CHILI PUBLIC LIBRARY

BOARD OF TRUSTEES

January 28, 2003

Call to order 7:05 p.m.

PRESENT: Randy Allen, John Collins, Jim Cuthbert, Bernadette Foster, Glenda Melville, Ed Schuler. Liaison: Carol O’Connor

VISITORS: Jerry Brixner

ABSENT: James Lechner, Megan Neumann, Judith Kharbas

MINUTES of the December 17, 2002 meeting were approved.

ABSTRACT OF BILLS, FINE AND PAYROLL RECORD: Motion to approve the abstract dated January 28, 2003, in the amount of $21,631.77, by John Collins, second by Glenda Melville, carried.

ADDITIONS TO AGENDA: Under Old Business add Standing Committees. Trustee selection moved to end of meeting.

COMMENTS FROM GUESTS: Jerry Brixner expressed his best wishes to Randy. He expressed thoughts on October meeting with town board and library board.

DIRECTOR’S REPORT: Bernadette reported that School #19 has received additional books and school supplies from us. Hats and mittens were delivered to the Lewis Street settlement. We will continue our participation in these good programs next year. Frank Costanza has been delivering food collected at the library to a local food cupboard. We are requesting “children’s quotes” for the literary garden (about gardens, flowers etc)

OLD BUSINESS: 2003 budget: additional $15,000 for this year’s budget as a result of the October meeting. We are still unsure about the $7,900 library system grant. There are still outstanding questions about the insurance. It was our understanding that this was for tracking purposes. We need to know what is driving the over 50% increase in insurance. We are still waiting to hear from the supervisor.

2002 budget: Approximately $6000 is left from last year’s budget (2002).

Standing committees: Members of the Long Range Planning are Jim Lechner, Ed Schuler, Bernadette Foster and a staff member. The Budget Committee: Jim Lechner, Bernadette Foster, Glenda Melville, Pat Tindale and Jim Cuthbert. Trustee Selection Committee: Jim Lechner, Glenda Melville and Randy Allen (advisor this year.) Trustee
Council: John Collins. There will be a meeting at CPL February 6th, 7:30 – 9 p.m. John said previous meetings have been sparsely attended.

NEW BUSINESS: Election of officers moved to next meeting.

Jennifer Lindsey our new children’s librarian is very enthusiastic and has many new suggestions for children’s programs, including a possible library sleepover in April. It will be limited to the first 25 children to sign up and will be supervised by Jennifer, Debbie and either Patti Bruno or Claire Talbot.

REPORTS/COMMENTS FROM TOWN BOARD LIASON: Carol suggested that we put the $6000 left from last year’s budget in a reserve fund.

COMMENTS FROM FRIENDS BOARD LIASON: None – Absent.

COMMENTS FROM GUESTS: Jerry Brixner commended us on our efforts.

ADJOURN TO EXECUTIVE SESSION: Motion by Glenda Melville seconded by Ed Schuler, carried. Open session resumed 8:35 p.m.
ADJOURN at 8:40 p.m. A motion by Jim Cuthbert, second by John Collins was approved 8:40 p.m.

NEXT MEETING:

February 25, 2003

7:00 p.m.

Respectfully submitted

Glenda Melville
Call to order 7:02 P.M.


VISITORS: None.

ABSENT: None.

MINUTES of the January 28, 2003 meeting were approved.

ABSTRACT OF BILLS, FINE AND PAYROLL RECORD: Motion to approve the abstract in the amount of $10,533.51 by John Collins, seconded by Glenda Melville, carried.


COMMENTS FROM GUESTS: There were no guests present.

DIRECTOR’S REPORT:
- A thank you is extended to Carol Fogarassy for doing an outstanding job filling in for our Head of Circulation, Vangie Morrow during her recent absence.
- The lease on seven of the library computers will expire in March. We will be working with LAS to determine what needs to be replaced/added.
- There will be a workshop for trustees held on March 8. Registration information is available to anyone interesting in attending.

OLD BUSINESS:
Progress on the literary garden continues to move forward. The Friends have been supportive and helpful. It was very difficult to fund additional items such as water faucet and lighting and the Friends have helped in those areas. Fundraising efforts will continue through contacting the PTA’s at area schools, the Rotary and Garden Club. Plans are to begin work in March (thaw??). Meetings will take place every other week with the designer. Joe Carr is being updated on progress.
Trustee selection committee received applications from five excellent candidates and narrowed the choice to two: Susan Reeves replacing Randy Allen and Paul Shoop who will be replacing John Collins. (Motion to accept new members by Megan, second by Glenda)

Motion tabled by Jim Lechner, second by Jim Cuthbert, carried.
Letter of resignation read by John Collins. (Motion to accept by Jim Lechner, second by Megan, carried).
Motion to accept new members put back on table by Jim Lechner, second by Glenda, carried.

Increase in insurance costs continues to be a concern. Abstract indicated actual cost of insurance to be $10,885.00, library only budgeted $6,901.00 for insurance. Budget exceeded by $3,984.00. Conversations with Steve and Diane confirm that amount is correct. These figures were to be used for record keeping/benchmarking purposes for 3 or 4 years. Will
leave on record as an over budget item. The same concerns will probably arise next year for water and utilities also. Will need to point back to town offices to gain understanding on how figures were obtained for budgeting purposes and reasons for substantial increases.

A common question asked by library patrons is "Where is the children's room". Library staff has made a suggestion to paint a mural on the outside wall of the children's room that would help to identify the room as such. Bernadette presented a drawing of a scene that could be depicted on the mural. She will try to obtain approximate cost for this project.

**NEW BUSINESS:**
$25,000.00 CD matured on February 15, 2003. Because of poor return on CD and $17,000.00 being owed for literary garden, the proceeds from the CD of $25,708.22 were deposited into a checking account. $17,000 into a money market account. Paid the required 50% down payment for literary garden (8,496.00). There is also a $5,000.00 CD that will mature on May 5, 2003. Will check rates again at that time, but will probably transfer proceeds from this CD into the money market account also. Motion to accept by Jim Lechner, second by John Collins, carried.

Judith reported that at the last Friend’s meeting, funding in the amount of $1,204.00 for a video camera was approved. In addition, $905.00 in support for children’s programs (summer reading program) and $2,414.00 for the literary garden was approved. Dates for the Annual Book Sale have been set for March 20, 21 and 22. The author of “Kindred”, Octavia Butler will be speaking at Roberts Wesleyan on Tuesday, March 4 at 7 p.m. The Friends in conjunction with the Ogden and Greece libraries are sponsoring this program.

We had budgeted for a 3% increase in retirement costs, actual increase is 11%. With a 15% decrease in state aid, it may become necessary to utilize the fund balance to cover these costs. Jim Lechner recommended that a date be set for both the Budget Committee and the Long Range planning committee to meet to discuss these issues.

**REPORTS/COMMENTS FROM TOWN BOARD LIAISON:** Carol expressed her disappointment with regard to the increased insurance situation and will make some more inquiries with appropriate town offices to try to obtain more information on the increase.

**REPORTS/COMMENTS FROM FRIENDS BOARD LIAISON:** Reported as New Business.

**COMMENTS FROM GUESTS:** There were no guests present.

**ADJOURN:** A motion by Glenda Melville, second by Jim Lechner, was approved 8:10 p.m.

**NEXT MEETING**
MARCH 25, 2003
7:00 p.m.

Respectfully submitted,

Marisa A. LaSpina
CHILI PUBLIC LIBRARY
BOARD OF TRUSTEES
MARCH 25, 2003

CALL TO ORDER: 7:04 p.m.

PRESENT: John Collins, Megan Neumann, Susan Reeves, Ed Schuler, Paul Shoop, and Bernadette Foster

ABSENT: Jim Cuthbert, James Lechner, Glenda Melville, Judith Kharbas, and Carol O’Connor.

GUESTS: None.

MINUTES of the 2/25/03 meeting were approved.

ABSTRACT OF BILLS, FINE AND PAYROLL RECORD: Motion to approve the abstract dated 3/25/03 in the amount of $10,808.36 by Megan Neumann, second by Ed Schuler, carried.

ADDITIONS TO AGENDA: None.

COMMENTS FROM GUESTS: No guests present.

ELECTION OF OFFICERS: Motion to delay election until next board meeting by Megan Neumann, second by Ed Schuler, carried.

DIRECTORS REPORT: Bernadette was invited to speak at one of the Senior Centers “Tuesday Talks”. The senior citizens were very interested and asked a lot of questions. They have invited Bernadette to speak again at a later date. Two ergonomics specialists from Agape visited the library on Friday made recommendations for improvements to library staff. This visit was made free of charge, The Historical Society is holding a fundraising raffle for a rocking chair and afghan, raffle tickets will be sold in the library. Bernadette attended a seminar sponsored by Non Profit Works. This organization also holds courses and offers assistance for filing of grant applications. The Ogden library has had great success obtaining grants since taking one of the courses offered. Bernadette would like to use their services for future grant applications. The friend’s book sale was another great success. Bernadette received very positive comments about how well organized the book sale was.

OLD BUSINESS:
1.) BUDGET COMMITTEE: February meeting discussions involved $30,423.00 surplus, recommend that this be kept in the operating budget to cover anticipated shortfall due to increase in insurance, utilities and retirement funds. Also discussed potential
savings (if necessary to balance budget) of closing library for one day per week (Thursday). Savings estimated to be $1,700.00 per day. Will reflect insurance increases as overrun in budget, will not make adjustments.

**NEW BUSINESS:**

1.) **COMPUTER LEASE:** Lease on seven staff computers needs to be renewed. Cost to renew existing and add one new Dell computer capable of editing not to exceed $4,800.00/year. Motion to approve by Ed Schuler, second by Megan, carried.

2.) **PATRIOT ACT POLICY:** Motion to approve draft of Chili Public Library Patriot Act Policy/Procedure by Megan Neumann, second by Ed Schuler, carried.

3.) **CHILDREN’S ROOM MURAL:** Motion to retain services of Kathy Hunt to paint mural and five paintings to be hung around door leading to the literary garden at a cost not to exceed $3,000.00 (to be paid from Memorial Fund) by Susan Reeves, second by Paul Shoop, carried.

4.) **AUDITOR’S REPORT:** Annual Financial Report fiscal year end 12/31/02 indicated library budget balance to be approximately $93,000.00 (higher than previously thought). We will request clarification from Town on this item.

**REPORTS/COMMENTS FROM TOWN BOARD LIAISON:** None.

**REPORTS/COMMENTS FROM FRIENDS BOARD LIAISON:** None.

**COMMENTS FROM GUESTS:** None.

**ADJOURN:** A motion by Megan Neumann, second by Susan Reeves, was approved 8:45 p.m.

**NEXT MEETING:**
April 22 or April 29
7:00 P.M.

Respectfully submitted,

Marisa A. LaSpina
CALL TO ORDER: 7:15 p.m.

PRESENT: Megan Neumann, Susan Reeves, Ed Schuler, Paul Shoop, Bernadette Foster, Jim Cuthbert, James Lechner, Glenda Melville and Carol O’Connor.

ABSENT: Judith Kharbas.

GUESTS: None.

MINUTES of the 3/25/03 meeting were approved.

ABSTRACT OF BILLS, FINES AND PAYROLL RECORD: Motion to approve the abstract dated 4/29/03 in the amount of $10,329.67 by Jim Lechner, second by Glenda Melville, carried.

ADDITIONS TO AGENDA: Under New Business #4, Party for Randy and John, #5 MCLS Finance Committee.

COMMENTS FROM GUESTS: No Guests present.

ELECTION OF OFFICERS: Megan made motion to vote on the following list of officers: President – Ed Schuler, Vice-President – Glenda Melville, Secretary – Jim Cuthbert, Treasurer – Jim Lechner. Vote was unanimous, motion carried.

DIRECTORS REPORT: Bernadette distributed Trustee Notebooks and Literary Garden information and pointed out the new mailboxes for Board of Trustee information. Volunteer luncheon was held on Monday, volunteers picture and plaque will be displayed in the library. Bernadette announced that the library was recently presented with an employer recognition award by the Compassionate Friends organization. The Compassionate Friends is a support organization for bereaved parents. The nomination for the award was submitted by Carol Fogarassy. The library is honored to receive this award.

BOARD MEMBERS REPORT ON STAFF MEETING: It was announced that Pat Tindal will no longer be handling the payroll for the library, but will continue all other duties. Vangie Morrow will be taking over the payroll responsibilities. Some very exciting children’s programs were announced, Big Trucks (display of town trucks) and Tales to Tails (visit from Therapy dogs), also many other programs were announced, Band Concert and Ribbon Cutting for the Literary Garden on June 3, along with other concerts. It should be a busy and exciting summer at the Library!
NEW BUSINESS:
1. LONG RANGE PLAN – Packet of report put together by the committee was distributed in the Board members mailbox. Two changes were noted:
2004 Section I, 1.3 should read: Evaluate expansion of Literary Garden
2005 Section I, 1.5 should read: Expand Literary Garden
Add approval date to heading of document.
Motion by Jim Lecher to approve Plan as amended, second by Glenda Melville, carried.
2.) VIDEO FINES: Request by Bernadette to decrease overdue video fines from $1.00/day to $.25/day and to allow video renewal. Motion to approve by Megan Neumann, second by Susan Reeves, carried.
3.) IDENTIFYING AND TRAINING NEW LEADERS: Bernadette expressed concern with regard to probable severe shortage of librarians in the near future. She would like to explore possibility of providing tuition assistance to current library employees who may want to further their education. Board members agreed that this was a viable concern and requested that Bernadette draw up a proposal for their review.
4.) PARTY FOR RANDY/JOHN: It was agreed that an informal picnic would be planned. Glenda and Megan have offered to plan the party and will begin by checking available dates with Randy and John.
5.) MCLS FINANCE COMMITTEE: Bernadette reported that at the present time the MCLS covers costs incurred for Telecom Costs and the Library delivery systems. With a projected cut in funding from state aid, the Finance Committee is looking for suggestions and ideas to help cover an anticipated shortage of $128,000. One suggestion to be explored is the possibility of town libraries kicking back a portion of their state aid to the county to help cover this shortage. If a viable solution is not found, this will result in charges to the town libraries for these services, which in turn will have to be passed on to the patrons of the library.

COMMENTS FROM BOARD LIAISON: Carol expressed her gratitude for the flowers sent by the Library Board of Trustees. She also mentioned that the Town was requesting Bernadette’s picture for the Town web site.
COMMENTS FROM GUESTS: No Guests present.
ADJOURN: A motion by Paul Shoop, second by Megan Neumann, was approved 8:25 p.m.
EXECUTIVE SESSION: Board members moved into executive session to discuss personnel matters at 8:28 p.m. Returned to normal business at 8:44 p.m. and adjourned at 8:46 p.m.

NEXT MEETING:
May 27, 2003
7:00 p.m.
CALL TO ORDER: 7:02 p.m.

PRESENT: Megan Neumann, Susan Reeves, Ed Schuler, Paul Shoop, Bernadette Foster, James Lechner, Glenda Melville.

ABSENT: Jim Cuthbert, Carol O’Connor

GUESTS: Nancy Stein, Friends of the Chili Library

MINUTES of the April 29, 2003 meeting were approved with a minor correction.

ABSTRACT OF BILLS, FINES AND PAYROLL RECORD: Motion to approve the abstract dated May 27, 2003 in the amount of 15,854.53 by Glenda Melville, second by Megan Neumann, carried.

ADDITIONS TO AGENDA: Under new business #3 Personal comments, Paul Shoop, #4, Party for Randy and John.

COMMENTS FROM GUESTS: Nancy Stein reported that at the present time, the Friends have 179 active members and 18 life members. Account balance is currently $8,087.00. Fundraising efforts continue thru the sale of hats and totes. Other fundraising ideas are to sell refreshments at the summer programs, mini-book sales and applying for grants. Tomorrow evening, the friends are hosting a program by Bruce and Nancy Secker about the Organ Pipe National Monument in Arizona where they spent the winter. Other programs the friends are pleased to present are the Dady Brothers at the opening of the literary garden, a July 24 performance by Arthur Felluca and an August 14 show by the Smugtown Stompers. Friends newsletter will by out in early June. Look for the friends float in the Chili-fest parade. Next meeting of the Friends is on June 10 at 5:00.

DIRECTORS REPORT: Bernadette reported that the MCLS is in the process of replacing the existing circulation system. There are eight different vendors of programs for consideration. Focus groups have worked on ascertaining what the libraries and their patrons are looking for in a new and improved system. One commonly requested change is for e-mail notification rather than telephone communications from the library. Reductions in overdue video fines will be effective on June 14, this change will also allow for renewals on videos. The eight new XP computers have been installed. An incompatibility problem was confronted and the resolution consumed the tech support budget that was to be used future problems. Cost for tech support to resolve issue was $2,200.00. CIPA filter will be installed shortly. Bernadette received a letter from the retirement carrier. This year’s budget allowed for $22,000.00 for retirement. Projected premium form carrier was $40,000.00. Happy to report that the increase will cap at 4.5%. Jim Lechner complimented Bernadette and the library staff on the library report newsletter that was recently published.

OLD BUSINESS:
1.) Literary Garden: Progress continues on the garden, board members toured the site and all were pleased with the progress. Estimated completion date is early June.
2.) 2002 Audit (Update) – Motion to table the audit item until next meeting by Jim Lechner, seconded by Glenda Melville, carried.
3.) Personal comments – Paul Shoop – Paul notified the board that he has accepted a new position with a church in Webster, but he will not be relocating at this time.
4.) Party for Randy/John – Glenda has narrowed possible dates for party to June 20 or 27. Will be contacting other attendees to see which date is better.

NEW BUSINESS:
1.) Correspondence – Steve Hendershott – Supervisor Hendershott expressed his disappointment at not being informed that the library was closed during the ice storm. Ed has already responded to Supervisor Hendershott that the if/when a similar situation occurs, the library staff will make every effort to insure that the Town Hall is notified of the closing. The decision to close the library was based on the County declaring a state of emergency and the request that all unnecessary travel be avoided.
2.) Library cards for children (policy). It was brought to the attention of the board that there is not currently a written policy regarding the age of eligibility for children to receive library cards. A suggestion by the children’s librarian, Jennifer Lindsay was made to establish the age to be five years old. Motion to accept suggestion by Megan Neumann, seconded by Paul Shoop, carried.

Comments from Board Liaison: None.
Comments from Guests: None

Adjourn: 8:17 p.m.

Next Meeting:
Tuesday, June 24
7:00 p.m.
Call to Order: 7:00 p.m.

Present: Megan Neumann, Susan Reeves, Ed Schuler, Bernadette Foster, James Lechner, Glenda Melville, Jim Cuthbert, Alex Kelly (representing The Friends).

Absent, Carol O’Connor, Paul Shoop.

Guests: None.

Minutes of the May 27, 2003 meeting were approved with a minor correction.

Abstract of Bills, Fines and Payroll Record: Motion to approve the abstract dated June 23, 2003 in the amount 11,824.17 by Jim Cuthbert, second by Megan Neumann, carried.

Additions to Agenda: Under new business #4, CIPA.

Comments from Guests: No Guests present.

Directors Report: Bernadette reported that Landmark Electric had completed the installation of the new lighting in the new book section and would be returning tomorrow to compete the installation of the fans over the circulation desk. The MCLS director search failed to find an acceptable candidate. It had been decided that a new search will be initiated. The interim director has agreed to stay on until a replacement is found. Bernadette read the contents of two notes she has recently received. One was received from the Mendon Public library in thanks for the tour of our library. The tour was to help them prepare for their new expanded facility. The second was written by a library patron who expressed their disappointment with regard to the waiving of overdue fees that they had witnessed during a recent visit to the library. Bernadette has reiterated to all of the library staff that waiving of overdue fees is not allowed. Also received a thank you note from Randy for the party.

Old Business:
1.) 2002 Audit: Received preliminary explanation of the $93,000.00 balance that appeared on the audit. Will receive explanation in writing in the next few days and will present at the next meeting.

2.) Budget Committee: All department heads have until July 25, 2003 to turn in their 2004 budgets. Budget committee will meet one more time prior to next Board of Trustee meeting on July 22, 2003. At that time the budget will be ready for submission. Many questions surfaced during a recent meeting with Supervisor Hendershott regarding the 2004 tax base (will it include the $15,000.00 from 2003-2003?) and the budget for utilities. Glenda will seek clarification from the Supervisor. A request was made at the meeting for additional funds to allow for Sunday operating hours at the library. Estimated cost to open the library on Sundays beginning Oct. 1 thru April is approximately $6,000.00. Supervisor Hendershott has agreed to help find funds needed to do this.
NEW BUSINESS:

1.) DONOR BOARD: The existing board in the lobby is now full. Bernadette obtained quotes for two different options for a new board. Jim Lechner expressed that the new board should be made to match the current board in all aspects. Because neither of the quotes received matched the current board this business is tabled until a new quote is received. The new quote will be for a board identical in every way to the one that is on display now.

2.) INSURANCE FOR LITERARY GARDEN: Many questions regarding coverage, liabilities, deductibles for the Literary Garden have arisen. To ensure that the Board has the correct information, Bernadette will be contacting the Insurance agent for the Town, Eric Vail and should be able to provide accurate information at the next meeting.

3.) MEETING WITH STEVE: The meeting with Steve Hendershott went very well. He expressed his desire to work with the Board during the upcoming budget process.

4.) CIPA: On June 23, 2003, the Supreme Court upheld the CIPA Act, which means that any libraries receiving federal funding would have to have filters in place for obscenity and pornography. Because the Chili Library and the MCLS both utilize federal funds, the filters will be installed on the library computers.

COMMENTS FROM BOARD LIAISON: None.

COMMENTS FROM FRIENDS REPRESENTATIVE, ALEX KELLY: Alex spoke about the Friends commitment to support the Library in all aspects from the spectacular (The Literary Garden) to the mundane (carts for the library). They were pleased to be able to assist with many of the Literary Garden costs (electric, water, signs etc.) and enjoy funding the many programs the library offers. They are continually exploring new ideas for fundraisers, and are open ideas and suggestions.

Adjourn: A motion by Megan Neumann, second by Glenda Melville approved 8:32 p.m.

Next Meeting:
Tuesday, July 22
7:00 p.m.
CALL TO ORDER: 7:00 p.m.

PRESENT: Megan Neumann, Susan Reeves, Ed Schuler, Bernadette Foster, Glenda Melville, Jim Cuthbert, Town Liaison, Ginny Ignatowski, ABSENT, Paul Shoop, James Lechner.

ABSENT: Paul Shoop, James Lechner

GUESTS: Charles Rettig

MINUTES of the June 24, 2003 meeting were approved.

ABSTRACT OF BILLS, FINES AND PAYROLL RECORD: Motion to approve the abstract dated July 22, 2003 in the amount 12,890.95 by Susan Reeves, second by Megan Neumann, carried.

ADDITIONS TO AGENDA: Under new business #1 Lighting, #2 Sunday Hours.

DIRECTOR’S REPORT: Bernadette welcomed new Town Board member Ginny Ignatowski to the meeting. Announced that Lorraine Sherwood, a former Hilton schoolteacher and great friend of the Chili Library had passed away. There will be a memorial service for Lorraine on August 15th at Churchville Park. Gathering at 5:00, Service at 6:00. Bernadette reminded the Board members that they encouraged to attend monthly Library Staff Meetings and that she had previously passed around a schedule of meetings for board members to sign up. When/If other board members are not available, Jim Lechner is willing to attend. The Library web page has been updated to include pictures of the Literary Garden along with pictures of the band concert. Curt Amesbury, a Prudential Insurance Agent in Spencerport and husband of employee Deb Amesbury has obtained a $250.00 grant to buy lighting for the literary garden. The fire alarm was pulled again in the children’s room, which serves as a reminder for the need to formulate a plan should this happen during a weekend or night. Currently, the only person with access to the tool needed to turn the alarm off is Dennis Scibetta in the building department. Should this alarm be pulled accidentally during the evening or on a weekend, we would be without access to this tool. Bernadette will speak to the fire marshal regarding this. Because a new director has not yet been found for the MCLS, Carol Joyce, who has been serving as interim director while a search for a permanent director was performed, has been appointed interim director for the next year. This decision was not endorsed by many of the town library directors. They have written a letter expressing the importance of finding a permanent director.

OLD BUSINESS:

1) DONOR BOARD: Bernadette received a new quote for a board identical to the one presently in the lobby. Options are as follows:
   1. Board with space for 24 names- $1,268.00
   2. Board with space for 30 names- $1,510.00
   3. Identical to present board: $1,798.00
   Each proposal also includes additional $250.00 for installation.
   Motion to purchase two (2) of Option #1 to be mounted on both sides of existing board (flush) by Megan Neumann, second by Susan Reeves, carried.
2.) **Budget Committee Report:** Budget is due to the Town by the end of July. Motion to approve budget submission in the amount of $806,076.00, with approved changes to narrative, increased retirement amount and addition of pie chart illustrating percent of increases that are uncontrollable vs. controllable by Glenda Melville, second by Jim Cuthbert, carried.

3.) **Insurance:** Had meeting with Eric Vail regarding insurance for the library. Have requested that Eric quote options for the library to carry their own insurance and/or to carry rider to reduce existing deductible amount from $25,000.00.

**New Business:**

**Lighting:** Bernadette received quote for necessary lighting repairs in the amount of $1,881.00. She is disappointed that lighting that is only about four years old needs to be replaced. It was suggested that adding a dimmer switch to the lighting may increase the life of the bulbs, and Bernadette will get a quote to have one installed.

2.) **Sunday Hours:** Bernadette received response from Supervisor Hendershott that the Town would not fund the Sunday hours for the library. He feels that we were unsuccessful in proving the need to open on Sunday. After discussion, motion was made to open the library on Sundays between the hours of 1:00 and 4:00 beginning in October and ending in December at a total cost of approximately $3,000.00 by Susan Reeve, seconded by Megan Neumann, carried. During this period, information will be gathered by the library staff to serve as proof that there is a need for this service.

**Comments from Board Liaison, Ginny Ignatowski:** Ginny expressed her thanks, respect and admiration to Carol O’Connor for her hard work and dedication to the Town of Chili over the years. She and her family are frequent visitors to the library and she is thrilled that one of her duties as Carol’s replacement is to be liaison to the Library Board of Trustees.

**Comments from Guests:** Charles congratulated Ed on his new position. Asked when filters would be installed on library computers, response was next week. Charles complimented the new layout of the children’s room; it appears to be more “kid” and “parent” friendly. Dedication of the literary garden was very well received and the concerts have had great crowds and have been a lot of fun. Charles recommended that a Plexiglas box be installed around the fire alarm in the children’s room, this could avert any more accidental pulls, Bernadette will speak to fire chief. Charles expressed his support for the Sunday hours at the library.

**Adjourn:** A motion by Megan Neumann, second by Glenda Melville approved 9:10 p.m.

Next Meeting:
Tuesday, August 26
7:00 p.m.
Chili Public Library
Board of Trustees Meeting
August 26, 2003

Call to Order:  7:05 p.m.

Present:  Ed Schuler, Jim Cuthbert, James Lechner, Glenda Melville, Megan Neumann, Susan Reeves, Virginia Ignatowski as Town Liaison, Bernadette Foster, Library Director
Absent:  Paul Shoop
Guests:  None

Minutes of July 22, 2003 meeting were approved.

Abstract of Bills, Fines and Payroll Record:  Motion to approve the abstract dated August 26, 2003 in the amount of $12,667.85 by Glenda Melville, second by Megan Neumann, carried.

Directors Report:  The library closed at 6 p.m. on August 14th due to the state wide black out.  Bernadette Foster now has a key to turn off the fire alarms when they are pulled by children or by accident, but will check with the Town about correct protocol.  A brochure was created for workshop (workshops) regarding health research on the Internet.  There is an article about the library in the Gates Chili News by Steve Hendershott.  The children’s summer programs went well.  Friend’s have been active with concerts and book sale.  The library will be open on Sunday from October 15th to November 21st.  Library usage will be documented during this time and will be provided to MCLS (MCLS will be giving us statistics for Sundays, but I think the documentation is for Steve and the Town Board?) for further consideration.  Information regarding these extended hours will be sent out to the community.

Old Business:
1.  Insurance:  Eric Vail proposed $22,000. insurance for literary garden with $250. deductible for $791.20 annual premium.  The rider seems to exclude coverage for trees, plants, shrubs, and lawns.  Ed Schuler will investigate this further.

New Business:
1.  CD Collection:  A copy of the CD collection will be made to reduce the risk of theft.  The cd’s can be burned for $.30 per copy.  The burned cd’s will be placed in circulation. (The Town Attorney indicated that this was an acceptable practice.)

2.  2004 Budget:  Much of the budget is for replacement of worn out books, especially children’s books.  The 2004 budget for retirement will be $38,540, which is above both the original $31,186 budget request and $21,434 in 2003 actuals.  Town Board packets will immediately be given to each board member so that they can be aware of current library needs.
3. **Board vacancy:** Paul Shoop has resigned from the Library board. (Glenda Melville and Jim Lechner will reconvene the nominating committee.)

(Executive Session: The board moved into Executive Session at 8:48 p.m., and returned to open session at 8:58 p.m.)

**Adjourn:** (A motion by Susan Reeves, second by Jim Cuthbert approved 9:00 p.m.) Meeting adjourned at 9:00 p.m.

**Next meeting:**
Tuesday, September 30, 2003
7:00 p.m.

Respectfully submitted,

Jim (James?) Cuthbert, secretary
CALL TO ORDER: 7:00 p.m.

PRESENT: Megan Neumann, Susan Reeves, Ed Schuler, Jim Lechner, Bernadette Foster, Jim Cuthbert, Town Liaison, Ginny Ignatowski, Nancy Stein (representing the Friends).

ABSENT: Paul Shoop, Glenda Melville.

GUESTS: Mary Sperr, Mike Slattery (Town Council Members).

MINUTES of the August 26, 2003 meeting were approved.

ABSTRACT OF BILLS, FINES AND PAYROLL RECORD: Motion to approve the abstract dated September 30, 2003, in the amount $14,005.30 by Megan Neumann, second by Jim Cuthbert, carried.

ADDITIONS TO AGENDA: Under new business #4 Memorial for Carol O’Connor

DIRECTOR’S REPORT: Bernadette mentioned the recent passing of Carol O’Connor, who will be greatly missed by all those that knew her. Carol served as the liaison to the Library Board of Trustees and was a great supporter of the library. The library employees will take part in National Denim Day on October 10 in support of Breast Cancer Awareness; library employees will make and accept donations to benefit this worthy cause. Bernadette distributed a chart depicting the circulation amounts from various local libraries.

OLD BUSINESS:

1.) LITERARY GARDEN INSURANCE: Discussion tabled and moved to executive session.

2.) COMMENTS REGARDING SUNDAY HOURS: Ed reported that he had another meeting with Supervisor Hendershott during which they discussed the Board of Trustees request for an additional $17,000.00 to the budget. $10,000.00 to be used for the purchase or new books and $7,000.00 to support the additional cost of Sunday hours for the library. Ed was extremely happy to announce that the request has been approved. Ed expressed his gratitude to the Town Board members present for their support. The first Sunday opening will be on October 5. Responses to the survey regarding Sunday hours are running about 85% in favor of the Sunday hours and about 15% against. Information and data will continue to be collected by the library staff. Mike Slattery mentioned that a family fun day was being held in Davis Park on Saturday, October 4, and offered to distribute flyers to announce the Sunday hours to families in attendance.

3.) FIRE ALARM POLICY: Joe Carr has provided Bernadette with the turn-off information for the fire alarms. All library staff have been trained to turn-off the alarms. There was a concern about resetting the alarms on weekends, but Joe Carr provided a call list to utilize should the alarms need to be reset on the weekend.

NEW BUSINESS:
1.) Tuition Reimbursement Policy: Bernadette distributed draft of policy. Discussion tabled until next meeting.

2.) Board Vision Statement: Susan Reeves read mission statement that currently appears on the Library website. Board members agree that the present mission statement appears to have been written for the library and not the Board of Trustees. Bernadette agreed to review local library web sites for existence of Mission/Vision statements. The sites may provide some ideas to use as we move towards creating our own Mission/Vision statement.

3.) Meeting with Supervisor: Discussed in Item 2, Old Business.

4.) Memorial for Carol O’Connor: Tabled for discussion during executive session.

Comments from Board Liaison: Ginny expressed her support for the Sunday hours, and her belief that they will provide a wonderful service to busy families. Ginny requested that the Board keep her and the other board members informed about any Memorial plans that are made for Carol O’Connor.

Comments from Friends Representative, Nancy Stein: Nancy stated that the board will be undergoing some changes in leadership. Bruce Dunn will be stepping down as President. The annual meeting is scheduled for October 28 at 7:00. Elections for new officers will take place at this meeting. Slate of officers to be voted on are:

- President – Nancy Stein
- Vice President - Sandy Roether
- Recording Secretary – Judith Karbas
- Treasurer – Alex Kelly

The regular board meeting will be held on October 14. The friends will be hosting a Birding Program, presented by Nancy Strong on October 28 at 7:00 p.m. They will also be holding a mini book sale on Saturday, November 1 at 10:00. The friends currently have 156 members (19 life members). Account balance is $5,550.00

Adjourn: A motion by Megan Neumann, second by Susan Reeves was approved at 8:35 p.m.

Executive Session: Board members moved into executive session at 8:36 p.m. Returned to normal business at 9:00 p.m. and adjourned at 9:05 p.m.

Next Meeting:
Tuesday, October 28
5:30 p.m.
Chili Public Library
Board of Trustees Meeting
October 28, 2003

CALL TO ORDER: 5:37 p.m.

PRESENT: Megan Neumann, Glenda Melville, Susan Reeves, Ed Schuler, Jim Lechner, Bernadette Foster, Jim Cuthbert, Town Liaison, Ginny Ignatowski.

GUESTS: Mr. Jerry Brixner

MINUTES of the September 30, 2003 meeting were approved.

ABSTRACT OF BILLS, FINES AND PAYROLL RECORD: Motion to approve the abstract dated October 27, 2003 in the amount 13,857.15 by Jim Cuthbert, second by Megan Neumann, carried.

ADDITIONS TO AGENDA: Under new business #3 Revenue.

DIRECTOR'S REPORT: Bernadette distributed charts depicting results from surveys regarding Sunday Library Hours. The data reveals an overwhelming positive response. Currently the library leases books from Baker & Taylor (50/month) at a cost of $10,000.00 per year. Bernadette has chosen to not renew the lease and will explore other possibilities. The annual Christmas Party for Staff/Friends/Board Members will be held on December 12, 2003 at 5:00 in the Library Multi-Purpose Room. The New Donor Board is scheduled to be shipped next week and will be installed shortly after. The library will be closed on November 12 for Veterans Day, and employees that are Veterans will be paid. The library staff will be utilizing the day as a staff development day and will be taking a tour of the Brockport Library. Curt Amesbury has introduced a proposal for fundraising to the friends. It involves Wells Fargo Mortgage company who will make a contribution to the library for every mortgage that is taken through Wells Fargo. Bernadette has received questions regarding the posting of Legal Notices in the Library. It is generally felt that because the Notices are currently posted in the Town Hall, it is not necessary to post them in the library.

OLD BUSINESS:
INSURANCE: Eric Vail has agreed to requote insurance premium for the Literary Garden. Quote should be available for discussion at the next meeting.
BOARD OF TRUSTEES VISION STATEMENT: A search of other libraries websites has revealed that most libraries have mission statements, which are shared with the Board of Trustees. Very few have vision statements. However, it has been agreed that the Chili Library Board of Trustees will develop a vision statement for the library. Board members have agreed to do some research and will hold a brainstorming session at the next meeting.
TRUSTEE SELECTION COMMITTEE UPDATE: Jim Cuthbert has agreed to join the search committee. There are three applicants to be considered from the last search process.
MEMORIAL GIFT IN MEMORY OF CAROL O'CONNOR: Decision will be made at the next meeting based on amount of contributions collected. Some ideas are purchase of books in memory of Carol and/or benches in the Literary Garden.

NEW BUSINESS:
NEW YORK STATE DEPARTMENT OF EDUCATION: The State has changed the measure of minimum standards libraries must meet to continue receiving financial support from the state. The minimum standard that has been set is that the library must be open an average of 55 hours per week. If the standard is not met, libraries can apply for variances based on specific situations. Documentation should be available in March; the board will review it at that time. With regard to circulation statistics, it has been discovered that not all libraries use the same criteria to measure circulation. Some count books from other libraries and some do not.
TUITION REIMBURSEMENT POLICY: Bernadette distributed draft of policy. Board members suggested changes and corrections. Revised policy will be available at next meeting.
REVENUE: Threshold for submission to collection agency is currently $50.00. Bernadette has requested that threshold be lowered to $35.00 and the policy be revised to say that all fines must be paid prior to renewing membership, also that patron must have card in good standing to use the Internet. Motion to decrease threshold and revise policy by Jim Cuthbert, second by Megan Neumann, carried. Vote to revise policy regarding Internet usage: 4 votes for policy revision, 2 against, policy to be revised.
COMMENTS FROM BOARD LIAISON: Ginny distributed copy of Introduction to Robert's Rules Of Order for board members to review. Specifically citing the proper use of "Executive Session".
COMMENTS FROM GUESTS: Mr. Brixner stated that he appreciated the comments on the use of Executive Session. Applauds the library for the Sunday Hours and comments that the summer programs were outstanding. He feels that posting the public notices in the library would be an appreciated service and would like the board to reconsider posting them. He also feels that members of the Friends should be considered for the vacant position on the Board of Trustees. He also stated that the tuition reimbursement plan is a good idea.
ADJOURN: A motion by Megan Neumann, second by Glenda Melville was approved at 8:02 p.m.

NEXT MEETING:
TUESDAY, NOVEMBER 25 7:00 P.M.
TUESDAY DECEMBER 16 5:30 P.M.
Chili Public Library
Board of Trustees Meeting
November 25, 2003

CALL TO ORDER: 7:07 p.m.

PRESENT: Megan Neumann, Glenda Melville, Susan Reeves, Ed Schuler, Jim Lechner, Bernadette Foster, Town Liaison, Ginny Ignatowski.

MINUTES of the October 28, 2003 meeting were approved.

ABSTRACT OF BILLS, FINES AND PAYROLL RECORD: Motion to approve the abstract dated November 25, 2003 in the amount 16,384.16 by Jim Lechner second by Glenda Melville, carried.

ADDITIONS TO AGENDA: Add # 5 under New Business, Library Closing dates, move #2 under Old Business to #5 under New Business (Board of Trustees Vision Statement.

DIRECTOR'S REPORT: Bernadette reported that one of the library employees tripped and fell in the workroom, no serious injuries. Sunday hours remain steady, board members inquired what effect the Sunday hours had on the other days the library is open, has circulation dropped on those days? The Food for Fines program was very successful; five boxes of food were delivered to the food cupboard at Grace Covenant Church. On November 12, the library employees enjoyed a staff development day during which they visited the Brockport Library and Kathy Hunts Art Studio, employees returned with many suggestions and ideas. The donor board has been installed in the lobby and looks wonderful. Received a thank you letter from School 19, who was the recipient of the donated school supplies. Will be starting the mitten drive to benefit the Lewis Street Development. There will be a dress down day during which staff members will be allowed to dress down if they donate a pair of mittens. As a benefit to town and library employees, a free program called EAP (Employee Assistance Program) is offered. This program entitles employees to confidential assistance with problems in many areas, including legal services. Clerical interviews are still being held, and the library will be losing an employee, Patty Bruno who is leaving to work at the Greece library.

OLD BUSINESS:
INSURANCE: New quote has not been received. Tables until next meeting
TRUSTEE SELECTION COMMITTEE UPDATE: Jim C., Glenda and Jim L. have posted flyers in the town hall at the circulation desk and on the bulletin board. Bernadette offered to pass information on to other library directors regarding the search.
MEMORIAL GIFT IN MEMORY OF CAROL O'CONNOR: Total collected to date is $405.00. Motion to close donations on December 31, 2003 and for library to match funds to equal $1,000.00 (from memorial account) by Jim Lechner, second by Susan Reeves, carried.
TUITION REIMBURSEMENT POLICY: New draft of policy was distributed; motion to accept policy with corrections as discussed by Jim Lechner, second by Megan Neumann, carried.

NEW BUSINESS:
YEAR-END REPORT: The year-end report is due to the Town in mid-December. Motion to approve the draft submitted with minor changes by Susan Reeves, second by Megan Neumann, carried.

LIBRARY SECURITY ISSUES: Due to the recent theft of a coin jar from the circulation desk, a review of the current security policies was made. Some initiatives have already taken place including increased police presence around the library. Existing security measures have been tightened. Some other possibilities are the installation of cameras (simulated) and an alarm at the security desk. This discussion brought up the questions as to whether the library had a lost child procedure/policy (to be initiated if a child was reported missing). Bernadette agreed to poll some of the other libraries to see if they had a policy for this situation.

ROBERTS RULES OF ORDER: A thanks to Jim Lechner for distributing the Rules of Order to the board members and a promise to Jim to try to follow the procedures more closely.

LIBRARY CLOSING DATES: A list of the proposed closing dates for next year was distributed. Motion to approve the closing dates with minor corrections by Megan Neumann, second by Glenda Melville.

BOARD OF TRUSTEES VISION STATEMENT: A committee consisting of Susan Reeves, Jim Lechner and Ed Schuler was formed to devise the Vision Statement.

COMMENTS FROM GUESTS: No guests present.

COMMENTS FROM FRIENDS REPRESENTATIVE, JUDITH KHARBAS: Judith distributed copies of the roster for the Friends Executive Board for 2003/2004 year and also a listing of the Friends accomplishments for the year 2002/2003. She stated that they have not yet found anyone to Chair the Book Sale. She requested that Ginny inquire at the Town Hall about storage space for the books that are collected for the book sale. With the proceeds from the many successful fund raisers the Friends and held and will continue to hold, the friends hope to continue to provide the many Adults and Family programs they have in the past.

ADJOURN: A motion by Megan Neumann, second by Glenda Melville was approved at 8:55 p.m.

NEXT MEETING:
TUESDAY DECEMBER 16 5:30 P.M.
CHILI PUBLIC LIBRARY STAFF MEETING
December 5, 2003

Those attending: Bernadette, Claire, Jennifer, Katherine, Donna B., Phyllis, Carol, Dave, Dee, Deb, Jeanne, Vangie, Pat, Patty, Jim Lechner, LeeAnn, Terry, Maureen

Children’s Room Update - Jennifer stated that some staff changes have occurred. Patty took a new job in the Greece Library but will be still working here on Mondays. Laura Beth will be picking up Patty's hours. She will be doing displays and storytimes.
--Carol O'Connor: A memorial fund established in memory of Carol resulted in a sum of money dedicated to the Children's Room. A donation from Lorraine Sherwood who passed away this summer, has resulted in some prints to go in the Children's room. They will consist of Arthur, Curious George, Olivia, etc.
--Katie and Rachel will be conducting "Make and Take" programs on 12/7, 12/14, 12/21 (Sundays). December events include Gingerbread Decorating on Sat. 12/13 at 11:00 and Ornament Decorating on Sat. 12/20 at 11:00. On Sat. 12/17 there will be a Winnie the Pooh storytime. On the third Thursday of the month, a new book discussion for Grades 1-3 will begin.
--Dave will be adding a new Parenting Shelf in the Children’s room. Also fairytales will be sorted by author and biographies will be placed by non-fiction.

Circulation Update - Vangie said if a patron protests a fine, and it is getting out of control, the first step is to turn it over to her, Carol or Donna B. If they are not available, you can turn it over to a Reference Librarian. However, the librarian on desk may be busy, and you don’t want to direct them to an empty Information Desk. Please keep quick reads and new adult fiction and non-fiction on separate cart at circ. Please stay at desk when you’re on your shift. We don’t want to leave a volunteer alone. MCLS policy is that fines need to be completely paid off before renewing a patron’s card. Go into Patron Inquiry, update card, if summary light is lit – something is on their card. Maximum fines are changing Jan. 2, 2004. On adult and paperbacks: $7.00, juvenile books and paperbacks: $5.00, on 25 cent DVD and VHS: $7.00. Max fines: If a video has a 25 cent fine, the maximum increases to $7.00. If a video has a $1.00 to $2.00 per day fine, the maximum remains $12.00. A new list for maximum charges on lost items will be made up and a copy will be left at circ and Reference. Vangie also congratulates us on AV. We only miss a fraction of a percent out of the entire amount that comes through at circ.

Staff Changes - New hires: Jill Sutter and Marcia Johnson at the Circulation Desk.

2004 Closed Dates - Close dates for 2004 were distributed, which the Board has approved. If you are not full time, you can take vacation time. Otherwise it is an unpaid day. Dates marked with an asterisk are unpaid for full time employees.

Employee Assistance Program - This program will be provided to all library or town employees. It will be extremely confidential. If you are having problems at home or at your job, you will be able to get counseling. You can come to Bernadette or Pat to discuss this, if you would like. Some of the functions of this service would be counseling for a family member, legal help, etc. The program itself doesn’t do the counseling, it is an intermediary. The cost would be free on up and is on a sliding scale.

Christmas Party – Dee reminds us to not forget about the Christmas Party on 12/12 and to please sign up to bring a dish to pass or beverage.
CD Burning – Bernadette would like input from circ desk staff regarding the quality of burned CDs compared to new CDs. We should evaluate the CDs. A volunteer may begin working on this. Also comments were made that the DVD safers are working well.

Food for Fines - This was discussed and was thought to be a good program. Some people that needed it did get the info on the food cupboard. The mitten program and banquets in a box were discussed also. Debbie said that when you deliver these items, people really appreciate it.

Library Security - As we all know, the penny jar was taken off counter. Because of this, Katherine stated that some additional closing procedures have been put into effect. Please thoroughly check all areas including the front hall closets. Leave closet doors open and check multipurpose room doors. If that room is unlocked, recheck all doors and take someone with you. Check bathroom doors and please be vigilant about all exit doors including those by YA. The window had been found open in the new book section, and because of this, Jim Tindale took off the handles. At 5:00, Reference staff will lock the boardroom door, staff entrance door, and exterior work room door. Vangie said to check when you go out the door at 5:00, that it is locked. The Monroe County Sheriff’s Dept. will be increasing their presence here. Also when leaving for the night, please make sure that everyone’s car starts and that no one should go out in the parking lot alone. Simulated security cameras are being looked into for the library. Remember: if we are ever robbed, do not attempt to chase anyone out of the building. If security alarms sound, you may look at the patron’s materials but may not search the person or their belongings such as a backpack. Katherine brought up that certain patrons may make us uncomfortable and if we see something suspicious, please bring it to the attention of whoever is in charge. Also, remember to not give out personal information on employees to anyone. Patty commented that a children’s Faith Formation group is raising money to replenish the money jar. Bernadette commented that people don’t associate us with money and we should leave it that way.

Trustee Remarks - Jim Lechner commented on the professionalism of the library staff and was very complimentary. He appreciates our programs, such as Dress Down Day. He enjoys serving on the Board. He stated that it is a whole new Board and that they are very progressive and keeps everything fresh. He will be away from January through March.

Around the table - Terry said that Dee will be helping more with processing. Katherine appreciates our processing dept. Pat says to leave computers on Sunday for her to reboot on Monday. Donna B. says the copier in back will be replaced by summer and to please be gentle with it. Phyllis states to please keep the prices that she puts on the books. They will sell eventually. Carol told us that Anita is a grandmother. Also, great job on buying drinks, Carol! Dave says to watch where you’re putting the holds. Dee – we need to put slips in repair books to let librarian know what is wrong with them. Jeanne – “Friends” need help for the book sale and are looking for a chairperson. Vangie – thanks for everyone having a good attitude. Jennifer – it is nice to work here and she can’t believe it will be a full year for her! LeeAnn – we will be leasing books this year. Also, people that are signed up for Internet or Clic-on-Health classes should come to the staff door. If anyone calls to sign up, please remind them about this.

Respectfully submitted,

Maureen Eich

Happy Holidays Everyone!