Chili Public Library Board of Trustees Meeting
Approved Minutes for January 24, 2017

Chili Public Library Mission Statement

The Chili Public Library is the center of lifelong learning for our community, and a welcoming responsive place where 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: James Lechner

Meeting convened by President Ackerman @ 6:00

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

Approval of minutes of December 13, 2016. Motion made by Karen; 2nd by Jeff
In favor 6; opposed 0; abstained 0

Communications

- Guests/Public: None

- Town Board liaison /Gates Chili Chamber of Commerce - In 2016 the Town Board accepted the $11,000 New York State Bullet Aid from Senator Razenkofer to be used for the purpose of purchasing new furniture and equipment for the library. Since the work had not been completed as of December 31, 2016, a resolution was passed to amend the 2017 expense budget by an increase of $11,000 to the equipment budget line. The Board also resolved to amend the 2017 budget to reflect the change in State Aid to the library.

The agenda for the February 28th Chamber meeting is the State of the Town addresses for Chili and Gates. Everyone is invited. Jeff said we are eligible for the member ticket price. Let him know if you would like to attend. He also informed us that the Chamber is now using Constant Contact,
Director’s Report:

Jeff discussed an informational sheet identifying “Chili Public Library 2017 Upcoming Activities of Interest” with the Board.

Jeff shared a Policy and Procedures guide packet by Hooray4/Freedom.org. We need to revisit our Meeting Space Policy to be sure we are in compliance with laws and regulations. In general we should revisit all CPL Policies on a regular basis to remain current.

General Information:

· **Friends of the CPL Board Meeting** – The next CPL Friends meeting is Tuesday, February 14, 2017. Friends President Bob Pacer will be in Florida from mid-January until mid-April. The CPL Friend’s next book sale will be March 8th (4pm-8pm Friend’s preview), March 9th (12pm-8pm), March 10th (9am-4pm), March 11th (9am-4pm), and March 12th (1pm-4pm bag sale). Vice-President David McMillen will preside over the meetings while Bob is away.

· **CPL Statistics** –

<table>
<thead>
<tr>
<th>Month</th>
<th>December 2016</th>
<th>December 2015</th>
<th>% of change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circulation</td>
<td>18,147</td>
<td>21,649</td>
<td>-16%</td>
</tr>
<tr>
<td>Library Visits</td>
<td>10,931</td>
<td>11,339</td>
<td>-4%</td>
</tr>
<tr>
<td>Reference Questions</td>
<td>1,184</td>
<td>1,292</td>
<td>-8%</td>
</tr>
<tr>
<td>Programs</td>
<td>56</td>
<td>25</td>
<td>124%</td>
</tr>
<tr>
<td>Program Attendance</td>
<td>984</td>
<td>649</td>
<td>52%</td>
</tr>
<tr>
<td>Items Borrowed (holds)</td>
<td>836</td>
<td>755</td>
<td>11%</td>
</tr>
<tr>
<td>Items Loaned (holds)</td>
<td>640</td>
<td>392</td>
<td>63%</td>
</tr>
<tr>
<td>Overdrive</td>
<td>1,537</td>
<td>1,526</td>
<td>1%</td>
</tr>
<tr>
<td>Meeting Room</td>
<td>63</td>
<td>50</td>
<td>26%</td>
</tr>
<tr>
<td>Website Visits</td>
<td>5,423</td>
<td>4,575</td>
<td>19%</td>
</tr>
<tr>
<td>Website Pageviews</td>
<td>9,176</td>
<td>7,665</td>
<td>20%</td>
</tr>
</tbody>
</table>
Jeff discussed some of the activity of the circulation committee. He expects an updated report to be ready for our March meeting. The staff buyers are sending reports to Jeff to help track circulation of purchases. For example we want to know if books that are replaced continue to circulate. We are now able to purchase duplicates of our Quick Loan DVDs to place in the general collection. It was suggested that new materials could be promoted in our newsletters to alert people to our changing collections. Jeff would like to begin a video games collection. Webster and Henrietta would be good resources as they have this type of collection. The Board asked if can we get a breakdown of the population correlated to library visits.

<table>
<thead>
<tr>
<th></th>
<th>January 2016 - December 2016</th>
<th>January 2015 - December 2015</th>
<th>% of change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circulation</td>
<td>268,618</td>
<td>290,462</td>
<td>-8%</td>
</tr>
<tr>
<td>Library Visits</td>
<td>146,523</td>
<td>152,413</td>
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</tr>
<tr>
<td>Reference Questions</td>
<td>18,482</td>
<td>18,874</td>
<td>-2%</td>
</tr>
<tr>
<td>Programs</td>
<td>620</td>
<td>544</td>
<td>14%</td>
</tr>
<tr>
<td>Program Attendance</td>
<td>14,736</td>
<td>14,954</td>
<td>-1%</td>
</tr>
<tr>
<td>Overdrive</td>
<td>19,798</td>
<td>17,512</td>
<td>13%</td>
</tr>
</tbody>
</table>

· **In House Book Sales 2005-2016:** The Director will share with the Library Board sales results from the in house book sale from 2005-2016. The Board received a graphic of the information.

· **Senator Michael Razenkofer Visit:** A legislative visit with Senator Razenkofer has been confirmed for February 16, 2017 at 10am at the Newman Riga Library. Let Jeff know if you can attend,

· **New Trustee Orientation:** The Monroe County Library System will be holding two New Trustee Orientation sessions in March. This orientation is designed for new library
trustees and will cover the structure of MCLS, trustee roles and responsibilities, and the New York Library Trustees Online website. There will be a question and answer period at the end. The session dates are: Wednesday, March 15, 2017 6-7:30 @ Seymour Library (Brockport). Thursday, March 30, 2017 7-8:30 @ Webster Public Library.

- **Monroe County Library System Governance Chart:** The Director will review the Monroe County Library System Governance Chart with the Library Board that was approved by the Directors’ Council. Jeff shared two graphics with the Board. They shows the actions of MCLS and what the role is of the various parts of the system.

### Old Items:

- **Sign-Up Sheets** - The director will distribute the CPL Board sign-up sheets for library trustees to attend the 2017 CPL full staff meetings and the CPL Friends Board meetings. Sign up sheets were distributed.

- **Number of Library Board Trustees on Member Libraries:** At the December meeting the Library Board asked the Director to survey the member libraries to determine how many board members are on each library’s board. The Director will share this information at the February library board meeting. The Chili Public Library’s charter was amended in 1981 increasing the number of trustees from 5 to 7. On February 10, 1998 the charter was again amended to add the following: “The number of Trustees shall not be less than five nor more than fifteen with current number being seven.” We need to change the wording in our bylaws to correspond with our charter. The Board strongly feels we need a trustee with a strong financial background added to the Board. Jeff will contact the NYS Dept. Of Library Development to see how we need to proceed from here.

### New Items:

- **AAS Grant Proposal Submitted:** The Director submitted a grant proposal to the American Astronomical Society in the amount of $3,473 to pay for materials and programming in preparation of the solar eclipse that is to occur Monday, August 21, 2017. Proposers will be notified of a decision by Friday, February 17, 2017. This ties in with STEM and the push to increase females students in these areas. There will be programming for children, teens and adults. The American Girl Club might be a good program to integrate some of this. Readings about our female astronauts was a suggestion.
· **Growl for Literacy:** The Chili Public Library and Florence Brasser elementary school are excited to announce a four-week program that will provide an opportunity for students to attend an after school program called “Growl for Literacy” at the Chili Public Library. One day each week for four weeks after school, students will be transported by bus to the library for a fun-filled literacy program that will run from 3:30-4:30 pm. Students will attend the library on Tuesdays, Wednesdays, and Fridays covering grades kindergarten and Grade 1, Grades 2 and 3, and Grades 4 and 5. Registration by parents/guardians, organized by the Gates Chili School District, will be due February 27, 2017. The program will take place the weeks of March 14, 21, 28, and April 4. There is a limit of 25 students per group. Some of the AAS grant will be used with this program.

· **Approve Sunday, September 3, 2017 as a Closed Date:** The Director inadvertently did not include Sunday September 3 as a library closed date for approval. The library will be closed Saturday, September 2 and Monday, September 4 for the Labor Day holiday weekend.

· **Sue called for a motion** to approve Sunday, September 3, 2017 as a Closed Date. Motion made by Judith; 2nd by Jeff
  In favor 6; opposed 0; abstained 0

**MCLS News:**

· **New MCLS Website:** The go live date for the new Monroe County Library System website was Friday, January 20th.

· **New MCLS eCard:** MCLS has authorized an online borrower registration process, or MCLS eCard, for patrons who wish to use online content (downloading ebooks, audiobooks, etc. and online databases) exclusively. If a physical card is desired a patron must apply in person with proof of address.

**Meetings and Workshops and Outreach:**

  Supervisor Meeting – 12/14/16
  Gates Chili Chamber of Commerce Board Meeting – 12/20/16
  Town Holiday Party – 12/23/17
  Directors’ Council Meeting – 1/4/17
Committees: The Planning Committee timeline needs to be changed to align with budget planning. We will be meeting in February.

Old Business: None

New Business: None

Additional Comments from Audience: None

Review of CPL Budget spreadsheet and Memorial Fund spreadsheet: Nothing unusual in the Memorial Fund. We looked at the budget spreadsheet to sum up the year. We spent $4500 more on materials. Under equipment, chairs needed to be replaced. Some of the equipment total was covered by the Bullet Aid. Our utilities were less than projected. It was a year to replace the overhead lights. State aid was increased. $11,000 (Bullet Aid) will show up under 2017 revenue. We had more revenue from the copier, printer and fax then budgeted for. State retirement, Social Security and medical insurance were less than projected. Dental claims were higher.

Approval of Library Fund abstract Amount of $7,414.32: Motion made by Andrew; 2nd by Lori
In favor 6; opposed 0; abstained 0

Approval of Memorial Fund Expenditures $955.32: Motion made by Jeff; 2nd by Karen
In favor 6; opposed 0; abstained 0

Approval of Memorial Fund Donations $690.00: Motion made by Judith; 2nd by Karen
In favor 6; opposed 0; abstained 0

Sue called for a motion to adjourn at 7:30. Motion made by Lori; 2nd by Jeff
In favor 6; opposed 0; abstained 0
Next meeting date/time: February 28, 2017 @ Chili Public Library Barbara Ireland Community Room. 6:00pm.
Chili Public Library Board of Trustees Meeting
Approved Minutes for February 28, 2017

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: Jim Lechner

Meeting convened by President Ackerman @ 6:00

Approval of agenda with additions as amended: Motion made by Andrew; 2nd by Judith
In favor 6; opposed 0; abstained 0

Approval of minutes January 24, 2017. Motion made by Karen; 2nd by Jeff
In favor 6; opposed 0; abstained 0

Communications

· Guests/Public: None
· Town Board Liaison/Gates Chili Chamber of Commerce: The Town Board will present a certificate at the Chili Fire Department banquet to Jim Lechner honoring his 50 years of service. A resolution was passed to purchase the Archer Road property to be used for sports fields and another resolution rezoned a parcel off Paul Road to Light Industrial. Mary gave us a flyer and nomination forms for the Gates Chili Chamber of Commerce Community Awards Dinner to be held on May 11, 2017.

· Teen Area Update –Youth Services Librarian Cathy Kyle and Teen Librarian Valeri Scheg

Teenship!, our teen area, renovation has been completed. The Teen book collections have been reorganized and more materials will be added to the collections. Audio books are interfiled with Teen Fiction. Popular series have been relocated to make them easier to find. The Teen staff has been working hard to expand opportunities for teens to volunteer at CPL. A texting program is used to more readily communicate with the teens. The Teen Friends are even more involved and are working with the Friends Group. Programs have been added with a look at the Tweens to be included. The Anime and Manga group grew out of a strong suggestion from the Teen Focus Group during our CPL Community Survey. A Wizarding World Club meets in two sessions - one
geared for the 7-11 year olds and the second for the 12-18 year olds. There are Teen Pizza Fridays where teens can come and hang out after the library is closed. Finally a TeensTogether group has formed. It is geared toward the LGBTQ+ teens but all teens are welcome to attend.

Discussion: Although numbers within programs are not large, numbers of teens involved are increasing and there are some consistent attendees. Cathy has had “Safe Zone” training through the Gay-Straight Alliance. The Board is pleased with the Teen services and continued outreach toward that segment of our patrons.

Director’s Report

- The Director shared the document *Fair and Equitable Funding - NYLA 2017 Budget* with the Board. It shows increases in State Library Aid in proportion to the increasing educational funding. By law library systems should be getting more State funding based on a per capita formula than they are receiving. Our Senate and Assembly members are supportive of libraries.

General Information:

- **Friends of the CPL Board Meeting** – The next CPL Friends meeting is Tuesday, March 14, 2017, in the Conference Room. Andrew Lucyszyn has volunteered to attend. The CPL Friend’s next book sale will be March 8th (4pm-8pm Friend’s preview), March 9th (12pm-8pm), March 10th (9am-4pm), March 11th (9am-4pm), and March 12th (1pm-4pm bag sale).

- **CPL Statistics** –

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<thead>
<tr>
<th>Month</th>
<th>January 2017</th>
<th>January 2016</th>
<th>% of change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circulation</td>
<td>20,834</td>
<td>23,095</td>
<td>-10%</td>
</tr>
<tr>
<td>Library Visits</td>
<td>11,342</td>
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<td>-6%</td>
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<tr>
<td>Reference Questions</td>
<td>1,436</td>
<td>1,730</td>
<td>-17%</td>
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<tr>
<td>Programs</td>
<td>47</td>
<td>50</td>
<td>-6%</td>
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<tr>
<td>Program Attendance</td>
<td>865</td>
<td>730</td>
<td>18%</td>
</tr>
<tr>
<td>Items Borrowed (holds)</td>
<td>848</td>
<td>909</td>
<td>-7%</td>
</tr>
<tr>
<td>Items Loaned (holds)</td>
<td>976</td>
<td>841</td>
<td>16%</td>
</tr>
<tr>
<td>Overdrive</td>
<td>2,043</td>
<td>1,810</td>
<td>13%</td>
</tr>
<tr>
<td></td>
<td>February 2016 - January 2017</td>
<td>February 2015 - January 2016</td>
<td>% of change</td>
</tr>
<tr>
<td>--------------------------</td>
<td>-------------------------------</td>
<td>-------------------------------</td>
<td>-------------</td>
</tr>
<tr>
<td><strong>Meeting Room</strong></td>
<td>61</td>
<td>57</td>
<td>7%</td>
</tr>
<tr>
<td><strong>Website Visits</strong></td>
<td>6,142</td>
<td>4,396</td>
<td>40%</td>
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<td><strong>Website Pageviews</strong></td>
<td>10,531</td>
<td>8,792</td>
<td>20%</td>
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<tr>
<td><strong>Circulation</strong></td>
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<td></td>
<td>-8%</td>
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<tr>
<td><strong>Library Visits</strong></td>
<td>145,776</td>
<td>153,616</td>
<td>-5%</td>
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<td><strong>Reference Questions</strong></td>
<td>18,188</td>
<td>18,821</td>
<td>-3%</td>
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<td><strong>Programs</strong></td>
<td>617</td>
<td>537</td>
<td>15%</td>
</tr>
<tr>
<td><strong>Program Attendance</strong></td>
<td>14,871</td>
<td>14,340</td>
<td>4%</td>
</tr>
<tr>
<td><strong>Overdrive</strong></td>
<td>20,031</td>
<td>17,872</td>
<td>12%</td>
</tr>
</tbody>
</table>

**Discussion:** Website visits and Pageviews increased. Circulation was down while OverDrive was up. Reference questions decreased.

- **Causewave Community Partners Meeting:** Sue Ackerman, Jeff Baker, Lee Ann Sperling, and Andrew Lucyszyn will be meeting with Causewave Community Partners on March 2, 2017, at 4:30pm to discuss the process of creating a foundation.

  Discussion: Causewave was formerly known as The Ad Council. Henrietta and Gates used this service when forming foundations.

- **Senator Michael Razehofer Legislative Visit:** A legislative visit with Senator Razehofer has been rescheduled for March 16, 2017, at 2pm at the Newman Riga Library.

- We have $11,000 in Bullet Aid obtained by Senator Razehofer that was carried over from last year. Jeff had some suggestions for the grant money. Creative Library Concepts will come up with designs for moving the computers by the fireplace in with the other computers, and hiding most wires. We could purchase new chairs to go by the fireplace to help make this an appealing area to sit and relax. Jeff would also like to purchase two double sided shelving units to house our DVD collection. Currently our collection is limited by space. The Board agreed these purchases would be a good use of the funding.
Old Items:

- **Legislative Visit with Assemblyman Harry Bronson:** The Director met Assemblyman Harry Bronson along with other library directors’ whose communities he represents, at the Frederick Douglass Community Library on Friday, February 17, 2017. Assemblyman Bronson favors an increase in State Aid to libraries.

- **Number of Trustees on the Library Board:** The Department of Library Development informed the Director since the Chili Public Library’s charter states a range of library trustees allowed, (“The number of Trustees shall not be less than five nor more than fifteen with current number being seven”) the library board can change the current number of library board members without changing the charter. If this is done a copy of the meeting minutes in which that vote takes place is sent to the DLD. We will revisit this topic at a future meeting.

New Items:

- **AAS Grant Proposal Submitted:** Due to the number of grants submitted to the American Astronomical Society, the library’s solar eclipse grant proposal was not accepted. The Library still has plans of providing some of the planned programming related to the solar eclipse that is to occur Monday, August 21, 2017. The library will spend about $650.00 to keep the programming related to the solar eclipse. Jeff may ask the Friends if they have funding available.

- **CPL Staff Retreat:** The theme of this year’s CPL Staff Retreat is TEAM (Together Everyone Achieves More). At the retreat staff will take part in a Disabilities Awareness Workshop given by Heritage Christian Services, Safe Place Training given by the Center for Youth, Woman’s Suffrage NYS Anniversary Lecture by Deputy City Historian Michelle Finn, and a Staff Technology Hour. The Board received a copy of the agenda for the day to be held at the Caledonia Village Inn.

- **Check Out at the Children’s Reference Desk:** The Director will share the new procedure for checking out material at the Children’s Reference Desk. The primary function of the staff is to assist patrons. Children’s Room check out will be available when the staff is able to make this accommodation.
- **Grantstation Database:** The Library is offering a new Grantstation database to patrons. It is a premiere suite of online grant research resources. Patrons may search thousands of carefully researched profiles of private and government funding opportunities, at the local, state and national level. The Board received a sample printout demonstrating the current updated information found in the database.

- **Approval of the Storytime Room Renovation Project not to exceed $10,000:**
  Recently the Supervisor was contacted by a potential donor who expressed interest in making a generous donation of $10,000 to the Town of Chili in memory of his parents who passed away in the 1980s. The donor’s father had owned a building supply store on Scottsville Road and was an active member of the Rotary. The prerequisite to the donation was that the check would go to the Gates Chili Rotary Charities Foundation, the money would go to a project overseen by the Town of Chili which would benefit children specifically, and the cost of the project would be paid for by the donation. The Supervisor referred the donor to the Library Director. The Library Director recommended the donation would go to renovate the Library’s Storytime Room. This recommendation was accepted by the donor and will be an approval item at the Gates Chili Rotary February 28th meeting.

The look of the Storytime Room has not changed since the Library was built 19 years ago. Over the last 19 years there have been new ways to engage our youth in using the Library. Storytime is still an important component of Youth Services and will be continued, but the Director also wants to introduce technology and STEM teaching tools to the youth that visit the library.

In 2016 the Library had 351 children’s programs with 8,118 children attending those programs. Both the Ireland Community Room and the Storytime Room are used for the Library programs. Though frequently in use the Storytime Room has the following issues.
- It is set up to look like a nursery and does not lend itself to be used by children older than five.
- The room has run out of storage space which makes it difficult to set up for programs and have more children in the room.
- There are no technology learning tools for the children to use in the room.

With a complete renovation, the Storytime Room will look less like a nursery and be an adaptable programming room where the library staff can interact with youth of all ages and utilize technology to facilitate their play and learning. The renovation will include furniture that can be folded and moved easily. New shelving will increase the amount
of storage for books, crafts, and supplies. New technology will be in the room, for example early literacy iPads, and possibly green screen technology.

The Director will be meeting with Creative Library Concepts on February 28, 2017, to discuss this renovation project. The company has worked with the Library when it renovated the Children’s Room in 2012 and the Teen Area in 2016.

Discussion: The money will go to the Gates Chili Rotary. Jeff has been in contact with Terry Collins, Rotary President. Their charities foundation has accepted the Storytime Room Project and will give us the money for the renovation. It was suggested that we have a written agreement with the Rotary. The Board appreciates the Rotary’s making this undertaking possible.

**Action Requested: The Library Board Approves the Storytime Room Renovation Project not to exceed $10,000.**

Sue called for a motion to approve the Storytime Room Renovation Project not to exceed $10,000. Motion made by Judith; 2\textsuperscript{nd} by Jeff
In favor 6; opposed 0; abstained 0

• **Further Discussion about Space Usage.** The board appreciates the help we have received in creating space within our physical limitations. We are doing much with little. That said, we would like to state that we are really very short of space. Our population and library needs continue to grow. When space is used for one thing something else needs to be cancelled. An example of this is Story Time is cancelled during the Book Sale. We continue to look at solutions to this problem.

• To facilitate cash transactions Jeff would like to increase the start up funds. **Action requested: Increase the start up cash at the front desk from $75.00 to $100.00.**

Sue called the motion to increase the start up cash at the front desk from $75.00 to $100.00. Motion made by Andrew; 2\textsuperscript{nd} by Karen
In favor 6; opposed 0; abstained 0

**MCLS News:**
· None to report

**Meetings and Workshops and Outreach:**
Gates Chili Chamber of Commerce Awards Gala Meeting – 1/25/17
Committees: Personnel Committee - The Committee sent a letter to the Board informing them about changes to the rating scale in The Performance Feedback for CPL Director Form to be completed by each board member. Similar feedback will be completed by the staff and the Director. Additional documents provided in the letter include the Job Description for Chili Public Library Director III and the End of the Year Report for 2016 and Library Goals for 2017. Feedback forms should be returned to the committee by March 15, 2017. Sue reviewed this information.

Old Business: None

New Business: None

• Information:

Andrew will continue to fund a team banner with the CPL logo to support Team Valle, a travel baseball team made up of youth from all of Rochester.

Additional Comments from Audience: None

Review of CPL Budget spreadsheet and Memorial Fund spreadsheet: The Memorial Fund received several donations to the Whitmore Memorial Fund. There were no unusual items in the budget spreadsheet.

• Approval of Library Fund abstract Amount of $10,302.70.
  Motion made by Judith; 2nd by Andrew
  In favor 6; opposed 0; abstained 0
• **Approval of Memorial Fund Expenditures of $443.40.** Motion made by Andrew; 2nd by Judith
  In favor 6; opposed 0; abstained 0

• **Approval of Memorial Fund Donations of $352.00:** Motion made by Lori; 2nd by Karen
  In favor 6; opposed 0; abstained 0

• Sue called us into executive session @ 7:20 to discuss upgrade of personnel.

• Reconvened @ 7:20

• **Sue called for a motion to approve** Miranda McGrath to be upgraded from a part time
  Library Page to a part time Library Trainee beginning Monday, March 6, 2017 increasing her pay rate from $9.70 to $11.70.
  Motion made by Jeff; 2nd by Karen.
  In favor 6; opposed 0; abstained

• **Sue called for a motion to adjourn at 7:30.** Motion made by Lori; 2nd by Jeff
  In favor 6; opposed 0; abstained 0

Next meeting date/time: March 28, 2017, @ Chili Public Library Barbara Ireland Community Room. 6:00pm.
TO: Chili Public Library Board of Trustees
FROM: Jeff Baker, Library Director
RE: Director’s Report – March 2017
DATE: March 28, 2017

General Information:

- **Friends of the CPL Board** – Due to a windstorm, the first day of the Friends Book Sale in March was canceled. Even though this impacted the bottom line, there was $2,056 in book sales, and $350 in memberships. Due to a winter blizzard, the Friends March Board meeting was canceled. The next Friends Board meeting is Tuesday, April 11, 2017, Jim Lechner has volunteered to attend.

- **CPL Statistics** –

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<thead>
<tr>
<th>Month</th>
<th>February 2017</th>
<th>February 2016</th>
<th>% of change</th>
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<tbody>
<tr>
<td>Circulation</td>
<td>20,190</td>
<td>22,591</td>
<td>-11%</td>
</tr>
<tr>
<td>Library Visits</td>
<td>11,957</td>
<td>11,886</td>
<td>1%</td>
</tr>
<tr>
<td>Reference Questions</td>
<td>1,322</td>
<td>1,554</td>
<td>-15%</td>
</tr>
<tr>
<td>Programs</td>
<td>45</td>
<td>56</td>
<td>-20%</td>
</tr>
<tr>
<td>Program Attendance</td>
<td>754</td>
<td>829</td>
<td>-9%</td>
</tr>
<tr>
<td>Items Borrowed (holds)</td>
<td>765</td>
<td>882</td>
<td>-13%</td>
</tr>
<tr>
<td>Items Loaned (holds)</td>
<td>735</td>
<td>440</td>
<td>67%</td>
</tr>
<tr>
<td>Overdrive</td>
<td>1,766</td>
<td>1,667</td>
<td>6%</td>
</tr>
<tr>
<td>Meeting Room</td>
<td>62</td>
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<td>20,130</td>
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- **Volunteers Appreciation Luncheon** – In celebration of our volunteers, the library staff is having a volunteer appreciation luncheon on Monday, April 24th at 12 noon. Library Board members are invited to attend.
- **Library’s Response to the March Windstorm**: In light of many Chili residents losing power because of the March 8th windstorm, the Library, still having power, extended its hours on Friday, March 10th and Saturday, March 11th. 700 more patrons used the Library on Thursday, March 9th then the previous Thursday.

- **RRLC’s Annual Library of the Year Contest** – In recognition of National Library Week, April 9-15, 2017, the Rochester Regional Library Council will name three libraries – one public, one school and one academic/special – as “RRLC Library of the Year 2017”. Winners will receive a banner and engraved plaque to hang in their library, a $100 gift card, and will be recognized at the RRLC Annual Meeting on June 1 at Casa Larga. **Voting begins on April 2.** Patrons can visit the online RRLC [Library of the Year 2017 Voting Page](#). The Chili Public Library will have the voting page on its website. **Deadline for entries is midnight April 15, 2017. The voting page will not be "live" until April 2.**

- **Tenth Annual CPL Teen Photo Contest** – This year the library is celebrating a decade of teen photography! The contest is open to teens ages 12-18 and living in Monroe County. Amateur photographers only. Submissions will be accepted between February 6, 2016 and March 13, 2016. The Photo Contest Reception will be Saturday, May 20 at 2pm. Teens submitting may submit up to two photos at [http://www.chililibrary.org/teen-photo-contest.html](http://www.chililibrary.org/teen-photo-contest.html).

**Old Items:**

- **Senator Michael Razenkofer Legislative Visit**: Due to the winter blizzard, the March 16th legislative visit with Senator Razenkofer was cancelled. RRLC is looking to reschedule the visit.

- **CPL has been Designated a Safe Place**: The Center for Youth has partnered with community businesses and municipalities in the Greater Rochester region to provide approximately 300 designated sites for Safe Place, a national youth outreach program that launched in Rochester in 2006. In crisis, a youth can go to a Safe Place site in the Rochester area to access immediate help and services from trained professionals at The Center for Youth. CPL staff underwent Safe Place training at its Staff Retreat on Friday, March 3, 2017. Because of this the Chili Public Library has been designated a Safe Place by the Center for Youth.

- **Growl for Literacy Update**: Because of the winter blizzard that closed the Library for two days, the Library’s pilot project with the Gates Chili School District had a slow start. That being said the project is now underway. 21 second and third graders attend the Library after school on Tuesdays, 15 Kindergarten and first grade students attend the Library on Wednesdays, and seven fourth and fifth grade students attend the Library on Fridays. The project continues until the second week of April. When the project is concluded, the Director, the Youth Services Department and Annette Schiano from the School District will meet to review the outcome of the pilot project.
• **Storytime Room Renovation and Reading Areas Project Update:** The Director and his staff are currently reviewing a design submitted by Creative Library Concepts for renovating the Storytime room and upgrading the Library's DVDs, public computers, and reading areas. The Director will provide feedback to the company.

**New Items:**

• **Materials Circulation Report:** At the Library Board meeting the Director will present a materials circulation report. The report will delineate his recommendations for increasing circulation at the Library.

• **Personnel Update** – Part-time Clerk Ursula Costanzo has resigned. Veronica Gartley increased her part-time clerical hours to cover Ursula’s hours. Max Bell has been hired as a part-time Library Page at an hourly rate of $9.70. Max’s start date is March 21, 2017

• **Approval of 2016 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 2016 Chili Public Library State Annual Report.

• **Approval of 2017 Youth Services Section (YSS) Spring Conference Attendees** – The Director is requesting the Youth Service Department (Cathy Kyle, Valerie Scheg, Jill Sutter, and Deb Amesbury) attend this year’s YSS Spring Conference at Ithaca, New York on Friday, April 28, 2017. The total cost is $1,400 which includes the cost for registration, mileage, two nights lodging and meals.

  **Board Action Requested:** Approve sending Cathy Kyle, Valerie Scheg, Jill Sutter, and Deb Amesbury to the YSS Spring Conference in the amount not to exceed $1,400.

**MCLS News:**

• None to report

**Meetings and Workshops and Outreach:**

Gates Chili Chamber of Commerce Awards Committee – 3/1/17
Causewave Community Partners – 3/2/17
Staff Retreat – 3/3/17
Gates Chili Chamber of Commerce Golf Committee Meeting – 3/6/17
Directors' Council Meeting – 3/8/17
Gates Chili Chamber of Commerce Program Committee 3/9/17
Gates Chili Chamber of Commerce Awards Committee Meeting 3/10/17
Gates Chili Chamber of Commerce Meeting 3/16/17
Gates Chili Chamber of Commerce Networking Event 3/21/17

Respectfully submitted, Jeff Baker, Library Director, Chili Public Library
Chili Public Library Board of Trustees Meeting
Approved Minutes for April 24, 2017

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 Strerr: Absent

Absent: None
Excused: None

Meeting convened by President Ackerman @ 6:00.

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

Approval of minutes of March 28, 2017. Motion made by Andrew; 2nd by Karen
In favor 7; opposed 0; abstained 0

Communications

· Guests/Public: None

Director’s Report

· 2017 Chamber Golf Tournament Update - Presenting and Lunch Sponsors have been obtained. There is an opening for a Dinner Sponsor. The committee is sending out letters and making calls to recruit golfers. There will be a Golf Package Raffle again this year.

· In its most recent issue the Chili Town Newsletter has a list of the CPL summer programs.

General Information:

· Friends of the CPL Board –The next Friends Board meeting is Tuesday, May 9, 2017. Judith Kharbas has volunteered to attend. At their March meeting the Friends Board approved donating $5,000 to the CPL Library Fund in support of the Library’s Visiting Artists programs and program supplies. They also approved contributing $1,507 in order for the library to purchase a 3D MakerBot Mini Printer. The 2017 Gates Chili Chamber of Commerce Golf Tournament and
Dinner Auction will be held Monday, July 31. David MacMillen has professional knowledge of 3D printers and suggested the printer that CPL will purchase. It comes with 6 colors, a one year warranty and one year of training. The $2,257.00 cost is funded from the Friends contribution and $750.00 from the Memorial Fund. It will be available for summer programs and open to the public for a fee. Jeff will check other libraries for their fees and we will develop a usage policy at our next Board meeting.

- **CPL Statistics**

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- The Statistics have remained fairly stable.

- **2016 MCLS Budget Kit** - The Library Director will review at the April Library Board meeting the data compiled in the 2016 MCLS Budget Kit. Jeff shared a peer library summary chart, extracted from the information in the 2017 MCLS Budget Kit, with the Board. The Board was concerned that our numbers are lower than peer libraries in several categories. Jeff explained it is difficult to make comparisons be-
cause each library has differences in financial responsibilities. i.e. In Gates the town provides maintenance staff while CPL has its own maintenance staff. Jeff will find out if Gates Library leases the building from the Town. Jeff said the rankings have been consistent from year to year.

- **Gates Chili School District Wellness Fair** – CPL-on-the-Go took part in the Gates Chili School District Wellness Fair for district employees on April 3, 2017. Manned by Debbie and Jill, CPL-on-the-Go had a successful day. People enjoy the books and give-aways. There are several events in and around Chili where CPL-on-the-Go will pop up this summer. Jenn oversees the program which was originally funded by the Friends but is now funded through The Memorial Fund.

- **Gates Chili Chamber of Commerce Awards Gala Winner**: The Chili Public Library will be awarded a Culture and Arts Award at the 2017 Gates Chili Chamber of Commerce Awards Gala to be held Thursday, May 11, 2017. Library board member Jim Lechner will be awarded the Outstanding Citizen of Chili Award, and Jakob Wiesmore, who oversaw the building of the Library’s Little Free Library, will be awarded the Youth Leadership Award. There are two tickets given to CPL. Sue will use one as Board President and Andrew will use the second as an awards presenter. Tickets are available online if anyone else would like to attend.

**Old Items:**

- **Storytime Room Renovation and Reading Areas Project Update**: The Director and his staff are currently reviewing an updated design submitted by Creative Library Concepts for renovating the Storytime room and upgrading the Library’s DVDs, public computers, and reading areas. The company is in the process of providing a price quote to the Director for the projects. Jeff shared a revised design. New furniture and cabinets will make it easier to adapt the room for different populations. Valerie’s desk will be moved to the Youth Staff Room. Pricing of items is beginning. The name of the room will be changed to reflect its varied use.

**New Items:**

- **Approval of Phase 1 and Phase 2 of Causewave Community Partners Proposal to Facilitate Discussion on Establishing a Foundation**: The Library Board’s Long Range Planning Team met and reviewed Causewave Community Partners three phase proposal to guide a broad discussion on establishing a Foundation for the Chili Public Library, and determine specific next steps for implementation related to marketing and fundraising goals. The committee recommends the Library Board approve the cost of Causewave Community Partners performing the first two phases proposed. Phase 1: Vision Facilitation, and Phase 2: Target Audience Identification/Prioritization, Core Values & Mission. Because the LRP committee performed a community survey and focus group last year the committee recommends holding off from performing Phase 3: Survey and Marketing & Fundraising Strategy at this time. The cost for Phase 1 and Phase 2 will not exceed $3,690.

**Board Action Requested**: Approve Causewave Community Partners Proposal for Phase 1 and Phase 2 not to exceed $3,690.
Discussion: Jeff, Sue and Andrew guided us through the proposal. The Board agreed Phases I and II would help us to discern what we hope to achieve through a CPL Foundation. A Foundation is generally for expensive building concerns. A Friends group supports everyday programs and needs. The Memorial Fund would underwrite the cost of the first two proposals.

Sue called the motion: Approve Causewave Community Partners Proposal for Phase 1 and Phase 2 not to exceed $3,690. Motion made by Andrew; 2nd by Jim. In favor 7; opposed 0; abstained 0

The Director will contact Causewave.

- Approval of Updated CPL Community Rooms Usage Policy: The Director will review at the April Library Board meeting the updated CPL Community Rooms Usage Policy.

  Board Action Requested: Approve the Updated CPL Community Rooms Usage Policy as presented. Prior to the meeting the Board received a copy of Hurray 4/Freedom.org policy guidance and the revised CPL Usage Room policy showing changes made to the document.

  Discussion: Some wording was changed or deleted for clarification purposes.

  Sue called the motion: Approve the Updated CPL Community Rooms Usage Policy as presented with changes as discussed. Motion made by Judith; 2nd by Karen
  In favor 7; opposed 0; abstained 0

MCLS News:
- 2017-18 MCLS Community Wireless Services: Based on a successful one-year pilot, MCLS Library Automation Services and Finance staff issued a request for proposals (RFP) for a public wireless solution for participating member libraries for a three-year term. This public wireless solution is separate from the primary network, and is utilized for private devices in library settings. The proposals were evaluated for cost, vendor experience with MCLS or similar customers, customer service response offerings and the vendor’s proposed service solution. Based on the technical specifications as outlined in the MCLS RFP, MCLS chose Spectrum to provide wireless services at member libraries that have optioned for this service. Spectrum provided a standard solution option of 100 Mbps, with pricing per site at $114.97/month. Beginning July 1st the following libraries will receive these services: Brighton, Central Library, Chili, Fairport, Gates, Henrietta, Irondequoit, Mendon, Parma, Penfield, Pittsford, RPL-Arnett, RPL-Charlotte, RPL-Douglass, RPL-Lincoln, RPL-Lyell, RPL-Maplewood, RPL-Monroe, RPL-Sully, RPL-Wheatley, RPL-Winton, Rush, and Webster. Because of the previous installations completed during the one-year pilot, there are no capital costs associated with the three-year term. Costs above are eligible for the 90% E-rate reimbursement rate afforded to the System. Costs for the Community Wireless Service at member libraries shall be incorporated in the 2018 MCLS budget. The increased speed is needed and will be appreciated.

State News:
New York State Library Aid: From NYLA – The late budget reflects the difficult fiscal situations at both the state and federal levels. Despite a complex political atmosphere and several setbacks along the way, your sustained and effective advocacy efforts secured the following hard-won victories.

- **State Library Aid**: $95.627M total (4M added to Governor’s proposed budget). This allocation reverses the Governor’s proposed funding cut of $4M and represents continued stable funding for library aid – the 6th consecutive budget where our advocacy efforts either reversed a proposed funding cut or secured enhanced funding.

- **State Library Construction Aid**: $24M total ($10M added to Governor’s proposed budget). The legislature added an additional $10M to the Governor’s budget proposal, which not only reverses the Governor’s proposed $5M funding cut, but allocates an additional $5M towards this critical program.

Meetings and Workshops and Outreach:
- Legacy at Parklands Meeting – 4/4/17
- MCLS Directors’ Council – 4/5/17
- CPL Full Staff Meeting – 4/7/17
- Gates Chili Chamber of Commerce Board Meeting – 4/11/17
- Chili Public Library Friends Meeting - 4/11/17
- Chili Public Library Long Range Planning Meeting - 4/12/17
- Gates Chili Chamber of Commerce Golf Committee Meeting - 4/18/17
- Gates Chili Chamber of Commerce Chamber Event - 4/18/17
- CPL-on-the-Go! Meeting – 4/24/17

Committees:
- CPL Long Range Planning Team Recommendation: Approve Causewave Community Partners Proposal – Phase 1 and Phase 2.

Old Business: None

New Business: With the increase of patron use of computers in the library the staff is finding the number of access points to be insufficient, especially in the Ireland room. The two access points there are serving forty or more computers at a time. The ratio should be ten to one or there is a significant decrease in speed which is frustrating to the users. Jeff would like to add two access points in the Ireland Room and one by the information desk area for a cost of $1572.00. The money is already in the budget.

**Board Action Requested:** Approve the Increase of wireless access points by three at a cost of $1,522.72.

Discussion: This would alleviate problems with internet speed and make programs more viable.

- Sue called the motion: Approve the Increase of wireless access points by three at a cost of $1,522.72.
  - Motion made by Jeff; 2nd by Karen
  - In favor 7, opposed 0; abstained 0
Additional Comments from Audience: None

Review of CPL Budget spreadsheet and Memorial Fund spreadsheet: There was nothing unusual. The Insurance cost was less than expected. The Staff Retreat cost shows up. Some Money Market funds were turned into CDs. We earned a $573.00 divided.

Approval of Library Fund abstract Amount of $10,566.15: Motion made by Judith; 2nd by Karen
In favor 7; opposed 0; abstained 0

Approval of Memorial Fund Expenditures of $2,319.08: Motion made by Jim; 2nd by Lori
In favor 7; opposed 0; abstained 0

Approval of Memorial Fund Donations of $1,527: Motion made by Lori; 2nd by Jim
In favor 7; opposed 0; abstained 0

Sue called us into executive session @ 7:35 to discuss the Director’s evaluation.

Reconvened meeting @ 7:55

Sue called for a motion to adjourn at 7:56. Motion made by Lori; 2nd by Jeff
In favor 7; opposed 0; abstained 0

Next meeting date/time: May 23, 2017 @ Chili Public Library Barbara Ireland Community Room. 6:00pm.
Chili Public Library Board of Trustees Meeting
Approved Minutes for May 23, 2017

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 Jim; 2nd Andrew
In favor 7; opposed 0; abstained 0

Approval of minutes of April 25, 2017. Motion made by Andrew; 2nd by Jeff
In favor 7; opposed 0; abstained 0

Communications

• Guests/Public: None

• Town Board liaison: The Town Financial Report was presented to the Town Board. Town of Chili Moody’s rating was upgraded from Aa2 to Aa3. New businesses have moved into Chili. The Memorial Day Parade will begin at 8:30 am.

Director’s Report

• Youth Services Section Conference, Ithaca, NY, April 28, 2017 - Cathy Kyle, Valerie Scheg, and Deb Amesbury attended the conference and each had a written report for the Board. It was a positive experience and several specific ideas to use at CPL were noted in the reports.

• The Board had the opportunity to see a demonstration of the new 3-D printer.

• A printout of the 56 CPL nominations for the Rochester Regional Council Library of the Year was in our packet.

• Chamber Golf Tournament - The Tournament Committee is actively recruiting golfers. Jeff had the Golf Raffle tickets available for purchase.
• **The County and Senator Razenhofer offered congratulations** to CPL for receiving the Cultural and Arts Award.

• **A thank you note** from retired Clerk Ursula Costanzo expressing appreciation to the CPL Board and staff during her convalescence was shared.

**General Information:**

• **Friends of the CPL Board** – The next Friends Board meeting is Tuesday, June 13, 2017. Lori Ahearn has volunteered to attend. The CPL Friends approved at their May meeting to donate $269 toward the library’s Community Solar Eclipse Celebration to be held on Monday, August 21, 2017, from 11am-4pm. The library is having the celebration as a fun way to bring people into the library. On that Monday a partial eclipse of the sun will occur in New York State where 70% of the sun will be covered by the moon. We will be having children’s and adult themed crafts that day, and plan on giving out up to 200 cardboard eclipse glasses to patrons. There will be an ice cream truck and hot dog vendor there as well. The Supervisor okayed the use of the parking lot for the day.

• **CPL Statistics –**

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<td>1,470</td>
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<td>50</td>
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<td>37%</td>
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<td>Items Borrowed (holds)</td>
<td>724</td>
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<td>Items Loaned (holds)</td>
<td>737</td>
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<td>53%</td>
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<td>Overdrive</td>
<td>1,799</td>
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<td>9%</td>
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<td>75</td>
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Stats are comparable to other libraries. Our visits and programs increased. There are currently 10 games in our Video Game Collection. We will add additional games throughout the year.

- **2016 Annual Report to the Community** – The Library Director will distribute to the Library Board the 2016 Annual Report to the Community. Discussion: The trifold is informative and easy to read. Highlights include Teenship and The Little Free Library.

**Old Items:**

- **Approval of the Circulation at the Children’s Reference Desk Policy** - To help facilitate the circulation of materials, the Director proposes the checking out of materials be allowed at the Children’s Reference Desk Policy. The proposed policy will allow materials to be circulated in the Children’s area given certain restrictions.
  
  **Approve the Circulation at the Children’s Reference Desk Policy**

  *Sue called the motion: Approve the Circulation at the Children’s Reference Desk Policy*

  Motion made by Judith; 2nd by Jim

  In favor 7; opposed 0; abstained 0

- **Approval of the Creative Library Concepts Quote for Upgrading the Furniture, Counter, Cabinets and Signage of the Storytime Room:** The proposed quote from Creative Library Concepts for furniture and cabinets for the Storytime Room renovation is $9,817.75. The Director recommends the Library Board approve this project and payment of this quote and will accept the donation from the Gates-Chili Rotary Club as described below by the Club in order to pay for the renovation.

  "On behalf of the members of the Gates-Chili Rotary Club and the Gates-Chili Charities Foundation, thank you for your efforts in upgrading the Children’s Room at the Chili Library. We are very pleased to be involved in this worthwhile project!"

  Once the project has been formally approved by the Chili Public Library Board of Trustees, Mr. Vince Cardella will forward to us a check for $10,000.00 made payable to the Gates-Chili Rotary Foundation. Our mailing address is: Gates-Chili Rotary Club, P.O. Box 363, North Chili, NY 14514, Attn: Terry Collins. Once those funds have been received and deposited into our Foundation account, our role will include two elements: first, we will be the local organization charged with monitoring and reporting to Vince the progress of the project through completion. Secondly, we will be responsible to pay all the bills presented to us by Mr. Jeff Baker, the
Director of the Chili Library, up to the $10,000.00 cap. If the project is completed and fully paid and any funds remain, we will write a check for the remaining balance of the $10,000.00 to the Chili Public Library Memorial Fund. At that point, all of the $10,000.00 will be have been distributed for the betterment of the Chili Library.

Upon completion, we will also partner with Jeff in informing the community of the new facility."

Best regards,
Terry Collins
Past President:
Gates Chili Rotary Club
Gates-Chili Rotary Foundation

Approve the Creative Library Concepts Quote for Upgrading the Furniture, Counter, Cabinets and Signage of the Storytime Room, as well as Approving the Gates-Chili Rotary Club to Pay the Bills of this Project as Described

Discussion: Sketches of work spaces within the room and catalog pictures of the furniture were included in the Board packets. A plaque will be placed in the room in appreciation of Mr. Cardella. The name “Storytime Room” will be changed to “Make a Story Room” and will incorporate the wheels in the Rotary logo for the “Os” in Room.

Sue called the motion: Approve the Creative Library Concepts Quote for Upgrading the Furniture, Counter, Cabinets and Signage of the Storytime Room, as well as Approving the Gates-Chili Rotary Club to Pay the Bills of this Project as Described.
Motion made by Andrew; 2nd by Jeff
In favor 7; opposed 0; abstained 0

New Items:

- Approval of the Creative Library Concepts Quote for Upgrading Furniture by the Fireplace, Acquiring New DVD Shelving, Centralizing Patron Computers, and Installing the Storytime Room and Children’s Office Renovation - The proposed quote from Creative Library Concepts to upgrade furniture by the fireplace, centralize computers, add a DVD shelving unit, and install the Storytime Room and Children’s Office renovation is $16,328.37. The Director recommends the Library Board approve this quote. The Director also recommends the payment of this quote will come from the $11,000 Senator Michael Ranzenhofer grant and the cashing of one CD from the CPL Memorial Fund.

Approve the Creative Library Concepts Quote for Upgrading Furniture by the Fireplace, Acquiring New DVD Shelving, Centralizing Patron Computers, and Installing the Storytime Room and Children’s Office Renovation as Described.

Discussion: Sketches of the reconfigured furniture placement and catalog pictures of the furniture were included in the board packets. Additional funds needed will be taken from drawing down a Memorial Fund $6,000 CD by $5,500 and proceeds from the in house book sales.

Sue called the motion: Approve the Creative Library Concepts Quote for Upgrading Furniture by the Fireplace, Acquiring New DVD Shelving, Centralizing Patron Computers, and Installing the Storytime Room and Children’s Office Renovation as Described.
Motion made by Lori; 2nd by Jim
Meetings and Workshops and Outreach:
- Gates Chili Chamber of Commerce Ribbon Cutting – 4/26/17
- MCLS Directors’ Council – 5/3/17
- CPL Full Staff Meeting – 5/5/17
- Gates Chili Chamber of Commerce Golf Committee Meeting - 5/9/17
- Gates Chili Chamber of Commerce Board Meeting – 5/9/17
- Chili Public Library Friends Meeting - 5/9/17
- MCLS Town Library Directors Council Meeting - 5/11/17
- Gates Chili Chamber of Commerce Awards Gala Event - 5/11/17

Committees: Planning Committee - Implementing Causeway Proposal. A sub-committee consisting of the Library Director, Board representatives Andrew, Jim and Lori, staff representatives Leeann and Jenn, and community representative Bob Pacer was formed. Jeff will coordinate the initial meeting time with Causeway.

Old Business: Sue met with the Director to discuss his annual Board Evaluation.

New Business: None

Additional Comments from Audience: None

Review of CPL Budget spreadsheet and Memorial Fund spreadsheet: There was no unusual activity. The Friends donation toward the 3-D printer appears on the Memorial Fund spreadsheet.

Approval of Library Fund abstract Amount of $39,585.39:
Motion made by Judith; 2nd by Karen
In favor 7; opposed 0; abstained 0

Approval of Memorial Fund Expenditures $3,970.94: Motion made by Andrew; 2nd by Judith
In favor 7; opposed 0; abstained 0

Approval of Memorial Fund Donations $60.00: Motion made by Jeff; 2nd by Lori
In favor 7; opposed 0; abstained 0

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

Next meeting date/time: June 27, 2017 @ Chili Public Library Barbara Ireland Community Room. 6:00pm.
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 pm

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

Approval of minutes for May 23, 2017. Motion made by Jeff; 2nd by Jim
In favor 7; opposed 0; abstained 0

Communications

- Guests/Public: None

- Town Board liaison: The Town had an excellent audit. The July 4th Chil-E Fest parade will begin at 5:00.

Director’s Report

- Jeff shared a thank you note from long time Chili resident Mrs. Hines, on behalf of herself and her grandson, for the accommodations made by CPL during the windstorm and ensuing loss of power for many patrons. Along with the note she also donated money to the Adopt a Book fund.

- CPL will have a float in the July 4th Chil-E Fest Parade. Board members are welcome to walk with or ride on the float. Line up begins is at 4:00 on Starlight Drive.

- Make a Story Room Update: Room painting will begin soon. The room should be completed by late August or mid September. In a letter to CPL, the Town, and the rotary, Vincent Cordella expressed pleasure with progress thus far and said he was funding the renovation in memory of his parents.
• Senator Razenhofer has obtained $9,000 in “Bullet Aid” for CPL. Jeff has several ideas for its use. The Board appreciates the Senator securing the grant for CPL.

General Information:
• Friends of the CPL Board – The next Friends Board meeting is Tuesday, July 11, 2017. Karen Reifenstein has volunteered to attend.

• CPL Statistics –

<table>
<thead>
<tr>
<th>Month</th>
<th>May 2017</th>
<th>May 2016</th>
<th>% of change</th>
</tr>
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<td>Circulation</td>
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<td>12,129</td>
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<td>1,384</td>
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<td>Programs</td>
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<td>Items Borrowed (holds)</td>
<td>811</td>
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<tr>
<td>Items Loaned (holds)</td>
<td>599</td>
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<td>Overdrive</td>
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<td>Website Visits</td>
<td>5,953</td>
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<td>9,083</td>
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<td>Library Visits</td>
<td>147,239</td>
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<td>625</td>
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<td>Program Attendance</td>
<td>14,671</td>
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<tr>
<td>Overdrive</td>
<td>20,711</td>
<td>18,774</td>
<td>10%</td>
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Circulation remained stable. Jeff noted we have implemented several of the suggested changes to increase circulation.

New Items:

- **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 July 6th. Met with 180 students.
  - Florence Brasser Elementary (Gates Chili Central School District) on June 6th. Met with 400 students.
  - Paul Road Elementary on June 13th. Met with 440 students.
  - Chestnut Ridge Elementary (Churchville Central School System) on July 15th. Met with 600 students.
  - Churchville Chili High School on June 2nd. Met with 47 students.

Students are enthused about the Summer Reading Program and happenings at CPL.

- **New York State Summer Reading Program** - This year’s theme for the New York State Summer Reading Program is “Build a Better World” that will take place in July and August. For the adults we are planning a reading challenge during a six-week program. We also have planned a variety of programs to accompany this reading contest. At the June CPL Friends Board meeting, the Board supported this plan by approving the donation of $139.99 for the prizes that will be given away.

During the summer when school is not in session, it falls to the library to be a source of education, enrichment, and reading and to help kids of all ages avoid the summer backslide. Contests, prizes, and other incentives assist us in this objective by encouraging participation in our summer program. For the children, we are planning to distribute small weekly prizes of rubber animals, rings, and punch balloons. The CPL Friends Board supported this plan by approving the donation of $325 for the prizes that will be given away.

For the teens, we are planning to have larger weekly prizes that will be distributed with a raffle drawing. We will award two each week and these include movie passes and gift cards. Additionally, we will give out three Kindle Fires as grand prizes at the end of the summer. The CPL Friends Board supported this plan by approving $350 for the prizes that will be given away. We truly could not offer the variety of programs, prizes and new technologies without the help from the CPL Friends. The Board received a copy of the Summer Book Bingo Card for Adults.

**August 21 Eclipse Celebration Plans** Activities will be ongoing throughout the summer. They include a portable planetarium, program speakers, and an American Girl Club biography selection. Several activities are planned for August 21st.

- **Approval for Library Closing 12pm-2pm on Friday, December 15th for the Town Staff Holiday Party** – The Town’s Staff Annual Holiday Party is Friday, December 15th 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 closing from 12pm-2pm on Friday, December 15th for the Town Staff Holiday party.**

Sue called the question: Approve the Library closing from 12pm-2pm on Friday, December 15th for the Town Staff Holiday party. Motion made by Judith; 2nd by Jim

In Favor 7; opposed 0; abstained 0

- **Draft 2018 Chili Public Library Proposed Budget** – The CPL Budget Committee recommends the library board review its proposed 2018 CPL Budget. The budget needs to be approved at the July Library Board meeting. Once approved the budget will be forwarded to the town Supervisor.

- **Monroe County Library System LibCal Calendar of Programs and Events** – The library has successfully been using Libcal, an online program and events calendar, for several years. The CPL Friends supports the cost of this service. Because each library uses an online program and events calendar, MCLS has agreed to subscribe to a systemwide subscription of the LibCal database. This means stating July 1, 2017 MCLS will cover the cost of LibCal for all member libraries. This saves a yearly cost of $720 to CPL Friends. Once in place our patrons will be able to access all member library programs and events from our website.

**Meetings and Workshops and Outreach:**
- Workplace Violence Training - 6/2/17
- Gates Chili Chamber of Commerce Golf Committee Meeting - 6/6/17
- MCLS Directors’ Council Meeting – 6/7/17
- Gates Chili Chamber of Commerce Program Committee Meeting – 6/8/17
- CPL Budget Subcommittee Meeting – 6/9/17
- Gates Chili Chamber of Commerce Meeting – 6/13/17
- Supervisor Department Heads Meeting – 6/14/17
- CADimensions 3D Printer Training – 6/15/17
- Gates Chili Chamber of Commerce Golf Committee Meeting 6/20/17
- Causewave Meeting – 7/27/17

**Committees:**

- **Budget Committee:** The Board packet included the proposed 2018 budget, the 2017 budget and the 2017 MCLS Budget Kit Peer Library summary. We reviewed the tax cap limitations and the Town of Chili budgeting process. We discussed the estimated line item costs, estimated revenue and proposed wage schedules as well as the proposed amount from the fund balance in the proposed budget. Board members have a copy of the proposed 2018 budget to review. The budget will be submitted to the CPL Board for approval during its July Board Meeting.
• **Long Range Planning Committee:** Causeway Meeting Update - Our first session was today, June 27th. We discussed how the sessions would be organized and discussed where area libraries are in the process of establishing a foundation. There was some preliminary discussions around our current circumstances and what our future visions look like.

**Old Business:** None

**New Business:** Approval of a motion can be given by Unanimous Consent or General Consent according to the revised 11th edition of *Robert's Rules of Order*. In groups of 12 or less this method is used for items where there is little debate or opposition to the motion. This includes items such as the approval of the agenda, reading of the past minutes, treasurers/financial reports, and adjournment of the meeting. If there is no objection the approval can be given by a voice or hand consent without the more formal motion procedure. The CPL Board members agreed to use Unanimous Consent for routine business.

**Additional Comments from Audience:** None

**Review of CPL Budget spreadsheet and Memorial Fund spreadsheet:** There were 3 pay periods in the month. The Cost Share and Overdrive standing order bills were due. No other unusual activity is shown.

**Approval of Library Fund abstract** of $15,710.86: Approved by Unanimous Consent

**Approval of Memorial Fund Expenditures** of $242.35: Approved by Unanimous Consent

**Approval of Memorial Fund Donations** of $75.00: Approved by Unanimous Consent

**Adjournment** at 7:05: Approved by Unanimous Consent

**Next meeting date/time:** July 25, 2017 @ Chili Public Library Barbara Ireland Community Room. 6:00pm.
Chili Public Library Board of Trustees Meeting
Approved Minutes for July 25, 2017

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: Andrew Lucyszyn

Meeting convened by President Ackerman @ 6:00 PM.

Approval of agenda: Approved by unanimous consent.

Approval of minutes of June 27, 2017. Approved by unanimous consent.

Communications

- Guests/Public: None

- Town Board liaison: The Town purchased Archer Road parcel 150 (Zubert’s farm) for a preservation site. Right to Farm resolution was passed. Mary thanked CPL on behalf of the Town for their participation in the Chili Fest.

Director’s Report

General Information:

- Golf Tournament: The number of golfers has increased this year. Bob Pacer led the way in securing donations to enhance the tournament. Dino from 93.3 will be the DJ for the evening.

- Friends of the CPL Board – The next Friends Board meeting is Tuesday, August 8, 2017. Jim Lechner has volunteered to attend. The 2017 Chamber Golf Tournament and Dinner Auction will be Monday, July 31st. Longtime patron Patricia Marcus won the latest CPL Friends summer themed basket.
• **News 8 Summer Tour** – On July 12th Channel 8 with John Kucko visited Chili’s Union Station Park. The Supervisor, Chili Parks Department, and the Library were there. John Kucko pointed out our Little Free Library, and Deb Amesbury spoke at length about our Summer Reading Program. It was a great opportunity to highlight CPL.

• **Chil-E Fest – CPL-on-the-Go!** was at this year’s Chil-E Fest. The booth was manned by CPL Friends and staff. The theme of this year’s library float was Summer Reading and our monthly Lego Program. Staff, library trustees, CPL Friends took part in the parade led by the CPL Teen Friends and their new banner. Valerie Sheg designed the CPL float.

• **CPL Statistics** –

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<th>June 2017</th>
<th>June 2016</th>
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<tr>
<td>Circulation</td>
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<td>Library Visits</td>
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<td>Programs</td>
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<td>Program Attendance</td>
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<td>Items Borrowed</td>
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<tr>
<td>Items Loaned</td>
<td>601</td>
<td>647</td>
<td>7%</td>
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<tr>
<td>Meeting Room</td>
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</tr>
<tr>
<td>Overdrive</td>
<td>20,873</td>
<td>18,888</td>
</tr>
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Programs were down in June because TJ Connor Elementary did not arrange for the Youth Service staff engaged in school outreach to visit the school and explain the many CPL summer activities. TJ Connor had participated in this outreach in 2016.

**Old Items:**
• **CPL-on-the-Go! Statistics:** The Director will discuss statistics gathered from the CPL-on-the-Go Service including event date and location, estimated number of people serviced, books distributed, and CPL miscellaneous giveaways distributed. Jeff created a chart which made it easy for the Board to follow as statistics were discussed. The Staff continues to tweak CPL-on-the-Go as needs and trends are identified.

• **Storytime Room Renovation Update** – The Storytime Room has been painted vivid blue, purple and green colors in preparation for the furniture that will be arriving within eight weeks. The furniture for the fireplace has been ordered as well. The renovation should be completed around mid September.

• **Summer Reading Programs:** The theme of the Summer Reading Program is Build a Better World. Because of this the library is offering science related programs during the summer. A new program being offered is *Introduction to Coding for Teen Girls.* It takes place every Wednesday from 6-8pm. *Science Fair Fridays* takes place Fridays from 10am-1pm. *Begin with a Bang* takes place Mondays from 10am-11am. The Supervisor will be reading a book for children at our *Simply Surprises* program on Thursday, July 27 at 10am. Cathy Kyle teaches the *Introduction to Coding for Teen Girls* program.

• **Come Experience the Solar Eclipse Event** – The event is scheduled for Monday, August 21, 2017. There will be family events from 11am-4pm outside weather permitting. If it rains on the day the event will be held inside the library. Food and ice cream trucks will here and free eclipse glasses will be given away for solar viewing.

New Items:

• **Approval of the 2018-2020 Monroe County Library System Document of Understanding** – MCLS has requests each member library Board of Trustees to approve the 2018-2020 Document of Understanding. If approved, the DOU package will go to the MCLS Board for approval in November 2018.

  **Approve the 2018-2020 Monroe County Library System Document of Understanding as presented.**

  Motion made by Judith; 2nd by Jeff

  **Discussion:** A packet sent to the Board last week included the Document of Understanding as well as information about the MCLS structure and how it organizes member libraries. Jeff went through the document at our meeting. MCLS provides many services that would be cost prohibitive for an individual library. Because of State funding our Cost Share will not increase for 2018. There was a question about reaching 80% of our band width and the resulting cost. Jeff informed us that MCLS stays ahead of the curve and increases band width as trends demonstrate the need so member libraries infrequently reach the 80% usage.

  **Sue called the question:** Approve the 2018-2020 Monroe County Library System Document of Understanding as presented.

  In favor 6; opposed 0; abstained 0
- **Approval of the 2018 Chili Public Library Proposed Budget** – The CPL Budget Committee recommends the library board approve the proposed 2018 CPL Budget submitted at the Library Board’s July meeting.
  
  **Approve the 2018 Chili Public Library Proposed Budget**
  
  Motion made by Jim; 2nd by Karen.

  The Board members agreed with Jim’s statement of appreciation for a job well done by the Budget Committee.

  **Sue called the question:** Approve the 2018 Chili Public Library Proposed Budget.
  
  In favor 6; opposed 0; abstained 0

  Jeff and Sue will present the proposal to the Town Supervisor.

- **Approval of the 2017 NYLA Conference Request:** The director is requesting the library board approve three librarians (Jenn Lindsey-Freese, Cathy Kyle, and Valerie Scheg) to attend this year’s New York Library Association (NYLA) Conference in Saratoga Springs, NY, November 8-11, 2017. The cost is not to exceed $2,488 to cover registration, mileage, meals. Three nights hotel for two librarian, two night’s hotel for one librarian.

  **Approve the 2017 NYLA Conference Request not to exceed $2,488**
  
  Motion made by Lori; 2nd by Jim

  Discussion: At the November NYLA conference Adult Services Librarian, Jennifer Lindsey-Freese, will complete the three-year Leadership and Management Academy. The 2018 NYLA conference will be held in Rochester.

  **Sue called the question:** Approve the 2017 NYLA Conference Request not to exceed $2,488.
  
  In favor 6; opposed 0; abstained 0

- **Senator Michael H. Ranzenhofer 2017-2018 Grant** – The Senator has obtained funding from the New York Senate in the amount of $9,000 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). The Board appreciates the Bullet Aid secured by Senator Ranzenhofer for CPL.

  
  **State News**

  - **NYLA 2017 Legislative Session Recap**
  The following is from the New York Library Association – *The 2017 Legislative Session gaveled out – for the second time – on June 29th; the last sputtering gasps of activity proved a fitting conclusion for a year that began with the confusing and convoluted rollout of Governor Cuomo’s seventh Executive Budget proposal.*

  *Despite our recent successes – five consecutive years of increased State Library Aid, an historic increase in State Library Construction Aid, tens of millions of dollars in additional operating and construction grants, and the passage of long-stalled legislation – the library community had well-founded fears heading into this session. Recent history indicated the Governor was likely to imple-*
ment across-the-board funding reductions following an election year, and reports from the Office of the State Comptroller indicated that projected state revenues were falling far below expectations.

Unfortunately, these fears were realized when the Governor unveiled his FY2017-18 spending plan: library funding was cut, and the hard-won battles of 2016, which saw increases in both State Library Aid and State Library Construction Aid would have to be refought. And this year, we would have to fight those battles without our best ally, retired State Senator Hugh Farley. Together with library advocates from across New York State, NYLA met these challenges head-on, and once again emerged from the legislative session with several important victories; we turned back the Governor’s funding cuts to two core programs, secured increased funding for Library Construction Aid, passed two long-dormant pieces of legislation, and facilitated millions of dollars in direct grants to a record number of libraries. With great pride in our strong and successful efforts, we submit this report on the 2017 NYS Legislative Session.

**FY 2017-18 NYS Budget**

This year’s enacted state budget and companion legislative resolutions for targeted aid will provide approximately $14.6M in new funding for libraries. This represents the second largest single-year increase in state appropriations for libraries, and places total state allocations for libraries and library programs at nearly $124M in FY2017-18.

- **State Library Aid.** Funding for the State Library Aid program will be $95.6M in FY2016-17. Governor’s Cuomo’s Executive Budget proposal cut this funding line by $4M – the amount NYLA worked to secure during the 2016 budget negotiations. Governor Cuomo employed this across-the-board strategy of targeted cuts, what amounts to a negotiating tactic with the legislature, after the last round of state legislative elections. With an unprecedented level of organization and advocacy actions by the library community, we reversed the Governor’s proposed cuts.

- **State Library Construction Aid.** Funding for the State Library Construction Aid program will be $24M in FY2016-17. Governor Cuomo’s proposed budget rolled back the $5M increase New York’s library activists secured in last year’s budget – the program’s first increase in a decade. The $24M allocation represents a $10M increase over the Governor’s proposed budget, and a $5M year-to-year program increase. After a decade of stagnant funding, the Library Construction Aid Program has nearly doubled in one calendar year.

- **Senate & Assembly “Bullet Aid” for Libraries and Library Systems.** These targeted grants-in-aid programs for “certain school districts, public libraries, and not-for-profit institutions” saw a 40% reduction in available appropriations in this year’s enacted budget. However, in Senate Resolution 3067 & Assembly Resolution 708, more than $4.1M was awarded to nearly 600 libraries. A record number of libraries received appropriations, and though overall funding for these programs was reduced by 40%, libraries received a greater share of these funds than in any previous year.

- **Senate funding for NYS Economic Development Assistance Program.** The NYS Senate provided approximately $5.2M in Senate Resolution 3068 to continue and institute funding for projects at nearly 40 libraries and library systems. This represents an increase of approximately $400,000 over last year, directed towards nearly twice the number of libraries.
Assembly funding for "Legislative Initiatives." The NYS Assembly provided nearly $250,000 to continue and institute funding for projects at several libraries. These awards ranged from $5,000 to $75,000.

Meetings and Workshops and Outreach:
- Chil-E Fest - 7/4/17
- CPL Full Staff Meeting – 7/7/17
- Gates Chili Chamber of Commerce Golf Committee Meeting - 7/11/17
- MCLS Directors’ Council Meeting – 7/12/17
- Gates Chili Chamber of Commerce Program Committee Meeting – 7/13/17
- Gates Chili Chamber of Commerce Golf Committee Meeting 7/18/17
- Gates Chili Chamber of Commerce Golf Committee Meeting 7/25/17
- Gates Chili Chamber of Commerce Ribbon Cutting 7/24/17
- Supervisor Dunning Budget Meeting 7/24/17

Committees: None
Old Business: None
New Business: None

Additional Comments from Audience: Mary: American Packaging Corporation has relocated to Chili.

Review of CPL Budget spreadsheet and Memorial Fund spreadsheet:
The spreadsheet shows a $50.00 donation sent to the Memorial Fund that was intended for the Golf Tournament in the expenditures and revenues sections.

Approval of Library Fund abstract Amount of $10,487.90: Approved by unanimous consent.
Approval of Memorial Fund Expenditures $1505.29: Approved by unanimous consent.
Approval of Memorial Fund Revenues Amount of $50.00: Approved by unanimous consent.

Adjourned at 6:57 by unanimous consent.

Next meeting date/time: August 22, 2017 @ Chili Public Library Barbara Ireland Community Room. 6:00pm.
Chili Public Library Board of Trustees Meeting
Approved Minutes for August 22, 2017

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, Judith Kharbas, Andrew Lucyszyn

Meeting convened by Jim Lechner @ 6:00

Approval of agenda with addition of a memorial page as suggested by Jim:
Motion made by Karen; 2nd by Jeff.
In favor 4; opposed 0; abstained 0

Approval of minutes of July 25, 2017: Motion made by Jim; 2nd by Karen.
In favor 4; opposed 0; abstained 0

Communications

• Guests/Public: None

• Town Board liaison: The Preliminary Town budget shows no tax increases. NYSDOT will be resurfacing West Side Drive beginning on August 28, 2017. The Genesee Land Trust will hold informational sessions on September 12 in Parma and on September 29 at the Chili Town Hall.

Director’s Report

General Information

• A Troop 261 Girl Scout working on her Gold Award has been in communication with Mike Hurley and Director Baker to add a Little Free Library to a Chili park
• **Friends of the CPL Board** – The next Friends Board meeting is Tuesday, September 12, 2017. Lori Ahearn has volunteered to attend. The 2017 Chamber Golf Tournament held Monday, July 31st was a complete success. $7,200 was raised for the Chili Public Library. There were 22 more golfers this year than last year. Jeff thanked the large attendance by the staff and Board. CPL filled three tables. Brooklea has not given us a firm date for next year.

• **CPL Friends Booksale** - 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.

• **CPL Statistics**

<table>
<thead>
<tr>
<th>Month</th>
<th>July 2017</th>
<th>July 2016</th>
<th>% of change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circulation</td>
<td>22,243</td>
<td>24,826</td>
<td>-10%</td>
</tr>
<tr>
<td>Library Visits</td>
<td>12,060</td>
<td>13,223</td>
<td>-9%</td>
</tr>
<tr>
<td>Reference Questions</td>
<td>1,333</td>
<td>1,601</td>
<td>-17%</td>
</tr>
<tr>
<td>Programs</td>
<td>45</td>
<td>50</td>
<td>-10%</td>
</tr>
<tr>
<td>Program Attendance</td>
<td>1,107</td>
<td>840</td>
<td>32%</td>
</tr>
<tr>
<td>Items Borrowed (holds)</td>
<td>724</td>
<td>874</td>
<td>-17%</td>
</tr>
<tr>
<td>Items Loaned (holds)</td>
<td>675</td>
<td>502</td>
<td>34%</td>
</tr>
<tr>
<td>Overdrive</td>
<td>1,830</td>
<td>1,712</td>
<td>7%</td>
</tr>
<tr>
<td>Meeting Room</td>
<td>64</td>
<td>72</td>
<td>-11%</td>
</tr>
<tr>
<td>Website Visits</td>
<td>5,917</td>
<td>5,717</td>
<td>4%</td>
</tr>
<tr>
<td>Website Pageviews</td>
<td>9,610</td>
<td>10,153</td>
<td>-5%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Month</th>
<th>August 2016 – July 2017</th>
<th>August 2015 - July 2016</th>
<th>% of change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circulation</td>
<td>254,192</td>
<td>276,762</td>
<td>-8%</td>
</tr>
<tr>
<td>Library Visits</td>
<td>145,573</td>
<td>148,759</td>
<td>-2%</td>
</tr>
<tr>
<td>Reference Questions</td>
<td>17,113</td>
<td>18,240</td>
<td>-6%</td>
</tr>
<tr>
<td>Programs</td>
<td>624</td>
<td>528</td>
<td>18%</td>
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<tr>
<td>Program Attendance</td>
<td>13,928</td>
<td>14,121</td>
<td>-1%</td>
</tr>
<tr>
<td>Overdrive</td>
<td>20,991</td>
<td>19,046</td>
<td>10%</td>
</tr>
</tbody>
</table>
The statistics remain consistent with member libraries.

- **CPL-on-the-Go!** – On August 15th CPL-on-the-Go! took part in the Gates Chili School District Reading Caravan Incoming UPL and Kindergarten Students event. At the event parents and students met the District’s UPK and Kindergarten teacher, listened to stories, and took home a free book.

- **Gates Chili Chamber of Commerce State of the State Address Event** – Senator Joseph Robach and Senator Michael Ranzenhofer (if his schedule allows) will be giving a State of the State Address at the next Gates Chili Chamber of Commerce event on Friday, September 22nd. Online registration is available on the chamber’s website. The Chamber is checking to see if Assemblyman Bronson can speak in place of Senator Ranzenhofer.

- **Town Budget Workshop** - The Library’s Town Budget Workshop is scheduled for Thursday, September 7th at 5pm. Director Baker and Sue will represent CPL.

**Old Items:**

- **Come Experience the Solar Eclipse Event** – There was incredible interest in the solar eclipse event that occurred on Monday, August 21, 2017. The library received hundreds of calls regarding the limited amount of free solar eclipse glasses the library received through a StarNet (Science-Technology Activities & Resources for Libraries) grant to be given away at the event. From 11am-4pm the library offered the following programs:
  - Vision screenings by the Chili Lions Club
  - Live streaming of the eclipse
  - Scoops Ice Cream Truck and Sassy’s Hots Food Truck
  - Make your own constellation scope
  - Decorate your own sun cookie
  - Make your own solar system sticker scene
  - Have your photo taken on mars or the moon
  - Giveaways and raffles

The CPL Eclipse Day Celebration was a huge success. There was an estimated 800 - 1000 people in attendance. The 300 eclipse glasses were in great demand. Emergency Medical Services
asked us to give the glasses out earlier than planned due to a large number of people lined up hours before the 12:30 distribution in the hot weather. Jeff thanked all the staff for all their work before and during the celebration. He also thanked the Town staff, especially Dawn Forte, for their assistance as well the community services supporting the event. A copy of the complimentary article that appeared in Tuesday’s Democrat and Chronicle was in our packets.

- **Storytime Room Renovation Update** – The target date for completing the Storytime Room Renovation is still mid-September. During the Eclipse Celebration Deborah and Jeff Stoiber assisted librarian Richard Gagneir in using the “green screen” in the room to photograph children in a rocket ship with an image of either Mars, the moon or stars behind each of them.

**New Items:**

- **Parenting Collection Updated** – Due to a $500 patron donation, the library will be able to update its Parenting Collection located adjacent to the Children’s Room. CPL appreciates the funds to acquire these much needed materials.

**MCLS Items:**

- No news to report

**State News**

- No news to report

**Meetings and Workshops and Outreach:**

- Gates Chili Chamber of Commerce Golf Tournament Fundraiser - 7/31/17
- CPL Foundation Meeting – 8/2/17
- CPL Staff Meeting - 8/4/17
- CPL Friends Meeting – 8/8/17
- Gates Chili Chamber of Commerce Program Committee Meeting - 8/10/17
- Total Eclipse Lecture - 8/10/17
- Gates Chili Chamber of Commerce Golf Tournament - 8/16/17
- Recreation Department Head Meeting – 8/17/17
- Solar Eclipse Day Event – 8/21/17

**Committees:**

- CPL Foundation Meeting Update: We met on August 2, 2017, to discuss our individual visions. There were several common themes and some individual items liked by all. We will be working to combine our visions into a shorter concise statement. The next meeting date is scheduled for September 13, 2017.
Old Business: None

New Business: None

Additional Comments from Audience: Mary - The Chili Fire Department will hold a 9/11 ceremony at 6pm on September 11th at the 9/11 memorial in front of the Fire House.

Review of CPL Budget spreadsheet and Memorial Fund spreadsheet: There was no unusual activity in the spreadsheets.

Approval of Library Fund abstract of $16,301.18: Motion made by Karen; 2nd by Jeff
In favor 4; opposed 0; abstained 0

Approval of Memorial Fund Expenditures of $230.61: Motion made by Jim; 2nd by Karen.
In favor 4; opposed 0; abstained 0

Approval of Memorial Fund Revenues: No new revenue

Adjourn @ 6:40. Motion made by Lori; 2nd by Jeff.
In favor 4; opposed 0; abstained 0
TTTTT

Next meeting date/time: September 26, 2017 @ Chili Public Library Barbara Ireland Community Room. 6:00pm.
In Memory of David Tyler

David Tyler, clerk for 23 years at the Chili Public Library, passed away on Aug 20, 2017, after an extended illness. Known as "Mr. Dave" by the many children and adults that visited the library, he will be missed by us and patrons alike. Dave was also a master craftsman. Examples of his work can be seen in the wood shelving units he created for us.
Chili Public Library Board of Trustees Meeting  
Approved Minutes for September 26, 2017  

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: Jim Lechner  
Meeting convened by President Ackerman @ 6:00.  

Approval of agenda: Sue asked if there were any objections. Hearing none the agenda was approved by Unanimous Consent.  

Approval of minutes of August 22, 2017. Sue asked if there were any objections. Hearing none the minutes were approved by Unanimous Consent.  

Communications  
- Guests/Public: None  
- Town Board liaison / Gates Chili Chamber of Commerce: Chili residents received notification of a public hearing on the 2018 Preliminary Budget and Special Districts to be held on October 11, 2017, @ 7:00 pm. The Gates Chili Chamber of Commerce State of the State Luncheon is on October 17, 2017. Reservations can be made on line.  

Director’s Report  
- Patron issues and CPL responses were discussed.  

General Information:
• **Friends of the CPL Board** – The CPL Friend’s Board annual meeting and election of officers is Tuesday, October 10, 2017 at 6pm. Judith Kharbas has volunteered to attend. The next CPL Friends Booksale will be 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 great weather and large attendance were factors in the $7270.00 that was CPL’s share of the Golf Tournament profits. The Board thanks the Friends and the work from the many individuals that made this event a success.

• **CPL Statistics** –

<table>
<thead>
<tr>
<th></th>
<th>September 2016 - August 2017</th>
<th>September 2015 - August 2016</th>
<th>% of change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circulation</td>
<td>22,505</td>
<td>25,702</td>
<td>-12%</td>
</tr>
<tr>
<td>Library Visits</td>
<td>14,903</td>
<td>14,325</td>
<td>4%</td>
</tr>
<tr>
<td>Reference Questions</td>
<td>2,225</td>
<td>1,733</td>
<td>28%</td>
</tr>
<tr>
<td>Programs</td>
<td>48</td>
<td>46</td>
<td>4%</td>
</tr>
<tr>
<td>Program Attendance</td>
<td>2,746</td>
<td>1,527</td>
<td>80%</td>
</tr>
<tr>
<td>Items Borrowed (holds)</td>
<td>847</td>
<td>925</td>
<td>-8%</td>
</tr>
<tr>
<td>Items Loaned (holds)</td>
<td>732</td>
<td>562</td>
<td>30%</td>
</tr>
<tr>
<td>Overdrive</td>
<td>1,968</td>
<td>1,651</td>
<td>19%</td>
</tr>
<tr>
<td>Meeting Room</td>
<td>75</td>
<td>48</td>
<td>56%</td>
</tr>
<tr>
<td>Website Visits</td>
<td>7,082</td>
<td>6,091</td>
<td>16%</td>
</tr>
<tr>
<td>Website Pageviews</td>
<td>11,074</td>
<td>10,522</td>
<td>5%</td>
</tr>
</tbody>
</table>

*August 21 was the solar eclipse day which impacted the increases seen in reference questions, door count and program attendance.

• **CPL on the Go!** – On September 23rd library staff Deb Amesbury, Jill Sutter, and Cathy Kyle took part in Fall Fun Day at Davis Park, the annual Chili Recreation fall event. Over 200 residents were in attendance.

• **Library Trustee Training Workshop** - *Activate Sustainable Thinking for the Future of Libraries with Rebekkah Smith Aldrich and Matthew Bollerman*
  Saturday October 14, 2017
  9:00 am - 1:00 pm
  Central Library of Rochester & Monroe County
  Kate Gleason Auditorium
  115 South Avenue
  (Parking in Court Street Garage will be validated)
Libraries must take an active, visible role in building sustainable and resilient communities. Our future depends on it in more ways than one. We will explore the importance of infusing the core value of sustainability into everything we do, and demonstrate how libraries that lead into the future using "sustainable thinking" fulfill our mission as libraries in new and innovative ways. "Sustainable Thinking" is a concept that aligns the core values of libraries with the "Triple Bottom Line" definition of sustainability: economic feasibility, environmental stewardship and social equity to inspire investment and build support for the future.

At the end of this workshop participants will: Understand the urgency behind the need to think differently about our future. Be mobilized to think sustainably about the future of their library and their community. Have new tools and inspiration for helping their communities thrive. Advance with confidence into the unknown.

- **Children's Room Updates** - The Youth Services staff recently made a few changes to the shelving layout of the Children's Room. The Chapter Books and the Nonfiction books have been swapped. This change was made to make Nonfiction more prevalent and hopefully increase circulation in that area. Additionally, the Audio Books that pair with novels from the Chapter Books section have been interfiled with the Chapter Books. This was done to open up space in the Audio area. The previous Audio Books area will now hold only Audio books based on J Series, nonfiction, and Picture book titles.

- **Summer Reading Statistics** – This year the theme of the library's summer reading program was *Build a Better World*.

Reading totals for 2017:
> TOTAL number of children who recorded reading by number of minutes read was 364.
> TOTAL minutes read by these children was 152,880.
> TOTAL number of teens who recorded the number of books read was 40.
> TOTAL number of books read by these teens was 302.
> TOTAL number of adults who took park in the Bingo reading raffle was 15.
> Total number of books read by these adults was 83.

Program totals for 2017:
> TOTAL programs offered for children during the summer was 53.
> TOTAL children's program attendance (including parents/caregivers) was 2,992.
> TOTAL programs offered for teens during the summer was 22.
> TOTAL teen program attendance (including parents/caregivers) was 118.
> TOTAL programs offered to families was 75.
> TOTAL family program attendance was 3,110.
> TOTAL number of parents/caregivers attending the family programs was 997.

There was more emphasis on family programs this year. Jeff circulated a complimentary thank you note from the Krug Family.
Old Items:

- **Storytime Room and Fireplace Area Renovation Update** – The following is an update regarding the renovation of the Storytime Room and Fireplace Area Renovation. Creative Library Concepts has done all of the following work:
  
  ➢ There are three new lounge chairs and two occasional tables on either side of the fireplace. This makes the fireplace more of a cozy place to read.
  
  ➢ The four computers that were on either side of the fireplace have been moved to the long tables by the circular public computers. The computers at the long tables have been affixed under those tables to make more room for the monitors on top of the tables.
  
  ➢ A new DVD shelving unit is out on the floor. Wood end panels and a wood top will be put on this unit next Thursday. We plan to have the TV series DVDs located there.
  
  ➢ Four new storage cabinets, three children’s tables, and 16 children’s chairs have been unpacked and set up in the Storytime Room.
  
  ➢ There will be a new counter constructed in the Storytime Room as well as the Youth Services Office. This will occur next Thursday.
  
  ➢ There will be a new sign made for the Storytime Room. The room will be renamed the Make-a-Story Room. It will take several weeks to get the new sign.

  The Board will take a tour of the new areas after our meeting.

New Items:

- **Approval of Chili Public Library Proposed 2018 Closed Dates**: The Director is proposing that the library be closed the following dates for 2018.

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 1*</td>
<td>Monday</td>
<td>New Year’s Day</td>
</tr>
<tr>
<td>January 15*</td>
<td>Monday</td>
<td>Martin Luther King Day</td>
</tr>
<tr>
<td>February 19*</td>
<td>Monday</td>
<td>President’s Day</td>
</tr>
<tr>
<td>March 2**</td>
<td>Friday</td>
<td>Staff Retreat</td>
</tr>
<tr>
<td>April 1</td>
<td>Sunday</td>
<td>Easter</td>
</tr>
<tr>
<td>May 26</td>
<td>Saturday</td>
<td>Memorial Day weekend</td>
</tr>
<tr>
<td>May 27</td>
<td>Sunday</td>
<td>Memorial Day weekend</td>
</tr>
<tr>
<td>May 28*</td>
<td>Monday</td>
<td>Memorial Day</td>
</tr>
<tr>
<td>July 4*</td>
<td>Wednesday</td>
<td>Independence Day</td>
</tr>
<tr>
<td>September 3*</td>
<td>Monday</td>
<td>Labor Day</td>
</tr>
<tr>
<td>November 21</td>
<td>Wednesday</td>
<td>Close @ 5PM</td>
</tr>
<tr>
<td>November 22*</td>
<td>Thursday</td>
<td>Thanksgiving Day</td>
</tr>
<tr>
<td>November 23</td>
<td>Friday</td>
<td>Day after Thanksgiving</td>
</tr>
<tr>
<td>December 24*</td>
<td>Monday</td>
<td>Christmas Eve</td>
</tr>
<tr>
<td>December 25*</td>
<td>Tuesday</td>
<td>Christmas Day</td>
</tr>
</tbody>
</table>

Closed Saturdays and Sundays: May 27 – September 3

*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 2018 closed dates for Chili Public Library.

The Board wanted a close time of 5pm on Tuesday, December 31, 2018 noted on the calendar.

Sue asked if there were any objections or corrections to the emended CPL Proposed 2018 Closed Dates.

Hearing none the emended CPL Proposed Close Dates were approved with Unanimous Consent.

- Approval of Proposed CPL Board of Trustees 2018 meeting dates:

<table>
<thead>
<tr>
<th>Month</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 23</td>
<td>Barbara Ireland Community Room</td>
</tr>
<tr>
<td>February 27</td>
<td>Barbara Ireland Community Room</td>
</tr>
<tr>
<td>March 27</td>
<td>Barbara Ireland Community Room</td>
</tr>
<tr>
<td>April 24</td>
<td>Barbara Ireland Community Room</td>
</tr>
<tr>
<td>May 22</td>
<td>Barbara Ireland Community Room</td>
</tr>
<tr>
<td>June 26</td>
<td>Barbara Ireland Community Room</td>
</tr>
<tr>
<td>July 24</td>
<td>Barbara Ireland Community Room</td>
</tr>
<tr>
<td>August 28</td>
<td>Barbara Ireland Community Room</td>
</tr>
<tr>
<td>September 25</td>
<td>Barbara Ireland Community Room</td>
</tr>
<tr>
<td>October 23</td>
<td>Barbara Ireland Community Room</td>
</tr>
<tr>
<td>November 27</td>
<td>Barbara Ireland Community Room</td>
</tr>
<tr>
<td>December 18</td>
<td>Barbara Ireland Community Room</td>
</tr>
</tbody>
</table>

Action requested: The Library Board approves the proposed CPL Board of Trustees 2018 meeting dates as presented.

Sue asked if there were any objections or corrections to the proposed CPL Board of Trustees 2018 meeting dates as presented.

Hearing none the proposed CPL Board of Trustees 2018 meeting dates were approved as presented with Unanimous Consent.

- Approval of Funds for Staff Training Day on Friday, March 2, 2018 – The Director requests the authorization to use $1,000 of the CPL Memorial Fund for Staff Training Day to be held on Friday, March 2, 2018. This has proved to be a profitable day in the past. Funding is used for an off site location, food and speaker.

Sue asked if there were any objections to the Approval of Funds for Staff Training Day on Friday, March 2, 2018

Hearing none the Funds for Staff Training Day on Friday, March 2, 2018 were approved with Unanimous Consent.
• **Approval of LLSA Payments Agreement** - Between the Monroe County Library System and the Chili Public Library.

➢ Whereas the System anticipates receiving 2017-18 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 $8,307. The payment will be based on the funding level established by the New York State Education Department Division of Library Development for the 2017-18 fiscal year. Funds are passed through MCLS and are based on population.

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

Sue asked if there were any objections or corrections to the LLSA Payment Agreement as Written.

Hearing none the LLSA Payment Agreement as Written was approved with Unanimous Consent.

• **Approval to Withdraw from the Sick Leave Donation Bank** – Up to 50 hours for Library Assistant Patty Bruno. She is expected to be out five weeks, and up to 75 hours for Librarian Lee Ann Sperling. She is expected to be out six weeks.

**Action Requested** – Approve Request for Withdrawing of up to 125 total hours from the Sick Leave Donation Bank to cover the extended absence of Patty Bruno and Lee Ann Sperling.

Sue asked if there were any objections or corrections to the Request for Withdrawing of up to 125 total hours from the Sick Leave Donation Bank to cover the extended absence of Patty Bruno and Lee Ann Sperling.

Hearing none the Request for Withdrawing up to 125 total hours from the Sick Leave Donation Bank to cover the extended absence of Patty Bruno and Lee Ann Sperling was approved with Unanimous Consent.

The Board plans to update this policy at a later date.

• **Personnel Update** – Hannah Morrison has been hired as a part-time Library Clerk at an hourly rate of $11.40. Her start date was September 17, 2017. Savannah Scott has been hired as a part-time Library Page at an hourly rate of $9.70. Savannah’s start date was October 2, 2017.
MCLS Items:

- **The MCLS Marketing and Advocacy Team** – The MCLS Team convened and began discussing what the system can do to enhance advocacy for libraries. The team has settled on three objectives for the year. The first will be to develop the *Real People, Real Dollars* campaign for MCLS that was used to great success by the Mid-Hudson and Pioneer Systems. The campaign features social media postings of patrons showing how much money they saved using the library as opposed to commercial sources. The second objective will be to recruit volunteers to travel to Albany for Lobby Day. The third will be to develop a marketing campaign to reach out to our lapsed users and see if we can get them to use the library again.

- **Henrietta Public Library** - The Town Board will be voting on a referendum for a library bond at their next meeting. The vote will take place on November 7th. The square footage for the new library will be 33,000, increased from the current 18,000. The location for the new library is next to the recreation center. CPL has about 16,000 square feet.

State News

- No news to report.

Meetings and Workshops and Outreach:

- Gates Chili Chamber of Commerce Ribbon Cutting - 8/30/17
- Directors' Council Meeting – 9/6/17
- Gates Chili Chamber of Commerce Leadership Event - 9/7/17
- Town Board Budget Workshop – 9/7/17
- Gates Chili Chamber of Commerce Ribbon Cutting - 9/11/17
- Gates Chili Chamber of Commerce Meeting - 9/12/17
- CPL Friends Meeting – 9/12/17
- CPL Board Foundation Meeting – 9/13/17
- Gates Chili Chamber of Commerce Program Committee Meeting - 9/14/17
- Town Library Directors Council Meeting – 9/14/1

Committees: CPL Foundation meeting update - On September 13 the committee met and merged our vision statements. Our next step is to finalize our statement and begin to look at target audiences.

Old Business: None

New Business: None

Additional Comments from Audience: None

Review of CPL Budget spreadsheet and Memorial Fund spreadsheet: There was no unusual activity in either of the spreadsheets.
Approval of Library Fund abstract Amount of $11,556.33: Sue asked if there were any objections. Hearing none the Library Fund abstract amount was approved by unanimous consent.

Approval of Memorial Fund Expenditures of $511.14: Sue asked if there were any objections. Hearing none the Memorial Fund Expenditures were approved by Unanimous Consent.

Approval of Memorial Fund Revenues of $270.00: Sue asked if there were any objections. Hearing none the Memorial Fund Revenues were approved by Unanimous Consent.

Adjourn @ 6:55.

Next meeting date/time: October 24, 2017 @ Chili Public Library Barbara Ireland Community Room. 6:00pm.
Chili Public Library Board of Trustees Meeting
Approved Minutes for October 24, 2017

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: Sue asked if there were any objections or additions to the agenda. Hearing none the agenda was approved by Unanimous Consent.

Approval of minutes from September 24, 2017. Sue asked if there were any corrections to the minutes. Hearing none the minutes were approved by Unanimous Consent.

Communications

· Guests/Public: Christian Vieira, Churchville Chili High School Student

· Town Board liaison /Gates Chili Chamber of Commerce: Freed Maxick will be the Town auditor. CPL will be included in the audit. There is a six month moratorium on approval of any new massage therapy businesses. Mary gave us all “Save the Date” cards for the July 30, 2018, Chamber of Commerce Golf Tournament to benefit Chili and Gates libraries.

Director’s Report

General Information:
• **Friends of the CPL Board** – The next CPL Friends meeting is Tuesday, November 14, 2017, at 6pm. Andrew Lucyszyn has volunteered to attend. The CPL Friends September Book Sale resulted in $2,405 in book sales and $325 in membership. At the October Gates Chili Chamber of Commerce networking luncheon the Chamber presented a check in the amount of $7,270 to the Director on behalf of the CPL Friends. The check represents proceeds from the 2017 Gates Chili Chamber of Commerce Golf Tournament and Dinner Auction, and will be used for library improvements and programming. The Director extends a very special thank you to all who participated in this event, and to the Friends of the Chili Public Library for their continued support. The next Golf Tournament will be Monday, July 30, 2018, at Brook Lea Country Club.

• The Golf Tournament Committee has learned from past experience that sponsors need to be approached now as they are developing their annual budgets.

• **CPL Statistics** –

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<th>October 2016 – September 2017</th>
<th>October 2015 – September 2016</th>
<th>% of change</th>
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<tbody>
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<td>Circulation</td>
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<td>Website Pageviews</td>
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Our stats continue to mirror those of other libraries.
• **September Library Card Month** – The Library’s promotion of September as library card month resulted in 107 library cards being issued. The average for the month is 70 new library cards. “CPL on the Go” and a window display in the Town Hall helped with the promotion.

• **CPL on the Go!** – The library was at the Chili Wellness Committee Staff Wellness Fair on Thursday, October 12th. CPL-on-the-Go! will also be at the Town of Chili Halloween Party on Saturday, October 28th from 10:00am-11:30am, and the Gates Chili High School Family Wellness Fair November 2nd. From 5:30pm-7:30pm. Information on access to overdrive and ebooks was available. There is an event every month for “CPL on the Go” to attend.

• **Youth Services Program** - The library’s Youth Services staff held a successful Preschool Open House at the library for parents on Tuesday, October 17. Seven day cares were present and the event was well attended. This is a good example of CPL’s role as a community vehicle to provide the opportunity to meet the needs of our citizens.

• **Cobble School & Chili Library Bookmarks** – The library had two professionally made bookmarks created that will be distributed at the checkout desk and at CPL-on-the-Go! events. The photographs on the bookmarks were taken by Claire Talbot, a library assistant who used to work for the library. Claire’s photography has appeared in the Democrat & Chronicle as well as the Erie Canal Photo Contest calendars. Jeff gave each Board member bookmarks. We all agreed they were well done.

• **Chili Holiday Parade** – The Library will have a float in the Town’s Christmas Lights Display Parade on Friday, December 1\textsuperscript{st}, 2017. Valerie Scheg will design the float.

**Old Items:**

• **Approval of the Update to the Sick Leave Donation Policy** – The request for withdrawal from the Sick Leave Donation program will no longer come to the Director and the Library Board but instead will only go to the Director who will make a decision on the request. **Action Item:** Approve the Update to the Sick Leave Donation Policy.

  Sue asked if there were any objections to approving the Update to the Sick Leave Donation Policy. Hearing none it was approved by Unanimous Consent.

• **Approval to Renew a Two Year Subscription (January 2018 – December 2019) for the EnvisionWare MobilePrint Service in the amount of $1,358** – The Library utilizes the EnvisionWare MobilePrint Service for wireless printing. The service has been popularly used since 2015.
**Action Item:** Approve to Renew a Two Year subscription (January 2018 – December 2019) for the EnvisionWare MobilePrint Service in the amount of $1,358.

The service has worked well and is appreciated by the patrons.

Sue asked if there were any objections to approving the Renewal of a Two Year subscription (January 2018 – December 2019) for the EnvisionWare MobilePrint Service in the amount of $1,358. Hearing none it was approved by Unanimous Consent.

- **Approval of the 2017-2018 Bullet Aid in the Amount of $9,000 Received from the Office of Senator Michael H. Ranzenhofer** – The Monroe County Library System has received $9,000 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 furniture upgrades, computer upgrades and the Teenship area.

**Action Requested:** The Library Board Approves the 2017-2018 Bullet Aid in the Amount of $9,000 Received from the Office of Senator Michael H. Ranzenhofer.

The Bullet Aid will also be accepted by the Town Board as an adjustment on the library equipment line.

Sue asked if there were any objections to approving the 2017-2018 Bullet Aid in the Amount of $9,000 received from the Office of Senator Michael H. Ranzenhofer. Hearing none it was approved by Unanimous Consent.

**New Items:**

- **Approval of Payment of $16,528.37 to Cover the Cost of New Furniture, DVD Shelving Unit, CPU Slings, and Its Installation** - The Director requests the Library Board approve the recent purchase and installation of new furniture, DVD shelving unit, and CPU slings. $11,000 will be paid from the Library Fund which is the amount the library received from the Senator Michael Ranzenhofer 2016-2017 bullet aid. $5,328.37 will be paid from the CPL Memorial Fund.

**Action Item:** Approve Payment of $11,000 from the Library Fund and $5,328.37 from the CPL Memorial Fund to cover the purchase and installation of new furniture, DVD shelving unit, and CPU slings.

Sue called the motion to approve payment of $11,000 from the Library Fund and $5,328.37 from the CPL Memorial Fund to cover the purchase and installation of new furniture, DVD shelving unit, and CPU slings.

Motion made by Jim: 2nd by Andrew
In favor 7; opposed 0; abstained 0
• **Approval of $500 from the Memorial Fund to cover the cost for the 2017 CPL Holiday Party**: The CPL Holiday Party is Friday, December 8th at 5:30pm. Library Board, Town Board, CPL Friends Board, staff and volunteers are welcome to attend. The party is a venue whereby the Library has an opportunity to thank everyone involved for a productive and successful year. The Director requests $500 from the Memorial Fund to cover the cost of this year’s holiday party.

  **Action Item:** Approve $500 from the Memorial Fund to cover the cost for the 2017 Holiday Party.

  Sue asked if there were any objections to the approval of $500 from the Memorial Fund to cover the cost for the 2017 Holiday Party. Hearing none the request was approved by Unanimous Consent.

• **Approval for the Library to be Closed 12pm-2pm on Friday, December 15th in Order for Library Staff to Take Part in the Town Staff Holiday Party**: The Town’s Staff Annual Holiday Party is Friday, December 15th 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 15th in order for the Library Staff to join the Town Staff Holiday party.

  Sue asked if there were any objections to approving the Library being closed from 12pm-2pm on Friday, December 15th in order for the Library Staff to join the Town Staff Holiday party. Hearing none the request was approved by Unanimous Consent.

• **Approval Raising Counter Height Adjustment in the Make-a-Story Room**: The Director is proposing the library board approve raising the counter height in the Make-a-Story Room to 35” which will allow youth of all ages to best make use of the newly renovated room. The cost for new counter end panels and installation for this project is $1,540.

  **Action Requested:** Approve Raising the Counter Height in the Make-a-Story Room as described for the cost of $1,540.

  Discussion: Jeff explained that the counter was too low for the older youth to comfortably use. The Board asked if this was the fault of the designers. Jeff felt it was due to living with the design and finding it didn’t quite meet our needs rather than attributing fault in the design. The counter needs specific alterations to make it more usable.

  Sue asked if there were any objections to approving the Raising the Counter Height in the Make-a-Story Room as described for the cost of $1,540. Hearing none it was approved by Unanimous Consent.
MCLS Items:

- **The Legislative Thank you Breakfast** - The 6th Annual Legislative Thank You Breakfast will be Friday, October 27, 2017 from 8:30am-10:00am at the Henrietta Public Library. The following is the link for Library Board members to register [https://rrlc.org/event-details/6th-annual-legislative-breakfast/](https://rrlc.org/event-details/6th-annual-legislative-breakfast/). Several Board members and Jeff plan on attendi

State News

- No news to report

Meetings and Workshops and Outreach:

Directors’ Council Meeting – 10/4/17
CPL Staff Meeting – 10/6/17
CPL Friends Meeting – 10/10/17
Gates Chili Chamber of Commerce Program Committee Meeting - 10/12/17
MCLS Sustainability Workshop - 10/14/17
Gates Chili Chamber of Commerce Oktoberfest Networking Luncheon – 10/17/17
2018 Golf Tournament Meeting – 10/23/17

Committees: Foundation Committee - The Committee met yesterday, October 24, 1977. We developed the final vision and vivid description. We brainstormed the target audiences needed to support a foundation. At our next meeting we will write our mission statement and work on defining our target audiences.

Old Business: None

New Business: None

NYLA Trustee Training: Jeff Baker, Jim, Lori and Sue attended an excellent NYLA Trustee Training about sustainability. Sustainable thinking was defined as being able to endure, the capacity to bounce back after a disruption and the ability to regenerate by bringing new energetic life. In order to be sustainable the library needs to be environmentally sound, economically feasible and socially equitable. We looked at the library in somewhat of a different light than we may currently view it. Several examples from libraries across the nation were given to show how libraries can be at the forefront in addressing community concerns. The Board received a copy of the workbook used at the workshop.
Additional Comments from Audience: None

Review of CPL Budget spreadsheet and Memorial Fund spreadsheet: The expenditure for the NYLA conference attendance is on the Budget Spreadsheet. The renovation funds are on the Memorial Fund Spreadsheet.

Approval of Library Fund abstract Amount of $23,836.69: Sue asked if there were any objections to approving the Library Fund Abstract. Hearing none it was approved by Unanimous Consent.

Approval of Memorial Fund Expenditures $5,572.81: Sue asked if there were any objections to approving the Memorial Fund Expenditures. Hearing none they were approved by Unanimous Consent.

Approval of Memorial Fund Revenues of $9.00: Sue asked if there were any objections to approving the Memorial Fund Revenues. Hearing none they were approved by Unanimous Consent.

Adjourn @ 7:15.

Next meeting date/time: November 28, 2017 @ Chili Public Library Barbara Ireland Community Room. 6:00pm.
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: Jeff Stoiber

Meeting called to order @ 6:00 by President Ackerman.

Approval of agenda: Sue asked if there were any objections to the approval of the agenda with the addition of an Executive Session as discussed. Hearing none, the agenda was approved with Unanimous Consent.

Approval of minutes of October 24, 2017. Sue asked if there were any objections to the approval of the minutes. Hearing none, the minutes were approved with Unanimous Consent.

Communications:
- Town Liaison/Gates-Chili Chamber of Commerce: The 2018 Annual Budget was adopted. Aldi Supermarket will occupy some of the departing Chili Kmart space. A flyer for the December 12th Gates Chili Chamber of Commerce Holiday Luncheon was passed around.
- Guests/Public: None

Director’s Report:

General Information:

- Friends of the CPL Board – The next CPL Friends meeting is Tuesday, December 12, 2017, at 6pm. Jeff Stoiber has volunteered to attend. At its November meeting, the Friends Board approved the recommendation of the Director to use some of the proceeds from the 2017 Chamber Golf Tournament to purchase six ThinkPad laptops for the library. These laptops will be a welcome addition to those the library currently owns. Library laptops are regularly used at the Monday Minecraft Madness programs, as well as the Explore Technology with the Whole Family programs which are held the fourth Thursday of each month. These laptops will also benefit other computer-related library programs, such as Girls Who Code and the very popular Ancestry training program. In order to better serve our patrons, it is essential the Library remain up-to-date with the latest technology. The Board thanks the Friends for the purchase of the ThinkPads. CPL now has 12 laptops.
## CPL Statistics

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<th>Month</th>
<th>October 2017</th>
<th>October 2016</th>
<th>% of change</th>
</tr>
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<td>20,695</td>
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<td>Reference Questions</td>
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<td>1,622</td>
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</tr>
<tr>
<td>Programs</td>
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<td>66</td>
<td>-14%</td>
</tr>
<tr>
<td>Program Attendance</td>
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<td>-12%</td>
</tr>
<tr>
<td>Items Borrowed (holds)</td>
<td>864</td>
<td>791</td>
<td>9%</td>
</tr>
<tr>
<td>Items Loaned (holds)</td>
<td>815</td>
<td>619</td>
<td>32%</td>
</tr>
<tr>
<td>Overdrive</td>
<td>1,929</td>
<td>1,715</td>
<td>12%</td>
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<tr>
<td>Meeting Room</td>
<td>79</td>
<td>80</td>
<td>-1%</td>
</tr>
<tr>
<td>Website Visits</td>
<td>7,233</td>
<td>6,289</td>
<td>15%</td>
</tr>
<tr>
<td>Website Pageviews</td>
<td>10,323</td>
<td>11,018</td>
<td>-6%</td>
</tr>
</tbody>
</table>

|                                | November 2016 – October 2017 | November 2015 - October 2016 | % of change |
|                                | 247,175                      | 274,738                      | -10%        |
| Library Visits                | 148,013                      | 147,033                      | 1%          |
| Reference Questions           | 17,242                       | 18,595                       | -7%         |
| Programs                      | 604                          | 574                          | 5%          |
| Program Attendance            | 15,115                       | 14,210                       | 6%          |
| Overdrive                     | 21,612                       | 19,643                       | 10%         |

Library visits were up, although program attendance was down. Overdrive and website visits were up.

### General

- **Holiday Parties and Parades** – The Library will have a float in the Town's Christmas Lights Display Parade on Friday, December 1st. Afterward CPL-on-the-Go! will be at the Senior Center. The CPL holiday party is scheduled for Friday, December 8th at 7:00pm. Library Board, Town Board, CPL Friends Board, staff and volunteers are welcome to attend. The Town’s Staff Annual Holiday Party is Friday, December 15th from 12pm-2pm at the Senior Center. Library Board and library staff are welcome to attend. Those wishing to march with the CPL float should arrive
at the Kmart parking lot between 5:30 and 5:40. The Friends purchased books for CPL-on-the-Go! to give away at the Tree Lighting Celebration.

- **Gates Chili Chamber of Commerce Holiday Luncheon** – The Chamber is having its annual holiday luncheon on December 12th from 11:30am-1:30pm. Registration is on the Chamber's website.

- **2017 Annual Legislative Thank You Breakfast** - The MCLS legislative thank you breakfast was held Friday, October 27th. It was sponsored by the Rochester Regional Library Council, the Library Systems of the Greater Rochester Area, and the Friends and Foundation of the Rochester Public Library. It was a well-received event. Sue, Andrew and Lori had the opportunity to speak with Assemblyman Bronson. He expressed interest in a visit to CPL, possibly meeting with older youth.

- **Mr. Adam DeSantis Passing** – The Chili Public Library appreciates its many great patrons none more so than Adam DeSantis. Mr. DeSantis recently passed away. He began the library's Chess Club years ago because he wanted there to be a place where children would gather and learn about the game he loved. The Chess Club is now one of the library’s most popular programs and is held twice a month. His friend Fred Mellender will continue overseeing the Chess Club. Mr. Desantis, a World War II veteran, also hosted the monthly Military Veterans Meet and Greets at the library. He will be missed by staff and patrons alike.

- **Make-a-Story Room** - The Chili Public Library, in collaboration with the Gates-Chili Rotary Club, held a ribbon cutting ceremony on Friday, November 17th for its newly renovated Make-a-Story Room. The renovation was made possible by a donation in memory of George and Mary Cardella. The Make-a-Story Room now has new folding children's tables and stackable chairs, a STEAM counter for families to learn through making, four large storage cabinets, a 3-D printer, and green screen technology. This renovated room allows the staff to easily reconfigure the room for their interactive programs for children of all ages. A nice reception was available before the ribbon cutting. Attendees of all ages enjoyed using the interactive equipment in the Make-a-Story Room. Jeff gave the Board handouts showing many items in the room.
NYLA Conference, November 2-5. The Director distributed written reports from Jennifer Freese, Cathy Kyle and Valerie Scheg detailing the workshops they attended at the NYLA conference. They garnered much information and specific ideas they would like to use at the library. The written reports were informative. They gave a summary of workshops attended and how they applied to CPL. It is clear that our librarians are ready learners and actively keep up with trends.

NYLA Leadership & Management Academy Graduate – Jennifer Freese received her Leadership and Management Academy certificate at the New York Library Association 2017 Inaugural Celebration & Awards Ceremony on November 10, 2017. The Academy is an educational program for emerging leaders in the library profession. Participants gain the skills and knowledge they need to advance up the career ladder in library management. Enrollment in the Academy is limited to 40 students each year. Enrollees are required to complete ten courses over a three year period to receive a Leadership and Management Academy Certificate. The cost of Jennifer’s program was supported by the Library Board. The Board congratulates Jenn on this accomplishment.

Old Items:

- No Items to report.
New Items:

- **Personnel Update:** Sue Hoskens part-time clerk resigned as she has moved to Buffalo. Vicke Pass has been hired as a part-time clerk starting November 27th at a pay rate of $10.70 per hour.

- **Approval of Make-a-Story Room Policies** – Now that the Make-a-Story Room has been completely renovated, rules for its use by the public need to be adopted. The Director requests the Library Board to approve the Make-a-Story Room Policies as presented.  
  **Action Requested:** Approve the Make-a-Story Room Policies. The Board received the policies draft in our packets. The approval will be tabled until a future date after the Board has the opportunity to review it.  
  Discussion of draft: Language was tweaked. The Agreement document was changed as needed to make responsibility and liability clear. Jeff will rewrite the policies changes as discussed. It will be presented for approval at a future meeting.

- **Approval of 3D Printer Policy** – The library purchased a 3D MakerBot printer within the last year. To date it has been used exclusively by staff for Youth Services programming. The Director requests the Library Board approve the 3D printer policy which will allow the public to use the library’s 3D printer given certain restrictions.  
  **Action Requested:** Approve the 3D Printer Policy as written.  
  The Board received the policy draft in our packets. The approval will be tabled until a future date after the Board has an opportunity to review the draft policy.  
  Discussion of draft: Language was tweaked. Typos were corrected. The proposed printing charge per gram was questioned. It is enough to cover materials but may not take into account staff time needed. Can the build platform be recycled after use? Jeff used information from Greece and Irondequoit in the draft but will check to see other libraries’ policies to help answer questions. He will report his findings to the Board.

- **Approval of Eagle Scout Project Proposal** – Kyle Wiesmore will be doing a project in the library as a requirement of him achieving the rank of Eagle Scout. The Director reviewed Kyle’s project which is his overseeing the construction of communication tools to be placed in the Teenship area. Among these will be a signpost pointing to Teen materials, a suggestion mailbox, a poster case, a bulletin board, and a dry erase board. The Director requests the Library Board approve expenditures of up to $350 in order to purchase the materials to complete this project.  
  **Action Requested:** Approve expenditures of up to $350 to complete Eagle Scout Project.  
  Discussion: We agreed this is a great project.
Sue called the Motion: Approve expenditures of up to $350 to complete Eagle Scout Project. Motion made by Jim; 2nd by Judith
In favor: 6; Opposed: 0; Abstained: 0

- Approval of New Children’s Library Stools – The Director requests the Library Board approve the purchase of six children’s library stools. Three to go into the new Make-a-Story Room, and three to replace those in the Children’s area. The expenditure will come from the 2017-18 bullet aid the library received.

Action requested: Approve expenditure of $903.52 from Creative Library Concepts for the purchase of six children’s library stools.
Sue asked if there were any objections to the expenditure of $903.52 from Creative Library Concepts for the purchase of six children’s library stools. Hearing none, the expenditure was approved by Unanimous Consent.

MCLS Items:

- Overdrive Advantage Plus – MCLS Member Directors voted in October to implement a new buying and sharing model for Overdrive, the system’s primary vendor for e-content. Members may now set up Advantage Plus accounts, which will allow them to buy content that is shared first with residents of their own service areas. Once demand for the content is satisfied within the service area, it will then be shared system-wide. It is intended to best to minimize wait times for holds. The Council decided to end the system standing order plan to fill the outstanding holds list. The MCLS office will continue to evaluate how Advantage Plus affects item availability and how to purchase going forward to best serve the needs of the system libraries not using Advantage Plus. The Chili Public Library has set up an Advantage Plus account. The popularity of Overdrive continues to grow. Advantage Plus should cut wait time for our patrons.

State News

- No news to report

Meetings and Workshops and Outreach:

Directors’ Council meeting – 11/1/17
CPL Split Staff meeting – 11/3/17
Gates Chili Chamber of Commerce Program Committee meeting - 11/14/17
CPL Friends meeting – 11/14/17
Meeting with Gates Chili School District Outreach Coordinator – 11/16/17
Make-a-Story Ribbon Cutting – 11/17/17
CPL Foundation meeting – 11/20/17
Committees:

- CPL Foundation Committee: The Committee met on November 20, 2017. We finalized our mission statement and reviewed our work thus far. We worked to develop a statement of our core values. Our final session with Causewave is in December.

Old Business: None

New Business: None

Review of the CPL Budget Spreadsheet and the Memorial Fund Spreadsheet: The Fines, Charges and Holds were less than expected. This might be due in part to the decrease in circulation. We received our share of the Library System Grant. The Ranzenhofer Grant was recorded as revenue but is an encumbered asset. $21,000 for the 2nd part of our Cost Share was paid. On the Memorial Fund Spreadsheet payments made by CPL but not cashed by the payee are highlighted in blue.

Approval Items:

- Approval of Library Fund Abstract of $41,267.73.
- Approval of Memorial Fund Expenditures of $78.66.
- Approval of Memorial Fund Donations $332.25.
- Sue asked if there were any objections to the approval of the Library Fund Abstract, Memorial Fund Expenditures or Memorial Fund Donations. Hearing none all were approved by Unanimous Consent.

Additional Comments from Audience: Mary reported that Assemblyman Bronson will be the speaker at the January 19, 2018 Chamber of Commerce meeting.

- Adjourn to Executive Session @ 7:15 to discuss personnel issues.
- Return to regular session @ 7:40.

- Hearing no objections, the meeting adjourned @ 7:40.

Next meeting date/time: December 19, 2017 @ Chili Public Library Ireland Community Room. 6:00pm.
Chili Public Library Board of Trustees Meeting
Approved Minutes for December 19, 2017

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 called to order @ 6:00 by President Ackerman.

Approval of agenda: Sue Ackerman asked if there were any objections to the approval of the agenda. Hearing none, the agenda was approved with Unanimous Consent.

Approval of minutes of November 18, 2017: Sue Ackerman asked if there were any objections to the approval of the minutes. Hearing none, the minutes were approved with Unanimous Consent.

Communications

- Guests/Public: Lauren Lintz, Churchville Chili government student; June Lintz; Jim Ziobro, library patron.

- Town Liaison: John Nowicki was honored for his 41 years of work in Chili. There is interest in developing property on Golden Road under Incentive Zoning. The property is a “Brown Brownfield Zone,” which means hazardous is present.

Director’s Report:

General Information:

- Friends of the CPL Board – The next CPL Friends meeting is Tuesday, January 9, 2018. The CPL Friends Board is raffling a holiday basket, $1.00 per ticket, 6 tickets for $5.00. Winner will be chosen December 20, 2017. The Director will share the CPL Friends Board end of year financial spreadsheet to illustrate the great support the Friends of the Chili Public Library gave to the library in 2017. As of November, the Friends have given $17,719.43 to the library. They have funded programs, purchased equipment and supplied many items outside our budget. We are fortunate to have such a wonderful Friends group in Chili.

- CPL Statistics –
<table>
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<tr>
<th>Month</th>
<th>November 2017</th>
<th>November 2016</th>
<th>% of change</th>
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<tr>
<td>Circulation</td>
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<td>Library Visits</td>
<td>10,774</td>
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<tr>
<th>Month</th>
<th>December 2016 – November 2017</th>
<th>December 2015 - November 2016</th>
<th>% of change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circulation</td>
<td>245,641</td>
<td>272,120</td>
<td>-10%</td>
</tr>
<tr>
<td>Library Visits</td>
<td>147,076</td>
<td>146,931</td>
<td>.10%</td>
</tr>
<tr>
<td>Reference Questions</td>
<td>17,112</td>
<td>18,590</td>
<td>-8%</td>
</tr>
<tr>
<td>Programs</td>
<td>585</td>
<td>589</td>
<td>-1%</td>
</tr>
<tr>
<td>Program Attendance</td>
<td>14,806</td>
<td>14,401</td>
<td>3%</td>
</tr>
<tr>
<td>Overdrive</td>
<td>21,938</td>
<td>19,787</td>
<td>11%</td>
</tr>
</tbody>
</table>

The statistics were as expected.

General

- **Thank you to Scribe Lori Ahearn** – Library trustee Jim Lechner extends his thanks on behalf of the Library Board and the Director to Lori Ahearn for being the scribe for the Library Board during 2017 and for taking such good notes.

- **Nextdoor votes the Chili Public Library as their favorite bookstore!** – Nextdoor is the private social network for your neighborhood community. It’s a way for neighbors to talk online to share information that will help make neighborhoods safer, stronger, and happier. Recently, Nextdoor Chili Neighbors conducted a survey to have residents choose businesses as their ‘Neighborhood Favorites’ for 2017. Chili Public Library won as favorite bookstore! The library thanks all who voted

- **17th Annual Mitten Drive** – The library is holding its 17th annual mitten drive. New mittens, gloves and hats are being collected for January distribution to children ages 6
weeks to 12 years at the Lewis Street YMCA Child Care Center. The library will be collecting through Friday, January 12, 2018.

- **Chili Christmas Tree Lighting Ceremony** – CPL-on-the-Go! had a booth at the Christmas Tree Lighting on event last night. Over 200 people visited our booth on December 1st. That evening the library gave away over 100 new children’s books that were generously donated by the library’s Friends group!

- **Chili Hold Card Sale** - The library is having a hold card sale, $1.00 off the price of Chili’s hold gift card, 12 holds for $4.00. Offer expires 12/31/2017.

- **Sign-Up Sheets** - The director will distribute the CPL Board sign-up sheets for library trustees to attend the 2018 CPL full staff meetings and the CPL Friends Board meetings. Sign-up sheets will be distributed at our January meeting.

**Old Items:**

- **Make-a-Story Room Counter Height Change and New Stools** – The height of the counter in the Make-a-Story Room has now been changed and three new stools have been added. The change of the counter height has made a big difference in how the counter is being used. Both parents and children can now use the counter to build items and crafts together.

**MCLS Items:**

- No news to report

**State News:**

- No news to report

**Meetings and Workshops and Outreach:**

CPL Full Staff meeting – 12/1/17  
Chili Parade of Lights – 12/1/17  
MCLS Director’s Council Meeting – 12/6/17  
Gates Chili Chamber of Commerce Program Committee meeting - 12/7/17  
CPL Holiday Party – 12/8/14  
Gates Chili Chamber of Commerce Holiday Luncheon – 12/12/17  
CPL Friends meeting – 12/12/17  
Gates Chili Chamber of Commerce Awards Committee – 12/13/17  
Gates Chili Chamber of Commerce Programs Committee – 12/13/17  
CPL Foundation meeting – 12/19/17

**New Items:** None

**Committees:**
• CPL Foundation Committee – We concluded Phases I and II with Causeway this afternoon, December 18, 2017. Our Mission Statement, Vision and Core Value Statements are in document form. Phase III entails individually tailored ways to develop a foundation. There is a grant application available through January 31, 2018, to help offset the cost of Phase III if we choose to continue. We will share our work with the Board during our January meeting and discuss how to proceed from this point.

Old Business: None

New Business: None

Review of the CPL Budget Spreadsheet and Memorial Fund Spreadsheet: There were three pay periods in November. The Memorial Fund spreadsheet shows the balance of funds remaining from the Make-A-Story project as well as some larger donations from patrons.

Chili is exploring options to update the Town’s facilities. The Senior Center and the Recreation Building are in need of costly repairs. The Library and Senior Center have outgrown their spaces. The Supervisor will hold informational meetings to discuss the feasibility and elicit citizen opinion of building a new Town Community Complex which would house a Library, Senior Center and Recreation Center. To be prepared for the future, the Library had developed contingency plans for the possibility of acquiring a new larger space. These will be helpful as the Town moves ahead with their Master Plan.

Jim Lechner was granted his request to miss the next three meetings.

Approval Items:

• Approval of Library Fund Abstract of $12,007.68.
• Approval of Memorial Fund Expenditures of $414.60.
• Approval of Memorial Fund Donations of $1,19500.

• Sue Ackerman asked if there were any objections to the approval of the Library Fund Abstract, Memorial Fund Expenditures or Memorial Fund Donations. Hearing none all were approved by Unanimous Consent.

Additional Comments from Audience: None

• Adjourn to executive session @ 6:40 to discuss personnel issues.
Return to general session @7:25.

Action Item: Approval of Proposed 2018 Chili Public Library Employee Pay Rates
The Director will distribute at the Board meeting the proposed 2018 Chili Public Library employee pay rates for 2018.

Board Action: Approve the Proposed 2018 Chili Public Library Employee Pay Rates as Presented.
Sue Ackerman called the question: Approve the Proposed 2018 Chili Public Library Employee Pay Rates as Presented to Begin the First Pay Period in 2018. Motion made by Jim Lechner; 2nd by Jeff Stoiber.
In favor: 7; Opposed: 0; Abstained: 0

Hearing no objections, the meeting adjourned @ 7:28.

Next meeting date/time: January 23, 2018 @ 6:00. Chili Public Library Ireland Community Room. 6:00pm.