other libraries about their feelings on larger Boards.

Additional Comments from Audience: Mary reported that her term as Gates Chili Chamber of Commerce President has ended. Greg Benoit will be the new president.

Review of CPL Budget spreadsheet and Memorial Fund spreadsheet: There were 3 pay periods this month. We were billed for state retirement. It came in less than budgeted. Our fees revenue was less than budgeted due in part to reduced hold fee.

Approval of Library Fund abstract amt. of $4698.94. Motion made by Karen; 2nd by Andrew
In favor 7; opposed 0; abstained 0

Approval of Memorial Fund Expenditures amt. $1124.47. Motion made by Lori; 2nd by Karen
In favor 7; opposed 0; abstained 0
The cost of the 3D printer will be refunded as the vendor was out of stock. Another 3D printer will be purchased with the money.

Approval of Memorial Fund Donations $920.00: Motion made by Jeff; 2nd by Judith
In favor 7; opposed 0; abstained 0
A $650.00 donation will be used to purchase mini robots for Kids Tech. We agreed that a thank you note should be sent to the donor as per Jim’s suggestion.

Sue called us into executive session @ 7:20 to discuss a personnel pay rates for 2017.

Reconvened @7:25

Sue called for a motion to approve the increases in pay rates for 2017 as discussed.
Motion made by Jeff; 2nd by Karen.
In favor 7; opposed 0; abstained 0

Sue called for a motion to adjourn at 7:30. Motion made by Jeff; 2nd by Lori
In favor 7; opposed 0; abstained 0

Next meeting date/time: January 24, 2017 @ Chili Public Library Barbara Ireland Community Room. 6:00pm.