CHILI PUBLIC LIBRARY

BOARD OF TRUSTEES

JANUARY 27, 1998

Call to order 7:02 p.m.

ELECTION OF OFFICERS: By consensus, election of officers is as follows:
President: Randy Allen; Vice-President: John Collins; Secretary: Megan Neumann;
Treasurer: Jim Lechner.

PRESENT: Randy Allen, John Collins, Rilla Crothers, Jim Lechner, Megan Neumann,
Dottie Pompa, Gary Squires.

MINUTES of the December 23, 1997, meeting were approved.

ABSTRACT OF BILLS, FINE AND PAYROLL RECORDS: Motion to approve Abstract
#2, dated January 27, 1998, for $6,864.26 by John Collins, second by Megan
Neumann, carried.

A motion to send a letter to Bill Kelly requesting that the balance of our funds from 1997
be encumbered for our LAN, or transferred to our reserve account by Jim Lechner,
second by Randy Allen, carried.

COMMUNICATIONS:
A letter of thanks was sent to Friends president, Judith Kharbas, for the staff/volunteer
Christmas luncheon.

A letter was sent to Bill Kelly apologizing for the wrong name being placed for re-
appointment to the Library Board. Dave Harris' name should have been indicated
instead of Jim Lechner. (Dave has subsequently been re-appointed to the Board.)

We received a letter from James L. Farrell, Jr. confirming that we have received
$17,000 in construction grant funds.

The letter to Patrick Barrett and Joseph Carr was deferred to discussion of the new
library.

A letter was sent to the Chili Garden Club thanking them for decorating the library for
Christmas, and storing the decorations that they re-use every year.

A letter was sent to the Chili Golden Agers thanking them for their $25 yearly donation.
DIRECTOR'S REPORT:
The minutes from the January 9 staff meeting is in our packets.

Dottie reported that the application for the Universal Service Discount Program can be filed on-line on 1/30. We may be able to get a 40% discount on phone service.

As part of the MCLS Community Survey we have given $100 to the Gordon Black Co. to purchase a data base for this survey.

There will be workshops held on planning for security. We have to have a sheriff do a safety check of our building, and training will be geared to our own issues.

The Legislative Postcard Campaign will take place February 16-21. March 24 is MCLS Legislature Day.

Jim Lechner will be attending the MCLS Orientation for member library trustees.

The annual update of the Policies and Procedures will be done shortly. It will include a new organization chart.

Dottie conveyed the thanks of the staff for the new increments.

COMMITTEE & OFFICER'S REPORTS AND RECOMMENDATIONS:
We spent a great amount of time discussing the new library, specifically space planning. Jim Lechner is working closely with Joe Carr on the project. Jim went over the letters/lists sent to Pat Barrett and Joe Carr, with answers. Dottie has indicated that she has spoken to an interior designer (Cindy Bock, recommended by Chip Stevens), who will submit a proposal. Dottie will also speak with Jeff Kiernan, from whom the current furniture was purchased, and will speak with the director of the Brockport library to find out who did their interior design. We made several changes on the current plans, and came up with many more questions to be answered. There will be a meeting in the Ray Sands Glass conference room on February 10, 5:00 p.m., to go over and sign off on the final library plans. Prior to this meeting Dottie will try to set up a meeting with the architect, Joe Carr, Gary, Jim, and anyone else who can attend.
OLD BUSINESS:
There was no old business.

NEW BUSINESS:
We discussed Dottie's evaluation, which Randy will discuss with her at a later date.

REPORTS/COMMENTS FROM TOWN BOARD LIAISON:
There was no report.

ADJOURN: A motion by Jim Lechner, second by Randy Allen was approved 9:40 p.m.

NEXT MEETING
FEBRUARY 24, 1998
7:00 p.m.

Respectfully submitted,

Megan L. Neumann, secretary
Call to order 7:12 p.m.

The agenda was amended after a motion by Gary Squires, second by Randy Allen.

PRESENT:  Randy Allen, Jim Lechner, Megan Neumann, Dottie Pompa, Gary Squires.

MINUTES of the January 27, 1998 meeting were approved

ABSTRACT OF BILLS, FINE AND PAYROLL RECORDS:  Motion to approve Abstract #5, dated February 24, 1998, for $8,246.73 by Gary Squires, second by Megan Neumann, carried.

COMMUNICATIONS:
A letter was sent to Bill Kelly regarding our 1997 unexpended balance.  A note was received that we would not be able to find out the balance until the year end report is filed with the state.

Randy sent a letter to Joe Carr regarding space planning for the new library.  We are waiting for his response before we confer with the space planner we have contacted.

Dottie sent a letter to Bill Kelly informing him of the system wide survey being conducted by the Gordon Black company.

A letter was sent to Deputy Louis Ferrari thanking him for conducting a security survey.  A copy of this was sent to Bill Kelly, along with a list of concerns about security issues.

We received a letter from the State Education Department indicating that our charter has been amended by the Board of Regents.

Memos were sent on February 16, 18, and 24 to Pat Barrett, Chip Stevens, and Joe Carr regarding the new library.

Randy sent a letter to Bill Kelly about Dottie’s performance review.
Letters were sent to Senator Jim Alesi and Assemblywoman Susan John with a request for $10,000 in grant funds for our LAN.

**DIRECTOR’S REPORT:**
The staff meeting minutes from February 6 are in our packets.

The 75 day window for the Universal Service Discount Program was open on January 30. This will be wrapped up this week.

There will be three locations and three dates in March for the Security Workshop.

The policies and procedures guidelines have been updated along with the organizational chart.

The Army National Guard has requested a table for recruiting a couple of hours a month. We will table this request until we are in the new library.

The 1997 circulation figures are in.

The 1997 public service report which compares libraries, is in.

There is a trustee training workshop on April 4 on Major Gifts fundraising. Jim will go if he can, and Dottie will ask Judith if she would like to go.

We discussed setting a policy about tutoring in the library. Dottie will investigate this issue further before we make a decision.

**COMMITTEE & OFFICER’S REPORTS AND RECOMMENDATIONS:**
We discussed the memos sent to Pat Barrett, Chip Stevens and Joe Carr. We also went over the millwork plans.

There was no Trustee Council report.

Jim Lechner attended the trustee orientation. He said it was a very interesting and worthwhile effort. They had a tour of both library buildings.

**OLD BUSINESS:**
There was no old business.

**NEW BUSINESS:**
Jim Lechner reported on the savings and CD accounts. His recommendations are to roll over the $5500, six month CD into a six month CD, to roll over the $11,500 twelve month CD into a twelve month CD, to roll over the $7,000 Henderson CD
into a twelve month CD, and to withdraw $5,000 from the savings account ($5,900), and put it into a six month CD. Randy Allen moved and Gary Squires seconded to take Jim’s recommendations. The motion carried.

REPORTS/COMMENTS FROM TOWN BOARD LIAISON:
There was no report because Mr. Powers was not present.

ADJOURN: A motion by Gary Squires, second by Randy Allen was approved 9:23 p.m.

NEXT MEETING
MARCH 24, 1998
7:00 p.m.

Respectfully submitted,

Megan L. Neumann, secretary
Call to order 7:02 p.m.


MINUTES of the February 24, 1998 meeting were approved

ABSTRACT OF BILLS, FINE AND PAYROLL RECORDS: Motion to approve Abstract #8, dated March 24, 1998, for $6,630.80 by Gary Squires, second by Rilla Crothers, carried.

COMMUNICATIONS:
Randy sent a letter to Joe Carr thanking him for all the time and effort he has put into the new building.

DIRECTOR’S REPORT:
The staff meeting minutes for the March 6 meeting are in our packet. Please note corrections.

Kevin Hill helped Dottie file the Universal Service Discount Program application by March 15. We now have a Universal Service Control number.

After the workshop at the Henrietta Public Library on April 4th there will be a trustee meeting to discuss the Free Direct Access policy change implemented by the Seymour Library.

We have had a person perform 100 hours of community service at the library. She is going to continue to volunteer although her required hours have been fulfilled.

A fundraising workshop will be held at the Henrietta library on April 4th. Dottie, Jim Lechner, Gary Squires and Judith Kharbas will attend.

Dottie will ask Dave Harris to help us with a non-profit, tax exempt form for the Gift Fund.

A 3-hour staff security workshop will be held on three different dates. All staff will attend one session.
Dottie told us about her research into tutoring in the library. She discovered that BOCES has a center where students can go to be tutored. We had much discussion about setting a policy regarding using the library for this activity. Randy will write to the superintendents of both Gates-Chili and Churchville-Chili schools informing them about our concerns, before we make any decisions.

There will be a hazardous waste collection day on Saturday, May 2 from 8:30 a.m.-1:00 p.m. Randy has volunteered to work.

**COMMITTEE & OFFICER’S REPORTS AND RECOMMENDATIONS:**
Bids for the new building are due on April 22. We had much discussion about the interior space planner. Jim Powers will see if he can get some answers for us.

There was no Trustee Council report.

The Friends will hold a program on Tuesday, May 5 at 7:00 p.m. on the early history of Rochester in photographs. There is a newsletter in process. The Book Sale will probably be during Chili-fest.

**OLD BUSINESS:**
The community surveys have been sent out to a representative sample of 400 people in the community. Some have been returned due to bad addresses.

**NEW BUSINESS:**
There was no new business.

**REPORTS/COMMENTS FROM TOWN BOARD LIAISON:**
Mr. Powers told us that Kevin Hill is the new communications person for the town, and the Alex Nuda is assisting Joe Carr and Bill Kelly.

**ADJOURN:** A motion by Rilla Crothers, second by Megan Neumann was approved 9:30 p.m.

**NEXT MEETING**
APRIL 28, 1998
7:00 p.m.

Respectfully submitted,

Megan L. Neumann, secretary
CHILI PUBLIC LIBRARY
BOARD OF TRUSTEES
APRIL 28, 1998

Call to order 7:00 p.m.


MINUTES of the March 24, 1998 meeting were approved. Changes to the April 28, 1998 agenda were approved (Motion by John Collins, second by Megan Neumann).

ABSTRACT OF BILLS, FINE AND PAYROLL RECORDS: Motion to approve Abstract #11, dated April 28, 1998, for $8,433.24 by John Collins, second by Randy Allen, carried.

COMMUNICATIONS:
A letter was sent to Joe Carr regarding retaining Cynthia Bock as an Interior Space Planner for the new library. Jim Powers indicated that this has been approved by the town board with a $10,000 cap.

There is a revised interior design proposal from Cindy Bock in our packets.

A letter was received from Sen. Alesi informing us about the $10,000 he obtained for the library. Since that was part of the veto package, a letter will be sent thanking him for his efforts.

DIRECTOR’S REPORT:
The staff meeting minutes form the April 3 meeting are in our packets.

A second form was sent out in April regarding the Universal Service Discount program. Dottie doesn’t know how much savings this will mean to us.

Gary reported that the MCLS Board voted to grant the Seymour a hardship waiver in regards to limiting usage to library patrons from Hamlin. The restriction applies to programs, A-V materials, and new materials. They cannot charge a user fee. All member libraries have to vote on this, and 50% have to agree.
Dottie and Randy reported on the information and survey results regarding tutoring in the library. We definitely need more information to resolve this issue and come up with a position. Randy will contact the superintendents of surrounding school districts asking for their help in solving this problem. Dottie will track usage by tutors.

On April 22, the Great New York Read Aloud, Lori Bow held a bedtime storytime attended by 20+ children and their parents. Richard had a jazz trio perform, and served refreshments. This was well received and attended.

COMMITTEE & OFFICER’S REPORTS AND RECOMMENDATIONS:
We were informed by Dottie and Jim Lechner that after meeting with Cindy Bock and Jeff Kernan that the space allocated in the new library may be too small for a collection of 100,000 books under the current design. Sear Brown was told to design for a 100,000 book collection. We discussed this at great length. There will be a meeting in two weeks with Chip and Pat Barrett to discuss this problem. We also went over several memos to Chip, Pat, and Joe Carr regarding questions, changes, etc.

Judith reported on the Friends’ activities. The Spring program is May 5, and features Leatrice Kemp. The Newsletter is out. They are working toward the dedication of the new building, incorporating an essay contest by middle school age children.

Judith reported on the Major Gifts Fund Raising seminar that she and Jim attended. It was an enlightening meeting, and raised several points including getting people involved who are involved in the community, fundraising as an ongoing effort, cultivating prospects (bring people in to see what piques their interest, tracking donors—keeping them involved and informed, and following up (confirming and acknowledging).

OLD BUSINESS:
The Community Survey received responses from 63 users, and 25 non-users. The remainder (12) were filled out by people coming into the library. The results have not yet come in.
NEW BUSINESS:
Jeanne Austin and Vangie Morrow have written a draft of Rules of Conduct for the library. A motion by Jim Lechner, second by Gary to approve these rules pending approval of Rich Stowe, carried.

The Chil-E Fest Parade is July 18. The staff will brainstorm our involvement.

REPORTS/COMMENTS FROM TOWN BOARD LIAISON:
Mr. Powers report dealt with the new library.

ADJOURN: A motion by Randy Allen, second by Rilla Crothers was approved 9:30 p.m.

NEXT MEETING
MAY 19, 1998
7:00 A.M.

Respectfully submitted,

Megan L. Neumann, secretary
Call to order 7:01 a.m.

PRESENT: Randy Allen, John Collins, Rilla Crothers, Dave Harris, Jim Lechner, Megan Neumann, Dottie Pompa. Liaison Jim Powers.

MINUTES of the April 28, 1998 meeting were approved.

ABSTRACT OF BILLS, FINE AND PAYROLL RECORDS: Motion to approve Abstract #14, dated May 27, 1998, for $7,422.51 (approval contingent upon copying by Town Hall and signing by Randy Allen, hence the later date) by John Collins, second by Megan Neumann, carried.

COMMUNICATIONS:
A letter was sent to Judith Kharbas thanking her for the great Spring Program the Friends put on. About 40 people attended.

Rich Stowe sent a letter to Dottie giving his approval of the Rules of Conduct. He suggested that we review them annually.

A letter was sent to the superintendents of the area schools requesting they send a representative to a meeting about tutors in the library.

DIRECTOR’S REPORT:
The staff meeting minutes from the May 1 meeting are in our packets

The State Annual Report has been submitted. This is the first time we have been asked to submit this on a disk. MCLS still received a paper copy, due to budget items, etc. Randy and Bill Kelly had to sign paper copies.

COMMITTEE & OFFICER’S REPORTS AND RECOMMENDATIONS:
Jim and Dottie indicated that we should have occupancy in the new building the first week of November. We will know on June 19 what our available money is. The staff designed a new circulation desk; Dottie sent the drawing to Chip. There will be a meeting on Thursday on furniture. We will have space for 75-85,000 books.
Dottie reported that the Friends’ newsletter is great, and has been sent. Dave Harris donates the copier for this. There is a Friends’ Board meeting on June 2, 5:00 p.m. Alex Kelly has recommended that the Friends sell tote bags again. The annual membership drive is underway. The Book Sale will once more be held in Chili-Paul Plaza. There was no interest in the Chil-E Fest parade by the staff.

OLD BUSINESS:
Randy reported on a meeting we initiated regarding tutoring in the library. The only representative from school districts was Carolyn Salvatore from BOCES 2. Sue Swanton and Judy MacKnight from the Gates Library attended, as well as Randy, Dottie and Megan. We discussed the survey given to tutors from our library, the tutoring center at BOCES/WEMOCO, and alternatives to tutoring in the library. The consensus from this meeting was that we re-contact each school district and suggest that they use the tutoring center, or an alternative place to the library. After much discussion by board members (can we charge, what legality is there to ask people not to tutor, etc.) The decision was made that we send a letter to each school district asking them to inform their tutors that the library is not available for tutoring. A motion by Megan, second by Dave to revise the Rules of Conduct to add Compensated Services, and Solicitation as conduct prohibited in the library, carried.

NEW BUSINESS:
On a motion by Jim Lechner, second by Megan, we voted to approve the Plan of Service Amendment to grant a hardship waiver to the Seymour Library for a one year period.

REPORTS/COMMENTS FROM TOWN BOARD LIAISON:
Joe Carr has indicated to Jim that he has enjoyed working with Dottie and Jim on the new building. Things are moving along well. Jim is glad the space planner is working out well.

ADJOURN: A motion by Megan Neumann, second by Dave Harris, was approved 8:27 a.m.

NEXT MEETING
JUNE 23, 1998
7:00 A.M.

Respectfully submitted,

Megan L. Neumann, secretary
Call to order 7:03 a.m.

PRESENT: John Collins, Rilla Crothers, Dave Harris, Jim Lechner, Megan Neumann, Dottie Pompa, Gary Squires.

MINUTES of the May 19, 1998 meeting were approved.

ABSTRACT OF BILLS, FINE AND PAYROLL RECORDS: Motion to approve Abstract #17, dated June 23, 1998, for $8,651.04 by John Collins, second by Megan Neumann, carried.

COMMUNICATIONS:
We received a thank you note from Bill Kelly for the birthday card and gifts.

We received an invitation from Nadine Jopson to the town picnic on August 16 at Black Creek Park Lodge.

There is a letter from Chet Fery from Gates-Chili High School regarding tutors in our packets.

DIRECTOR’S REPORT:
The staff meeting minutes from the June 12 meeting are in our folders.

The CARL Year 2000 Conversion will be done on Sept. 3 & 4, or Christmas week.

Ten libraries approved, 2 rejected and 5 did not respond to the Seymour Library’s request for a hardship waiver.

The position of Library Assistant may be re-created for use in the new library. Dottie wants to plan for it in the new budget.

COMMITTEE & OFFICER’S REPORTS AND RECOMMENDATIONS:
Jim and Dottie went over the latest memos regarding the new building. We will not know what money is actually available until June 26. If necessary we will have a special board meeting on Friday, July 10th at 7:00 a.m.
Cindy Bock and Heidi Paris presented the plans for the interior shelving and furniture layout and the carpet, fabric and paver tile selections. The fabrics and colors are great. A motion made by Rilla, second by Megan, that we accept report/package in its entirety and all specifications, carried.

Dottie reported on the Friends’ Book Sale, which will be held on July 23-25, with set-up on July 22. Tables will be coming from Chili Recreation and the Chili Fire Department. There will be a special activity on the Preview Night (Thursday, July 23), and a commemorative afghan from the 175th anniversary will be raffled off. Dick and Alice Miller are this year’s co-chairs.

OLD BUSINESS:
Because Randy could not attend this meeting, he asked that the tutor issue/discussion be deferred.

NEW BUSINESS:
The budget committee for the 1999 budget will include Dottie, John Collins, Jim Lechner and Dave Harris.

REPORTS/COMMENTS FROM TOWN BOARD LIAISON:
There was no report.

ADJOURN: A motion by Dave Harris, second by Gary Squires, was approved 8:39 a.m.

NEXT MEETING
JULY 28, 1998
7:00 A.M.

Respectfully submitted,

Megan L. Neumann, secretary
Call to order 7:03 a.m.

PRESENT:  Randy Allen, John Collins, Dave Harris, Jim Lechner, Megan Neumann, Dottie Pompa, Gary Squires.  Liaison Jim Powers.

Randy reported that we are $120,100 short of the funds we need to complete the library at this moment.  Many of the reasons are things that we were told would be no problem in the design and no extra cost.  We have been asking over and over about the money available, and could not get an answer until June 25.  There was much discussion about why we are in this situation, and what we could do about it.  Jim Lechner moved, second by Randy, that we petition the town board for the balance in our reserve fund to pay for the furniture (which needs to be ordered as soon as possible).  This motion was withdrawn after discussion.  Jim then moved, second by Gary, that we recommend to the Town Board we spend $78,639 per bid for the furniture; motion carried.  Jim moved, second by Dave, that we recommend to the Town Board that we spend $27,800 per the bid for the millwork; motion carried.

Randy (Jim, Gary, Dottie) will request a meeting with Bill Kelly and Joe Carr prior to the Town Board meeting (July 15) before we request additional funds ($100,000) from the Town Board to complete the library portion of the building as designed (motion by Jim Lechner, second by John; carried).

Randy suggested that all that can come to the July 15 Town Board meeting do so.

Jim Powers reminded us that the Town Board has to make the final judgment about funds.

Motion to adjourn by Dave Harris, second by Megan Neumann, 8:40 a.m.; carried.

Respectfully submitted,

Megan L. Neumann, secretary
Call to order 7:08 a.m.

PRESENT: Randy Allen, John Collins, Rilla Crothers, Dave Harris, Jim Lechner, Megan Neumann, Dottie Pompa, Gary Squires. Liaison Jim Powers.

MINUTES of the June 23, 1998 meeting were approved. Minutes of the July 10, 1998 special meeting were approved.

ABSTRACT OF BILLS, FINE AND PAYROLL RECORDS: Motion to approve Abstract #20, dated July 28, 1998, for $14,725.49 by John Collins, second by Gary Squires, carried.

COMMUNICATIONS:
We received a copy of a letter written to Joe Carr from Jeff Kernan acknowledging the purchase order of $64,176 for shelving. He gave us a mid-October installation date.

We received a letter from Supervisor Kelly inviting department heads to Office Express on Tues. or Thurs. at 2:30 p.m., where money could be saved on office equipment.

We received a letter from Supervisor Kelly regarding the fall/winter Town Newsletter. Dottie will write an article for us.

Dianne Moore sent Dottie a letter requesting the 1999 budget be submitted on August 10. Our budget committee will meet on 8/4 at 4:00 p.m.

DIRECTOR’S REPORT:
The library will be closed possibly one day close to Labor Day for the Year 2000 Conversion (CARL). The staff will report to work on other thing.

COMMITTEE & OFFICER’S REPORTS AND RECOMMENDATIONS:
After much discussion all agreed that there is no more that we can cut from the new library. Last Thursday Jim, Dottie and Cindy went to Folkerson’s in Fairport to look at used furniture. Unfortunately it turned out to not meet our needs. Dottie issued a memo to Joe Carr to approve a saw cut for the circulation desk, at a cost of $3000, from the library’s 1998 operating budget. This cost will either come from the equipment or computer line item.
The Friends Book Sale was a great success. The profits were $2,155.95. Dick and Alice Miller did a great job as chairpersons. Next year we will not have the free space supplied by Bernie Iacovangelo because we will have the new library.

OLD BUSINESS:
The tutor issue/discussion was deferred.

NEW BUSINESS:
A motion by Jim Lechner, second by John Collins, to accept a contract with Data Lease for workstations, servers, printers and other related materials for our computer system in the new library, at a cost of $5000 this year, $20,000 a year after that, carried. Kevin Hill will prepare the contract for Randy to sign.

REPORTS/COMMENTS FROM TOWN BOARD LIAISON:
Jim Powers agreed to convey our concerns and frustrations to the Town Board.

ADJOURN: A motion by Randy Allen, second by Megan Neumann, was approved 8:35 a.m.

NEXT MEETING
AUGUST 25, 1998
7:00 A.M.

Respectfully submitted,

Megan L. Neumann, secretary
Call to order 7:05 a.m.

PRESENT: Randy Allen, John Collins, Dave Harris, Jim Lechner, Megan Neumann, Dottie Pompa, Gary Squires. Liaison Jim Powers.

MINUTES of the July 28, 1998 meeting were approved. Minutes of the August 17, 1998 special meeting were approved.

ABSTRACT OF BILLS, FINE AND PAYROLL RECORDS: Motion to approve Abstract #23, dated August 25, 1998, for $15,328.69 by John Collins, second by Megan Neumann, carried.

COMMUNICATIONS:
A letter was sent to MCLS by the State Education department regarding a $10,000 grant-in-aid for the Chili Library. Randy needs to sign a form so this money can be released to us.

We will received our normal aid from New York State ($8194) in a week or so.

DIRECTOR’S REPORT:
The Year 2000 Conversion will take place over Labor Day week-end. We will not have to close.

The MSDS Summary has been compiled into an easier to use standardized format by Richard.

Dottie believes the Vandelinde Contract for our lights ran out in Mach 1998. She will confirm this, otherwise they need one month notice to break the contract.

The staff meeting minutes from August 14 are in our folders.

COMMITTEE & OFFICER’S REPORTS AND RECOMMENDATIONS:
Thanks to Jim Powers from Jim Lechner on behalf of the Board for his work on our behalf.

A motion by Jim Lechner to endorse the Town Board resolution to approve purchase of listed furniture and millwork items, second by Randy Allen, carried.
We have received no response to memos we sent to Joe Carr on August 5. A second memo was sent on August 24. The response to these memos will impact our planning. Jim Powers recommended that we put this lack of response in writing today and hand carry this and copies of the previous memos to Joe Carr, Bill Kelly and all Town Board members, Sear-Brown, and Christa, and request an answer/update on Thursday.

The Friends Book Sale was very successful. They asked for a wish list for their gift; Dave suggested the logo window. They will hold a program/re-organization meeting in October.

Jim Lechner suggested that we transfer the two CD’s that come due in September to the savings account for use in the new library. John Collins moved that we accept this recommendation, Gary Squires seconded; motion carried.

The 1999 budget has been turned in.

The Trustee Council will meet on Thursday, September 17 in Henrietta. John will go as our representative.

OLD BUSINESS:
A letter is being drafted to area school districts and tutors regarding our policy concerning no compensated services being allowed in the library. This will be sent before the new school year begins.

We discussed our computer network and contract in our July meeting. The contract signed, and will cost less that $5000 in 1998 because we will not have a full quarter to pay for. With the price of PC’s coming down we will probably be able to get more of them (according to Kevin Hill).

NEW BUSINESS:
Jeanne Austin has proposed that we begin a deposit collection at Westwood Commons, and adult care facility located in North Chili. A motion to approve her proposal by Jim Lechner, second by Dave Harris, carried.

Dottie has suggested that we go with a radio frequency security system for the collection. She would like to order the equipment and make sure the video collection and very expensive reference materials are processed first. This would cost approximately $11,000.

The personnel issue will be deferred.

Pending final approval of the Town Board we will accept the rebids for the furniture/equipment items (7 items, 5 companies) not to exceed $19,000.
A motion by Jim Lechner, second by Gary Squires, to use our unappropriated funds of $16,000 (up to $11,000 for the security system, and the remainder for HealthCare Interiors fee), carried.

REPORTS/COMMENTS FROM TOWN BOARD LIAISON:
Randy also thanked Mr. Powers for helping get our funds back. There will be a dinner on Friday, December 4 at the Party House as a kick-off for the grand opening of the new facility. December 5 will be the grand opening, and will include tours. He asked if we could work up a short history of the library for a hand-out.

ADJOURN: A motion by Randy Allen, second by Dave Harris, was approved 8:14 a.m.

NEXT MEETING
SEPTEMBER 22, 1998
7:00 P.M.

Respectfully submitted,

Megan L. Neumann, secretary
CALL TO ORDER 7:01 P.M.

PRESENT: Randy Allen, John Collins, Dave Harris, Jim Lechner, Megan Neumann, Dottie Pompa, Gary Squires. Liaison Jim Powers. Friends President Judith Kharbas

MINUTES of the August 25, 1998 meeting were approved.

ABSTRACT OF BILLS, FINE AND PAYROLL RECORDS: Motion to approve Abstract #26, dated September 22, 1998, for $5,346.99 by John Collins, second by Gary Squires, carried.

COMMUNICATIONS:
There were no communications.

DIRECTOR’S REPORT:
The Year 2000 Conversion was done over the Labor Day week-end. It went very smoothly.

The September 18 staff meeting minutes are not yet available.

The Town Board has approved the expenditure of $10,570 four the radio frequency book security system from Checkpoint Systems.

Kevin Hill broke out our part of the LAN system after meeting with people at MCLS. The monthly charge will be $1,482.11 for 21 PC’s, 2 printers, and the server.

Dot gave us some information about the copier lease that we may enter into in the new building as a part of the town hall bid. She needs to check with our current vendor to see if we should retain the current contract.

A motion by Jim Lechner, second by Gary Squires, to earmark the $10,000 state grant we have received, to be placed into our equipment budget account #.002, for furnishings, furniture and equipment for the new library, was unanimously approved.
COMMITTEE & OFFICER’S REPORTS AND RECOMMENDATIONS:
The building progress is going well. All the furniture is on order. The tentative dates for moving are: last day open October 22, re-opening November 21 (4 weeks), or November 14 (3 weeks). It is estimated to take three weeks to tear down the stacks and put them and the new ones up in the new building. The grand opening and dedication of the building will take place on Saturday, December 5 at 10:00 a.m. in the central area, and then move into the town hall meeting room. Ginny Ryan will MC the festivities. Governor Pataki has been invited to speak. The Friends essay contest winner will be involved in the ribbon cutting. A motion by Jim Lechner, second by Megan Neumann to recommend the library have a separate dedication ceremony at 11:00 a.m. on the same day, carried. Judith, Dottie and Randy will be the committee for this ceremony. On Friday, December 4, there will be a dinner at the Party House to celebrate the completion of the building. The tickets are $15 per person and can be purchased from Dottie or Judith.

The Friends fall program will be held on October 14 at 7:30 p.m. It will feature Gretchen Murray Sepik telling Irish stories and folktales. The friends are selling 1999 Book Lovers calendars for $6 as a fund-raiser.

John attended the Trustee Council meeting. He said there was a small turnout, and part of the meeting was spent discussing how to get more people to attend. They also talked about the NYLA Conference which will be held in Rochester October 28-November 1. Also discussed was the shortage of librarians, and problems with LAN/WAN.

OLD BUSINESS:
We discussed the draft of the letter regarding tutoring in the library. This will be sent as soon as possible, with the effective date October 23, 1998.

NEW BUSINESS:
Dottie told us that she will be appointing two people to new titles, with a possible increment in pay at some later date. Donna Belliveau will become a Senior Library Clerk and Vangie Morrow will become a Library Assistant.

Jim Powers spoke at length about the Dedication Plaques for the Town Hall and Library. He had anticipated that the Library’s Plaque would be in the main entrance of the building, but we had planned that it be in the main entrance of the Library, which will be the case. We need to get the information to him about what we want on our plaque by October 2, 1998.
A motion by Megan Neumann, second by Randy Allen, to nominate Jim Lechner for the Service Beyond Measure Award, was unanimously approved.

REPORTS/COMMENTS FROM THE TOWN BOARD LIAISON:
Mr. Powers comments were made during New Business regarding the Dedication Plaques.

ADJOURN: A motion by Dave Harris, second by John Collins, was approved 9:05 p.m.

NEXT MEETING
OCTOBER 27, 1998
7:00 P.M.

LOCATION TO BE DETERMINED

Respectfully submitted,

Megan L. Neumann, secretary
Call to order 7:02 p.m.

**PRESENT:** Randy Allen, Dave Harris, Jim Lechner, Megan Neumann, Dottie Pompa, Gary Squires. Liaison Jim Powers.

**MINUTES** of the September 22, 1998 meeting were approved.

**ABSTRACT OF BILLS, FINE AND PAYROLL RECORDS:** Motion to approve Abstract #29, dated October 27, 1998, for $29,272.09 by Jim Lechner, second by Gary Squires, carried.

**COMMUNICATIONS:**
A letter was received from Bill Kelly regarding the locked door between the town hall and the library. After discussion about the reasons for this locked door we decided that a letter should go back to Mr. Kelly explaining to him why this door had to be locked and that in special cases we could accommodate unlocking it.

A letter was received asking for our year-end attendance report (finished and submitted), informing us of Rilla’s term expiring, and asking about our year end goals.

Randy received a letter from Tod Eagle regarding the tutoring issue, and asking him to deal with Joanne Antonucci.

**DIRECTOR’S REPORT:**
We received a $10,000 check from our state grant. It was deposited in our equipment budget account #.200 on September 30, 1998.

The October 23 staff meeting was well attended. There was much brainstorming about the move. The minutes will be coming soon.
Kevin has a timetable for the installation of the LAN, the book security system will be installed on November 25, graphical access to the Internet will be scheduled soon.

All department heads have been asked to attend the November 4 Town Budget meeting.

COMMITTEE & OFFICER’S REPORTS AND RECOMMENDATIONS:
All the books have been removed from the library. They will be delivered to the new library November 16, 17, 18. All the other furniture, etc., from the old library will be moved on November 12. The Town Hall will move on November 13. Judith received two responses after her article about donations in the newspaper. One individual has donated $100, and a gentleman from Fleet Bank gave Judith information about applying for a grant from them. The dedication of the Town Hall and Library will be December 5 at 10:00 a.m. At 11:00 a.m. there will be a Library only dedication involving library dignitaries. The Friends will help with tours of the library. At 3:30 p.m. that day there will be a children’s program to celebrate the opening (Bubblemania).

The October Friends program was great. New officers were elected at that meeting: President: Judith Kharbus, Vice-President/Membership Chair: Bruce Dunn, Recording Secretary: Beth Erbelding, Corresponding Secretary: Alex Kelly. The Friends will be donating many extras for the new library: the Logo window, 35 chairs for the meeting room and the wall sconces. We are grateful for their support.

The new vice president of the Trustee Council is John Collins.

OLD BUSINESS:
The dedication plaque has been ordered. It will be 16 x 20, and will be the same style as the plaque at the Seymour Library in Brockport.

NEW BUSINESS:
Duplicating Consultants will make a proposal for photocopying for the new library.

We agreed by consensus to re-appoint Rilla Crothers to the Board of Trustees. A letter has been written and submitted.
REPORTS/COMMENTS FROM TOWN BOARD LIAISON: Mr. Powers comments were encompassed in the discussion of security for the new building, the town budget meeting, and the dedication plaque.

Tickets for the dedication dinner can be purchased from Dot. They are $15.00 each, and the last day to get them is November 19.

ADJOURN: A motion by Megan Neumann, second by Dave Harris, was approved, 9:00 p.m.

NEXT MEETING
NOVEMBER 24, 1998
7:00 P.M.
3333 CHILI AVENUE

Respectfully submitted,

Megan L. Neumann, secretary
Call to order 7:07 p.m.

PRESENT: Randy Allen, John Collins, Dave Harris, Megan Neumann, Dottie Pompa, Gary Squires, Liaison Jim Powers.

MINUTES of the October 27, 1998 meeting were approved.

ABSTRACT OF BILLS, FINE AND PAYROLL RECORDS: Motion to approve Abstract #32, dated November 24, 1998, for $4,616.28 by John Collins, second by Dave Harris, carried.

COMMUNICATIONS:
We responded to Mr. Kelly’s letter about the door between the town hall and library informing him that it must be locked for security reasons.

Senator Alesi sent a letter thanking us for our participation in a Health Fair at Florence Brasser School. Jeanne and LeAnn attended.

A thank you letter was sent to Judith and Datta Kharbas for their gift to the library.

A thank you letter was sent to Alice Miller for the Garden Club’s decorations for Christmas and the dedication of the new library.

A thank you letter was sent to the staff for all their help and hard work in getting the library ready for opening.

We received a letter regarding the 175th Anniversary quilt, and its permanent placement. This matter is under advisement.

DIRECTOR’S REPORT:
Dave Harris, John Collins, Jim Lechner and Dottie will meet with Dianne in early December after bills are processed to review where we stand with our budget for 1998 and what we can expect for 1999.

The minutes of the November 20 staff meeting are not yet available. The meeting was well attended.
The MCLS Legislative Committee has more postcards to send to the governor asking for support of libraries.

The Fleet Bank Grant Application was delivered to the proper person on Saturday for delivery to the bank for an early December deadline. We have asked for $7,500 for PC’s.

COMMITTEE & OFFICER’S REPORTS AND RECOMMENDATIONS:
Dottie updated us on the progress of the items on the November 13 and 20th punch lists, and told us about what has/not been delivered/done for the opening.

The Friends group will be helping with the dedication, and have 7 people signed up to give tours. The logo window that they donated is up, and the chairs that they donated (35), have been delivered with the additional 35.

John reported that Dick Panz went over the recent Gordon Black survey at the Trustee Council meeting.

OLD BUSINESS:
We have received three more letters regarding tutoring in the library. Two have been responded to, one did not have a return address. There was again much discussion on the subject of tutors in the library. Any tutors that we see on-site will be given a copy of the Code of Conduct, and told that they will not be asked to leave at the time, but will be unable to use the area in the future. If possible a letter will be sent to all the tutors that were surveyed. If necessary we will meet with the tutors to listen to their concerns. Dottie will check with Rich Stowe to see if we have recourse in the event the tutors will not leave.

NEW BUSINESS:
The reference shelving price quotation is not yet available.

The reference shelving price quotation is not yet available.

The Monroe County ARC, Brooms Plus Cleaning Service will cost the library $1,054.90 per month. There will be 5 people here from 7-9 a.m. daily.

The question of the photocopier is still up in the air.

Randy will deal with the Director’s Evaluations.

Holidays for 1999 will be: January 1, May 31, closed Saturdays beginning June 19, reopening September 11, July 5, September 6, November 24 close at 5:00 p.m. November 25, December 24, December 25, December 31 close at 3:00 p.m. (Motion by John Collins, second by Megan Neumann, approved.)

REPORTS/COMMENTS FOR TOWN BOARD LIAISON:
Mr. Powers reported on the dinner and dedication.
ADJOURN: A motion by Gary Squires, second by Dave Harris, was approved, 9:12 p.m.

NEXT MEETING
DECEMBER 22, 1998
7:00 P.M.

Respectfully submitted,

Megan L. Neumann, secretary
Call to order 7:10 p.m.

**PRESENT:** Randy Allen, John Collins, Dave Harris, Jim Lechner, Megan Neumann, Dottie Pompa. Liaison Jim Powers.

**MINUTES** of the November 24, 1998 meeting were approved.

**ABSTRACT OF BILLS, FINE AND PAYROLL RECORDS:** Motion to approve Abstract #35, dated December 22, 1998, for $11,396.89 by John Collins, second by Megan Neumann, carried.

**COMMUNICATIONS:**
Dottie sent a letter to John Rocchio, Duplicating Consultants, about his proposal for our copy machine.

Dottie sent a letter to Stephen Roe, Global Van & Storage, thanking him for the great job the movers did.

Jim Powers sent a letter to Dottie and Judith thanking them for their work on the dedication ceremony committee.

Dottie sent a letter to Mr. & Mrs. Langworthy, relatives of Ethel Mosher, who had sent a check in her memory. During the move Dottie had misplaced the check, and explained the circumstances to them, apologized and thanked them for their understanding and the donation.

Dottie sent a letter to Mr. VerSluys, president of Chili Golden Agers, thanking the organization for their $50 check.

Dottie sent a letter to Dick Panz inviting him to be our guest speaker at the dedication ceremony.

**DIRECTOR’S REPORT:**
Any bills that are submitted after tonight’s meeting will be put on the 31st Town Board Abstract. A motion by John Collins, second by Jim Lechner to encumber any expended funds to pay the November and December HealthCare Interiors fees of approximately $2000, purchase & install additional security system gate and stickers for collection, $8000 ($6000 due to unanticipated request to keep door to town hall open, per supervisor, for saw cut, electrical costs, carpet repair, remainder to tag collection), purchase additional furniture (6 folding tables @$526 each, 8 chair carts @$150 each, and portable PA system @$1500), approximately $5856, and one month of cleaning service, $1,054.80, carried. We will discuss the 1999 budget under New Business.

The minutes of the December 18 staff meeting are not yet available.

The Chili Art Group has requested use of the Meeting Room on the 2nd & 4th Thursday evenings of the month from January-April. Their dates conflict with scheduled storytimes, so at this time they will continue to meet at the Community Center.

The acknowledgments for gifts will be wrapped up tomorrow. There will be an itemized list next month.

The public and staff reaction to the new library has been overwhelmingly positive!

COMMITTEE & OFFICER’S REPORTS AND RECOMMENDATIONS:
Thanks to Jim Powers for the dinner and ceremony at the dedication. Plaques were given to Dave and Randy, who did not receive them at the dedication. We will send a letter to Roxanne Cocuzzi regarding the 175th quilt. We will provide the space for hanging the quilt as long as they provide for suitable framing, etc.

Jim and Dottie will meet with Joe Carr to go over the remaining punch list items. The agreement on door/locks was not upheld.

The Friends will have pizza for staff and volunteers on December 23.

The Trustee Council report will be deferred until January.

OLD BUSINESS:
Dottie will send a letter to all who completed the tutor survey. She has had to speak to only one tutor since we re-opened.

NEW BUSINESS:
We will table the discussion about Monroe County ARC Brooms Plus Cleaning Service until next money.

John Rocchio, Duplicating Consultants, presented a proposal for our copier needs. We will get a new machine and will be charged $.10½ for 8x10 copies
Dottie will send a draft of a policy for use of the Multipurpose Room with our next packets. Discussion will be deferred until January.

Dottie presented us with a second draft Internet Policy revision. She will use this for a month, and we will vote on it in January.

We discussed the totals for the 1999 budget and the fact that cuts will have to be made. The recommendation is that monthly expenses be monitored a little more closely, and we will check and decide mid-year where movement should be made.

Dottie’s evaluation is not yet ready.

The budget committee needs to address staff increments. Dottie needs to put together recommendations for this.

REPORTS/COMMENTS FORM TOWN BOARD LIAISON:
Mr. Powers comments were incorporated into the evening’s discussions.

ADJOURN: A motion by Dave Harris, second by Randy Allen, was approved, 9:00 p.m.