Call to order 7:07 p.m.

VISITORS: Jeanne Austin, Jerry Brixner.

ABSENT: None.

MINUTES of the December 18, 2001 meeting were approved.

ABSTRACT OF BILLS, FINE, AND PAYROLL RECORD: Motion to approve the abstract, dated January 22, 2002, in the amount of $22,269.19 ($10,000 from 2001 budget), by John Collins, second by Megan Neumann, carried.

ADDITIONS TO AGENDA: Old Business: 2001 Budget.

DIRECTOR'S REPORT:
- Peggy Grace has begun work as our newest library clerk.

- Katherine Patterson has been accepted into the MCLS Leadership Institute. She will be attending 6 full day sessions over the next few months.

- The shelving the Children’s room was moved on January 13. Jenn Jesmer did an outstanding planning job and the move went very smoothly. It looks great.

- There are several new water stains on the ceiling. Joe Carr has been contacted and Bernadette is monitoring the areas.

- The on-line “card” catalog has been changed to the libra-web catalog.

- Circulation increased in December 2001 by 12.7% over December 2000.

- The total circulation for 2001 was 280,182 items. This is an increase of 7.5% over 2000. The number of reference questions answered in 2001 increased by 48%. Also during 2001 42% more items were borrowed from other libraries and 51% more items were loaned to other libraries than in 2000.
- Bernadette received correspondence asking her to notify Dick Brongo if the
date or time of the Board meeting changes; praising the food collection box;
and a note from Brian Sauers regarding his 7 years of work and thanks for all
of his co-workers and their hard work.

- Jeanne Austin gave us a report on several items that she deems necessary for
the reference collection, and their costs. She indicated that her budget for
reference materials and local history was cut by $5,000, and there were items
she decided to eliminate, or order on an every other year basis to compensate
for this decrease.

- Bernadette discussed the fact that Natalie Hanson of the Gates Chili Post
wants to write an article about Sunday hours. She has interviewed patrons,
and Bernadette, and wants to interview Randy.

OLD BUSINESS:
There was much discussion about the 2002 budget, and our options. Bernadette
moved money around out of accounts into others, and had to increase some of
the employee benefits estimated numbers, and decrease others. We will
continue to discuss this issue under New Business.

Because of the CIPA (Child Internet Protection Act) we need to have a signed
form from this Board by May 1<sup>st</sup> if we are planning to filter our computers. We
would need to have the filters installed by July 1<sup>st</sup>. There will be a Trustee
workshop held on March 2<sup>nd</sup> regarding the CIPA.

Bernadette’s best guess is that we will overrun the 2001 budget by $210.
However because we have some extra money in income areas (gifts, donations,
fines, state aid grant for lighting), it is possible that we will have $9000 extra. We
will not know the exact figures for some time.

NEW BUSINESS:
In order to cut costs we spoke about Bernadette’s savings “scenarios” at great
length, and with much emotion. A motion was made (Megan Neumann, second
by Jim Lechner) that we implement the 1<sup>st</sup> three scenarios for cost savings; #1 -
additional non-paid holidays on which it is already perceived that we are closed
(Martin Luther King’s birthday, President’s day, Good Friday, Halloween (5-9),
Veteran’s Day, December 23, New Year’s Eve day) [salaried people would be
paid or their hours moved, hourly people will lose the hours];
#2 - Close 4 additional Saturdays in the summer (May 25, June 1, June 8, June
15); and #3 – close at 5:00 p.m. on Fridays, one hour earlier; effective February
15, 2002. This motion carried.
Bernadette reported on MCLS Revenue Enhancements, and the committee that is working on ways to increase the revenue for MCLS. They have met three times, and one of the big pushes is to charge money for hold, and give the money to MCLS. They have mostly discussed fees for services. The discussion will continue.

REPORTS/COMMENTS FROM TOWN BOARD LIAISON: There were no comments at this time.

REPORTS/COMMENTS FROM FRIENDS’ BOARD LIAISON: Judith indicated that the Friends’ board had recently approved $2800 for requested expenses, mostly $1000 for programming for children. She wanted to reiterate that although the Friends are more than willing to help the library with extras, they are not budget relief for the library.
The annual Book Sale will be held March 21, 22, 23. Cheryl Perna is again chairing the sale (for the last year). Lorraine Sherwood will work with her this year, and will be next year’s chairperson.
The Friends’ Spring program will be an Antique Road Show featuring Ed Cornwall.

COMMENTS FROM VISITORS: Jerry complimented Jeanne on her letter to the Gates Chili Post. He also wanted to be sure that the time changes would be well publicized.

ADJOURN: A motion by Glenda Melville, second by Rilla Crothers, was approved, 9:45 p.m.

NEXT MEETING
FEBRUARY 26, 2002
7:00 P.M.

Respectfully submitted,

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


VISITORS: Greg Clyde, Jerry Brixner, Charles Reddick, Steve Hendershott.

ABSENT: Carol O’Connor.

MINUTES of the January 22, 2002 meeting were approved.

ABSTRACT OF BILLS, FINE, AND PAYROLL RECORD: Motion to approve the abstract, dated February 26, 2002, in the amount of $20,848.16, by Jim Lechner, second by Glenda Melville.

ADDITIONS TO AGENDA: None.

DIRECTOR’S REPORT:
- Katherine Patterson is unable to join us tonight with her report, she will come to the March meeting.

- Circulation increased in January 2002 by 15.3% over January 2001.

- The building department is investigating options for replacing the snow fence in front of the library. Suggestions have included an additional sidewalk, permanent fence, or rose garden.

- The Friends of the Library have donated $50.00 to the Bibliobuild project. This is a Habitat for Humanity project sponsored by area libraries.

The “Antiques Road Show” is scheduled for April 10 at 7:00 p.m. This event is free, however the "cost" of an appraisal is a donation to the Chili food cupboard.

The fireplace blower needs to be replaced.
The bill for electricity for January was $991. We have only $16,000 for gas and electric for the year.

There was some feedback on Saturday after closing at 5:00 p.m. on Friday. We were very busy on the Tuesday after President’s Day (we were closed on President’s Day).

OLD BUSINESS:
The discussion about re-lamping is tabled until March.

NEW BUSINESS:
John Collins reported on the Budget Committee Meeting. They have made the budget report easier to read. They will try to compare our budget with other libraries as well as they can. They discussed setting up a marketing committee to be an advocate for services. The committee will meet with Dick Panz from MCLS on April 9 about running our own budget.

We discussed the updated long-range plan, and a motion to adopt the plan by John Collins, second by Megan Neumann, carried.

A motion by Jim Lechner, second by John Collins to retain the existing slate of officers carried. President: Randy Allen; Vice-president: John Collins; Secretary: Megan Neumann; Treasurer of Memorial Fund: Jim Lechner.

Since Rilla will be moving away, and Gary may have to resign because of business obligations we have appointed Randy, Glenda, and Jim to be our new nominating committee.

We discussed using a portion of the Memorial Fund money. If we use it, we could publicize that use and possibly engender more funds.

We discussed charging fees (e.g., for holds) to raise revenue. By consensus we decided if the service was above and beyond basic services we could charge fees.

A patron requested including the town board agenda and minutes on the library’s web page. We decided we would forward this suggestion to Steve Hendershott for his and Dick Brongo’s consideration for the town’s web page.

REPORTS/COMMENTS FROM TOWN BOARD LIAISON: In Carol’s absence, Steve took questions, and made comments. He is working on putting together a committee for a survey on town/library services to go out in May/June. He indicated that our snow fence problem would be replaced by a full sidewalk once the weather breaks. He also stated that he had submitted our grant request.
REPORTS/COMMENTS FROM FRIENDS’ BOARD LIAISON: Judith reminded us that the Friends Book Sale is March 21, 22, 23. Donations are down about 1/3. The Friends will be prominent supporters of the library’s 40th Anniversary celebration. They have approved a $500 initial expenditure for seed money for the celebration.

COMMENTS FROM VISITORS: Jerry commented that the Guy Lombardo concert at Roberts Wesleyan was excellent. He suggested having programs on President’s Day instead of closing and perhaps then people would come to the library. He also sent an attachment with further comments.

The Board adjourned into Executive Session at 8:50 p.m. to discuss personnel, and returned to open session at 9:05 p.m.

ADJOURN: A motion by Gary Squires, second by Rilla Crothers, was approved, 9:05 p.m.

NEXT MEETING
MARCH 26, 2002
7:00 P.M.

Respectfully submitted,

Megan L. Neumann, secretary
Call to order 7:04 p.m.

**PRESENT:** Randy Allen, John Collins, Rilla Crothers, Bernadette Foster, Glenda Melville, Megan Neumann, Gary Squires. Town Board Liaison: Carol O’Connor. Friends Board Liaison: Judith Kharbas.

**VISITORS:** Irene Brixner, Jerry Brixner, Charles Reddick.

**ABSENT:** Jim Lechner.

**MINUTES** of the February 26, 2002 meeting were approved.

**ABSTRACT OF BILLS, FINE, AND PAYROLL RECORD:** Motion to approve the abstract, dated March 26, 2002, in the amount of $10,268.32, by John Collins, second by Megan Neumann, carried.

**ADDITIONS TO AGENDA:** Under Old Business – Dick Panz and MCLS Revenue Enhancement. Under New Business – Letter to Staff. Also add Comments from Friends Board Liaison and Executive Session.

**REPORT** from Richard Gagnier: Richard shared with us what his job duties are and how he spends his time.

**DIRECTOR’S REPORT:**
- MCLS has been using Unique Management System to recover outstanding fines and fees from patrons owing over $50.00. An indicative sample of the overall data being received from UMS: (December 2001) Eleven accounts were sent from Chili at a cost to the library of $98.45. The library received the following revenue from UMS patrons: Cash $258.10; Materials returned $390.80.

- Circulation was up 5.1% in February. There were 245 new patron registrations. Thirty per cent of our circulation was non-Chili residents; 439 items were sent outside Monroe County.
- Three story time sessions are being run for toddlers (2-3 year olds with parents). All sessions are filled, and the waiting lists exceed the number of spaces initially available.

- The Friends book sale was held March 21, 22, 23. A bookshelf has been added to the children’s room to hold children’s “series” books, courtesy of the friends.

- Bernadette sat on a scholarship committee at Gates Chili High School.

- A trustee and town board member from Parma came in for a tour of the library.

- The reference staff has recommended moving the reference collection (not the desk) to the back corner of the library opposite the fireplace.

**OLD BUSINESS:**
Katherine Patterson, who is attending the Leadership Institute, has devised a survey for patrons. We went over this at great length, and gave much input. Bernadette will e-mail us with changes made and take other changes we might have.

Glenda, Randy, and Jim comprise the Board Vacancy committee. They have a list of people to contact. They will send a letter to people on the list. There will also be a notice in the paper and on the library bulletin board.

The balance in our Reserve Fund is $29,458.69. This is money left from the 2001 budget and the lighting grant money. We will be looking at paying for the re-lamping from this money after we receive a re-quote for doing it in stages over three years, and for doing it all at once.

A meeting will be held with Dick Panz. He will be giving us suggestions on alternative means of fund raising, and alternative means of budgeting.

Gary talked about the MCLS Revenue Enhancement options. Because there will be no additional budget money this year there are a list of items that have been categorized into could do/will do items (charge out of county people $25/card; sell ads on the web page [underwriting]; sell up to 1500 internet accounts), and possibly would do (charge $.50 per hold, charge $.25 per delivery item).

**NEW BUSINESS:**
We discussed the Children’s Internet Protection Act (CIPA). If this act goes into effect we must install filters on all terminals with access to the Internet by July 1,
2002. All libraries must provide an Internet safety policy, and must hold a public
meeting to discuss this policy (we have met this requirement by discussing this
policy at this Board meeting). If MCLS says they will not filter, they would lose
$200,000 in federal funds. If this money is not received they would have to cut
services; they would pass costs back to towns that do not comply, or they would
comply and let towns who won’t filter find their own Internet provider (no technical
support from MCLS). We had much discussion on what constituted filtering, and
what constituted compliance. We will need to vote on compliance, and an
Internet safety policy by May 1, which means we will discuss/vote at our April
meeting.

Bernadette will come up with some kind of written guidelines for public comments
for our meetings for the next meeting.

We discussed sending a letter to the staff about professionalism when dealing
with patrons and their comments about the new hours, the budget, etc. We
decided this was unnecessary and instead we will come up with some kind of
comment sheet that can be handed to the patron to fill out, given to us and then
passed on to the Town Board.

REPORTS/COMMENTS FROM TOWN BOARD LIAISON: There were no
comments from Carol at this time.

REPORTS/COMMENTS FROM FRIENDS’ BOARD LIAISON: The Book Sale
was very successful, with a profit of $4100. We had 39 new members sign up at
the sale for a total of 197 members. The Friends recently donated $510 for
lamps for the reading area by the fireplace, and some puzzles for the Children’s
Room.

COMMENTS FROM VISITORS: Charles Reddick commented that he has never
seen a lack of professionalism in the library. He thinks the new library lay out is
very helpful, and that the reference move would be a good idea, it would be a
better use of space. He thinks library cards would be good for statistical
information. He recommended that Town Board meetings be videotaped and the
tapes be on the shelf in the library.

Irene Brixner indicated that she enjoys our meetings. She also said she
appreciated our willingness to have before and after meeting comments. She
recommended that we not hesitate to spend money on lighting.

Jerry Brixner had several comments/questions about the proposed survey. One
of his points was that questions about a tax increase/decrease regarding library
funding does not belong on the survey. He also thought we ought to add something about volunteer interest or part-time employment interest. He indicated that we are a citizen friendly board.

The Board adjourned into Executive Session at 9:31 p.m. to discuss personnel, and returned to open session at 9:58 p.m.

**ADJOURN**: A motion by Megan Neumann, second by Gary Squires, was approved 9:58 p.m.

**NEXT MEETING**

**APRIL 24, 2002**

7:00 P.M.

Respectfully submitted,

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


VISITORS: Charles Rettig, Jackie Corbett.

Public Comments on the Children’s Internet Protection Act (CIPA):
Jackie Corbett: new to Chili, small children: will you filter? (according to CIPA); if CIPA doesn’t pass, then what? What is your current Internet safety policy? Concerned parent of small children: some filtering should be in place; strongly hope that if CIPA doesn’t pass that you will look into filtering; matter of protecting children, common sense things.
Charles Rettig: do you have to do what MCLS does?; no problem with filtering.

Public Comment portion of meeting closed at 7:21 p.m.

MINUTES of the March 26, 2002 meeting were approved.

ABSTRACT OF BILLS, FINE, AND PAYROLL RECORD: Motion to approve the abstract, dated April 23, 2002, in the amount of $15,949.90, by John Collins, second by Glenda Melville, carried.

ADDITIONS TO AGENDA: Under Old Business – Staff Meeting: Under New Business – Correspondence.

REPORT from Lee Ann Sperling. Lee Ann shared with us the different kinds of AV that are available. E-books with readers that hold 5-6 books in each reader; digital books, which are held by MP3 players (5-6) books each. These are new formats which she would love to see included in our collection, but they are very costly. Perhaps a grant could be obtained to get started, but at this point they can’t be supported because of the lack of money.
DIRECTOR’S REPORT:
- On April 20th, the ceiling in the Children’s room leaked. Jim Tindale covered the area with plastic. Joe Carr patched the roof on Monday, April 22nd.

- The sidewalks were not shoveled on April 13th (Saturday). A patron fell leaving the library that morning and suffered a minor injury.

- A patron has requested that the handicapped parking spaces be moved closer to the front door of the library.

- The Rochester Public Library has sent a mailing to all Rochester patrons who owed more than $5 in fines or fees. This is being done to address their budget constraints.

- The snow fence has been taken down. Work on the new sidewalk will begin soon, as well as the planting of new shrubs.

- Donna Belliveau coordinated a lunch for the volunteers which was very nice.

OLD BUSINESS:
A new quote was received from Landmark Electric for our lighting. A motion by Jim Lechner, second by Gary Squires, to accept the cost of $2100 a year for the next three years for this project, carried.

Letters were sent to 12-14 people who have showed an interest in becoming Board members. Questionnaires have been sent out and interviews have been set up for May 21 with 5-6 candidates.

John reported on the budget committee meeting with Dick Panz. He brought in information about how to change our funding. There are lots of options but the best idea is Chapter 414, which places library funding on the municipal ballot. This is a lot of work to change; maybe we should just continue to improve our relationship with the Town Board.

A motion by Jim Lechner, second by Megan Neumann, to comply with the provisions of the Children’s Internet Protection Act (CIPA), carried.

A motion by Megan Neumann, second by Rilla Crothers, to adopt the Internet Safety Policy in accordance with CIPA, carried.
Report from the Staff Meeting: Some non-fiction titles will be added to Quick Reads. Pat and Richard have changed offices since Pat needs her own office due to the confidential nature of much of her work. The acoustics in the library are a problem: when people talk at the circulation desk they can be heard clearly at the reference desk and in the farthest corner. (Gary will make some inquiries about who might be able to help with this [white noise?]).

NEW BUSINESS:
We received $16,000 from the town for utility bills. We are currently running $500 per month over what they gave us. How did they come up with the $16,000 figure?

A resolution to move the remaining funds ($9006) from the 2001 operating budget into the capital reserve fund, carried. (Motion by Jim Lechner, second by Rilla Crothers).

The auditor recommended that the morning start up money be put through on the abstract, not just taken from the fines/overdues money. He also indicated that there wasn’t always enough supporting documentation or some purchases.

A motion by Jim Lechner, second by Gary Squires, that refunds for lost and paid items will be given for up to six months only, carried.

Jim Lechner (treasurer of the Gift fund) has moved $25,000 out of the Money Market account effective May 1 because interest dropped to .35%. $20,00 was placed in a 10 month CD with a yield of 3.5%, and $5,000 has been placed in a 3 month CD with a yield of 1.5%.

We have received a letter of resignation from Rilla, due to her upcoming move to Michigan. She will be greatly missed.

REPORTS/COMMENTS FROM TOWN BOARD LIAISON: Carol had no comments at this time.

REPORTS/COMMENTS FROM FRIENDS’ BOARD LIAISON: The profit from the Book Sale was a 32% increase. The Spring Meeting was an “Antique Road Show” with Ed Cornwell. It was a great program, attended by 50 people. There were 20 appraisals done. Mr. Cornwell made $80 and gave $25 back to the Friends.
COMMENTS FROM VISITORS: Charles Rettig indicated that Bernadette and the library staff are doing a great job. He wondered what the purpose of the patron survey was, and commented that there are hanging sound panels that might help with our acoustic problem. He would like to see the Town Board minutes get into the library in a more timely fashion.

The Board adjourned into Executive Session at 9:00 p.m. to discuss personnel, and returned to open session at 9:51 p.m.

ADJOURN: A motion by Glenda Melville, second by Rilla Crothers, was approved, 9:51 p.m.

NEXT MEETING

MAY 28, 2002

7:00 P.M.

Respectfully submitted,

Megan L. Neumann, secretary
Call to order 7:06 p.m.


MINUTES:  The minutes were approved with the following amendments:
under New Business:  A resolution to move the remaining funds ($6906) from the 2001 operating budget into the library reserve fund, carried.  (Motion by Jim Lechner, second by Rilla Crothers).

also:  Jim Lechner (treasurer of the Gift fund) has moved $25,000 out of the Money Market account effective May 1 because interest dropped to .35%.  $20,000 was placed in a 10 month CD with a yield of 3.5%, and $5,000 has been placed in a 6 month CD with a yield of 1.77%.

ABSTRACT OF BILLS, FINE, AND PAYROLL RECORD:  Motion to approve the abstract, dated May 28, 2002, in the amount of $14,508.42, by John Collins, second by Megan Neumann, carried.


CORRESPONDENCE:  
Rilla sent a lovely thank-you note for her going-away dinner and gift.

Gary has submitted his resignation.  This will be his last meeting.  He will be missed.

DIRECTOR’S REPORT:  
The new sidewalk in front of the building has been completed.  The parks department will be adding gardens along this walk.

The phone system has been updated (thanks to Carol!)

Over $5,000 in funding was approved for library projects and programming at the May 14, 2002 Friends meeting.
The Gates-Chili Rotary Club will be donating an outdoor bench and two planters to be used outside the Children’s room exit.

Bernadette was elected President of the MCLS Users Group at the April meeting. This group was established as a body to advise in the establishment of procedures, policies, finances and growth planning of system operations.

HSBC is going to loan us stanchions for people flow.

A “Complaint Form” has been printed up on orange card stock (Bernadette will change it to include actual numbers instead of percentages.)

OLD BUSINESS:
The board vacancy discussion will be moved to Executive Session.

The filter for compliance with CIPA has been purchased. It will be here and installed by July 1, 2002.

We reviewed a policy for our board meetings. Bernadette will change it slightly and put it on a card to hand out at the beginning of our meetings.

We have been told that our “leftover” funds for the past several years have been accruing in our operating fund. The total is $29,458, which includes the $9,006 left from 2001. A motion by Jim Lechner, second by Gary Squires, to nullify the April 23 resolution to move the remaining $6906 from the 2001 operating into the library reserve account, and to move $25,000 of the accrued total into the reserve account, carried.

A motion by Jim Lechner, second by Gary Squires, that the remainder of the funds be used for re-lamping, carried.

In order to keep the climate controlled in the library, the fan should be on at all times.

NEW BUSINESS:
Jim, John, Randy, Carol, and Bernadette will have a meeting with Steve Hendershot on June 4, 2002.
We discussed our disappointment that our input was not included in the Town Survey, as promised. It is also disappointing that the total square footage of the library was indicated as 19,000 square feet instead of the actual 16,400 square feet.

REPORTS/COMMENTS FROM TOWN BOARD LIAISON: Carol attended the most recent Friends’ Board meeting and commented that it moves along smooth as silk.

COMMENTS FROM FRIENDS’ BOARD LIAISON: Judith indicated that at the last Friends’ Board meeting they had approved spending $5120 for the summer reading program, book trucks, display shelves and furniture. There will be a picnic basket filled with gift certificates raffled off for a fundraiser. The winning ticket will be pulled during Chil-E Fest.

The Board adjourned into Executive Session at 8:29 p.m., and returned to open session at 9:51 p.m.

ADJOURN: A motion by Glenda Melville, second by Gary Squires, was approved, 8:41 p.m.

NEXT MEETING

June 25, 2002

7:00 P. M.

Respectfully submitted,

Megan L. Neumann, secretary
Call to order 7:00 p.m.


VISITORS: Katherine Patterson.

ABSENT: Jim Cuthbert, Judith Kharbas.

Welcome to Ed Schuler, our newest board member.

MINUTES of the May 28, 2002 meeting were approved.

ABSTRACT OF BILLS, FINE, AND PAYROLL RECORD: Motion to approve the abstract, dated June 25, 2002, in the amount of $7,560.54, by John Collins, second by Glenda Melville, carried.


COMMENTS FROM VISITORS: There were no comments at this time.

DIRECTOR’S REPORT:
- The summer reading program has been streamlined to eliminate the need for additional volunteers and minimize use of staff time. Due to complaints received last year regarding quality of prizes, larger but fewer prizes have been purchased. These prizes will be raffled off in weekly drawings; the more time spent reading, the better the chance of winning. A survey will be conducted at the end of the program for future planning.

- Former Town Supervisor, Bill Kelly, and his wife Marie, are the latest Lifetime Members of the Friends.

- The Friends are preparing to hold their first ever outdoor concert on July 30, 2002 from 7-9 p.m. It will be held on the hill behind the library.

- HSBC has offered to donate several stanchions to channel patrons through the checkout process. These should arrive at the end of July. This donation is a
saving of several thousand dollars for us. We are grateful to HSBC for their donation.

- A procedure for handling fire alarms is being prepared by Joe Carr and Bernadette due to some confusion that happened when a patron accidentally pulled the alarm in the children’s room.

OLD BUSINESS:
Katherine presented the results of the library in-house survey. There is some good information, and once the comments are typed up we will get a copy. Nice job, Katherine!

We discussed the ramifications of the court ruling against CIPA. Bernadette told us that NCIPA (Neighborhood CIPA) is still in effect, which filters e-mail and chat rooms. In light of this a motion by Jim, second by John, to update the Internet Safety Policy of the library to indicate compliance with the Neighborhood Children’s Internet Protection Act, carried. MCLS is putting in a filter to deal with obscenity and pornography, which Bernadette is going to use. This filter can be overridden if necessary.

John Collins gave a report for the Budget committee on the 2003 estimated budget. There was much discussion about this budget, including the fact that some items that are broken out at the end of the budget (resuming Friday, holiday and Saturday hours, a library emergency fund, and Sunday hours) should be made a part of the budget proposal, not just added as an extra amount.

NEW BUSINESS:
The personnel policy will be changed to indicate that if staff works five or more consecutive hours they will be allowed a 30 minute unpaid meal break, instead of being required to have a 30 minute unpaid meal break (Motion by Megan, second by Glenda, carried).

The discussion on compensatory time was tabled.

Randy, Jim, Carol and John met with Steve Hendershott. Steve does not see any additional funds being available for the library. He indicated that he was waiting for input from us on the recent survey, and when he didn’t get any he just went ahead. Steve was going to get back to us on several issues: the actual square footage of the library (since we disagreed with the 19,000 square foot number. Jim checked the drawings and came up with 15,996 square feet.), how
we can better forecast our retirement account money, and when the survey results in regards to the library will be compiled.

We discussed a dinner to honor Gary Squires for his years of service to the board and the library. We will be getting more information before a decision is made.

REPORTS/COMMENTS FROM TOWN BOARD LIAISON: Carol told us that Bill Kelly donated $5,000 to the Friends, some of which will be used to buy plantings for the Town Hall and Library. We will send a thank you note for his generosity.

REPORTS/COMMENTS FROM FRIENDS BOARD LIAISON: There were no comments at this time.

COMMENTS FROM GUESTS: There were no comments at this time.

ADJOURN: A motion by Jim Lechner, second by Ed Schuler, was approved, 8:55 p.m.

NEXT MEETING

July 23, 2002

7:00 p.m.

Respectfully submitted,

Megan L. Neumann
Call to order 7:04 p.m.


VISITORS: None

ABSENT: Judith Kharbas.

Welcome to Jim Cuthbert, our newest board member.

MINUTES of the June 25, 2002 meeting were approved with corrections. Under Abstract the amount should read $7560.54; under Director's Report line 4 should read “been purchased. These prizes will be raffled off in weekly drawings; the more”; under Old Business 3rd paragraph last line should read “be made a part of the budget proposal, not just added as an extra amount.”; under New Business the end of the 3rd paragraph should read “square footage of the library (since we disagreed with the 19,000 square foot number. Jim checked the drawings and came up with 15,996 square feet.), how we can better forecast our retirement account money, and when the survey results in regards to the library will be compiled.”

ABSTRACT OF BILLS, FINE, AND PAYROLL RECORD: Motion to approve the abstract, dated July 23, 2002, in the amount $12,175.68, by John Collins, second by Glenda Melville, carried.

ADDITIONS TO AGENDA: Under Old Business #4. Dinner for Gary Squires.

DIRECTOR’S REPORT:
- The June 2002 circulation (21,323 items) was remarkably close to June 2001. This is notable because we were closed an additional 25 hours this year due to budget constraints.

- Monday, July 8, was the second busiest day ever for the MCLS-CARL system. In Chili, 1084 patrons came to the library, 2235 items were checked out and 2446 items were checked out on that day.
- On Monday, July 8, the Gates-Chili Rotary Club held a dedication of the bench and planters outside the Children's room. On Friday, July 12, the first DEAR ("Drop Everything and Read") program was held in this outside area. The program was well attended and very successful.

- The Friends will hold their first “Concert on the Lawn” July 30, featuring the U.S. Navy Show Band saxophonist Arthur Felluca.

- We will soon have three page openings as our graduating seniors move on to college.

- There will be a change made in the way the collection is shelved. We will be creating a YA section, and much of the reference collection will circulate. The reference books and mysteries are being inter-filed with the regular collection, and the non-fiction videos will be filed inter-filed with the non-fiction collection.

- Our team building committee has determined that the staff doesn’t want a staff development day anymore. They’re brainstorming other social and charitable activities for team building.

- There is an MCLS committee looking at charging for cards for people who do not live in Monroe County. The money charged for these cards would go to MCLS.

OLD BUSINESS:
We went over the library survey and discussed some of the comments. A copy of the survey will be sent to Steve. In this discussion Bernadette told us that according to MCLS statistics Chili residents are the highest in Monroe County using other libraries. Jim L. thinks we should do some planning to help change this, including getting more full-length articles in the paper instead of snippets.

John Collins reported that the budget committee made the changes in the budget that we talked about last month. If we were to get everything we ask for in this budget year it would be a 13% increase. If we cut out the things we added in it would be a 7% increase. A motion by Jim Lechner, second by John Collins, that we submit the budget with these amendments, carried. Kudos to the budget committee for being ahead of schedule and for all their hard work.

The dinner for Gary will be at the Johnson House at 6:30 on July 30. Bernadette and Randy will take care of procuring the gifts we have decided on.

NEW BUSINESS:
We discussed having a countywide standard for fines for materials. The fine for adult materials would be .25 (we now charge .20) a day; juvenile would be .15 (.10), or should juvenile be the same as adult since parents generally pay these fines?; videos would be 1.00 (1.00). There would also be an increase in the
maximum fine for materials to $6 for adult, and $2 for children’s, and an increase in processing fees to $5 ($3). We agreed by consensus that we would support these increases to standardize them with the rest of the county.

We discussed the fact that the Rochester Public Library is discontinuing the loan of videos and DVDs to member libraries. If one of our patrons wants one of these items they would have to go to the library that holds it.

As a public service and fundraiser for the Friends we discussed selling new books at the desk when there are so many holds that people would just buy the books (at our discount). We thought it would be worth a shot to try.

Randy brought up the fact that the staff would like to change our conference room into a storage room for carts and unshelved books. We could then hold our meetings in the meeting room. This was not met with any support. It was decided that when we are not using the board room it, of course, could be used for other things, but that we will continue to use it as our meeting place.

REPORTS/COMMENTS FROM TOWN BOARD LIAISON: Carol indicated that Dianne O’Meara is doing a form to go out to bid for an auditor. This would be the time for us to go to her and give our input about it being broken down into departments. We indicated to her that it would be nice if we could have a catch-up year in our budgeting process, and then we would be able to live with smaller increases.

REPORTS/COMMENTS FROM FRIENDS BOARD LIAISON: There were no comments at this time.

COMMENTS FROM GUESTS: There were no guests present.

ADJOURN: A motion by Ed Schuler, second by Jim Cuthbert, was approved 9:03 p.m.

NEXT MEETING

August 27, 2002

7:00 p.m.

Respectfully submitted,

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


VISITORS: None

ABSENT: John Collins

MINUTES of the July 23, 2002 meeting were approved.

ABSTRACT OF BILLS, FINE, AND PAYROLL RECORD: Motion to approve the abstract per final review by Randy (August 26, 2002 in the amount of $11,356.18) by Megan Neumann, second by Glenda Melville, carried.

DIRECTOR’S REPORT:
- Lynn Fisher, library clerk and library school student, has resigned to do an internship in Buffalo. Her hours have been disseminated to the remaining clerical staff.
- The library circulated 30,975 items in July. This is an increase of 8% over last July and the highest circulation in 40 years by 8%.
- We registered 139 new patrons in July.
- We now have a larger “new book” section in the space formerly occupied by the reference collection.
- The book selection responsibilities have been re-distributed.
- Bernadette wrote a memo to the staff regarding the results of the survey regarding the staff on the behalf of the Board as suggested by Jim Lechner.
- Bernadette read us a list of things that staff used to do that volunteers do now.
OLD BUSINESS:
A motion by Jim C., second by Ed to take money from the Memorial Fund (not to exceed $300) for consulting/design for the Children’s Literary Garden and put up “Children at Play” signs, carried.

NEW BUSINESS:
Because of the budget cuts to the MCLS budget the following will begin on October 1, 2002: A $30 fee will be charged for a family card for out of county users; all fines for books will be $.25 per day; the bookmobile will be sold; hold fees will be $.50 per item; the number of holds will be limited to 10 (currently it is 25); there will be no holds on any AV materials not owned by Chili; the ability to place hold requests from remote locations (home, work, etc.) will be discontinued—people will need to call (limit 3 requests per call) or come into the library to reserve materials; delivery of materials requested from other libraries will take longer; the downtown library will be closed on Saturdays. MCLS book budget will be cut by $75,000. This will cause much more business for our library.

We will put the “Save the Library!” Brochure at the desk and will set up a list for the staff to show how these cuts will affect Chili.

There will be a Trustee Council Meeting on September 5 at 4:00 at the Central Library addressing these issues.

Three pages have resigned, and three new pages have been hired. They will be working more after school instead of evenings, because they have no direct supervision in the evenings. Carol will not be working the desk on Saturdays so she can work more with the pages. They were hired for a 6-month probationary period, and will be reviewed after 4 months. This is more structured than previously because of problems that were encountered.

The 40th Anniversary Party for the library is October 19. A motion by Jim L., second by Megan, to concur with the 40th Anniversary committee to name the multi-purpose room per their recommendation, carried.

REPORTS/COMMENTS FROM TOWN BOARD LIAISON: Carol brought up some questions regarding e-mail/internet and discarded books which were brought to her attention by Steve Hendershott because of a memo from Chris Leavey. Randy will follow up on this.

REPORTS/COMMENTS FROM FRIENDS BOARD LIAISON: The Chil-E Fest raffle was a great success, but the booth was not so successful. They will decide whether to staff a booth again at a later date. The concert was great—they collected $126 in a jar set out for donations. The Friends Annual Meeting will be Wednesday, October 2 at 7:00 p.m. It will feature Stan Marshall’s presentation “Rochester Today, Rochester Yesterday”. The Friends are funding and participating in the 40th Anniversary celebration.
COMMENTS FROM GUESTS: There were no guests present.

The Board adjourned into Executive Session at 8:56 p.m., and returned to open session at 9:47 p.m.

ADJOURN: A motion by Glenda Melville, second by Ed Schuler, was approved 9:50 p.m.

NEXT MEETING

September 24, 2002

7:00 p.m.

Respectfully submitted,

Megan L. Neumann, secretary
CHILI PUBLIC LIBRARY
BOARD OF TRUSTEES
September 24, 2002

Call to order 7:00 p.m.


VISITORS: Jennifer Jesmer, Debbie Amesbury, Jerry Brixner, Charles Reddick.

ABSENT: Jim Lechner, Judith Kharbas.

MINUTES of the August 19, 2002 meeting were approved.

ABSTRACT OF BILLS, FINE, AND PAYROLL RECORD: Motion to approve the abstract, dated September 24, 2002, in the amount $15,983.64, by John Collins, second by Glenda Melville, carried.

ADDITIONS TO AGENDA: We will be adding Executive Session to discuss personnel.

COMMENTS FROM GUESTS: There were no comments at this time.

REPORT ON CHILDREN’S SERVICES
Jennifer Jesmer & Debbie Amesbury reported that the summer program was run differently this year than last year. There was no registration; instead of every child getting a cheap prize every week, there were weekly prize drawings. Every Friday there was a DEAR (Drop Everything And Read) held outside for ½ hour. The cost of programs over the summer was $1675, 1264 people participated at a cost of $1.33 per person, which was supported by the Friends.

DIRECTOR’S REPORT:
- The library will be celebrating its 40th anniversary on October 19, 2002. Highlights include: Opening Program 10:30-11:00; Folk singer Mike Strobel 11:30-1:00; Classic Cars (1960s) on Display 12:00-3:00; Children’s storyteller Rafe Martin 2:00-2:45. There will also be a poster contest for children, staff wearing 40th anniversary buttons, balloons given to children, mums donated by Wegmans, and the display cases will feature 1962 memorabilia.

- Six-month progress report from Unique Management: 34 accounts sent for collection at a cost to library of $304.30; $1,538.79 collected; total profit $1,234.49. A portion of the profit goes back to the town in fine money. The remainder is deposited back into the materials account.

- K.C. Harvick has begun designing the children’s literary garden. Plans should be complete by November 1.

- Information on the increase in fines and fees is posted everywhere in the library.

- Chili will be a pilot library for a new Windows based circulation system (IMDS).

- Dottie said “NO” to having the meeting room named after her.
OLD BUSINESS:
2003 Budget Proposal:
The Finance Director has informed Bernadette that the following increases need to be taken into account in the 2003 budget:
Building Insurance from $6,901 to $10,885 (increase of $4,794)
Worker’s Compensation from $2,500 to $5000 (increase of $2,500)
Medical Insurance from $71,000 to $65,320 (decrease of $5,680)
Retirement from $13,000 to $22,303 (increase of $9,303).
Bernadette gave us some ideas about how she could make up part of the shortfall.

NEW BUSINESS:
A motion by Megan Neumann, second by Glenda Melville, to accept the revised fee schedule, with amendment, effective October 1, 2002, carried.
Adult and YA books (.25/day), Children’s books, Magazines (.25/day), CDs and Cassettes (.25/day), Videos and DVDs ($1.00/day), Materials Processing fee ($5.00), Replacement Library cards ($2.00), Hold/handling fee (.50 per hold), Interlibrary loan requests ($1.00 each), Non-resident library card ($30*goes to MCLS, not Chili).
The Ogden Library made a suggestion that we give coupons for one free fine, one free hold, and extend the loan period for videos for 3 weeks as a public relations move.

There will be a Workshop Meeting with the Town Board on October 9 at 6:30 p.m.

REPORTS/COMMENTS FROM TOWN BOARD LIAISON: Carol had no comments at this time.

REPORTS/COMMENTS FROM FRIENDS BOARD LIAISON: There were no comments at this time.

COMMENTS FROM GUESTS: Jerry Brixner asked about the “Save the Library” brochure put out by the Friends of the MCLS (it does not indicate who is responsible for it). Charles Reddick questioned whether the Friends did fundraising events for the library (not their purpose).

The Board adjourned into Executive Session at 8:13 p.m. and returned to Open Session at 9:13 p.m.

ADJOURN: A motion by Jim Cuthbert, second by Ed Schuler, was approved 9:21 p.m.

NEXT MEETING
October 22, 2002
7:00 p.m.

Respectfully submitted,

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


VISITORS: Charles Reddick.

ABSENT: Judith Kharbas.

MINUTES of the September 24, 2002 meeting were approved.

ABSTRACT OF BILLS, FINE, AND PAYROLL RECORD: Motion to approve the abstract, dated October 29, 2002, in the amount $16,459.53, by Jim Lechner, second by John Collins.

ADDITIONS TO AGENDA: Add Executive Session to discuss personnel, move Board Member Search to Executive Session. Add Town Survey under Old Business. Add Library Districts to New Business. Add Financial (Banking) to New Business.

COMMENTS FROM GUESTS: Charles Reddick commented that the phone system is very difficult to get into because it is very busy.

DIRECTOR’S REPORT:
- Writers and Books sponsors an annual countywide program known as “If all of Rochester read the same book”. The past two years the Penfield Library has sponsored an evening event with the author. This year, at our request, this program will be hosted by the “west-side” libraries and held at Roberts Wesleyan College. Total cost of this program is $1500. Chili’s share will be $500, which will be paid for through the Friends of the Chili Library. A date will be announced in the near future. The book being read is Kindred by Octavia Braun.

- The Chili Library is currently participating in two MCLS pilot programs: A new version of time – out software has been installed on all public PCs. Many sites, which were blocked when using the previous time out product, are now reachable. We are working out the kinks. A new circulation system (IMDS) is being piloted in Chili. This is a graphical circulation system that replaces our old text based product. Carol Fogarassy has done an excellent job of training the staff, and everyone is very enthusiastic about this upgrade. We are working out the quirks.

- Our in-house book sale has raised over $4,000 to date. We credit Phyllis Selke, who spends a couple of hours each week sorting and displaying donated books, for our success with this sale.

- The first phase of our 3-year lighting maintenance contract has been completed by Landmark Electric.

OLD BUSINESS:
Bernadette has reworked the budget for 2003. Dianne feels that we will have money left over from this year’s budget which will be applied toward our 2003 budget instead of placing in our reserve fund. We will be getting an additional $15,000 from the Town.
The MCLS Bookmobile funding has been reinstated for 1 year thanks to Susan John. Some other found funds have made it possible to reinstate A-V delivery and holds placed from home.

Dick Panz would like to go to a $25 amount of fines/fees for Unique Management (the amount is now $50). We would support going to $35.

The results of the Town Survey (751 respondents) show that a majority of those 751 people would not support additional library funding. Chili has a population of approximately 27,000.

NEW BUSINESS:
It was decided that a line item should be created for the approximately $50 per week we will accrue from item hold fees.

Jen Jesmer has been appointed director of the East Rochester Public Library. (Congratulations Jen!). Bernadette will be speaking with the former Brockport Children’s Librarian about coming to Chili to replace Jen.

We need to read the information we have about forming library districts.

We have a $5000 CD due in two weeks, which we will leave in a 6-month CD. We have $6000 in our daily account, which we will leave there because of our upcoming expenses.

REPORTS/COMMENTS FROM TOWN BOARD LIAISON: Carol had no comments at this time.

REPORTS/COMMENTS FORM FRIENDS BOARD LIAISON: There were no comments at this time.

COMMENTS FROM GUESTS: Charles Reddick indicated that we had done an admirable job at the workshop meeting with the Town Board. He also commented that he has noted an improvement in the time out software.

A motion by Megan Neumann, second by Glenda Melville to move in to Executive Session, carried, 8:31 p.m. Open Session resumed 8:55 p.m.

ADJOURN: A motion by John Collins, second by Glenda Melville, was approved 8:57 p.m.

NEXT MEETING
November 26, 2002
7:00 p.m.

Respectfully submitted,

Megan L. Neumann

Attachment
Call to order 7:05 p.m.

PRESENT: John Collins, Jim Cuthbert, Bernadette Foster, Glenda Melville, Megan Neumann, Ed Schuler.

VISITORS: None

ABSENT: Randy Allen, James Lechner, Carol O’Connor, Judith Kharbas.

MINUTES of the October 29, 2002 were approved.

ABSTRACT OF BILLS, FINE AND PAYROLL RECORD: Motion to approve the abstract, dated November 26, 2002, in the amount $12,189.70, by John Collins, second by Ed Schuler, carried.


COMMENTS FROM GUESTS: There were no guests present.

DIRECTOR’S REPORT:
- The updated timetable for the search for a new Director of MCLS is as follows:
  December 15—last date to submit applications; January 17—Dick Panz resigns, Interim Director appointed; New Director to start approximately April 1.

- October circulation was 28,823 items, 15,987 of these items were circulated to patrons who live in Chili, 21,761 items belonged to Chili.

- We have recruited Jennifer Lindsey as a part-time children’s librarian to replace Jennifer Jesmer. She will begin on January 6, 2003. Clare Talbot (currently an adult page) will be promoted to Library Assistant in the Children’s room.

- A thank you was received from Grace Covenant Church food cupboard for the food donations.
OLD BUSINESS:
We will table the Board Member search until December. A letter will be written to the Town Board asking them to re-appoint Glenda.

We have many questions about the issues surrounding our being a separate entity from the Town, including liability, reserve funds, services, board elections, etc. Dick Panz will be consulting with libraries on these issues when he retires. John will put the issues and questions together and send an e-mail to Steve.

NEW BUSINESS:
Bernadette discussed the option of issuing “restricted” borrower cards to people outside Monroe County, in lieu of those people paying $30 for a full-use card. A motion by Megan, second by Ed, to issue restricted cards (only Chili items can be checked out—no holds) to out of county patrons, at Bernadette’s discretion, carried.

Bernadette presented plans for a Children’s Literary Garden to be placed outside the entrance to the Children’s Room, funded by the Memorial Fund. It would include brick walkways, stone walls, trees and shrubs, perennials, a deer topiary, etc. A motion by Jim Cuthbert, second by Ed Schuler, to fund the garden from the Memorial Fund, carried.

Pat will do an estimate of year-end budget expenses.

REPORTS/COMMENTS FROM TOWN BOARD LIAISON: There were no comments at this time.

REPORTS/COMMENTS FROM FRIENDS BOARD LIAISON: There were no comments at this time.

COMMENTS FROM GUESTS: There were no guests present.

A motion by Glenda Melville, second by Megan Neumann to move into Executive Session, carried, 8:45 p.m. Open Session resumed 8:53 p.m.

ADJOURN: A motion by Ed Schuler, second by John Collins, was approved 8:55 p.m.

NEXT MEETING
December 17, 2002
7:00 p.m.

Respectfully submitted,

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

PRESENT: Randy Allen, John Collins, Jim Cuthbert, Bernadette Foster, James Lechner, Glenda Melville, Megan Neumann. Liaison: Mary Sperr (for Carol O'Connor).

VISITORS: Courtney Craig, Carlton Patterson, Timothy Fowler (Participation in Government students from Wheatland-Chili High School).

ABSENT: Ed Schuler, Judith Kharbas.

MINUTES of the November 26, 2002 were approved.

ABSTRACT OF BILLS, FINE AND PAYROLL RECORD: Motion to approve the abstract, dated December 17, 2002, in the amount $37,890.97, by John Collins, second by Jim Lechner, carried.


COMMENTS FROM GUESTS: There were no comments at this time.

DIRECTOR'S REPORT:
- Bernadette reported that the Churchville-Chili Singing Saints will perform at the Friends February meeting. The Friends will also sponsor performances by the Smugtown Stompers and maybe Bart Dentino (outdoor concerts). They will probably also sponsor an outdoor children's program.

OLD BUSINESS:
Randy, Jim and Glenda met to discuss the board member search. They will put signs up around the library for interested parties.

There was more discussion about the literary garden. We need to amend the motion to include a not to exceed amount. The garden club is very interested in helping with the project. Information will go to Steve Hendershott to see about getting member item money. Randy and Jim Lechner are concerned about the cost and liability. Eric Vail was contacted and indicated that as long as signs are posted it will be “managed liability” (just like other town areas). The cost will be broken down into chunks—materials, labor, etc. Joe Carr and his crew will do whatever they can. The plan is from Casey Harwick from Grossman’s Country Nursery in Penfield.
NEW BUSINESS:
There is $64,036.31 left in the 2002 budget. Approximately $53,500 is accounted for, which will give us about $10,000 in excess. We will have to wait until January for exact figures.

We received a $2% increase for 2003, plus our money leftover from this year. Bernadette had a question about utilities and their impact on our budget. Mary said she would get clarification about this from Steve.

The following are dates in 2003 that the library will be closed: January 1, January 20, February 17, April 18, May 26, July 4, September 1, October 13, October 31 (close at 5:00 p.m.), November 11, November 26 (close at 5:00 p.m.), November 27, December 24, December 25, December 31 (close at 5:00 p.m.), Saturdays May 25 until August 30. (Motion by Jim Lechner, second by Glenda, carried).

Bernadette gave us a copy of her 2002 accomplishments and 2003 goals for Staff, Public/Facility, MCLS, and Administration.

The staff meeting dates are: January 10, February 14, April 4, May 16, June 20, August 1, September 12, October 24, and December 5. All are held at 8:30 a.m. in the multi-purpouse room. A list was passed around for us to sign up to attend these meetings.

REPORTS/COMMENTS FROM TOWN BOARD LIAISON: Mary indicated that she was pleased to be able to attend in Carol’s place.

REPORTS/COMMENTS FROM FRIENDS BOARD LIAISON: There were no comments at this time.

COMMENTS FROM GUESTS: There were no comments at this time.

ADJOURN: A motion by Jim Cuthbert, second by Megan Neumann, was approved 8:26 p.m.

NEXT MEETING
January 28, 2003
7:00 p.m.

Respectfully submitted,

Megan L. Neumann, secretary