Chili Public Library Board of Trustees Meeting
Approved Minutes for January 22, 2019

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), Andrew Lucyszyn (Vice President), Lorraine Ahearn (Secretary), James Lechner (Memorial Fund Treasurer), Lori Hahn, Karen Reifenstein, Jeffrey Stoiber
Library Director: Jeff Baker
Town Liaison: Mary Sperr

Absent: None
Excused: Susan Ackerman, James Lechner, Karen Reifenstein

Meeting called to order @ by Vice President Lucyszyn.

Approval of agenda: Andrew Lucyszyn 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 December 18, 2018: Andrew Lucyszyn asked if there were any objections to the approval of the minutes. Hearing none, the minutes were approved with Unanimous Consent.

Communications

- Town Liaison: A resolution was passed to accept the $15,000 Bullet Aid from Senator Ranzenhofer to be used for the purpose of providing children’s programming, updating technology and improving the Library and to change the CPL revenue budget to reflect this amount. A resolution was passed to permit an interfund loan from the reserves to decrease the expense associated with borrowing external funds for the Community Center Facility. The Town is advertising for bids for the site work for the new Community Center Facility.

- Guests/Public: None Present

Director’s Report

General Information:

- New Library Update: Small adjustments continue to be made to the design which has become more specific. Chris Levy is checking the plans for IT needs. Jeff Baker will begin to receive data sheets for his approval as the next step in the process.

- Take Your Child to the Library Day is February 2nd. Activities have been planned for the day.

- The Essential Oils Program was cancelled due to the snow closing of CPL.
There may be a need for a Sign Language Interpreter during some programs. Jeff Baker is researching the process and cost of acquiring interpreting services.

**Friends of the CPL Board:** The next CPL Friends Board meeting is Tuesday, February 12, 2019. Sue Ackerman has volunteered to attend. The Library Director greatly appreciates the support for programming the Friends Board gives each year to the library. This support is shown by the quality and quantity of programs offered every year to those in the community. At their January 2019 meeting the CPL Friends approve the donation of $11,000 in support for 2019 CPL programming. This donation will cover the expenses for Visiting Artists, craft and technology supplies, food and tableware for programs (children, teens, adults) in 2019. The Director may request additional funding for special programs throughout the year. The CPL Board also appreciates the support given by the Friends Board.

**CPL Statistics**

<table>
<thead>
<tr>
<th>Month</th>
<th>December 2018</th>
<th>December 2017</th>
<th>% of change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circulation</td>
<td>17,265</td>
<td>16,842</td>
<td>3%</td>
</tr>
<tr>
<td>Library Visits</td>
<td>8,853</td>
<td>9,267</td>
<td>-4%</td>
</tr>
<tr>
<td>Reference Questions</td>
<td>1,121</td>
<td>1,098</td>
<td>2%</td>
</tr>
<tr>
<td>Programs</td>
<td>31</td>
<td>37</td>
<td>-16%</td>
</tr>
<tr>
<td>Program Attendance</td>
<td>647</td>
<td>610</td>
<td>6%</td>
</tr>
<tr>
<td>Items Borrowed (holds)</td>
<td>693</td>
<td>678</td>
<td>2%</td>
</tr>
<tr>
<td>Items Loaned (holds)</td>
<td>629</td>
<td>703</td>
<td>-11%</td>
</tr>
<tr>
<td>Overdrive</td>
<td>2,381</td>
<td>1,827</td>
<td>30%</td>
</tr>
<tr>
<td>Meeting Room</td>
<td>55</td>
<td>57</td>
<td>-4%</td>
</tr>
<tr>
<td>Website Visits</td>
<td>4,812</td>
<td>5,096</td>
<td>-6%</td>
</tr>
<tr>
<td>Website Pageviews</td>
<td>7,124</td>
<td>7,456</td>
<td>-4%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Month</th>
<th>Jan - Dec 2018</th>
<th>Jan-Dec 2017</th>
<th>% of change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circulation</td>
<td>239,293</td>
<td>244,336</td>
<td>-2%</td>
</tr>
<tr>
<td>Library Visits</td>
<td>136,741</td>
<td>145,412</td>
<td>-6%</td>
</tr>
<tr>
<td>Reference Questions</td>
<td>17,403</td>
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<td>2%</td>
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<tr>
<td>Programs</td>
<td>592</td>
<td>566</td>
<td>5%</td>
</tr>
<tr>
<td>Program Attendance</td>
<td>14,702</td>
<td>14,432</td>
<td>2%</td>
</tr>
<tr>
<td>Overdrive</td>
<td>25,858</td>
<td>22,228</td>
<td>16%</td>
</tr>
</tbody>
</table>
An increase in program attendances appears to correlate with an increase in circulation.

- **The Alzheimer's Association Presents** – The Library is hosting a series of four informative programs presented by the Alzheimer's Association. Understanding Alzheimer's and Dementia, Wednesday, January 16, Effective Communication Strategies, Wednesday, February 20, Understanding & responding to Dementia-Related Behavior, Wednesday, March 20, Dementia Conversations: Driving, Doctor Visits, Legal & Financial Planning, Wednesday, April 17. These programs were coordinated by Jill Marshall.

- **Two New Youth Services Programs** – Cathy Kyle the Youth Services Manager has created two new youth services programs. Young Librarians for ages 8-12 who want to make a difference in our library. They meet the first Monday of the month at 6pm. Science Club is for all ages. Youth come to share their love of all things science. They meet the third Thursday of each month at 6pm.

- **Information to New Homeowners** – In 2018, the Friends of the Chili Public Library Board mailed 400 letters to new homeowners in Chili, inviting them to come to the library and enclosing information about programs and services. Since they started mailing to new homeowners, they have mailed 1,610 letters overall.

**New Items:**

- **Approval of CPL Friends Donation** – The Library Director requests the Library Board approve the Friends of the Chili Public Library donation, they approved at their January 2019 meeting, in the amount of $11,000. $10,050 of the donation to be deposited in the library’s Library Fund. The remaining $950 will be turned into Wegman’s and Tops gift cards to be used for the programs the library offers. **Action requested:** Approve the $11,000 donated to the Chili Public Library from the Friends of the Chili Public Library.

  The Board recognizes the increase in the donation from last year’s amount and its importance to programming. We appreciate the Friends of Chili Public Library.

  Andrew Lucyszyn asked if there were any objections to the approval of the $11,000 donated to the Chili Public Library from the Friends of the Chili Public Library. Hearing none, the donation was approved with Unanimous Consent.

- **Approval of Senator Michael H. Ranzenhofer 2018-2019 Bullet Aid** - The Chili Public Library has been awarded a $15,000.00 grant for 2018-2019 Bullet Aid from New York State and Senator Michael H. Ranzenhofer to be used for the purpose of providing children’s programming, updating technology and improving the library. The Library Director requests the Library Board approve to increase revenue account L3840 (State Aid for Libraries) by $15,000.00 and expense account L7410.2 (Library- Equipment) by $15,000.00.
Action requested: Approve the $15,000 in 2018-2019 Bullet Aid from Senator Michael H. Ranzenhofer.

Andrew Lucyszyn asked if there were any objections to the approval of the $15,000 in 2018-2019 Bullet Aid from Senator Michael H. Ranzenhofer. Hearing none, the Bullet Aid was approved with Unanimous Consent.

MCLS Items:

- **Meeting with Harry Bronson, NY Assembly** – The Library Director, Library Board member Lori Ahearn, and Friends of the Chili Public Library Board member Caitlin McGee will be attending a meeting with Assemblyman Harry Bronson on January 25, 2019 to advocate for State funds for the Monroe County Library System. The Monroe County Library System provide the Library with the online catalog, internet access, delivery, interlibrary loan, and shared databases.

State Items:

- None to report

Meetings and Workshops and Outreach:

CPL Foundation Committee Meeting – 12/19/18
CPL Full Staff Meeting – 1/4/19
Town of Chili Community Center Complex Meeting – 1/4/19
Gates Chili Chamber of Commerce Board Meeting - 1/8/19
Friends of the Chili Public Library Board Meeting – 1/8/19
Gates Chili Chamber of Commerce Golf Tournament Meeting – 1/15/19
Causewave/CPL Foundation Meeting – 1/18/19

Committees

- CPL Foundation Committee: All information was completed and sent in the 2018 calendar year to apply for our non-profit status. Jeff Baker, Bob Pacer and Andrew Lucyszyn have met with Causewave to discuss what support is now needed from Causewave. We are still receiving services under the Causewave grant we were awarded.

- Personnel Committee: It is time for the committee to develop the Director’s annual evaluation. Shortly, Jeff Stoiber will email the Board the evaluation form to be completed by Board members.

Old Business: None

New Business: None
**Review of the CPL Budget Spreadsheet and Memorial Fund Spreadsheet:** As predicted we had less revenue from fines, fees and charges than was budgeted, while more revenue has been generated through CPL Friends support and patron use of our printers, fax machine and copier. The difference between the budgeted amount and actual amount spent on materials and programming is minimal. The library’s bookkeeper will update information about employee benefits before we have a final accounting for the calendar year. The Memorial Fund has moved some CDs to a more favorable 2% interest rate.

**Approval Items:**

- Approval of Library Fund Abstract amount of $4,209.64.
- Approval of Memorial Fund Expenditures amount of $1329.51.
- Approval of Memorial Fund Donations amount of $510.00.

- Andrew Lucyszyn 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

**Hearing no objections, the meeting was adjourned @ 7:30.**

**Next meeting date/time:** February 26, 2019 @ Chili Public Library Ireland Community Room. 6:00pm.
Chili Public Library Board of Trustees Meeting
Approved Minutes for February 26, 2019

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), Andrew Lucyszyn (Vice President), Lorraine Ahearn (Secretary), James Lechner (Memorial Fund Treasurer), Lori Hahn, Karen Reifenstein, Jeffrey Stoiber
Library Director: Jeff Baker
Town Liaison: Mary Sperr

Absent: None
Excused: Lori Hahn, James Lechner

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 addition as discussed, by Unanimous Consent.

Approval of minutes of January 22, 2019: Sue Ackerman 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: A resolution was passed to authorize the advertisement for bids for General Trades, Electrical, Plumbing/Fire Protection & Mechanical necessary for the development of the new Community Center Facility. Resolutions were passed to award bids for the new Community Center Facility: site work to Bayside Paving, Foundations to LeChase Construction Services, Steel, to Ramar Steel Sales Inc.

Nominations for the annual Gates-Chili Chamber awards are due by March 1, 2019. Check the website for details. Supervisor Dunning’s State of the Town was presented during the recent Chamber’s luncheon meeting.

- Guests/Public: None Present

Director’s Report

New Building Update - The Director reviewed Design 5 with the Board including some 3-D renderings. The Director continues to collaborate with the architects. Elements of the design are reviewed to be sure it meets all codes and is cost effective.

CPL Website – The CPL Website is not ADA compliant. There are web design companies that have worked with area libraries to freshen their sites. The Board agreed that it is a good idea for CPL to investigate
companies in our area. Prior to contacting outside companies, Andrew Lucyszyn and Cathy Kyle will discuss changes that can be made to meet ADA compliance as quickly as possible.

General Information:

**Friends of the CPL Board:** The CPL Friends Board meeting for February 12, 2019 was cancelled due to bad weather. The next CPL Friends Board meeting is Tuesday, March 12, 2019. Lori Hahn has volunteered to attend. The CPL Friend’s next book sale will be March 27th (4pm-8pm Friend’s preview), March 28th (12pm-8pm), March 29th (9am-4pm), March 30th (9am-4pm), and March 31st (1pm-4pm bag sale).

- **CPL Statistics –**

<table>
<thead>
<tr>
<th>Month</th>
<th>January 2019</th>
<th>January 2018</th>
<th>% of change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circulation</td>
<td>19,444</td>
<td>19,883</td>
<td>-2%</td>
</tr>
<tr>
<td>Library Visits</td>
<td>10,354</td>
<td>10,953</td>
<td>-5%</td>
</tr>
<tr>
<td>Reference Questions</td>
<td>1,424</td>
<td>1,471</td>
<td>-3%</td>
</tr>
<tr>
<td>Programs</td>
<td>45</td>
<td>46</td>
<td>-2%</td>
</tr>
<tr>
<td>Program Attendance</td>
<td>680</td>
<td>1,004</td>
<td>-32%</td>
</tr>
<tr>
<td>Items Borrowed (holds)</td>
<td>1,084</td>
<td>530</td>
<td>105%</td>
</tr>
<tr>
<td>Items Loaned (holds)</td>
<td>750</td>
<td>804</td>
<td>-7%</td>
</tr>
<tr>
<td>Overdrive</td>
<td>2,536</td>
<td>2,108</td>
<td>20%</td>
</tr>
<tr>
<td>Meeting Room</td>
<td>66</td>
<td>77</td>
<td>-14%</td>
</tr>
<tr>
<td>Website Visits</td>
<td>5,584</td>
<td>6,153</td>
<td>-9%</td>
</tr>
<tr>
<td>Website Pageviews</td>
<td>8,716</td>
<td>9,602</td>
<td>-9%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>February 2018-January 2019</th>
<th>February 2017-January 2018</th>
<th>% of change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circulation</td>
<td>238,854</td>
<td>243,385</td>
<td>-2%</td>
</tr>
<tr>
<td>Library Visits</td>
<td>136,242</td>
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<td>-6%</td>
</tr>
<tr>
<td>Reference Questions</td>
<td>17,356</td>
<td>17,061</td>
<td>2%</td>
</tr>
<tr>
<td>Programs</td>
<td>591</td>
<td>565</td>
<td>5%</td>
</tr>
<tr>
<td>Program Attendance</td>
<td>14,378</td>
<td>14,571</td>
<td>-1%</td>
</tr>
<tr>
<td>Overdrive</td>
<td>26,286</td>
<td>22,293</td>
<td>18%</td>
</tr>
</tbody>
</table>

The statistics have remained fairly static. The Items Borrowed data is a glitch related to the beginning of the new fiscal year.
General

- **Meeting with Harry Bronson, NY Assembly** – The Library Director, Library Board member Lori Ahearn, and Friends of the Chili Public Library Board member Caitlin McGee met with Assemblyman Harry Bronson on January 25, 2019 to advocate for State funds for the Monroe County Library System. The Monroe County Library System provide the Library with the online catalog, internet access, delivery, interlibrary loan, and shared databases. Assemblyman Bronson is supportive of our public libraries and would like to see library funds added back into the budget. Director Baker said we would like the construction funding to stay at least at last year’s level rather than the proposed decrease as we begin construction of our new library. AIM money also impacts our budget. A permeant 2% cap seems to be the bargaining chip the governor will use.

- **Michael Benson Program** – The library had a successful program on Saturday, February 23rd with over 125 in attendance. Michael Benson discussed his new book Nightmare in Rochester – The Double Initial Murders detailing two well-known unsolved 1971-1973 murders in Monroe County. Because of the large number of attendees, the program was relocated to the Town Meeting Hall.

- **Growl for Literacy**: For the third year in a row the Chili Public Library and Florence Brasser elementary school are partnering in a four-week program that will provide an opportunity for students to attend the library in an after school program called “Growl for Literacy”. Students will be transported by bus to the library for a fun-filled literacy program that will run from 3:30-4:30 pm. Kindergarten students will attend the library on Tuesdays, February 26, March 5, March 12, and March 19. 1st grade students will attend on Wednesdays, February 27, March 6, March 13, and March 20. 2nd grade students will attend Thursdays, February 28, March 7, March 14, and March 21. The Kindergarten students had a nice start on March 26. The Director is open to involving other school districts in our library area in future years.

New Items:

- **Approval of Standard Work Day** – The Chili Public Library hereby establishes the following as standard work days based on the record of activities maintained by the library. This information is submitted to the Town of Chili Finance Department who in turn report days worked to the New York State and Local Employees’ Retirement System.

**Action Requested** – Approve the standard work day for CPL employees as listed in the chart below.

<table>
<thead>
<tr>
<th>Title</th>
<th>Standard Work Day (hrs/days)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bookkeeper</td>
<td>7.50</td>
</tr>
<tr>
<td>Cleaner</td>
<td>7.50</td>
</tr>
</tbody>
</table>

Sue Ackerson asked if there were any objections to the approval of the standard work day for CPL employees as presented. Hearing none, the standard work day for CPL employees was approved with Unanimous Consent.
2018 Year in Review: The Director will present a review of the past year’s accomplishments to the Library Board. The Board was given a Power Point presentation and an electronic copy of the presentation by the Library Director. The number of programs, circulations and outreach were impressive. Our expenditures and revenues for the library were in agreement with the budget projections made. Due to personal changes and benefits that came in under projected amounts we spent less of the surplus budget than was anticipated. New resources, like Launch Pads, that have been purchased for our collection. It was a successful year for CPL.

MCLS Items:
- None to report

State Items:
- **State Budget Proposal** - Governor Cuomo released his FY2019-2020 Executive Budget proposal & accompanying legislation. It includes a 4% cut in library aid. The proposed funding is $4M less than what was in last years’ enacted state budget. This proposed cut fails to acknowledge the crucial role libraries serve in our communities, and the contributions they make to our state’s education system. Library Construction Aid received a $20M increase in last year’s enacted budget - Governor Cuomo has proposed eliminating that additional funding. The State Division of Library Development estimates that library renovation and construction needs are $1.7B statewide. Over 48% of public libraries in NYS are 60+ years old, and an additional 33% are 30+ years old. Investment in the Library Construction Aid program must be increased to address aging infrastructure, energy inefficient buildings and the evolving ways people use libraries. The Legislature is in the process of responding to this proposal. The proposed budget directly affects CPL.

Meetings and Workshops and Outreach:
- MCLS Director's Retreat – 1/24/19
- Gates Chili Chamber of Commerce Program Committee Meeting – 1/30/19
- CPL Full Staff Meeting – 2/1/19
- Gates Chili Chamber of Commerce Golf Tournament Meeting – 2/5/19
- MCLS Director's Council Meeting – 2/6/19
- Interview by Syracuse University Library Student – 2/7/19
- Chili Community Center Meeting – 2/14/19
- Demo Program of the CPL Make-a-Story Room – 2/16/19
- Assemblyman Harry Bronson Meeting – 2/21/19
- Causewave Community Partners Meeting – 2/21/19
- Gates Chili Chamber of Commerce State of the Town – 2/26/19
Committees

- CPL Foundation Committee: Director Baker, Andrew Lucyszyn and Bob Pacer met with the Causewave staff assisting us. Causewave prepared a flow chart of the steps needed to be taken as the Foundation moves towards becoming a functioning body. Some of this will be done prior to, but with the anticipation of, receiving a tax-free status for the CPL Foundation. This ended the work under the Causewave grant. The committee would like to apply for another grant to continue our work with Causewave.

  \textbf{Sue Ackerman asked if there were any objections} to the Foundation Committee applying for the grant. Hearing none the Board agreed with Unanimous Consent.

Old Business: None

New Business: None

Review of the CPL Budget Spreadsheet and Memorial Fund Spreadsheet: Fines, Charges and Holds were as expected in January. The Ranzenhofer Bullet grant appears on the spreadsheet. The last pay period in December 2018 was actually paid in January 2019 but accounted for in December 2018. In the Memorial Fund, money was donated in memory of Jack Koval to be earmarked for Harry Potter materials. Two patrons adopted books.

Approval Items:

- Approval of Library Fund Abstract amount of $16,768.46.
- Approval of Memorial Fund Expenditures amount of $218.39.
- Approval of Memorial Fund Donations amount of $195.00.

  \textbf{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

\textbf{Sue Ackerman adjourned the meeting} @ 7:25 to go to Executive session to discuss personal issues.

\textbf{Sue Ackerman reconvened the meeting} @ 7:50.

\textbf{Sue Ackerman asked if anyone objected} to increasing Miranda McGrath hourly rate to $17.00 commencing on March 11, 2019, to bring her salary in line with comparable MCLS positions. Hearing none the increase is approved with Unanimous Consent.

\textbf{Hearing no objections, the meeting was adjourned} @ 7:55

\textbf{Next meeting date/time: March 26, 2019 @ Chili Public Library Ireland Community Room, 6:00pm.}
Chili Public Library Board of Trustees Meeting
Approved Minutes for March 26, 2019

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), Andrew Lucyszyn (Vice President), Lorraine Ahearn (Secretary), James Lechner (Memorial Fund Treasurer), Lori Hahn, Karen Reifenstein, Jeffrey Stoiber
Library Director: Jeff Baker
Town Liaison: Mary Sperr

Absent: None
Excused: Jim Lechner, Sue Ackerman

Meeting called to order @ 6:00 by Vice President Lucyszyn.

Approval of agenda: Andrew Lucyszyn 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: Andrew Lucyszyn asked if there were any objections to the approval of the minutes for February 26, 2019. Hearing none, the minutes were approved with Unanimous Consent.

Communications
• Town Liaison: The Town Board approved the CPL Standard Work Day. The easements for the Community Center Project were approved.

• Guests/Public: None Present

Director’s Report

New Library Update: The Director discussed the architectural design. The Director plans to apply for the upcoming NYS Library Construction Aid grant.

General Information:
Friends of the CPL Board: The next CPL Friends Board meeting is Tuesday, April 9, 2019. The CPL Friend’s next book sale will be March 27th (4pm-8pm Friend’s preview), March 28th (12pm-8pm), March 29th (9am-4pm), March 30th (9am-4pm), and March 31st (1pm-4pm bag sale). The Friends Board at their last meeting agreed to purchase CPL-on-the-Go! table cloth, books and giveaways, and replacement CPL tote bags. The Friends of the Chili Public Library have created their own Facebook page. The Board appreciates all the friends purchases. The tablecloth will be a nice addition to CPL-on-the Go! site visits. Jim Lechner is scheduled to attend the April 9, 2019, Friends meeting.
• CPL Statistics -

<table>
<thead>
<tr>
<th></th>
<th>Mar 2018- Feb</th>
<th>Mar 2017- Feb</th>
<th>% of change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circulation</td>
<td>18,702</td>
<td>19,300</td>
<td>-3%</td>
</tr>
<tr>
<td>Library Visits</td>
<td>9,960*</td>
<td>10,967</td>
<td>-9%</td>
</tr>
<tr>
<td>Reference Questions</td>
<td>1,520</td>
<td>1,613</td>
<td>-6%</td>
</tr>
<tr>
<td>Programs</td>
<td>57</td>
<td>52</td>
<td>10%</td>
</tr>
<tr>
<td>Program Attendance</td>
<td>974</td>
<td>1,201</td>
<td>-19%</td>
</tr>
<tr>
<td>Items Borrowed</td>
<td>891</td>
<td>750</td>
<td>19%</td>
</tr>
<tr>
<td>Items Loaned (holds)</td>
<td>765</td>
<td>735</td>
<td>4%</td>
</tr>
<tr>
<td>Overdrive</td>
<td>2,542</td>
<td>1,897</td>
<td>34%</td>
</tr>
<tr>
<td>Meeting Room</td>
<td>72</td>
<td>81</td>
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</tr>
<tr>
<td>Website Visits</td>
<td>5,203</td>
<td>5,810</td>
<td>-10%</td>
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<tr>
<td>Website Pageviews</td>
<td>8,085</td>
<td>9,301</td>
<td>-13%</td>
</tr>
<tr>
<td></td>
<td>% of change</td>
<td></td>
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<tr>
<td>Circulation</td>
<td>238,256</td>
<td>242,495</td>
<td>-2%</td>
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<tr>
<td>Library Visits</td>
<td>135,235</td>
<td>143,933</td>
<td>-6%</td>
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<tr>
<td>Reference Questions</td>
<td>17,263</td>
<td>17,352</td>
<td>-1%</td>
</tr>
<tr>
<td>Programs</td>
<td>596</td>
<td>572</td>
<td>4%</td>
</tr>
<tr>
<td>Program Attendance</td>
<td>14,151</td>
<td>15,018</td>
<td>-6%</td>
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<tr>
<td>Overdrive</td>
<td>26,931</td>
<td>22,424</td>
<td>20%</td>
</tr>
</tbody>
</table>

*The library had a power outage on Monday, February 25 until 1:00 pm that affected the people counter. There is nothing unexpected in the statistics.

General

• **Budget Spreadsheet Presentation Improvements:** Library Board member Lori Hahn will review suggested improvements to the Library Board’s monthly budget spreadsheet. Kudo’s to Lori Hahn for making the spreadsheet more user friendly.

• **Volunteers Appreciation Luncheon** – In celebration of our volunteers, the library staff is having a volunteer appreciation luncheon on Monday, April 8th at 12 noon. Library Board members are invited to attend.
New Items:

- **Approval to Close the Chili Public Library Reserve, and Move It into the Fund Balance** – The Chili Public Library established a capital reserve via resolution on March 21, 1995, to finance the cost of equipment, construction, reconstruction, acquisition or renovation of facilities for the Chili Public Library. The intended purposes for this reserve have been completed, and no further use of the reserve is planned. There is approximately $380 left in the reserve. It is recommended to close this reserve and move any remaining funds into the Library’s Assigned Unappropriated Fund Balance.

  **Action Requested** – Approve Closing the Chili Public Library Capital Reserve, and request the Town move any remaining funds into the Library’s Assigned Unappropriated Fund Balance.

  Andrew Lucyszyn asked if there were any objections to the approval of Closing the Chili Public Library Capital Reserve, and to request the Town move any remaining funds into the Library’s Assigned Unappropriated Fund Balance. Hearing none, the closing of the reserve and transfer of funds was approved with Unanimous Consent.

- **Approval of RRLC/Causewave Capacity Building Assistance Grant Award**:

  The Rochester Regional Library Council has awarded the Chili Public Library a RRLC Causewave Capacity Building Grant in the amount of $1,000 for Marketing & Communications Planning. RRLC will act as a financial agent for this project. The Library has one year to complete the project. When the project is completed Causewave will invoice RRLC the full amount of $2,900. RRLC in turn will invoice the Chili Public Library $1,900 as its portion of payment.

  **Action item:** Approve the RRLC/Causewave Capacity Building Assistance Grant Award in the Amount of $1,000.

  The Memorial Fund will be used for CPL’s portion.

  Andrew Lucyszyn asked if there were any objections to the approval of the RRLC/Causewave Capacity Building Assistance Grant Award in the Amount of $1,000 and the use of the Memorial Fund to pay the balance. Hearing none, the Assistance Grant Award in the Amount of $1,000 and payment of the remaining balance was approved with Unanimous Consent.

- **Approval $1 Per Day Late Overdue Fee for Library’s New Fishing Rod Lending Program**:

  The Chili Public Library is proud to partner with the New York State Department of Environmental Conservation to be able to offer a fishing rod lending program, Rods and reels, complete with bobbers, hooks, and sinkers are able to be checked out just like library books for public use. Included are informational fliers with license and regulation information as well as maps to local fishing areas.
Fishing poles can only be check out and returned at the Chili Public Library. The loan period is for two weeks and a fine of $1 per day will be assessed if returned late.

- **Action Required:** Approve $1 per day overdue late fee for Library’s new fishing rod lending program.

The DEC will replace broken items. The fliers they provide are informative. The Director shared the pamphlet *Reel in a Day of Fishing with your Chili Public Library Card.* In addition to the late fee CPL will charge $20.00 if a pole is not returned. Librarian Jenn Freese coordinates the fishing rod lending program. A suggestion was made to do some programming around fishing.

Andrew Lucyszyn asked if there were any objections to the approval of the $1 per day overdue late fee and $20 lost fee for CPL’s new fishing rod lending program. Hearing none, the $1 per day overdue late fee and $20 lost fee were approved with Unanimous Consent.

- **Approval of Youth Services Manager Cathy Kyle and Valerie Scheg Teen Librarian Attendance at the YSS Conference from April 24-26, 2019:** The director requests the library board approve Youth Services Manager, Cathy Kyle and Valerie Scheg Teen Librarian attend the YSS Conference, April 24-26, 2019 in Tarrytown, NY. YSS is the Youth Services Section of the New York Library Association. The cost is not to exceed $1,000 to cover registration, mileage, meals and two night’s hotel.

  **Action item:** Approve the cost, not to exceed $1,000 in registration, mileage, meals, and lodging for Youth Services Manager Cathy Kyle and Valerie Scheg Teen Librarian to Attend the YSS Conference from April 24-26, 2019.

Andrew Lucyszyn asked if there were any objections to the approval of the cost, not to exceed $1,000 in registration, mileage, meals, and lodging for Youth Services Manager Cathy Kyle and Valerie Scheg Teen Librarian to Attend the YSS Conference from April 24-26, 2019. Hearing none, the cost for Youth Services Manager Cathy Kyle and Valerie Scheg Teen Librarian to Attend the YSS Conference was approved with Unanimous Consent.

- **Approval of Youth Services Manager Cathy Kyle to Attend the ALA Annual Conference from June 20-24, 2019:** The director is requesting the library board approve Youth Services Manager, Cathy Kyle attending this year’s ALA (American Library Association) Annual Conference in Washington, DC, June 20-24, 2019. The cost is not to exceed $600 to cover registration and meals.

  **Action item:** Approve the cost, $600 for registration and meals for Youth Services Manager Cathy Kyle to attend the 2019 ALA Annual Conference.

  Cathy is providing her own lodging for the conference.

Andrew Lucyszyn asked if there were any objections to the approval of the cost, $600 for registration and meals for Youth Services Manager Cathy Kyle to attend the 2019 ALA Annual Conference. Hearing
none, the cost for Youth Services Manager Cathy Kyle to attend the 2019 ALA Annual Conference was approved with Unanimous Consent.

- **Approval of $195 Registration Fee for Teen Librarian Valerie Scheg to Take a Basic American Sign Language for Library Staff eCourse**: The director is requesting the library board approve Teen Librarian Valerie Scheg taking a Basic American Sign Language for Library Staff eCourse offered through ALA Publishing eLearning Solutions. The cost is $195 and is a 6 week online class from May 20 - June 30, 2019. The Library has had deaf and hard-of-hearing patrons and this training will prove quite useful.

  **Action item**: Approve the Registration Fee of $195 for Teen Librarian Valerie Scheg to Take a Basic American Sign Language for Library Staff eCourse.

  Andrew Lucyszyn asked if there were any objections to the approval of the Registration Fee of $195 for Teen Librarian Valerie Scheg to Take a Basic American Sign Language for Library Staff eCourse. Hearing none, the Registration Fee was approved with Unanimous Consent.

**MCLS Items:**
- None to report

**State Items:**
- **State Budget Proposal** - From the New York Library Association. NYS Legislature Proposes Rejection of Cuomo’s Library Cuts. Thanks to the efforts of thousands of library advocates from across New York State, our voices were heard! The NYS Legislature has released their “one house” budget proposals for this year’s budget – and those bills reject the Governor’s proposed cuts to Library Aid, and the Library Construction Aid programs. Here are the details on the two “one house” budget bills as they relate to library funding:

  **Assembly**
  - **State Library Aid**: +$5M over Governor’s Executive Budget – total of $96.62M, which would restore the Governor’s cut.
  - **State Library Construction Aid**: +$20M over Governor’s Executive Budget – total of $34M
  - **2020 Census Funding**: $40M for 2020 Census Activities, including language including public libraries

  **Senate**
  - **State Library Aid**: +$6M over Governor’s Executive Budget – total of $97.627M, which would restore the Governor’s cut and **ADD $1M in funding**
  - **State Library Construction Aid**: +$20M over Governor’s Executive Budget – total of $34M
2020 Census Funding: $40M for 2020 Census Activities
Even though these proposals look very similar, they are simply the basis for three-way negotiations leading up to passage of the NY State Budget. Library computer usage will be impacted by the 2020 census as it is on line.

Meetings and Workshops and Outreach:
CPL Full Staff Meeting – 3/1/19
Gates Chili Chamber of Commerce Program Committee Meeting – 3/4/19
MCLS Director's Council Meeting – 3/6/19
Supervisor David Dunning Meeting – 3/7/19
Gates Chili Chamber of Commerce Golf Committee Meeting – 3/11/19
Gates Chili Chamber of Commerce Chamber Board Meeting – 3/12/19
Friends of the Chili Public Library Board Meeting – 3/12/19
Department Heads Meeting – 3/10/19
MVP Wellness Lunch – 3/13/19
MCLS Town Library Directors Council Meeting – 3/14/19
Senior Center St. Patrick's Day Lunch – 3/15/19
CPL Foundation Executive Committee Meeting – 3/16/19
Gates Chili Chamber of Commerce Networking Luncheon – 3/19/19

Committees
CPL Foundation Committee: The Foundation officers are vetting potential board members and researching national foundations for ideas and possible bequests. Our lawyer has not received any more communication about our tax-free status application.

Old Business: None

New Business: None

Review of the CPL Budget Spreadsheet and Memorial Fund Spreadsheet: The beginning of the year generally shows an increase in purchases of materials.

Approval Items:

- Approval of Library Fund Abstract amount of $26,199.42.
- Approval of Memorial Fund Expenditures amount of $2067.78.
- Approval of Memorial Fund Donations amount of $500.00.

- Andrew Lucyszyn 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

Hearing no objections, the meeting was adjourned @ 6:55.

Next meeting date/time: April 23, 2019 @ Chili Public Library Ireland Community Room. 6:00pm.
Chili Public Library Board of Trustees Meeting
Approved Minutes for April 23, 2019

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), Andrew Lucyszyn (Vice President), Lorraine Ahearn (Secretary), James Lechner (Memorial Fund Treasurer), Lori Hahn, Karen Reifenstein, Jeffrey Stoiber
Library Director: Jeff Baker
Town Liaison: Mary Sperr
Excused: Lori Ahearn

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

Approval of agenda: Susan 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: Susan Ackerman asked if there were any objections to the approval of the minutes for March 26, 2019. Hearing none, the minutes were approved with Unanimous Consent.

Communications
- Town Liaison: Scott Smith from the NYS Department of Environmental Conservation is giving a presentation in the Town Hall, Main Meeting Room on "Coyotes in Chili". Date: Thursday, April 25, 2019. Time: 7:00 pm. The National Day of Prayer is an annual day of observation held the first Thursday of May, designated by the United States Congress. A ceremony will be held in Chili at Church Radiant on Thursday, May 2, 2019 at 7pm. At the last Town Board meeting Freed Maxick presented the Town’s Financials which are in good standing. The 34th Annual Community Awards Dinner Gala will be held Tuesday, May 21, 2019 from 5:30pm-8:30pm. It is a time the Chamber honors individuals and organization who have made a significant impact on the quality of life in the Gates and Chili Communities.

- Guests/Public: None Present

General Information:
Friends of the CPL Board: The next CPL Friends Board meeting Tuesday, May 14, 2019. Lori Ahearn has volunteered to attend. Through the Friends hard work and great donations and patronage from the community the Spring Book Sale brought in $3,100! The Library Board appreciates the hard work and dedication the Friends of the CPL Board have toward raising funds for the library.
- **CPL Statistics** -

<table>
<thead>
<tr>
<th>Month</th>
<th>March 2019</th>
<th>March 2018</th>
<th>% of change</th>
</tr>
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<tbody>
<tr>
<td>Circulation</td>
<td>19,751</td>
<td>20,792</td>
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<tr>
<td>Library Visits</td>
<td>12,578</td>
<td>13,443</td>
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<td>Reference Questions</td>
<td>1,491</td>
<td>1,630</td>
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<tr>
<td>Programs</td>
<td>54</td>
<td>67</td>
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<tr>
<td>Program Attendance</td>
<td>821</td>
<td>1,368</td>
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<tr>
<td>Items Borrowed (holds)</td>
<td>897</td>
<td>823</td>
<td>9%</td>
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<tr>
<td>Items Loaned (holds)</td>
<td>893</td>
<td>924</td>
<td>-3%</td>
</tr>
<tr>
<td>Overdrive</td>
<td>2,480</td>
<td>2,155</td>
<td>15%</td>
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<tr>
<td>Meeting Room</td>
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<td>-2%</td>
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<td>Website Visits</td>
<td>5,561</td>
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<tr>
<td>Website Pageviews</td>
<td>8,714</td>
<td>10,388</td>
<td>-16%</td>
</tr>
<tr>
<td>April 2018- March 2019</td>
<td>April 2017-March 2018</td>
<td>% of change</td>
<td></td>
</tr>
<tr>
<td>Circulation</td>
<td>237,215</td>
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<td>-2%</td>
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<tr>
<td>Library Visits</td>
<td>134,370</td>
<td>143,309</td>
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<td>Reference Questions</td>
<td>17,124</td>
<td>17,442</td>
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<td>Programs</td>
<td>583</td>
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<td>Program Attendance</td>
<td>13,604</td>
<td>15,220</td>
<td>-11%</td>
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<tr>
<td>Overdrive</td>
<td>27,256</td>
<td>22,828</td>
<td>19%</td>
</tr>
</tbody>
</table>

**National Library Week** – The Library celebrated National Library Week April 7 – 13, 2019
On Monday, April 8 there was a patron scavenger hunt where CPL giveaways were placed around the library. On Wednesday, April 10 was Patron Appreciation Day, with free cookies given to patrons that checked out material. On Friday, April 12 several Golden tickets were hidden around the library. The lucky Golden Ticket finder, claimed a prize! All week long, patrons submitted their guess on how many books are in our library. The patron that guessed closest won a $25 gift card.
CPL-on-the-Go! – CPL-on-the-Go! was at the Recreation Department’s Easter Egg Hunt on April 13, 2019. The weather was great, many from the community were there and the Library showed off its 3D printer.

Staff Evaluations – The Library Director completed all staff evaluations, covering January – December 2018.

Sexual Harassment Training - This past October, the Town of Chili passed a new Sexual Harassment Prevention Policy, as required by New York State law. In addition to having this more comprehensive policy, every employee of the Town of Chili is now required to receive sexual harassment training on an annual basis. The town has provided this training to the library employees.

Assistant Library Director III Position Jennifer Freese has officially been appointed by Civil Service as Assistant Library Director III for the Chili Public Library.

Internship – Hannah Morrison, part-time clerk is enrolled in the Masters of Librarianship program. One of the requirements of the program is to complete an internship at the Chili Public Library from May-August 2019. As part of her internship she will be doing the following:

1. Improve the Chili Public Library's Website
   a. Research how library websites can be more user friendly and accessible.
   b. Analyze the library’s current website.
   c. Review other library's websites in terms of what should be incorporated into our Library’s website.
   d. Write a report about the Library’s website, and make recommendations on how it can be improved.
e. Work with CPL staff and Library Trustee, Andrew Lucyszyn to develop templates for an improved Library's website.

2. Expand the activities of the Library’s makerspace room.
   It is the intent of the Library Director to increase the use of the makerspace room.
   a. Analyze the Library's current makerspace room.
   b. Research and investigate how other public libraries use their makerspace room.
   c. Write a report regarding areas of improvement.
   d. Implement the recommendations for improvement.
   e. Create a program for patrons to be certified in the use of the Library’s 3D printer.
   f. Create brochures of the makerspace room, and its gadgets and tools.
   g. Write policies on the public's use of the Library's makerspace and its 3D printer.
   h. Promote the Library's makerspace room, taking the 3D printer to outreach event and locations.
   i. Develop plan to promote the Library's makerspace room to new users.
   j. In the new Library the makerspace room will increase in size by 700 square feet. Create wishlist of makerspace gadgets, tools, and equipment for the new makerspace room.

New Items:

- **Approval of 2018 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 reviewed at the April Library Board meeting and the full report will be available at the meeting.
  
  **Action Requested:** Approve the 2018 Chili Public Library State Annual Report.

  *Susan Ackerman asked if there were any objections to the approval of the 2018 Chili Public Library State Annual Report. Hearing none, the 2018 State Annual Report was approved with Unanimous Consent.*

MCLS Items:

- None to report
State Items:

- **State Budget** - Report from the New York Library Association:

  **State Library Aid: $96.6M**
  Governor Cuomo proposed a $5M cut in Library Aid in this year’s Executive Budget. The FY2019-20 enacted budget reversed this proposed cut – total State Library Aid will be **$96.6M**.

  **State Public Library Construction Aid: $14M**
  The Governor proposed a $20M cut in capital funding – from $34M back to $14M. Despite the efforts of thousands of library advocates, this cut was the first time in the Governor’s last nine proposed cuts we were unable to repel - these funds were not reinstated in the final product. Language in the Assembly’s one-house budget that would have amended the program to provide for a 90/10 matching category as well as making the program permanent in law was not included.

**2020 Census Efforts**
The budget includes $20m for complete count efforts, with efforts by “public libraries” noted in the appropriation language. These funds will be administered by the Empire State Development Corporation. We will have more information on this as it becomes available.

**Targeted Aid**
The budget includes $15m in targeted aid to school districts, public libraries, and not-for-profit institutions, divided equally between the Senate, Assembly, and Governor. NYLA will disseminate information on how to apply for this aid in the coming weeks.

**Meetings and Workshops and Outreach:**
  - Gates Chili Chamber of Commerce Golf Committee Meeting – 3/27/19
  - MCLS Director’s Council Meeting – 4/3/19
  - Website Webinar – 4/4/19
  - CPL Full Staff Retreat – 4/5/19
  - Volunteer Luncheon – 4/8/19
  - Creative Library Concepts Meeting – 4/9/19
  - Gates Chili Chamber of Commerce Board Meeting – 4/9/19
  - Friends of the Chili Public Library Board Meeting – 4/9/19
  - Department Heads Meeting – 4/10/19
  - Gates Chili Chamber of Commerce Networking Luncheon – 4/16/19
  - Gates Chili Chamber of Commerce Golf Committee Meeting – 4/17/19
  - Town of Chili Sexual Harassment Training – 4/18/19

**Old Business:** The Director met with Brad Kingsburg from Creative Library Concepts to discuss potential cost estimates for furniture and shelving in the new library in preparation of submitting a State Aid for Library Construction grant in August.
New Business: None

Review of the CPL Budget Spreadsheet and Memorial Fund Spreadsheet: The Director reviewed the Library Fund and Chili Public Library Memorial Fund budget spreadsheets. Andrew Lucyszyn recommended an additional column be added to the Library Fund spreadsheet to indicate how closely each month's overall operating budget is matching the estimated year to date figures.

Approval Items:

- Approval of Library Fund Abstract amount of $11,689.75.
- Approval of Memorial Fund Expenditures amount of $473.45.
- Approval of Memorial Fund Donations amount of $10.00.

- Susan 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

Hearing no objections, the meeting was adjourned @ 7:20 pm.

The Library Board went into executive session to discuss the Director’s annual personnel evaluation.

Next meeting date/time: May 28, 2019 @ Chili Public Library Ireland Community Room. 6:00pm.
Chili Public Library
Board of Trustees Meeting
Approved Minutes for May 28, 2019

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), Andrew Lucyszyn (Vice President), Lorraine Ahearn (Secretary), James Lechner (Memorial Fund Treasurer), Lori Hahn, Karen Reifenstein, Jeffrey Stoiber
Library Director: Jeff Baker
Town Liaison: Mary Sperr

Absent: None
Excused: None

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

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

Approval of minutes of: Sue Ackerman asked if there were any objections to the approval of the minutes for May 28, 2019. Hearing none, the minutes were approved with Unanimous Consent.

Communications
- Town Liaison: The Town Board has contracted with Geotechnical Construction Services to ensure proper setting of the foundation engineering for the New Community Center Project. There was an increase in CHIPS state aid for road work.
- Guests/Public: None present.

Director’s Report
- New Library: Jeff Baker has begun compiling information that will be needed to apply for available NYS library construction matching grant money. The grant is administered through the MCLS. He has met with Creative Library Concepts to get estimates for furniture and shelving. Jeff will meet with the Town to get construction estimates for the grant.

General Information:
Friends of the CPL Board: The next CPL Friends Board meeting is Tuesday, June 11, 2019. Jim Lechner has volunteered to attend. At their May 2019 meeting the Friends Board approved donating $150 toward the Library's Chil-E fest parade float. The Golf Tournament Committee is busy at work and has a signed Lou Graham guitar, balloon ride for two, a lunch and tour of the Monroe County Jail by Sherriff Todd Baxter, and an $800 gift certificate from Sleep City as live auction items. The Board thanks the Friends for their Chil-E Fest parade float money donation.
CPL Statistics –

<table>
<thead>
<tr>
<th></th>
<th>April 2018</th>
<th>April 2019</th>
<th>% of change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circulation</td>
<td>19,680</td>
<td>20,499</td>
<td>-4%</td>
</tr>
<tr>
<td>Library Visits</td>
<td>11,471</td>
<td>11,829</td>
<td>-3%</td>
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<tr>
<td>Reference Questions</td>
<td>1,398</td>
<td>1,620</td>
<td>-14%</td>
</tr>
<tr>
<td>Programs</td>
<td>57</td>
<td>52</td>
<td>10%</td>
</tr>
<tr>
<td>Program Attendance</td>
<td>1,304</td>
<td>922</td>
<td>41%</td>
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<tr>
<td>Items Borrowed (holds)</td>
<td>740</td>
<td>958</td>
<td>-23%</td>
</tr>
<tr>
<td>Items Loaned (holds)</td>
<td>790</td>
<td>865</td>
<td>-9%</td>
</tr>
<tr>
<td>Overdrive</td>
<td>2,451</td>
<td>1,968</td>
<td>25%</td>
</tr>
<tr>
<td>Meeting Room</td>
<td>86</td>
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<td>9%</td>
</tr>
<tr>
<td>Website Visits</td>
<td>5,622</td>
<td>5,905</td>
<td>-5%</td>
</tr>
<tr>
<td>Website Pageviews</td>
<td>9,113</td>
<td>9,072</td>
<td>.4%</td>
</tr>
</tbody>
</table>

|                                | May 2017- April 2018 | May 2018- April 2019 | % of change |
| Circulation                    | 236,396      | 241,421     | -2%         |
| Library Visits                 | 134,012      | 142,938     | -6%         |
| Reference Questions             | 16,902       | 17,592      | -4%         |
| Programs                        | 588          | 570         | 3%          |
| Program Attendance              | 13,986       | 14,797      | -5%         |
| Overdrive                       | 27,739       | 22,997      | 21%         |

Circulation and Library Visits have remained fairly stable.

General Information:

CPL Origami Program – The Library had an Origami for Everyone program on Monday, April 29th. The achieved goal was to have patrons make 50 paper cranes the Library donated to the Origami Crane project that will accompany the Hiroshima Nagasaki Memorial Exhibit at the Central Library in August. Each library used a different colored paper. CPL’s cranes are purple.

Senior Center Tour Makerspace Room – On May 7th the Library invited seniors from the Senior Center for a tour of the Library and the Library’s Make-a-Story Room.

Books for Babies Service – A reminder to the Library Board that patrons can have the library dedicate a special book to their new little one. By stopping in and filling out a “Books for Babies” form from our Parenting shelf, one of our Youth Services librarians will select and label a brand new picture book for the parent’s baby and have the parents be the first to check the book out!
National Small Business Week - The Gates Public Library and Chili Public Library have partnered with Gates-Chili Chamber of Commerce for a full month of shopping & prizes in May to support local small businesses in our area. For any purchase made in the month of May at a participating small business, shoppers may present their receipt to either Chili Public Library or Gates Public Library for an entry to win prizes & gift cards donated by local businesses. Winners will be contacted at the end of the month. This activity aligns with the NYS Library standards to partnership with the community.

Gates Chili Chamber of Commerce Awards Gala - The Director was happy to present the Arts and Culture Award to the Lions Club of Chili at the Gates Chili Chamber of Commerce Awards Gala held on May 21, 2019. The Lions Club of Chili has partnered with the Library in offering environmentally related presentations, and providing vision screening of preschool children at Library programs. The Library’s Town Board Liaison Mary Sperr also received the Loretta Simmons Women’s Leadership Award at the event. The Board congratulates Mary for receiving this honor.

Online Renewals - At the May 1st Directors Council meeting it was voted when items are renewed it should now apply the renewal period from the item due date rather than the date the renewal is requested. For example, a 3 week item due on May 20 will have a new due date of June 10 if renewed on any date on or before the item is due. Patrons are still limited to 2 renewals (if the item is renewable) and items will not renew if a hold is present or if the patron is delinquent or expired.
• **Roaring 20s and 30s Library Group** - The Roaring 20s and 30s Library Group is slowly gaining momentum. The Roaring 20s and 30s Group is a subcommittee of the CPL Friends and is specifically for those in their 20s and 30s. Librarian Trainee Hannah Morrison oversees the program.

![Roaring 20s and 30s Library Group](image)

• **RRLC's Annual Library of the Year Contest** – In recognition of National Library Week in April, the Rochester Regional Library Council held its’ RRLC Library of the Year Contest. The following were the winners: Academic Library of the Year – Monroe Community College Libraries, Public Library of the Year - Seymour Library, School Library of the Year - Penn Yan Middle School Library. Although the Chili Public Library was not chosen this year it received positive nominations the library director will share with the Library Board. The Board each received a copy of the comments.

• **CPL-on-the-Go!** – CPL-on-the-Go! will be at the Recreation Day of Spray event on Saturday June 8, 2019 at Union Station Park.

**New Items:**

• **Personnel Update:** Full time Library Assistant Patty Bruno retired on May 23, 2019. She returns as a part time Library Assistant on May 28, 2019 at a pay rate of $20 per hour. Hannah Morrison’s position has been upgraded from a part-time Clerk to a part time Librarian Trainee at a pay rate of $17.00 per hour. Maxwell Bell’s position has been upgraded from a part time Library Page to a part time Clerk at a pay rate of $12.10 per hour. Natalie Faus has been hired as a part time Library Page at a pay rate of $11.10 per hour.

• **Approval Filing of 2018 990 Form with the IRS:** As a non-profit the Chili Public Library needs to file a Form 990 with the IRS. FreedMaxick filled out the form following the town audit.  
  **Action Requested:** Approve filing of 2018 Form 990 with the IRS.

A copy of Form 990 was passed around for the Board to review,
Sue Ackerman asked if there were any objections to the approval of the filing of 2018 Form 990 with the IRS. Hearing none the filing of 2018 Form 990 with the IRS was approved by Unanimous Consent.

- **Approval of Computer Purchase** – The staff and reference desk computers need to be replaced. The Director requests the Library Board approve the purchase of 17 Leveno ThinkCentre computers from the PinPoint Group in the amount of $9,748.31. This will be paid from the 2018-2019 bullet aid Library received from Senator Michael H. Ranzenhofer.

<table>
<thead>
<tr>
<th>Quotes to Replace 17 Staff and Reference Desk Computers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tri-Delta Resources 17 Lenovo ThinkCentre M725a SFF Ryzen 8GB Memory 256 GB SSD DVD Writer</td>
</tr>
<tr>
<td>Pinpoint 17 Lenovo ThinkCentre M725a SFF Ryzen 8GB Memory 256 GB SSD DVD Writer</td>
</tr>
<tr>
<td>Tri-Delta Resources 17 Dell Optiplex 3060 SFF Intel Core 8GB Memory 256GB SSD DVD Writer</td>
</tr>
</tbody>
</table>

**Action Requested:** Approve the purchase of 17 Leveno ThinkCentre computers from the PinPoint Group in the amount of $9,748.31.

Jeff Baker will look into trading in the older computers.

Sue Ackerman asked if there were any objections to the approval of the purchase of 17 Leveno ThinkCentre computers from the PinPoint Group in the amount of $9,748.31. Hearing none the purchase of 17 Leveno ThinkCentre computers from the PinPoint Group in the amount of $9,748.31 was approved by Unanimous Consent.

- **Approval of Chili Public Library Makerspace Policy** – The Chili Public Library strives to offer community access to new and emerging technologies to inspire creativity and learning, and to provide access to established and emerging technology to library users. This policy establishes guidelines for the public use of the Library’s Makerspace Room.

**Action Requested:** Approve the Chili Public Library Makerspace Policy as written.

The Board edited the document for typos and clarification and made changes as needed.

Sue Ackerman asked if there were any objections to the approval of the Chili Public Library Makerspace Policy as written with changes as discussed. Hearing none the Chili Public Library Makerspace Policy as written with changes as discussed was approved by Unanimous Consent.

- **Approval of Chili Public Library 3D Printer Policy** – The Chili Public Library strives to offer community access to new and emerging technologies to inspire creativity and learning, and to provide access to established and emerging
technology to library users. This policy establishes guidelines for the public use of a 3D printer.

**Action Requested:** Approve the Chili Public Library 3D Printer Policy as written.

The Board edited the document for typos and clarification and made changes as needed.

*Sue Ackerman asked if there were any objections* to the approval of the Chili Public Library 3D Printer Policy as written with changes as discussed. *Hearing none* the Chili Public Library 3D Printer Policy as written with changes as discussed by Unanimous Consent.

**MCLS Items:**
- **Improvement to the CARL Catalog** - On Tuesday, May 28th TLC (The Library Corporation) will be extracting over 950,000 titles from the MCLS catalog and applying the RDA (Resource Description and Access) cataloging standard to the records. RDA will add media and music characteristics, content ratings and contributor roles to the MARC records. This will allow staff and patrons to better search and filter search results.

**State Items:**
- Nothing to report

**Meetings and Workshops and Outreach:**
- CPL Origami Program – 4/29/19
- MCLS Director’s Council Meeting – 5/1/19
- CPL Full Staff Meeting – 5/2/19
- Gates Chili Chamber of Commerce Program Committee – 5/6/19
- CPL Budget Committee Meeting – 5/7/19
- Gates Chili Chamber of Commerce Ribbon Cutting – 5/8/19
- Gates Chili Chamber of Commerce Program Committee – 5/14/19
- Gates Chili Chamber of Commerce Board Meeting – 5/14/19
- Friends of the Chili Public Library Board Meeting – 5/14/19
- Gates Chili Chamber of Commerce Ribbon Cutting – 5/16/19
- Gates Chili Chamber of Commerce Awards Gala – 5/21/19
- Gates Chili Chamber of Commerce Golf Committee Meeting – 4/17/19
- Town of Chili Sexual Harassment Training – 4/18/19

**Committees**
CPL Foundation Committee: Trisha Kirsch, our attorney, received word the IRS has given a favorable response for our creating a foundation. The Federal approval is the most important aspect of approval process in that it allows our 501©3 status. An approval letter from the IRS will be sent to our attorney. The next step is the State approval, which may take up to six weeks.
Old Business: None
New Business: None

**Review of the CPL Budget Spreadsheet and Memorial Fund Spreadsheet:** There were expenses from the Staff Retreat, Volunteer Luncheon, Causeway and a Youth Services conference. We discussed the new spreadsheet format and made suggestions.

**Approval Items:**

- Approval of Library Fund Abstract amount of $35,536.31.
- Approval of Memorial Fund Expenditures amount of $2,246.23.
- Approval of Memorial Fund Donations. There were no donations this month.

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

**Hearing no objections, the meeting was adjourned @ 7:25.**

**Next meeting date/time: June 25, 2019 @ Chili Public Library Ireland Community Room. 6:00pm.**
Chili Public Library
Board of Trustees Meeting
Approved Minutes for June 25, 2019

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), Andrew Lucyszyn (Vice President), Lorraine Ahearn (Secretary), James Lechner (Memorial Fund Treasurer), Lori Hahn, 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: Sue Ackerman asked if there were any objections to the approval of the minutes. Hearing none, the minutes were approved with Unanimous Consent.

Communications
• Town Liaison: Resolutions were passed to award contracts for the new Community Center Complex: General Trades to Manning, Squires, Henning; HVAC to Pipitone Enterprises; Electrical to Kaplan Schmidt Electric; Plumbing and Fire Protection to Landry Mechanical. Among others, Dawn Forte and the Building and Grounds Crew did a nice job preparing for the groundbreaking ceremony.

• Guests/Public: None Present

Director’s Report

General Information:

Friends of the CPL Board: The CPL Friends Board has decided not to meet in July. The 2019 Chamber Golf Tournament and Dinner Auction will be Monday, July 29th. The Board received a copy of the Tournament brochure in the Board packets.
- **CPL Statistics** -

<table>
<thead>
<tr>
<th>Category</th>
<th>June 2018-2019</th>
<th>May 2018</th>
<th>June 2017-2018</th>
<th>May 2017</th>
<th>% of change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circulation</td>
<td>236,182</td>
<td>239,603</td>
<td>239,603</td>
<td>239,603</td>
<td>-1%</td>
</tr>
<tr>
<td>Library Visits</td>
<td>133,802</td>
<td>141,537</td>
<td>141,537</td>
<td>141,537</td>
<td>-5%</td>
</tr>
<tr>
<td>Reference Questions</td>
<td>16,953</td>
<td>17,468</td>
<td>17,468</td>
<td>17,468</td>
<td>-3%</td>
</tr>
<tr>
<td>Programs</td>
<td>579</td>
<td>571</td>
<td>571</td>
<td>571</td>
<td>1%</td>
</tr>
<tr>
<td>Program Attendance</td>
<td>14,013</td>
<td>14,644</td>
<td>14,644</td>
<td>14,644</td>
<td>-4%</td>
</tr>
<tr>
<td>Overdrive</td>
<td>28,267</td>
<td>28,213</td>
<td>28,213</td>
<td>28,213</td>
<td>22%</td>
</tr>
</tbody>
</table>

Circulation is down a bit. Overdrive is up.
• **Chil-E Fest Parade** – CPL-on-the-Go will be at Chil-E Fest this year on July 4th and the Library will participate in the Chil-E Fest Parade. The Board is invited to join CPL at the parade.

• **New Chili Community Center Complex Groundbreaking** – On June 16, 2019 the Library took part in a groundbreaking ceremony of the new Chili Community Center Complex. It was a very nice event. We are eagerly awaiting the ribbon cutting.

![Groundbreaking Ceremony](image)

• **Kids and About Rochester's Online Guide to Everything for Kids, Teens and Families** – Every May and June [https://rochester.kidsoutandabout.com](https://rochester.kidsoutandabout.com) conducts a survey of thousands of local parents, grandparents, and caregivers of the top 20 places to take kids in Greater Rochester. My Local Library was voted #3 by its readers!

• **Summer Reading School Visits**: The Library’s Youth Services Department staff spent the last two weeks visiting local schools to promote the New York State Summer Reading Program *A Universe of Stories!* They saw 1,560 students at four different schools: Chestnut Ridge, Paul Road, Florence Brasser, and St. Pius. They also sent the Library’s Summer Reading Program materials to Churchville Chili Middle and High Schools.

• **Chili Public Library Website Improvements** – The Director will review the updated changes made to the Library’s website. Hannah Morrison, Library Trainee, is making
changes to keep the site current and user friendly. Jeff Baker pointed out some changes in icon size and spacing. He said feedback about the site is helpful.

New Items:

- **New State Law Smoking Ban** – A new State law effective June 19, 2019 requires no smoking within 100 feet of all library building entrances. This includes smoking, vaping, and chewing tobacco. The Library’s entrances are the main doors, the staff doors, the emergency exit doors in the Teen area and Community Room, and the Children’s Literary Garden door. No smoking signs have been ordered from the Monroe County Health Department and will be placed at the entrances.

- **Approval of Code of Conduct Revision** – To reflect the new State law, the Code of Conduct will be changed to include the following statement: *Patrons must refrain from smoking and related tobacco use in the library and within 100 feet of library entrances. This restriction applies not only to traditional tobacco products but also to electronic cigarettes ("e-cigarettes"), chewing tobacco, herbal cigarettes and any other electronic nicotine delivery system.*

  **Action Item:** Approve the revision to the Chili Public Library Code of Conduct

  Sue Ackerman asked if there were any objections to the approval of the revision to the Chili Public Library Code of Conduct to reflect NYS law. **Hearing none** revision to the Chili Public Library Code of Conduct was approved by Unanimous Consent.

- **Approval of Two Updated Job Descriptions** – The Director requests the approval of the Reference/Technology Librarian Trainee, and the Youth Services Aide job descriptions.

  **Action Item:** Approve the job descriptions as written.

  The Board discussed the descriptions. Revisions were made to the Youth Services Department Aide description including responsibilities and the addition of who will supervise the position. The Director will rewrite the Description to include these changes

  Sue Ackerman asked if there were any objections to the approval of the Reference/Technology Librarian Trainee, and the Youth Services Aide job descriptions as amended. **Hearing none** the Reference/Technology Librarian Trainee, and the Youth Services Aide job descriptions as amended were approved by Unanimous Consent.
• **Library Aide Position** – The Director recommends Laura Sutter’s job description be changed to Youth Services Department Aide, with a pay rate of $12.10 per hour starting July 7, 2019. The Board supports Laura Sutter’s job description be changed to Youth Services Department Aide, with a pay rate of $12.10 per hour starting July 7, 2019.

• **Draft 2020 Chili Public Library Proposed Budget** – The CPL Director recommends the library board review the proposed 2020 CPL Budget. The budget needs to be approved at the July Library Board meeting. Once approved the budget will be forwarded to the Supervisor. The Director highlighted some of the proposed budget items. Board members will have a month to review and ask for clarification before we vote to approve the proposed budget in July. Sue Ackerman and Jeff Baker will bring the budget to the Town Supervisor in August.

**CPL Foundation, Inc. Update** – The Chili Public Library Foundation Inc. is now exempt from federal income tax, and is officially registered with the NYS Charities Bureau, and has been declared exempt from payment of NY sales and use tax. The Board is happy with the exemptions and the speed with which we received them. The CPL Foundation can now begin the process of adding members to its Board. There needs to be a record of all meetings from this point forward.

**MCLS Items:**

• **MCLS Costshare Documents Review** – The Director will review a document created by the Monroe County Library System Office that best illustrates the revenue and expenditures of MCLS, including the Library’s Cost Share. A copy of the document was in our Board Packet. It explains what the cost share is used for and the cost of the various services. CPL would not be able to afford many of the services by ourselves without being part of the system. The cost share is divided into biannual payments.

**State Items:**

• Nothing to report

**Meetings and Workshops and Outreach:**
Gates Chili Chamber of Commerce Ribbon Cutting – 5/30/19
Gates Chili Chamber of Commerce Program Committee – 6/3/19
Gates Chili Chamber of Commerce Golf Committee – 6/4/19
Library Board President Meeting – 6/4/19
MCLS Directors’ Council Meeting – 6/5/19
Gates Chili Chamber of Commerce Ribbon Cutting – 6/6/19
Town of Chili Workforce Violence Training – 6/7/19
Gates Chili Chamber of Commerce Ribbon Cutting – 6/8/19
Friends of the Chili Public Library Board Meeting – 6/11/19
Committees

- CPL Foundation Committee: Please see report under CPL Foundation, Inc Update in the Director's Report.

Old Business: None

New Business: None

Review of the CPL Budget Spreadsheet and Memorial Fund Spreadsheet: Interest and earnings were more than expected. Fines, holds and charges were less than expected but printing and faxes were up. There were 3 payrolls this month. Our biannual cost share to MCLS was paid.

Approval Items:

- Approval of Library Fund Abstract amount of $24,065.22.
- Approval of Memorial Fund Expenditures: There were no expenditures this month.
- Approval of Memorial Fund Donations amount of $40.00.

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

Hearing no objections, the meeting was adjourned @ 6:40.

Next meeting date/time: July 23, 2019 @ Chili Public Library Ireland Community Room. 6:00pm.
Chili Public Library Board of Trustees Meeting
Approved Minutes for July 23, 2019

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), Andrew Lucyszyn (Vice President), Lorraine Ahearn (Secretary), James Lechner (Memorial Fund Treasurer), Lori Hahn, Karen Reifenstein, Jeffrey Stoiber
Library Director: Jeff Baker
Town Liaison: Mary Sperr

Absent: None
Excused: Jim Lechner

Meeting called to order @ 6:00 pm 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 June 25, 2019: Sue Ackerman asked if there were any objections to the approval of the minutes. Hearing none, the minutes were approved with Unanimous Consent.

Communications
- Town Liaison: The live cam is up and running at the Community Building project. There is a link on the CPL website. The Greenwood town houses tract will be building 1-2-bedroom houses. The inclusion of senior living homes conforms or exceeds PENROD guidelines.

- Bob Pacer: The Gates Chili Chamber of Commerce Golf tournament is scheduled for Monday, July 29th @ Brook Lea Country Club. The number of golfers is down a bit but there are more ads and underwriting for the tournament. There is an app this year to keep track of your score and the scores of others. 283 raffle prizes are ready to be awarded as of today. Next year’s tournament is set for July 27, 2020.

- Guests/Public: None Present

Director’s Report
- Jeff Baker shared a nice letter from a patron expressing appreciation for our programs like the book dedicated to their new son and CPL-on-the-Go! that connect families to the library.

General Information:
- **Friends of the CPL Board:** The CPL Friends Board will meet August 13, 2019. Lori Hahn has volunteered to attend. The 2019 Chamber Golf Tournament and Dinner Auction will be Monday, July 29th. See notes under Communications - Bob Pacer.
- The Library Director will share with the Library Board the mid-year CPL Friends in-house book sale report. The in-house book sale continues to be a good source of revenue for the library.

- **CPL Statistics –**

<table>
<thead>
<tr>
<th>Month</th>
<th>June 2019</th>
<th>June 2018</th>
<th>% of change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circulation</td>
<td>16,976</td>
<td>19,012</td>
<td>-11%</td>
</tr>
<tr>
<td>Library Visits</td>
<td>9,342</td>
<td>10,474</td>
<td>-11%</td>
</tr>
<tr>
<td>Reference Questions</td>
<td>1,200</td>
<td>1,322</td>
<td>-9%</td>
</tr>
<tr>
<td>Programs</td>
<td>51</td>
<td>41</td>
<td>24%</td>
</tr>
<tr>
<td>Program Attendance</td>
<td>2,035*</td>
<td>3,230</td>
<td>-37%*</td>
</tr>
<tr>
<td>Items Borrowed (holds)</td>
<td>736</td>
<td>667</td>
<td>10%</td>
</tr>
<tr>
<td>Items Loaned (holds)</td>
<td>744</td>
<td>705</td>
<td>6%</td>
</tr>
<tr>
<td>Overdrive</td>
<td>2,535</td>
<td>1,941</td>
<td>30%</td>
</tr>
<tr>
<td>Meeting Room</td>
<td>56</td>
<td>51</td>
<td>10%</td>
</tr>
<tr>
<td>Website Visits</td>
<td>4,701</td>
<td>5,787</td>
<td>-19%</td>
</tr>
<tr>
<td>Website Pageviews</td>
<td>7,704</td>
<td>9,739</td>
<td>-21%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>July 2018- June 2019</th>
<th>July 2017- June 2018</th>
<th>% of change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circulation</td>
<td>234,146</td>
<td>238,196</td>
<td>-2%</td>
</tr>
<tr>
<td>Library Visits</td>
<td>132,670</td>
<td>140,553</td>
<td>-6%</td>
</tr>
<tr>
<td>Reference Questions</td>
<td>16,931</td>
<td>17,490</td>
<td>-4%</td>
</tr>
<tr>
<td>Programs</td>
<td>589</td>
<td>576</td>
<td>2%</td>
</tr>
<tr>
<td>Program Attendance</td>
<td>12,818</td>
<td>15,920</td>
<td>-19%</td>
</tr>
<tr>
<td>Overdrive</td>
<td>28,861</td>
<td>23,429</td>
<td>23%</td>
</tr>
</tbody>
</table>

*June is the month of school visits about the summer reading program. This year, one school from last year did not arrange a visit for this year which is why the numbers for program attendance are lower. Circulation was down in the month of June for most MCLS libraries. The Director gave us a "CPL Website Scavenger Hunt" to help us learn about the updated website and give feedback about it. He will also send it in electronic form.

- **CPL-On-The-Go!** – CPL-on-the-Go was again at Chil-E Fest this year. The following items were given away at the library’s vendor booth and at the Chil-E Fest parade.
• 47 children’s books
• 6 teen books
• 17 Styluses, 6 magnets, 14 Chip Clips, 11 Jar Openers, 23 Bags, 42 Sunglasses

25 books were also given away at the Library’s popular Truck Show that was held on July 8, 2019. The director shared photographs of the CPL Chil-E Fest parade float. Thanks to staff manning CPL-on-the-Go! on such a hot afternoon.

• **July 2019 Summer Reading Programs:** The theme of this year’s Summer Reading Program is *A Universe of Stories!* This July has proven to be quite a busy month. Popular Summer Reading programs the library offered were the *Truck Show* on July 8th, *Elephant and Piggie Buddy Fest* on July 18th, *RMSC Delivers: The Universe of Rocks* on July 26th, *The Checkers Show* on July 29th, *Evening with the Backyard Lunar Lander* on July 31st. Participants enjoyed the very well attended *Truck Show*. The mascots at the *Elephant and Piggie Buddy Fest* were a big hit.

**New Items:**

- **Approval of Updated 2018 Chili Public Library State Annual Report** – The Director received feedback from the Department of Library Development of a needed correction to the Chili Public Library 2018 State Annual Report. The correction has been made. The Director requests the Library Board approve the updated State Annual Report as presented. **Action item:** Approve the updated 2018 Chili Public Library State Annual Report as presented. The Board was impressed by the information in the report.

  **Sue Ackerman asked if there were any objections** to the approval of the updated 2018 Chili Public Library State Annual Report as presented. **Hearing none** the updated 2018 Chili Public Library State Annual Report as presented was approved by Unanimous Consent.

- **Approval of the Chili Public Library 2018 Annual Report to the Community** – **Action item:** Approve the Chili Public Library 2018 Annual Report to the Community as presented. The Board received a copy of the report. Everyone agreed Jennifer Freese, Assistant Library Director, did a nice job of presenting the information in graphic form.

  **Sue Ackerman asked if there were any objections** to the approval of the Chili Public Library 2018 Annual Report to the Community. **Hearing none** the Chili Public Library 2018 Annual Report to the Community was approved by Unanimous Consent.
• **Approval 2019 Chili Public Library Amended Budget Resolution** - WHEREAS, the Library Board at their January 22, 2019 meeting approved a $10,05 donation deposited into the Library Fund. NOW, THEREFORE, BE IT RESOLVED, to increase the revenue account L2705.0000.9501 (Gifts & Donations Friends of the Library) by $4,000.00 to equal $10,050.00, and increase the expense account L7410.4089.9780 (Other Operations & Maintenance Juvenile) by $4,000.00 resulting in the total Programs budget line for juvenile, Teen, and Adult equals $10,050.  
**Action Item:** Approve the 2019 Chili Public Library Budget Amendment Resolution as stated.

The Director has subsequently determined the amount of the requested amendment to be incorrect. He will present the corrected request at the Library Board’s August meeting.

• **Approval of the 2020 Chili Public Library Proposed Budget** – The Library Director requests the library board approve the proposed 2020 CPL Budget. The 2020 proposed library budget needs to be approved at the July 2019 Library Board meeting. Once approved the budget will be forwarded to the Supervisor.  
**Action Requested:** Approve the 2020 Chili Public Library Proposed Budget as presented with $2,000 added to the Discs/Tapes Audio Books – Adult/Teen line.

After discussion $2,000.00 was added to the Discs/Tapes Audio Books – Adult/Teen line. There is no Bullet Aid for this coming year.

**Sue Ackerman asked if there were any objections** to the approval of the 2020 Chili Public Library Proposed Budget as presented with $2,000.00 added to the Discs/Tapes Audio Books – Adult/Teen line. **Hearing none** the 2020 Chili Public Library Proposed Budget as presented with $2,000.00 added to the Discs/Tapes Audio Books – Adult/Teen line was approved by Unanimous Consent.

• **Approval to accept $8,394.00 from NYS Library Services Aid.**

**Sue Ackerman asked if there were any objections** to the approval of accepting $8,394.00 from NYS Library Services Aid. **Hearing none, accepting** $8,394.00 from NYS Library Services Aid was approved by Unanimous Consent.

• **CPL Foundation, Inc. Update** – The Library Director will discuss the meeting he had with Chris Harris, CPA from RDG+Partners in regards to the use of the CPL Memorial Fund and the CPL Foundation, Inc. The Director and Bob Pacer said the meeting was informative. Several ways to handle the Memorial Fund were discussed and what, if any, taxes would be incurred. The Foundation funds are for long term or major projects expenditures. Nothing will be done at this time, but it gives us time to think about what we would like to do. It will be looked at again once the Foundation is more fully developed.

**MCLS Items:**
• **Delinquency Setting** – The Directors’ Council at their July 2019 meeting approved changing the delinquency setting from $5.00 to $20.00 to take place August 1, 2019. Patrons with more than $20.00 in fines and fees will not be allowed to check out materials until they bring down the amount they owe to under $20.00 instead of $5.00. The setting was increased to be in line with the other library systems, and because the cost of materials has increased over the years. The Board agreed with this change.

• **Automatic Renewals** – In response to patron feedback the Directors’ Council at their July 2019 meeting approved automatic renewals of materials. Material will be automatically renewed when due unless there are holds on the items. Items can be automatically renewed twice. This change will go into effect the fourth quarter of 2019. This will have an impact on the revenue collected by CPL and is reflected in part in the proposed budget.

• **MCLS Budget Review** – The Library Director will present an overview of the MCLS Budget to the Library Board. Tabled at this time. The Board has the information to independently review this budget.

**State Items:**

• **New York State Public Library Construction Aid** - Both the State Senate and Assembly passed bills on the final day of session restoring the $20 million cuts in Construction Aid. It is hopeful that the Governor will sign the bill which will restore the Construction Aid to $34 million Statewide from its current $14 million. The Director will have two versions of the MCLS construction grant application to prepare for either outcome of the bill’s status.

**Meetings and Workshops and Outreach:**

Workplace Violence Training – 6/27/19
Chili Public Library Foundation Meeting – 6/27/19
Gates Chili Chamber of Commerce Golf Committee Meeting – 7/1/19
Chil-E Fest – 7/4/19
Gates Chili Chamber of Commerce Program Committee Meeting – 7/8/19
Gates Chili Chamber of Commerce Golf Committee Meeting – 7/9/19
MCLS Directors’ Council Meeting – 7/10/19
CPR Training – 7/11/19
Gates Chili Chamber of Commerce Golf Committee Meeting – 7/16/19
Little Free Library Meeting with Mike Curley – 7/17/19
Town Department Heads Meeting – 7/17/19
MCLS Town Library Directors Council Meeting – 7/18/19
Chris Harris CPA Meeting – 7/18/19
New Henrietta Public Library Opening Ceremony – 7/20/19
Gates Chili Chamber of Commerce Golf Committee Meeting – 7/23/19
Committees: None

Old Business: None

New Business: None

Review of the CPL Budget Spreadsheet and Memorial Fund Spreadsheet: There was nothing unusual in the spreadsheets.

Approval Items:

- Approval of Library Fund Abstract amount of $17,162.58.
- Approval of Memorial Fund Expenditures amount of $73.60.
- Approval of Memorial Fund Donations amount of $45.00.

- 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

Hearing no objections, the meeting was adjourned @ 7:30pm.

Next meeting date/time: August 27, 2019 @ Chili Public Library Ireland Community Room. 6:00pm.
Chili Public Library
Board of Trustees Meeting
Approved Minutes for August 27, 2019

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), Andrew Lucyszyn (Vice President), Lorraine Ahearn (Secretary), James Lechner (Memorial Fund Treasurer), Lori Hahn, Karen Reifenstein, Jeffrey Stoiber
Library Director: Jeff Baker
Town Liaison: Mary Sperr

Absent: None
Excused: None

Meeting called to order @ 6:00pm 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 July 23, 2019: Sue Ackerman asked if there were any objections to the approval of the minutes. Hearing none, the minutes were approved with Unanimous Consent.

Communications

• Town Liaison: The Town Board held a public hearing to consider a 6-month moratorium on mounted solar systems while the impact of the systems on residents is evaluated.

• Guests/Public: None Present

Director’s Report

General Information:

CPL Foundation: The Foundation received $5,000.00 from the Iacovangelo Fund from “service in kind” for the creation of the Foundation. The CPL Board would like to thank Mr. Iacovangelo for his invaluable support and assistance in this undertaking. In September 2019 the Foundation will set up a meeting with Causewave.

Friends of the CPL Board: The CPL Friends Board will meet September 10, 2019. Jeff Stoiber has volunteered to attend. Megan Neumann longtime Friends of the Chili Public Library, chair of the Friends Membership Committee, and former Library Board member (March 1994-May 2005) is moving out of state. The Director thanks her for the many years of support she gave to the Library. The CPL Friends Board is having its booksale September 25-29. The 2019 Golf Tournament fundraiser raised over $6,300 in proceeds for the Chili Public Library. Many thanks goes to the Chamber Golf Tournament Committee, volunteers,
golfers, sponsors, and those that attended the dinner auction. Next year’s golf tournament will be held Monday, July 27, 2020. The Board thanks Megan Neuman for her many years of service to the Chili Library and wishes her our best in her move. A check in the amount of $6,400 will be presented to the CPL Friends at the Gates-Chili Chamber of Commerce annual meeting in November. The amount is for proceeds raised for the library from the 2019 Gates Chili Chamber for Commerce Golf Tournament. On August 27, 2019 at the Chamber Golf Tournament Committee meeting, Bob Pacer and the committee began to evaluate the 2019 tournament for what worked and what should be changed as preparations begin for the 2020 tournament.

**CPL Statistics**

<table>
<thead>
<tr>
<th>Month</th>
<th>July 2019</th>
<th>July 2018</th>
<th>% of change</th>
</tr>
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<tbody>
<tr>
<td>Circulation</td>
<td>24,887</td>
<td>23,818</td>
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<tr>
<td>Library Visits</td>
<td>13,561</td>
<td>13,470</td>
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<tr>
<td>Reference Questions</td>
<td>1,659</td>
<td>1,579</td>
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<tr>
<td>Programs</td>
<td>55</td>
<td>56</td>
<td>-2%</td>
</tr>
<tr>
<td>Program Attendance</td>
<td>1,243</td>
<td>1,267</td>
<td>-2%</td>
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<tr>
<td>Items Borrowed (holds)</td>
<td>866</td>
<td>742</td>
<td>17%</td>
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<tr>
<td>Items Loaned (holds)</td>
<td>900</td>
<td>806</td>
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<tr>
<td>Overdrive</td>
<td>2,635</td>
<td>2,198</td>
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<td>Meeting Room</td>
<td>63</td>
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<td>Website Visits</td>
<td>6,902</td>
<td>5,930</td>
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<td>Website Pageviews</td>
<td>10,436</td>
<td>9,397</td>
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<table>
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<td>-2%</td>
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<tr>
<td>Library Visits</td>
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<td>Reference Questions</td>
<td>16,911</td>
<td>17,736</td>
<td>-5%</td>
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<tr>
<td>Programs</td>
<td>588</td>
<td>587</td>
<td>.17%</td>
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<tr>
<td>Program Attendance</td>
<td>12,794</td>
<td>16,080</td>
<td>-20%</td>
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<tr>
<td>Overdrive</td>
<td>29,298</td>
<td>23,797</td>
<td>23%</td>
</tr>
</tbody>
</table>

There is a good correlation of the increase in Circulation, Library Visits and Reference Questions with the summer reading program.

**2019 New York State Summer Reading Program Results:** The library staff are pleased to wrap up another fun summer here at the CPL. This year’s theme was ‘A
Universe of Stories’ so this was celebrated with a variety of space-themed activities, programs, and decorations.

This summer, we had **568 kids** participate in our Summer Reading program. Combined, these children read a total of **209,440 minutes**.

We had **37 teens** participate in our Summer Reading program. They read over **400 books** and visited the library enough times to redeem 34 Library Visit Stamp Cards.

We had **27 Adults** participate in our Summer Reading program. They read **323 books**.

In addition to Summer Reading, we also had summer programs! We kicked off the summer by having the Youth Services staff visit **1,575 students** at four different schools.

During the summer, a total of **1,799 people** visited the Library for **81 programs**, including our most well-attended Truck Show ever, a fun Tie-Dye day, and a visiting inflatable Planetarium! To break it down:
- 1,556 people came to 55 Children’s programs.
- 64 teens came to 13 Teen programs.
- 179 adults came to 13 Adult programs.

Kids kept track of their reading by receiving a bead for each 20-minute stretch of reading. These were redeemed weekly for beads. We also gave out 12 weekly prizes to teens (two per week) that were fun card games and gift cards. The adults received gas cards and other gift cards weekly as well. At the end of summer, we gave away 10 Grand Prizes to kids (including two bikes, one donated by Tompkins Bank of Castile and one by the St. Pius X Federal Credit Union, zoo passes, museum passes, and gift cards), a Target gift card to a teen, and two Echo Dots to Adults.

Overall, it was a great summer! Looking forward to next year.

The Board commends the staff, particularly the Youth Services staff, for organizing and carrying out such a great program. The young readers responded well to the beads. Prizes were chosen to be ecologically friendly.

- **National Airplane Day** – The Library had a full day of plane related activities for children on Monday, August 19th to celebrate National Airplane Day.

- **Voted Favorite Bookstore by Next Door Chili Avenue** – The private social network once again voted the Chili Public Library the town’s favorite bookstore.
**Town Budget Workshop** - The Library’s Town Board Budget Workshop is scheduled for Wednesday, August 28th at 5pm. Sue Ackermann and Jeff Baker will present the 2020 CPL budget proposal to the Town Board. The CPL Board approves the change in the budget proposal to have the town utilize $50,000 from the library’s surplus fund for the Chili Community Center Project.

**New Items:**

- **New Library Pages** – Part time Library Page Bryn McGrath resigned to pursue a nursing degree, and Savannah Scott resigned to attend college out of state. Madeline Warburton has been hired as a new Library Page to replace Savannah’s hours. Madeline’s start date was June 24, 2019 at the pay rate of $11.10 per hour. Sarah Scott has been hired as a new Library Page to replace Bryn’s hours. Sarah’s starting date is August 26, 2019 at the pay rate of $11.10 per hour.

- **New Part Time Library Clerks** – With a full-time Principle Library Clerk retiring in September, two new part-time Library Clerks have been hired, Tamie Banaszak and Caitlin McGee, at the pay rate of $12.10 per hour. Tamie Banaszak was unable to accept the job. Susan Kaechele was hired as the other new part time clerk. Susan Kaechele’s hire date is September 3, 2019. Caitlin McGee’s hire date is September 16, 2019.

- **Approval Corrected 2019 Chili Public Library Amended Budget Resolution** – At the July 2019 Library Board meeting there was an amended budget resolution put forward by the Director to approve an increase to revenue account L2705.0000.9501 (Gifts & Donations Friends of the Library) and the expense account L7410.4089.9780 (Other Operations & Maintenance Juvenile). An incorrect increase amount was given. The correct resolution is as follows:

  WHEREAS, the 2019 Budget included revenue from the Friends of the Library in an amount of $6,000.00; and WHEREAS, the Friends of the Library voted to and gave $10,050.00 to the Library; and NOW, THEREFORE, BE IT RESOLVED, to amend the 2019 revenue budget L2705 (Gifts & Donations – Friends of the Library) by an increase of $4,050.00; and amend the 2019 expense budget L7410.4 (Library – Other Operation & Maintenance - Juvenile) by an increase of $4,050.00.

**Action item: Approve the Corrected 2019 Chili Public Library Amended Budget Resolution.**

The Director had previously discussed the correction with the Board.

*Sue Ackerman asked if there were any objections to the Approval of the Corrected 2019 Chili Public Library Amended Budget Resolution.* Hearing none the Corrected 2019 Chili Public Library Amended Budget Resolution was approved by Unanimous Consent.
• Approval of State Aid for Library Construction 2019-2022 Grant Application –
  The New York State Library announced an additional $20 million has been added to
  the 2019/2020 State Aid for Library Construction program. That brings the total for
  the program year to $34 million statewide. $1,374,901 is available to Monroe
  County Library System libraries to apply for the 50% matching grant. Grant
  applications are due to the Monroe County Library System office September 16,
  2019. The Library Director requests the Library Board approve the Chili Public
  Library’s State Aid for Library Construction grant application that is being
  submitted to the Monroe County Library System.
  **Action item: Approve the Chili Public Library’s submittal of the State Aid for
Library Construction grant application.**

  Action item tabled due to emerging information.

• The Construction Aid application is due on September 16. In order to review and approve the
  application before the due date, there is a need to have an additional CPL Board meeting
  scheduled. **Action Requested:** Convene an additional CPL Board Meeting on September 10,
  2019, to review and approve the Chili Public Library’s submittal of the State Aid for Library
  Construction grant application.

Sue Ackerman asked if there were any objections to the approval of Convening an additional
CPL Board Meeting on September 10, 2019, to review and approve the Chili Public Library’s
submittal of the State Aid for Library Construction grant application. **Hearing none the**
convening of an additional CPL Board Meeting on September 10, 2019, to review and approve the Chili Public
Library’s submittal of the State Aid for Library Construction grant application was approved by
Unanimous Consent.

• Approval Tuition Reimbursement Request for Hannah Morrison – As stated in
  the CPL Personnel Policy, the Library recognizes the educational achievement and
  specialized training of employees to benefit the community at large and promote the
  development of the individual. Therefore, to the extent that budgetary funds are
  available, the Library will upon authorization of the Library Board pay part or all of
  the cost of tuition, books and application fees for satisfactory completion of
  approved courses and training taken by employees. Hannah Morrison, part-
  time Librarian Trainee has requested tuition reimbursement in the amount of $215.02
  for her next online session from the University at Albany as part of her Information
  Science degree. The rest of her bill for this session will be paid for by anticipated aid
  she will receive.
  **Action item: Approve the Tuition Reimbursement Request for Hannah
Morrison in the amount of $215.02 as described.**
Sue Ackerman asked if there were any objections to the Approval of the Tuition Reimbursement Request for Hannah Morrison in the amount of $215.02 as described. Hearing none the Tuition Reimbursement Request for Hannah Morrison in the amount of $215.02 as described was approved by Unanimous Consent.

- Approval for the Library to be Closed from 12pm-2pm on Monday, December 23, 2019, in Order for Library Staff to Take Part in the Town Staff Holiday Party – The Town’s Staff Annual Holiday Party is Monday, December 23, 2019 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 Monday, December 23, 2019, in order for the Library Staff to join the Town Staff Holiday party.

Sue Ackerman asked if there were any objections to the approval of the Library being closed from 12pm-2pm on Monday, December 23, 2019, in order for the Library Staff to join the Town Staff Holiday party. Hearing none Library being closed from 12pm-2pm on Monday, December 23, 2019, in order for the Library Staff to join the Town Staff Holiday party was approved by Unanimous Consent.

MCLS Items:

- MCLS Budget Review – The Library Director will present an overview of the MCLS Budget to the Library Board. The Director discussed the graphs and charts from MCLS contained in our Board packets. We are able to offer many services to patrons with the help of MCLS.

Meetings and Workshops and Outreach:
- Gates Chili Chamber of Commerce Golf Tournament and Dinner Auction – 7/29/19
- Supervisor Budget Meeting – 8/1/19
- CPL Full Staff Meeting – 8/2/19
- Gates Chili Chamber of Commerce Ribbon Cutting – 8/5/19
- Gates Chili Chamber of Commerce Award Presentation – 8/7/19
- Gates Chili Chamber of Commerce Program Committee Meeting – 8/12/19
- Town Department Heads Meeting – 8/14/19
- Meeting with Recreation Department Manager – 8/26/19
- Gates Chili Chamber of Commerce Golf Tournament Committee Meeting – 8/27/19

Committees: None

Old Business: None

New Business: None
Review of the CPL Budget Spreadsheet and Memorial Fund Spreadsheet: The estimated YTD calculations for the July Library Budget spreadsheet were made with an incorrect formula. The Director will send the Board the corrected spreadsheet. Note: The Board received the corrected spreadsheet on Wednesday, August 29, 2019. A Patron donated $1000.00 in memory of a family member, with the request it be used for something meaningful for the new library.

Approval Items:

- Approval of Library Fund Abstract amount of $13,848.17
- Approval of Memorial Fund Expenditures: There were no expenditures this month.
- Approval of Memorial Fund Donations amount of $1000.00

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

Hearing no objections, the meeting was adjourned @ 6:50pm.

Next meeting date/time: September 24, 2019 @ Chili Public Library Ireland Community Room, 6:00pm.
Chili Public Library Board of Trustees Meeting
Minutes for Special Meeting of September 10, 2019

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), Andrew Lucyszyn (Vice President), Lorraine Ahearn (Secretary), James Lechner (Memorial Fund Treasurer), Lori Hahn, Karen Reifenstein, Jeffrey Stoiber
Library Director: Jeff Baker
Town Liaison: Mary Sperr

Absent: None
Excused: Lori Hahn
Not Present: Mary Sperr

Meeting called to order @ 6:00pm 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.

Director’s Report

- Approval of the Chili Public Library 2019-2022 State Aid for Library Construction Grant Application – The Library Director requests the Library Board approve the Chili Public Library’s 2019-2022 Public Library Construction Grant Program application, to be administered in accordance with the requirements of Education Law 273-a (as Amended by Chapter 57 of the Laws of 2007) and Commissioner’s Regulations 90.12, and the application was read and duly adopted by the Board of Trustees of the Chili Public Library at a legal meeting on September 10, 2019. The cost of project for which funding is being requested is $2,338,044. The amount of Public Library Construction Funds requested in the application is $1,169,022. The grant application requires the amount cannot be more than 50% or the project cost.
  Action item: Approve the Chili Public Library 2019-2022 State Aid for Library Construction Grant Application as submitted.

  The Board reviewed and edited, as needed, all sections of the application.

  Sue Ackerson called the motion to Approve the Chili Public Library 2019-2022 State Aid for Library Construction Grant Application as submitted. Motion made by James Lechner; 2nd by Jeff Stoiber. In Favor: 6; Opposed: 0; Abstained: 0.

  The board commends Jeff Baker for his time, effort and attention to detail in completing this application. It was very well done.

Hearing no objections, the meeting was adjourned @ 6:40pm.
Chili Public Library Board of Trustees Meeting
Minutes for October 22, 2019

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), Andrew Lucyszyn (Vice President), James Lechnr (Memorial Fund Treasurer), Lori Hahn, Karen Reifenstein, Jeffrey Stoiber
Absent: Lori Ahearn, James Lechner, Andrew Lucyszyn
Excused: None

Library Director: Jeff Baker
Town Liaison: Mary Sperr

Meeting called to order @ 6:00pm 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 September 24, 2019: Sue Ackerman asked if there were any objections to the approval of the minutes. Hearing none, the minutes were approved with Unanimous Consent.

Communications
- Town Liaison: The Town Board held two public hearings; one to consider the 2020 Budget and the other to consider the override of the NYS Tax Cap for the 2020 Budget Year.
- Guests/Public: None Present

Director’s Report

General Information:

Friends of the CPL Board: The Friends of the Chili Public Library conducted their Annual Meeting on Tuesday, October 8 prior to the program, Civil War Ballooning. Marcia Johnson, President of the Friends organization, conducted the meeting with the entire Executive Board in attendance. Caitlin McGee will be taking over the Membership Chair duties for the remaining time of the two-year term. The Friends finances were reviewed, including a handout showing the source of the Friends income and the year-to-date expenses. 92% of all money spent by the Friends goes directly to supporting the library through programs. Through September, 2019, the Friends have sponsored 451 program sessions with 7,507 attendees. As of October 8, there was 195 current members of the Friends group, with 67 being Lifetime Members. The next monthly board meeting is scheduled for Tuesday, November 12 at 6 pm in the Barbara Ireland Room.

In recognition of the National Friends of the Libraries Week, October 20-26, 2019 the Library Board expresses their appreciation to the Friends of the Chili Public Library and the Teen Friends for their support. Jim Lechner will be attending the Friends meeting on November 12, 2019.
• **CPL Statistics** –

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<th>CPL on the Go Quarterly Report</th>
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<th>Total Attendance</th>
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<tr>
<td>January-March 2019</td>
<td>0</td>
<td>0</td>
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<tr>
<td>April-June 2010</td>
<td>2</td>
<td>266</td>
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<tr>
<td>July-September 2019</td>
<td>3</td>
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<td>Library Visits</td>
<td>11,268</td>
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<td>Reference Questions</td>
<td>1,503</td>
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<td>Programs</td>
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<td>Program Attendance</td>
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<td>Items Borrowed (holds)</td>
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<td>Items Loaned (holds)</td>
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<tr>
<td>Overdrive</td>
<td>2,459</td>
<td>2,184</td>
<td>13%</td>
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<td>Meeting Room</td>
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<td>69</td>
<td>1%</td>
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<tr>
<td>Website Visits</td>
<td>7,671</td>
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<td>Program Attendance</td>
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<tr>
<td>Overdrive</td>
<td>29,949</td>
<td>24,357</td>
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• **CPL on the Go!** – On Friday October 25, 2019 from 6pm-8pm Chili Recreation is having its Community Halloween Party. The event has been moved this year to the Town Hall/Library Complex. The Director will have the Library open during those hours and staff will participate in providing storytime as well as having CPL-on-the-Go! At the Trick-or-Treat path.

President Ackerman recommends children’s books left over from future Friends fall book sales should be kept to be given away at upcoming Halloween events.

• **Mary White** – Longtime patron Mary White passed away this week. She is well remembered as avid reader and user of the library.

• **Nazareth Art Center has joined the MCLS VIP Pass program** - MCLS is happy to announce the Nazareth Arts Center has joined the VIP Pass program for the 2019-2020 season. Passes for the Nazareth Arts Center are valid October - May and offer a discount of buy one regular priced ticket, get 50% off a second ticket. (Limit 2 regular and 2 half-price tickets).
• **The Roaring 20's and 30's Group** – The Roaring 20's & 30's Library Group is a newly formed group of adults in their 20s and 30s who volunteer their time to the Library. They help with book sales, raise money for the library, and help the library become more aware as to the needs of the age group. They meet the 3rd Tuesday of the month at 6pm. The Group presented: A Night at Hogwarts! on October 19 for an adult Harry Potter night - just for those in their 20's and 30's! Activities included wandmaking, trivia, butterbeer tasting, and a special Escape Room challenge. Participants were sorted into their Hogwarts House and had fun with the green screen. Close to 60 people signed up for the event.

• **2019-2022 Public Library Construction Grant Update** – The Director reviewed the timeline of approval for the State Aid for Library Construction grant. The Library's grant has been submitted to the Monroe County Library System. The MCLS Construction Grant Committee submits its recommendation to the MCLS Board as to the amount of available grant money each applying library should receive. The MCLS Board meets on October 28, 2019 to make a determination on the recommendation. The Department of Library makes its final determination based on the MCLS Board's approval. This occurs prior to January 2020. The Director believes the majority of the grant money available for this grant will go to the Chili Public Library.

• **Planning Panel Discussion** – The Director is planning to have a panel discussion on literacy and dyslexia to be held the beginning of next year. Library patron Tina Carney is assisting the Director in the planning of this program.

• **E-Book Embargo by Macmillan Publisher** – The Director informed the Library Board beginning on November 1, Macmillan's new digital content terms for libraries will allow the Monroe County Library System to purchase a single e-book copy for the entire system, of a new Macmillan title for the first eight weeks after a book's release. After eight weeks, libraries can then license additional copies for about $60 per copy for a term of two years or 52 lends, whichever comes first. A single book for the entire system for the first eight weeks will result in multiple holds and very long wait lists for new MacMillan e-books. Librarians have long dealt with complex terms and high prices for library e-books, and prices can be up to four times the price paid by consumers. The difference with the MacMillan embargo is it directly impedes equal access, particularly for those with low income, Macmillan is currently the only major publisher pursuing an embargo policy for new release e-books. It has been shown in a study at least 42% of people have bought the same book they had previously borrowed from a library, 60% for millennials. 70 percent reported they bought another book by an author whose other works they'd borrowed from a library. So it is to a publisher's advantage to sell its new e-books to libraries. Currently the American Library Association has a petition against the embargo. The member library directors will be discussing this matter at their Director's Council meeting in November.

**Leadership Brief Review** – The Library Board reviewed the section *Library Trustee as Visionary* section from the leadership brief *Leadership Roles for Library Trustees*. As a result the Library Board will review the Library's long range plan and determine what needs to be updated. The Library Board will also discuss ways to get more feedback about local trends. The Library received good information when it had focus groups three years ago.
New Items:

**Amend the Chili Public Library 2020 Closed Dates:** At the September 2019 Library Board meeting the Board approved library staff who are veterans will be given a paid holiday for Veterans Day on Wednesday, Nov 11, 2020. The Director has since learned a holiday benefit cannot be given to a select group.

**Action Requested:** The Library Board amends the 2020 closed dates not to include the Veterans Day benefit.

*Sue Ackerman asked if there were any objections to the Approval* of the amended Chili Public Library 2020 Closed Dates. **Hearing none** the Amended Chili Public Library 2020 Closed Dates was approved by Unanimous Consent.

MCLS Items:

- **8th Annual Legislative Thank You Breakfast** – Most of the Library Board will be attending the 8th Legislative Annual Legislative Thank You Breakfast on Friday, October 25, 2019 from 8:30am-10am at the Henrietta Public Library.

Meetings and Workshops and Outreach:

CPL Foundation Board Meeting with Executive Director of the Friends and Foundation of the Rochester Public Library – 9/26/19

Gates Chili Chamber of Commerce Program Committee – 10/1/19

Directors’ Council Meeting – 10/2/19

CPL Full Staff Meeting – 10/4/19

Gates Chili Chamber of Commerce Programs Committee – 9/9/19

Gates Chili Chamber of Commerce Board Meeting – 9/10/19

Special Meeting of the Library Board – 9/10/19

Friends of the Chili Public Library Board Meeting – 9/10/19

Town Library Directors Committee Meeting – 9-12-19

Gates Chili Chamber of Commerce Networking Meet and Greet – 9/17/19

Department Heads Meeting – 9/18/19

Committees: None

Old Business: None

New Business: None

**Review of the CPL Budget Spreadsheet and Memorial Fund Spreadsheet:** The amount of the Fines, Charges & Holds is less than was projected. The Interest and Earnings is more than projected. Due to Windows 10 replacing Windows 7, and the replacement of staff computers there will be more spent on Equipment and Contractual than what was projected. There will be a savings in Personnel due to a recent retirement of a full time employee being replaced by two part time staff.
Approval Items:

- Approval of Library Fund Abstract amount of $18,129.56
- Approval of Memorial Fund Expenditures amount of $24.74
- Approval of Memorial Fund Donations amount of $305.00

- 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

Hearing no objections, the meeting was adjourned @ 7:20pm.

Next meeting date/time: November 19, 2019 @ Chili Public Library Ireland Community Room. 6:00pm.
Chili Public Library Board of Trustees Meeting
Approved Minutes for November 19, 2019

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), Andrew Lucyszyn (Vice President), Lorraine Ahearn (Secretary), James Lechner (Memorial Fund Treasurer), Lori Hahn, Karen Reifenstein, Jeffrey Stoiber
Library Director: Jeff Baker
Town Liaison: Mary Sperr

Absent: None
Excused: None

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

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

Approval of minutes of: Sue Ackerman asked if there were any objections to the approval of the minutes of October 22, 2019. Hearing none, the minutes were approved with Unanimous Consent.

Communications
• Town Liaison: The 2020 Town Budget was approved. The Parade of Lights is on December 6, 2019. The Town Holiday Party is on Monday, December 23, 2019.

• Guests/Public: None Present

Director’s Report:

• Dorothea “Dottie” Pompa passed away this morning, November 19, 2019. During her 25- year tenure as Director of the Chili Library circulation tripled. Dottie was always an advocate of the Library working to make it one of the best libraries in the area.

• CPL Foundation: Causewave has been helpful in setting up on-line donation systems and providing materials for the Foundation web page. The Foundation will be raising funds both for furnishing the new library and for long term sustainability of the library.

• The Youth Services staff attended the NYLA November Conference. The Board packet had reports from each of the participants describing workshop highlights and the take-aways applicable to CPL. The consensus was that it was a worthwhile conference.
• Jeff Baker reported that at the last Town Library Directors Committee Meeting, due to member concerns, the Directors decided to put a hold on implementing the MCLS automatic renewal policy until another vote can be taken.

• **Friends of the CPL Board:** The next monthly board meeting is scheduled for Tuesday, December 10 at 6 pm in the Barbara Irland Room. Jim Lechner volunteered to attend the meeting.

**CPL Statistics –**

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<th>Month</th>
<th>October 2019</th>
<th>October 2018</th>
<th>% of change</th>
</tr>
</thead>
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<td>Circulation</td>
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<td>11,702</td>
<td>12,357</td>
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<td>Reference Questions</td>
<td></td>
<td>1,528</td>
<td>1,453</td>
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<td>62</td>
<td>63</td>
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<tr>
<td>Program Attendance</td>
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<td>1,009*</td>
<td>1,319*</td>
<td>-24%*</td>
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<tr>
<td>Items Borrowed (holds)</td>
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<td>Items Loaned (holds)</td>
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<tr>
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<td>Website Visits</td>
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<td>8,775</td>
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<tr>
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<tr>
<td>Overdrive</td>
<td>29,821</td>
<td>24,919</td>
<td>20%</td>
</tr>
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</table>

*Frankentober event was held in October 2018.
**Holiday Parties and Parades** – The Library will have a float in the Town’s Christmas Lights Display Parade on Friday, December 6, 2019. The CPL-on-the-Go! booth will be at the Senior Center following the parade. The CPL holiday party is scheduled for Friday, December 13, 2019 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 Monday, December 23, 2019 from 12pm-2pm at the Senior Center. Library Board and staff are welcome to attend.

**CPL on the Go!** On Friday October 28, 2019 from 6pm-8pm the Library in partnership with the Chili Recreation held a Community Halloween Party. The event was a huge success. The door count was 1,027, which is typically around 400 for a Friday. At the event. We gave away 350 pieces of candy, 71 finger puppets, 48 books, 45 pencils, 31 chip clips, 20 magnets, and bookmarks.

**More than 2.5 Million Children Participated In State Library’s 2019 Summer Reading Program:** The number of children participated in the 2019 summer reading program, was an increase of approximately 134,000 participants over last year’s program. The New York State Education Department and State Library announced, “We are proud of every child’s summer reading achievement this year and thank the librarians, educators and parents across the state for encouraging their students and children to participate in the summer reading program,” said Interim State Education Commissioner Beth Berlin. “I encourage libraries to continue to partner with schools and community organizations to promote the importance of reading year-round.”

The State Library partners with 23 public library systems, 756 public libraries and 311 neighborhood branches statewide every year on the summer reading program. The free, annual program is supported by the State Library in conjunction with partners like the State Assembly and Senate. The program gives children the opportunity to access the vast resources of New York’s public libraries to support
their summer reading. Participants receive reading lists and book recommendations and engage in learning activities at their local libraries. At the end of the program, participants receive formal recognition for their reading achievement. Next year’s summer reading slogan is “Imagine Your Story!”

- **Construction Grant MCLS Board Recommendation:** The Monroe County Library Board of Trustees approved submittal of the Chili Public Library’s State Aid for Library Construction grant to the NYSED Division of Library Development. Approval by the DLD should typically occur prior to next January.

**New Items:**

- **Approval to Transfer the Chili Public Library Memorial Fund CD’s (Certificates of Deposit) to the Chili Public Library Foundation Inc. Account:** In that the mission of the newly created CPL Foundation Inc. is to be a catalyst for the expansion of Library services by raising funds through vital partnerships and advocacy efforts, supporting the education and growth of the Chili community, it is proposed the Library Board approve the transfer of the CPL Memorial Fund CD’s to the CPL Foundation Inc. Tompkins Bank of Castile has agreed to close the CD’s out under the CPL Memorial Fund and then re-open under the CPL Foundation Inc. for the remainder of the term with the rates they have with no penalty. **Action Requested:** Approval to Transfer the Chili Public Library Memorial Fund CD’s (Certificates of Deposit) to the Chili Public Library Foundation Inc. Account.

  Sue Ackerman asked if there were any objections to the approval to Transfer the Chili Public Library Memorial Fund CD’s (Certificates of Deposit) to the Chili Public Library Foundation Inc. Account. **Hearing none,** the Transfer of the Chili Public Library Memorial Fund CD’s (Certificates of Deposit) to the Chili Public Library Foundation Inc. was approved by Unanimous Consent.

- **Action Requested: Approve November 27, 2020 as a Closed Date with Pay.**

  Sue Ackerman asked if there were any objections to the Approval of November 27, 2020 as a Closed Date with Pay. **Hearing none,** the closed date with pay was approved by Unanimous Consent.

**MCLS Items:**

- **The Monroe County Library System has joined the Macmillan Boycott** - The Monroe County Library System (MCLS) and all public libraries in Monroe County will no longer purchase eBooks from Macmillan Publishers or any of its imprints. This decision comes in reaction to Macmillan’s new library eBook embargo, which went into effect Nov. 1. Under these new terms, the library system would be only allowed to purchase one copy of a new eBook for the first eight weeks after release. To provide access to new titles, MCLS purchases multiple copies to help reduce wait
times. Under the new model, MCLS would only have a single copy to share among the 744,344 residents of Monroe County.

“In some instances, this embargo will force readers to wait a year or more to borrow an e-book published by Macmillan, whose authors include J.D. Robb, Liane Moriarty, Bill O’Reilly, and Louise Penny,” said Patty Uttaro, Director of MCLS and the Rochester Public Library. MCLS joins concerned patrons, libraries and library systems across the nation in boycotting Macmillan eBooks, urging Macmillan to reverse its decision to embargo new titles. The American Library Association (ALA) has also denounced Macmillan’s decision and asks that the public express their concerns to press.inquiries@macmillan.com, or ALA’s Public Policy and Advocacy Office at alawash@alawash.org. More information, along with a petition requesting Macmillan to reverse their decision, are both available at https://ebooksforall.org/. The Board supports this boycott.

- **8th Annual Legislative Thank You Breakfast** – The 8th Legislative Annual Legislative Thank You Breakfast is Friday, October 25, 2019 from 8:30am-10am at the Henrietta Public Library. The Library Board is welcome to register for this event.

**Meetings and Workshops and Outreach:**

- CPL Foundation Board Meeting – 10/24/19
- MCLS Legislative Breakfast – 10/25/19
- Town of Chili Halloween Party – 10/25/19
- Gates Chili Chamber of Commerce Golf Tournament Committee Meeting – 10/29/19
- CPL Full Staff Meeting – 11/1/19
- Gates Chili Chamber of Commerce Program Committee Meeting – 11/4/19
- CPL Foundation Board Meeting with Causewave – 11/4/19
- Gates Chili Chamber of Commerce Chairs Meeting – 11/5/19
- Directors’ Council Meeting – 11/6/19
Staff Retreat Meeting – 11/7/19
CPL Foundation Board Meeting – 11/7/19
Gates Chili Chamber of Commerce Friday Mingle Networking Event – 11/8/19
Senior Center Veterans Day Breakfast – 11/9/19
Gates Chili Chamber of Commerce Board Meeting – 11/12/19
Supervisor Meeting – 11/12/19
Friends of the Chili Public Library Board Meeting – 11/12/19
Gates Chili Chamber of Commerce Ribbon Cuttings – 11/13/19
Town Library Directors Committee Meeting – 11-14-19
Wellness Committee Lunch – 11/14/19
Gates Chili Chamber of Commerce Annual Meeting – 11/19/19

Committees: None

Old Business: None

New Business: None

Review of the CPL Budget Spreadsheet and Memorial Fund Spreadsheet: Interest and earnings have done well this year. There were three pay periods this month. Updating computers added to expenses under equipment.

Approval Items:

- Approval of Library Fund Abstract amount of $9,151.82
- Approval of Memorial Fund Expenditures amount of $43.41
- Approval of Memorial Fund Donations amount: There were no donations this month.

- Sue Ackerman asked if there were any objections to the approval of the Library Fund Abstract and Memorial Fund Expenditures. Hearing none they were approved by Unanimous Consent.

Additional Comments from Audience: None

Hearing no objections, the meeting was adjourned @ 7:10

Next meeting date/time: December 17, 2019 @ Chili Public Library Ireland Community Room, 6:00pm.
In Memory of Dorothea “Dottie” Pompa

Dottie was the director of the Chili Public Library for more than 25 years. Her winning smile and vast knowledge set the tone for the Chili Library that exists to this day. Dottie was always an advocate for the Library and was instrumental in the development of the Library-Town building built before her retirement in 1999. Chili Public Library was fortunate to have her leadership as we grew.
Chili Public Library Board of Trustees Meeting  
Approved Minutes for December 17, 2019

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), Andrew Lucyszyn (Vice President), Lorraine Ahearn (Secretary), James Lechner (Memorial Fund Treasurer), Lori Hahn, Karen Reifenstein, Jeffrey Stoiber
Library Director: Jeff Baker
Town Liaison: Mary Sperr

Absent: None
Excused: Karen Reifenstein

Meeting called to order @ 6:00pm 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: Sue Ackerman asked if there were any objections to the approval of the minutes of November 19, 2019. Hearing none, the minutes were approved with Unanimous Consent.

Communications
- Town Liaison: At January 15, 2020 Town Board Meeting there will be a public hearing on local laws concerning solar energy systems in the Town of Chili. Councilwoman Mary Sperr related questions raised by Councilman Michael Slattery about the CPL November Board notes. Many of the questions concerned the CPL Foundation report. The Foundation, like The Friends of the Chili Public Library, is a separate entity from The CPL Board of Trustees and has an independent Board. Trustee Andrew Lucyszyn serves as The CPL Foundation Vice President and responded to the inquiries. Councilman Slattery may want to contact Andrew Lucyszyn if he would like further information about the CPL Foundation.

- CPL Foundation, Andrew Lucyszyn: The Foundation was announced it in the CPL email newsletter, Facebook page, and in Facebook advertising to the Chili area. A reminder will be sent to submit contributions to be eligible for the 2019 tax year. There is a link to the Foundation on the CPL Website.

- Guests/Public: None Present

Director’s Report
- The CPL 2020 Budget was approved by the Town Board as presented. The CPL Board needs to approve the Library Staff pay rates as previously discussed. **Action Requested:** **Approval of the 2020 Chili Public Library Staff Pay Rates.**

Sue Ackerman asked if there were any objections to the approval of the 2020 Chili Public Library Staff Pay Rates. **Hearing none** the 2020 Chili Public Library Staff Pay Rates were approved by Unanimous Consent.
General Information:

- **MCLS Training:** Sue Ackerman and Lori Ahearn attended the MCLS Trustee Training presented by Stephanie (Cole) Adams, Esq. It was very informative and had much valuable information. They will be meeting with the Director in January to discuss their take-aways.

- **Friends of the CPL Library:** The next monthly board meeting is scheduled for Tuesday, February 11 at 6 pm in the Barbara Ireland Room.

### CPL Statistics –

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<th>November 2019</th>
<th>November 2018</th>
<th>% of change</th>
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<tr>
<td>Circulation</td>
<td>17,732</td>
<td>18,545</td>
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<td>Library Visits</td>
<td>9,972</td>
<td>9,742</td>
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<td>Reference Questions</td>
<td>1,296</td>
<td>1,261</td>
<td>3%</td>
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<td>Programs</td>
<td>54</td>
<td>44</td>
<td>23%</td>
</tr>
<tr>
<td>Program Attendance</td>
<td>646</td>
<td>756</td>
<td>-15%</td>
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<tr>
<td>Items Borrowed</td>
<td>721</td>
<td>790</td>
<td>-9%</td>
</tr>
<tr>
<td>Items Loaned (holds)</td>
<td>924</td>
<td>777</td>
<td>19%</td>
</tr>
<tr>
<td>Overdrive</td>
<td>2,592</td>
<td>2,285</td>
<td>13%</td>
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<td>Meeting Room</td>
<td>73</td>
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<td>7%</td>
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<td>Website Visits</td>
<td>5,222</td>
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<td>7,148</td>
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<th>December 2018-November 2019</th>
<th>December 2017-November 2018</th>
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<td>Library Visits</td>
<td>131,499</td>
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<td>Program Attendance</td>
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<tr>
<td>Overdrive</td>
<td>30,128</td>
<td>25,304</td>
<td>19%</td>
</tr>
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</table>

Website visits are up.
• **Chili Parade of Lights/Christmas Tree Lighting** – The Library had a float in the Chili Parade of Lights on Friday, December 6, 2019. The Library’s CPL-on-the-Go! booth was located at the Christmas Tree Lighting at the Senior Center following the parade. 179 CPL-on-the-Go! books were given away along with 136 bags containing CPL pencils and bookmarks about upcoming library events. It was a fun event.

19th Annual Mitten Drive – The library held its 19th annual mitten drive and delivered new mittens, gloves and hats to the Lewis Street YMCA Child Care Center for distribution to babies to 12 years. Our Patrons were very generous. The Chili Senior Center Chain Gang contributed many handmade items.

• **Winter Donation Drive** – The library participated in the Rochester Public Library Extension Department Winter Donation Drive. Donations of backpacks, water bottles, socks, hats, gloves, etc. were sent to the Library Resource Outreach Center of the Rochester Public Library.

• **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 12/31/2019.

• **Sign-Up Sheets** - The director will distribute the CPL Board sign-up sheets for library trustees to attend the 2020 CPL full staff meetings and the CPL Friends Board meetings.
MCLS Items:

- **Automatic Renewals Update** – The Directors’ Council at their December 2019 meeting decided to reverse its previous decision regarding automatic renewals. This service would have resulted in libraries having to reduce their fine revenue by more than fifty percent. Since the Library’s 2020 library budgets have already been approved without taking this loss in revenue taken into account, it was decided not to have systemwide automatic renewals at this time. CPL currently budgets revenue of $26,000.00 from fines and fees.

- **Preferred names in the Patron Record** – In order to provide better customer service, the Directors’ Council at their July meeting approved adding an additional Preferred Name field in the Monroe County Library System’s Circulation module CARL.X. When patrons are contacted by the library system or member libraries regarding holds, etc. the preferred name will be used.

- **Directors’ Council Restructuring** – The Directors Council approved at their October meeting to restructure the Directors’ Council meetings. Previously the MCLS paid a stipend to one of the member library directors to act as the MCLS Town Library Liaison. This liaison would run the MCLS System Services Operations Committee (SSOC) as well as oversee the Director’s Council meeting. Now a MCLS Associate Director Adam Straub has been hired and will take on the role of System Services Operation Committee Vice-Chair, and will oversee running the meetings.

State Items:

- **Assembly Standing Committee on Libraries and Education Technology** - The Library Director will present testimony at a hearing given by the Assembly Standing Committee on Libraries and Education Technology on Friday, December 13, 2019. He will join other colleagues across New York State in providing information regarding the programs and services libraries are providing their local communities and the long-term capital needs of libraries, especially in regards to the Public Library Construction Program funding. The Director included a copy of the testimony he presented in the Board packet. The Board would like the testimony to be placed on our website. The Director reported that in discussions during the Committee meeting, other attendees thought Chili’s Community Center is a foreword looking vision.

- **Trustee Training Regulations Update** - Previously the State Education Department was determining whether there would be training regulations for library trustees. When Commissioner Elia left, the Sate Education Department’s Acting Commissioner directed there be no new regulations introduced until new leadership is in place. There will however be a question on the 2019 state report on trustee training.
Meetings and Workshops and Outreach:
  Gates Chili Chamber of Commerce Golf Tournament Committee Meeting – 11/25/19
  CPL Foundation/Causewave Meeting – 11/25/19
  Tour Given to Associate MCLS Director – 12/2/19
  Directors’ Council Meeting – 12/4/19
  Gates Chili Chamber of Commerce Board Meeting – 12/5/19
  Full CPL Staff Meeting – 12/6/19
  Chili Parade of Lights/Christmas Tree Event – 12/6/19
  Gates Chili Chamber of Commerce Holiday Networking Lunch – 12/10/19
  Gates Chili Chamber of Commerce Program Committee Meeting – 12/10/19
  Friends of the Chili Public Library Board Meeting – 12/10/19
  Hearing Assembly Standing Committee on Libraries and Education Technology – 12/13/19
  CPL Holiday Party – 12/13/19

Using the Urban Libraries Council – Leadership Roles for Library Trustees as a guide as the Board draws up a guide for the CPL Trustees. The Director will use our suggestions to draw up a draft for The Board to create our own document.

Committees:
  • Personal Committee – Sue Ackerman reported that, per our by-laws; the Board officers must be voted on annually. No one else has expressed an interest in running to the Personal Committee. Our current officers would like to continue to serve in their positions. Sue Ackerman then called for nominations from the floor. No nominations were put forth.

Sue Akerman asked if there were any objections to the election of the following slate: Susan Akerman, president; Andrew Lucyszyn, vice president; James Lechner, Memorial Fund Treasurer; and Lorraine Ahearn, secretary. With no objections, all were elected.

New Business:
  Jim Lechner was excused from the next three Board meetings.

Old Business: None
Review of the CPL Budget Spreadsheet and Memorial Fund Spreadsheet: Fine revenues were under budget but fax and copy revenues were up. Materials went over budget and utilities were under by about the same amount.

Approval Items:

- Approval of Library Fund Abstract amount of $31,018.84.
- Approval of Memorial Fund Expenditures amount of $455.86.
- Approval of Memorial Fund Donations amount of $200.00.

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

Hearing no objections, the meeting was adjourned @ 7:25.

Next meeting date/time: January 28, 2020 @ Chili Public Library Ireland Community Room. 6:00pm.