Meeting Minutes, Chili Public Library Board of Trustees Meeting APPROVED
January 24, 2012

Board of Trustees: James Myers (President), Steve Grogan, James Lechner (Memorial Fund Treasurer), Judith Kharbas (Vice President), Christina Reece (Secretary), Jill Wynn, Steven Ziblut
Library Director: Jeff Baker
Town Board Liaison: Michael Slattery
Friends Representative: Diana Romero

President Myers convened the meeting at 6:04 PM. Mr. Ziblut and Mr. Lechner were absent. 
Approved meeting agenda by five in favor, none opposed.
Approved minutes of December 13, 2011 meeting by five in favor, none opposed.
Approved 2011 abstract: $1,194.23 by five in favor, none opposed.
Approved 2012 abstract: $13,633.05 by five in favor, none opposed.

Communications

Guests/Public: None present
Town Board Liaison: Mike Slattery
Friends representative: Diana Romero reported that the Friends have concluded their Cookbook sale. The collected $4,170 or which $2,000 is profit. The remaining 27 books will be donated to the Library for use as gifts. A new raffle will begin in late March for a Kindle. Tickets will sell for $2.00. Mr. Baker informed the Board the Friends donated $5,000 in 2011. Mr. Myers thanked the Friends for their great work supporting the Library.

Director's Report

Discussion and Actions as Noted

- **Friends of the CPL Board** – The next meeting of the Friend's Board is Tuesday, February 14 at 6pm. Jim Myers is signed up to attend.

  The next Friends book sale will be held February 9 - 11, 2012. Thursday: Friends Preview Sale 5pm- 8pm. Friday: Open to the public 9 am - 4 pm. Saturday: Bag sale 10am-2pm.

  The Friend's Board has approved a $5,000 Director’s request to support full funding for programming in 2012.

- **CPL Full Staff Meeting** – The next CPL Full Staff meeting is Friday, March 2 at 9am. Judith Kharbas is scheduled to attend.

- **MCLS Orientation** – Steve Grogan is scheduled to attend a MCLS Orientation Friday, January 27th.

- **CPL Statistics** –
<table>
<thead>
<tr>
<th>December</th>
<th>2010</th>
<th>2011</th>
<th>% change</th>
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</thead>
<tbody>
<tr>
<td>Circulation</td>
<td>25,977</td>
<td>24,257</td>
<td>-7%</td>
</tr>
<tr>
<td>Library visits</td>
<td>13,070</td>
<td>12,670</td>
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<tr>
<td>Reference questions</td>
<td>1856</td>
<td>1717</td>
<td>-7%</td>
</tr>
<tr>
<td>Programs</td>
<td>38</td>
<td>741</td>
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<tr>
<td>Program attendance</td>
<td>42</td>
<td>828</td>
<td>11%</td>
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<table>
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<tr>
<th>Jan 2010-Dec 2010</th>
<th>Jan 2010-Dec 2011</th>
<th>% change</th>
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<tr>
<td>Circulation</td>
<td>386,217</td>
<td>358,261</td>
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<td>Library visits</td>
<td>199,846</td>
<td>183,212</td>
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<tr>
<td>Reference questions</td>
<td>27,811</td>
<td>26,675</td>
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<tr>
<td>Programs</td>
<td>511</td>
<td>522</td>
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<tr>
<td>Program attendance</td>
<td>13,772</td>
<td>13,838</td>
</tr>
</tbody>
</table>

- **OverDrive Statistics** – The Director reviewed the year end circulation statistics of OverDrive, the service the library provides for patron download of eBooks and eAudiobooks.

- **In-house Booksale Statistics** – The Director gave an overview of in-house book sales for the last seven years.

- **2012 RRLC Library of the Year Contest** - The Rochester Regional Library Council (RRLC) will again recognize three great libraries in the Rochester area: one public library; one academic or special library; and one school library. The contest will run from February 19th to March 16th. Patrons will be able to nominate our library on our library’s website. There will also be paper nomination forms in the library.

- **NYLA’s SnapshotNY** - CPL will take part the NYLA’s SnapshotNY during the weeks of February 12-18, and February 19-25. The purpose of the initiative is to provide the public, administrators, state and local funders with factual data and testimonials that detail the essential nature of libraries to our communities, schools and colleges.

**Old Items:**

- **Children’s Area Renovation Project Update** – The Director presented the updated timeline for the Children’s Area Renovation Project. Demolition started today!

**New Items:**

- **Print mailers** – Due to cost to member libraries, coupled with end-of-life equipment in LAS requiring expensive replacement, and the low numbers of patrons receiving print paper mailers, the Director's Council approved the following recommendations at their January 4th meeting:
1. After February 3rd there will be a stop to printing paper mailers for Holds and Overdue items.
2. Print paper mailers will be continued for Lost notices.
3. There will be a switch to printing a postcard for Lost notices as soon as they can be procured and set-up.

- **Director’s Retreat** – The Director will take part in a MCLS Director’s Retreat January 19th. The topic of the day will be visioning, eBooks and new technology. The Director will present to the Library Board a summary of the retreat.

- **eBook Training Classes** – The Director and Library Assistant Jill Sutter are alternating Fridays, to teach eBook downloading classes to patrons. The classes are a new service provided by the Library and will prove to be popular due to the influx of new Kindle users.

- **Section 1. Section 103 of the Public Officers Law** – The law requiring government agencies post certain records which are subject to discussion prior to an open meeting has been passed into law. The Director will review the chapter text of the law with the Library Board.

- **Installation of Library Table Power Outlets** - In order to provide more outlets for patrons to utilize the library’s wireless Internet service. The Director has met with Schuler-Haas Electric Corp to have them install a power pole and (2) pop-up table outlets in two tables by the Job Information Center shelving units for the cost of $2,500.

- **Approval to use CD 6086, which matures on February 18, 2012, for $5,018.95 to pay for Library Table Power Outlets.** Mr. Lechner suggested that CD 6086 be used to pay for the new Library Table Power Outlets, for $2,500, and the balance of the money to be placed in the general fund.

  A motion was made to approve the use of CD 6086, which matures on February 18, 2012, for $5,018.95 to pay for Library Table Power Outlets. The motion passed by five in favor, none opposed.

- **Approval of 2012-2016 Chili Public Library Long Range Plan** – The Director requests the Library Board approve the draft 2012-2016 CPL Long Range Plan submitted by the Long Range Planning Committee.

  A motion was made to approve the Chili Public Library Long Range Plan 2012-2016 as presented. The motion passed by five in favor, none opposed.

- **Approval of Boychuk Audit Proposal for 2012 for $4,800.** – The Director requests the Library Board approve the Boychuk Audit Proposal for 2012, at a cost of $4,800.
A motion was made and seconded to approve the Boychuk Audit Proposal for 2012 for $4,800. The motion passed by five in favor, none opposed.

System News:
- **Advocacy** - The Director along with Judith Kharbas paid a visit to Assemblyman Harry Bronson’s office on January 6th to advocate for library system State aid.

State news:
- **Governor’s Budget** – From Michael Borges, Executive Director of NYLA. The Governor released his 2012-13 Budget today and Library Aid was kept at $79 million we received last year (including the $3 million restoration from the Legislature). So we are starting off from a good position to advocate with the Legislature for securing same 4% increase as schools or getting back to 2010 levels.

Meetings and Workshops:
- Greece Public Library Staff – Demo of CPL’ Event’s Calendar – 12/13/11
- MCLS System Services Operations Committee Meeting – 12/16/11
- Schuler-Haas Electric Corp Meeting – 12/16/11
- Testa Construction Meeting – 12/29/11
- Directors Council Meeting – 1/4/12
- Meeting with Assemblyman Harry Bronson – 1/6/12
- Director of Management Information Services Meeting – 1/10/12
- Friends of the Chili Public Library Board – 1/10/12
- Management Group Meeting – 1/17/12
- MCLS Board Meeting – 1/18/12
- MCLS Director’s Retreat – 1/19/12
- MCLS System Services Operations Committee Meeting – 1/20/12
- Management Group Meeting – 1/24/12

Nomination of Officers for 2012 Library Board.
- President – James Myers
- Vice President – Judith Kharbas
- Treasure Memorial Fund – James Lechner
- Secretary – Steve Grogan
  Chris Reece and Steve Ziblut resigned their board seats. The Personnel Committee will be interviewing candidates to fill these two openings.

A motion was made and seconded to approve the 2012 Chili Public Library Board of Trustees. The motion passed by five in favor, none opposed.
Meeting Adjourned 7:17 PM to Executive Session to discuss pay raises.

Meeting resumed at 7:35 PM from Executive Session.

- **Approval of salary increment increase of 2% for library personnel.** – The Director requests the Library Board to approve the salary incremental increase of 2% for library personnel. Total salary to be paid for all personnel in 2012 is $627,365.18.

  A motion was made and seconded to approve the salary increment increase of 2% for library personnel. The motion passed by five in favor, none opposed.

Meeting Adjourned at 7:37PM.

**Next meeting date/time: February 28, 2012 at 6:00 PM – CPL Barbara Ireland Room.**
Meeting Minutes, Chili Public Library Board of Trustees Meeting APPROVED
February 28, 2012

Board of Trustees: James Myers (President), Steve Grogan, James Lechner (Memorial Fund Treasurer),
Judith Kharbas (Vice President), Christina Reece (Secretary), Jill Wynn,
Library Director: Jeff Baker
Town Board Liaison: Michael Slattery
Friends Representative: Diana Romero

President Myers convened the meeting at 6:00 PM. Mr. Lechner was absent.
Approved meeting agenda by five in favor, none opposed.
Approved minutes of January 24, 2012 meeting by five in favor, none opposed.
Approved abstract ($19,545.08) by five in favor, none opposed.

Communications

Guests/Public: None present

Town Board Liaison: Mike Slattery
Mike thanked Chris Reece for her service to the Library Board and the community.

Friend’s representative: Diana Romero
Diana reported that the friends raised $1901 with the recent book sale. During the sale there was also a
drive for “Friends” membership renewal, $314 was raised and two new members signed (Carol and
Marcia).

The Kindle Fire Raffle tickets sales are going well. Only 250 ($5.00) are being sold. The drawing will be
held April 5th or sooner if all the tickets are sold before that date.

Director’s Report

Discussion and Actions as Noted

• **Friends of the CPL Board** – The next meeting of the Friend’s Board is Tuesday, March 13 at
  6pm. No trustee is currently signed up to attend.

• **CPL Full Staff Meeting** – The next CPL Full Staff meeting is Friday, March 2 at 9am. Judith
  Kharbas is scheduled to attend.

• **MCLS Orientation** – Jill Wynn is scheduled to attend a MCLS Orientation Friday, March 2nd.

• **Outreach** - The director will be showing examples of collaboration with outside
  organizations such as Legacy at Parklands, Writers & Books and Girl Scout troops.
  (The Daisy Scout Troup #60030 toured the Library on February 15 and had story time)
• **Junior Friends Recognition** - The Young Adult Library Services Association (YALSA), a national association of librarians, library workers and advocates whose mission is to expand and strengthen library services for teens, aged 12-18 recognized the Chili Public Library Junior Friends as notable and well organized. (The Chili group was characterized as small, but very active and organized)

• **CPL Statistics** – Please note the numbers are much lower than usual because the number of programs were reduced and the Children’s Area was closed for a time due to the Children’s Area Renovation Project.

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<th>January 2012</th>
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<td>25,673</td>
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<tr>
<td>Library visits</td>
<td>15,568</td>
<td>12,815</td>
<td>-18%</td>
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<tr>
<td>Reference questions</td>
<td>2,467</td>
<td>2319</td>
<td>-6%</td>
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<tr>
<td>Programs</td>
<td>38</td>
<td>26</td>
<td>-32%</td>
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<tr>
<td>Program attendance</td>
<td>894</td>
<td>450</td>
<td>-50%</td>
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<th>Feb 2011- Jan 2012</th>
<th>% change</th>
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<td>386,640</td>
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<td>-9%</td>
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<td>Library visits</td>
<td>199,442</td>
<td>180,459</td>
<td>-10%</td>
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<tr>
<td>Reference questions</td>
<td>28,029</td>
<td>26,527</td>
<td>-5%</td>
</tr>
<tr>
<td>Programs</td>
<td>512</td>
<td>510</td>
<td>0%</td>
</tr>
<tr>
<td>Program attendance</td>
<td>13,618</td>
<td>13,352</td>
<td>-2%</td>
</tr>
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**Old Items:**

• **Children’s Area Renovation Project Update** – The construction part of the Children’s Area Renovation project has been completed. The second furniture/shelving phase is next to take place. Director will give a tour of the renovated Children’s Area.

• **Draft of New CPL Webpage** – The CPL webpage is dated and is in need of revision. Cathy Kyle has been working with the director and Lee Ann Sperling to create a new and improved library webpage. The director will be showing a draft of the webpage asking for feedback from the library trustees. (The Director took the trustees on a virtual tour of the new/draft CPL webpage. The library staff is excited about the fresh new look and the feedback by the trustees was also positive.)

**New Items:**

• **Staff Evaluations** – The director has completed the staff evaluations covering 2011.

• **Executive session rules** – The Director will discuss an interpretation of the Open Meeting Law as it relates to a board’s use of executive session.
The Director shared an interpretation by Jeff Eichner, attorney for the City of Rochester of the Open Meeting Law as it relates to a board’s use of executive session.

System News:
- No news to report

State news:
- No news to report

Meetings and Workshops:
- Management Group Meeting – 1/31/12
- Directors Council Meeting – 2/1/12
- Town Recreation Department Head Meeting – 2/2/12
- Gale Vendor Webinar – 2/3/12
- Adult Book Discussion Group – eReader Training – 3/7/12
- Applied Audio Meeting – 2/8/12
- New CPL Webpage Meeting – 2/8/12
- Town Department Heads Reasonable Suspicion Training – 2/9/12
- Kindle Class – 2/10/12
- Friends of the Chili Public Library Board – 2/14/12
- Management Group Meeting – 2/16/12
- MCLS System Services Operations Committee Meeting – 2/17/12
- New CPL Webpage Meeting – 2/21/12
- Department Heads Meeting – 2/22/12
- Management Group Meeting – 2/23/12
- Kindle Class – 2/24/12
- MCLS Board Meeting – 2/27/12
- Supervisor's State of the Town Address – 2/28/12
- Management Group Meeting – 2/28/12

Miscellaneous:
The CPL Board “Standing Committees” are to be reorganized once the new members join the group.

The Trustees Nominating Committee has scheduled interviews for the open seats on the CPL Board and will report back to the board during the March meeting.

If time allows at the March meeting, the Director will lead a “Visioning Session” and the board will ponder several “What If” questions. Possible scenarios include:
- What if every MCLS library spent 50% of their materials budget on digital Content?
- What if we are providing services patrons no longer want?

President Myers and the other members of the CPL Board again thanked Chris Reece for her dedication to the board and contributions to the community. Chris will be missed by all.
Next Meeting date/time: March 27, 2012 at 6:00 PM – CPL Barbara Ireland Room.
Meeting Minutes, Chili Public Library Board of Trustees Meeting
March 27, 2012

Board of Trustees: James Myers (President), Steve Grogan, James Lechner, Judith Kharbas (Vice President), Jill Wynn, Vacant, Vacant
Library Director: Jeff Baker
Town Board Liaison: Michael Slattery
Friends Representative: Diana Romeo

President Myers convened the meeting at 6:00 PM. Mr. Lechner and Mr. Slattery were absent.

Approved the meeting agenda by four in favor, none opposed.
Approved the amended minutes (misspelled name) of February 28, 2012 meeting by four in favor, none opposed.
Approved abstract ($33,313.68) by four in favor, none opposed.

Communications

Guests/Public: Jill Wynn’s two daughters were present

Town Board Liaison: No Report

Friend’s representative: Diana Romeo
Diana reported that the Kindle Fire Raffle was a big success. The 250 tickets sold out early and the net profit was approximately $1,000.

Director’s Report

Discussion and Actions as Noted

- **Friends of the CPL Board** – The next meeting of the Friend's Board is Tuesday, March 10 at 6pm. Judith Kharbas to attend.

- **Volunteers Appreciation Luncheon** – National Volunteer Week is April 15th – 21st and in celebration of our volunteers, the library staff is having a volunteer appreciation luncheon on Thursday, April 19th.

- **5th Annual Spring Teen Photo Contest** – The contest will accept entries between February 1 and April 1, for children ages 12-18 living in Monroe County. The contest is divided into two sections: ages 12-15 years and 16-18 years. There will be prizes supported by the CPL Friends, an awards reception on the afternoon of May 12, and all photos will be displayed in the library during May and June as well as being featured on our website.
- **CPL Statistics—these are amended from the report presented at the meeting. The years were reversed.**

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<th>February 2011</th>
<th>% change</th>
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<tr>
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<tr>
<td>Library visits</td>
<td>15,283</td>
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<td>Reference questions</td>
<td>2,3482</td>
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<tr>
<td>Programs</td>
<td>879</td>
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<td>Program attendance</td>
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<td>Circulation</td>
<td>347,350</td>
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<td>Library visits</td>
<td>180,032</td>
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<td>-9%</td>
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<td>Reference questions</td>
<td>26,820</td>
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<td>-3%</td>
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<tr>
<td>Programs</td>
<td>525</td>
<td>513</td>
<td>2%</td>
</tr>
<tr>
<td>Program attendance</td>
<td>13,336</td>
<td>13,628</td>
<td>-2%</td>
</tr>
</tbody>
</table>

**Old Items:**

- **New CPL Webpage** – The new CPL webpage is now live. Patrons can access it using the same web address www.chililibrary.org

**New Items:**

- **27th Annual Chamber of Commerce Awards Dinner** - The upcoming Gates Chili Chamber of Commerce Annual Community Awards Dinner will have two presentations important to the library. Both our library and the Gates Public Library will receive a Special Recognition Award for 50 years of dedicated service. Also our bookkeeper Pat Tindale will receive an outstanding citizen award for her work for the town and the library. The event is Tuesday, April 24th from 5:30pm-8:30pm.

(The dinner conflicts with our next board meeting, therefore the board agreed to move the next meeting to April 17th at 6:00 in the Conference Room)

- **Approval of 2011 Chili Public Library State Annual Report** - Every year, the Chili Public Library must submit a System State Annual Report to the Division of Library Development. The assurance that this "Annual Report" was reviewed and approved by the System Board is required. A system report summary document will be distributed at the meeting and a copy of the full report will be available for review.  
  **Action Requested:** Approve the 2011 Chili Public Library System State Annual Report.

(The Director passed out a summary of the annual report and reviewed it with the board. A minor error was corrected and the boards approve the report, four in favor, none opposed. The Library audit begins 3/28/2012 and will be conducted by Boychuk and Company.)
System News:
- No news to report

State news:
- From the New York Library Association – “The Senate and Assembly came out with their one house budget proposals on Monday and both included restorations in Library Aid. The Senate proposal included a 4% increase in Library Aid bringing funding up to $82 million and proposed excluding public libraries and library systems from the MTA payroll tax. The Assembly proposed a $1 million increase in Library Aid that would bring funding back up to $80.012 million as well as a $1 million increase in Adult Literacy Education (ALE) funds bringing it to $5.293 million. It seems our advocacy efforts are having a positive impact and our message is resonating with legislators. In addition, both houses have proposed redirecting $200 million in competitive school aid grants to regular formula driven aid. NYLA will be monitoring the situation as the Assembly and Senate meet in Joint Budget Subcommittees to reconcile the differences in their proposals. We are hopeful that some restoration of Library Aid will remain after discussions conclude between the two houses.”

Meetings and Workshops:
- CPL 50th Anniversary Meeting – 2/29/12
- Management Group Meeting – 3/1/12
- Larry Perkins Meeting – 3/2/12
- Directors’ Council Meeting – 3/7/12
- Management Group Meeting – 3/8/12
- eReader Class – 3/9/12
- Friends of the Chili Public Library Board – 3/13/12
- Town Library Directors Council Meeting – 3/15/12
- MCLS System Services Operations Committee Meeting – 3/16/12
- Lothrop Associates – 3/16/12
- Monroe County Library System Board Meeting – 3/19/12
- MCLS Digital Content Survey Team Meeting – 3/20/12

Miscellaneous:
The CPL Board “Standing Committees” are to be reorganized once the new members join the group.

The Trustees Nominating Committee:  (Judith Kharbas, Jill Wynn)
Five individuals contacted the committee and four were selected for interviews. The two selected by the Nominating Committee for appointment to the board are Barbara Sickles and Susan Ackerman. The two candidates not selected will be held for future consideration.

Brief Biographies:
Barbara Sickles – grew up in Chili – now works as a product analyst in the HR Division of Paychex – when her children were in school she volunteered in the school libraries – was elected to the School
Board in the Holley school district – at Paychex she develops ideas for new products and researches them – develops sales projections and builds budgets for new products

Susan Ackerman is Director of Disability Services at RIT – about 700-800 students use the center’s services – she works with students, faculty and staff at RIT – prior to joining RIT she was a special education teacher for 20 years – she develops and manages the budget for her office (about $500,000) and has experience in developing, evaluating, and reworking policies and procedures.

A motion was made to the board to approve the appointment of Barbara Sickles to fill the vacancy left by Steve Ziblut (term ends December 2013) and the appointment of Susan Ackerman to fill the vacancy left by Chris Reece (term ends December 2016). The appointments were approved by the board, four in favor, none opposed.

Board President, Jim Myers, told the board that he expects he’ll be leaving the board in July of this year as he moves to a new job and new town.

The meeting adjourned at 6:18 PM

Next Meeting date/time: April 17th, 2012 at 6:00 PM – In the Conference Room
Meeting Minutes, Chili Public Library Board of Trustees Meeting  
April 17, 2012

Board of Trustees:  James Myers (President), Steve Grogan, James Lechner, Judith Kharbas (Vice President), Jill Wynn, Sue Ackerman, Vacant  
Library Director: Jeff Baker  
Town Board Liaison: Michael Slattery  
Friends Representative: Diana Romeo

President Myers convened the meeting at 6:02 PM.  Mr. Slattery was absent.

Approved the meeting agenda by six in favor, none opposed.  
Approved the amended minutes (Program and Program Attendance numbers were switched) of March 27, 2012 meeting by six in favor, none opposed.  
Approved abstract ($10,061.39) by six in favor, none opposed.

Approved to renew Account #7120 CD renewal for a period of 6 months at approximately 0.25% interest, by six in favor, none opposed.  
Approved to amend processing of Account #7120 CD.  The CD will be cashed in and 1/5 of the value will be utilized over each of the next 5 months to purchase individual CDs. The vote was 6 in favor, none opposed.  
Discussion – by spreading out the purchase of CDs over a 5 month period the board is hoping to be better positioned when interest rates begin to rise.

Communications

Guests/Public: None

Town Board Liaison: No Report

Friend’s representative: Diana Romeo  
The Friends will not be participating in the Chili Farmers Market this summer.  Attendance and sales at their booth were low last year.  
The Friends are working with Jeff and his team on the 50th anniversary celebration.

Director’s Report

Discussion and Actions as Noted

- **Friends of the CPL Board** – The next meeting of the Friend’s Board is Tuesday, May 8 at 6pm.  Jim Myers to attend.

- **Volunteers Appreciation Luncheon** – National Volunteer Week is April 15th – 21st and in celebration of our volunteers, the library staff is having a volunteer appreciation luncheon on Thursday, April 19th.
CPL Statistics – “Holds” have dropped and according to Jeff it’s likely due to the rate increase. History indicates that the holds number should rebound over time.

Old Items:

- **The Chili Public Library 50th Anniversary Celebration** – The Celebration is Saturday, October 13, 2012:
  - 10-11 Ceremony and Dignitaries
  - 11-1 Clifford and walk around magic, balloon animals and face painting with *Just Clowning Around*
  - 1-2 *Jigs Up –* bluegrass band
  - 2-4 Clifford and storytimes every half hour
  - 3-4:30 *8 Days a Week –* Beatles tribute band
  Everything wraps up at 4:30

Fund raising efforts on this day will be organized by the CPL Friends

- **State Annual Report Circulation Update** – The director will distribute a revised summary of the circulation figures that were on the State Annual Report.

- **2011 Financial Audit** – The 2011 financial audit will be reviewed at the May 22, 2012 meeting.

Boychuk has begun the annual financial audit.

New Items:

- **Metro –E Telecommunications Service:** It has been approved by the MCLS Board that town libraries with two or more T-1 lines will receive point-to-point Ethernet (Metro-E) service from Fibertech to meet increasing bandwidth needs; this includes 11 libraries (Brighton, Chili, Fairport, Gates, Greece, Henrietta, Irondequoit at both locations, Penfield, Pittsford and Webster). The remaining libraries did not meet bandwidth usage to justify the increase to 10MB service, and capital costs to route fiber to these buildings are prohibitive. Those 11 libraries will continue with T-1 service and will be evaluated for future phases of Metro-E adoption. The point-to-point Ethernet (Metro-E) service will be for a three-year period from July 1, 2012 to June 30, 2015. This will increase CPL’s bandwidth service from 3MB to 10MB.

The CPL Wireless access is now timed to begin 15 minutes prior to opening of the library and shutdown 15 minutes after closing. This will help with those sitting in the parking lot and “borrowing” the signal.

- **2011 Annual Report to the Community** – The Director will distribute the 2011 Annual Report to the Community to the Library Board.

The Library Board approved the State Annual Report Summary (with minor changes). The vote was six in favor and none opposed.
• **Shifting Project of the Fiction and Non-Fiction Areas** - In order to make the fiction print materials easier to browse, all of the adult fiction and non-fiction shelves are being adjusted and the complete collection is be shifted.

*The upper shelves will be lowered and the lower shelves will be raised to make this section of the library more ergonomically friendly.*

• **Authorization of Staff Training Day Event in October** - The Library Board has approved a Training Day for Staff to be held on October 8th when the Library is closed to the public.  
  **Board Action Requested:** Authorize the use of Memorial Fund expenditures for Staff Training Day in the amount not to exceed $1,000.

*The funds are used for lodging, food and speakers. The board approved the request with six in favor and none opposed.*

• **Common Core Learning Standards** - On January 10th, 2011, the Board of Regents approved recommended additions to the Common Core Learning Standards for English Language Arts & Literacy. The director will describe how these standards may affect public libraries.

*The standards promote more non-fiction reading.*

**System News:**

- No news to report

**State news:**

- **From NYLA** - The Legislature and Governor agreed on an on time State Budget for the second year in a row. The budget agreement includes $2.615 million in additional Library Aid as well as $1.3 million in funding to those libraries impacted by the MTA Payroll tax (in lieu of exempting those libraries from the payroll tax). In addition, the Legislature moved $200 million from competitive school grants to formula funding in School Aid, providing more direct aid to schools. Congratulations to library advocates across the state who helped to ensure that your elected representative understood the value and importance of libraries. Special thanks to Senators Flanagan and Farley, and Assembly members Nolan and Reilly for their efforts in supporting library funding. Please take a moment to contact your Senator and Assembly member and thank them for their support of libraries.

*Judith inquired as to how our local legislators voted. The director will check into this and draft a letter for those legislators that supported the aid package and another letter for those legislators that opposed it.*

**Meetings and Workshops:**

- Management Group Meeting – 3/29/12
- CPL 50th Anniversary Meeting – 4/2/12
- Lothrop Associates – 4/2/12
- Directors’ Council Meeting – 4/4/12
Miscellaneous:

The CPL Director led the Board through a visioning session. The scenario presented was, "What if the Chili Public Library spent 50% of its materials budget on digital content?"

- The board seemed to align that the demand for digital content is going to continue to grow.
- The director collected a lot of good information and feedback from the group.

The CPL Board President, Jim Myers, announced that he will resign effective August 1, 2012 and that the July meeting will be his last official meeting. By making this announcement now Jim believes this will allow the board more time to plan for his successor. Jim suggestion is that the board prepares to elect a new president at the July meeting.

At 7:24 PM the board approved a request to go into executive session to discuss personnel matters. The vote was approved by six in favor and none opposed.

At 7:42 PM the board approved the motion to leave executive session.

The CPL Meeting adjourned at 7:45 PM.

Next Meeting date/time: May 22, 2012 at 6:00 PM – In the Barbara Ireland Community Room.
Meeting Minutes, Chili Public Library Board of Trustees Meeting APPROVED
May 22, 2012

Board of Trustees: James Myers (President), Steve Grogan, James Lechner, Judith Kharbas (Vice President), Jill Wynn, Sue Ackerman, Barbara Sickles
Library Director: Jeff Baker
Town Board Liaison: Michael Slattery
Friends Representative: Diana Romeo

Vice President Judith Kharbas convened the meeting at 6:00 PM. Mr. Myers was absent. Sandy Roether filler in for Diana Romeo

Approved the meeting agenda by six in favor, none opposed
Approved the minutes for the April 17, 2012 meeting by six in favor, none opposed.
Approved abstract ($17,096.04) by six in favor, none opposed.
Approved the audit report by Boychuk and Co. by six in favor, none opposed
Approved the Blackmon-Farrell Electric quote for relamping the library with six in favor and none opposed

Communications

Guests/Public: None

Town Board Liaison: Welcome to the newest board member, Barbara Sickles

Friend’s representative: Sandy Roether notified the board and others in attendance that Diana Romeo had taken quite ill while on vacation in Tennessee. Sandy will provide more information on Diana when it becomes available.

Director’s Report

Discussion and Actions as Noted

General Information:

• Friends of the CPL Board – The next meeting of the Friend’s Board is Tuesday, June 12 at 6pm. Steve Grogan to attend.

• The Friends have agreed to pay the purchase of passes to the following museums: Memorial Art Gallery, Genesee Country Museum, Rochester Museum and Science Center, GEVA and
the George Eastman House. New V.I.P. partners will be Cornhill Navigation, Susan B. Anthony House, Landmark Society and Rochester Historical Society, and ARTISAN works.

*The passes should arrive in June and patrons are able to check-out the various passes. There were 700+ check-outs of passes across Monroe County libraries last year. CPL is looking to make this program more visible to patrons. Board members provided several ideas on how to accomplish this.*

- **CPL Statistics** –

<table>
<thead>
<tr>
<th></th>
<th>April 2012</th>
<th>April 2011</th>
<th>% change</th>
</tr>
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<tbody>
<tr>
<td>Circulation</td>
<td>28,395</td>
<td>31,502</td>
<td>-10%</td>
</tr>
<tr>
<td>Library visits</td>
<td>13,718</td>
<td>16,296</td>
<td>-16%</td>
</tr>
<tr>
<td>Reference questions</td>
<td>2,044</td>
<td>2,267</td>
<td>-10%</td>
</tr>
<tr>
<td>Programs</td>
<td>42</td>
<td>53</td>
<td>-21%</td>
</tr>
<tr>
<td>Program attendance</td>
<td>1,796</td>
<td>1,390</td>
<td>30%</td>
</tr>
</tbody>
</table>

- **Town Newsletter** – The Spring/Summer 2012 Town of Chili Newsletter is available and is on the town’s website. Within the newsletter are four pages describing the programs offered by the library.

*Jeff passed around a copy for the board to review.*

**Old Items:**

- **27th Annual Gates-Chili Chamber of Commerce Awards Dinner** - The event was held Tuesday, April 24th from 5:30pm-8:30pm. It was an enjoyable event. The library received a plaque from the chamber, and a recognition from county legislator Mary Valerio, and Senator Robach.

*Jim Lechner and Jeff Baker were in attendance. Jim made a few comments on behalf of the board. Jeff shared a congratulatory letter from Senator Joseph Robach with the board.*

- **Public Library Construction Grant** - The New York State Education Department/New York State Library is pleased to announce that our library’s application for the 2011-2014 Public Library Construction Grant Program has been approved for the amount of $18,262.

*Jeff did a brief review of the budget sheet and Memorial Fund Summary for the benefit of the newer board members.*
New Items:

- **Approval of 2012 Relamping Proposal** – In order to maintain proper lighting standards, the library will replace all of its lamps in two phases over a two year period. The director recommends the Library Approve the lowest two year bid.

<table>
<thead>
<tr>
<th>Relamping</th>
<th>Phase 1 2012</th>
<th>Phase 2 2013</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blackmon-Farrell Electric</td>
<td>$4,502</td>
<td>$3,186</td>
<td>$7,688</td>
</tr>
<tr>
<td>Schuler-Hass Electric Corp</td>
<td>$4,054</td>
<td>$4,636</td>
<td>$8,690</td>
</tr>
<tr>
<td>Lighting Darkness Electrical Contractors</td>
<td>$3,272</td>
<td>$5,642</td>
<td>$8,914</td>
</tr>
</tbody>
</table>


*To maintain the proper luminescence in the library, a proactive 2 year lamp replacement program is being implemented.*

- **Approval of 2011 Financial Audit** – A report by Boychuk and Co on the 2011 CPL financial audit will be given and reviewed at the May 22, 2012 meeting.

*Action Requested:* Approve the 2011 Financial Audit as presented.

*Jack Kosmicki reviewed the audit report and answered numerous questions. Overall, CPL finances were found to be in good order.*

System News:
- None to report

State news:
- None to report

Meetings and Workshops:
- Volunteer Appreciation Lunch – 4/18/12
- MGM Meeting – 4/19/12
- MCLS Special Services Operations Committee – 4/23/12
- CPL Webpage Training – 4/24/12
- Boopsie for Libraries Webinar – 4/24/12
- Gates-Chili Chamber of Commerce Awards Dinner – 4/24/12
- eReader Class – 4/27/12
- Central Library Reorganization Meeting – 4/27/12
- Meeting with Highway Department Head – 4/30/12
- Difficult Patrons Webinar – 5/1/12
- MCLS Directors’ Council Meeting – 5/2/12
- Difficult Patrons Webinar – 5/3/12
Bomb Threat Workshop – 5/3/12
CPL Full Staff Meeting – 5/5/12
eReader Class - 5/6/12
CPL 50th Anniversary Meeting – 5/7/12
MCLS – Heidi Zimmer Meyer Meeting – 5/8/12
eReader Class – 5/8/12
CPL Friends Board – 5/8/12
Town Library Directors Council Meeting – 5/10/12
Central Library Reorganization Meeting – 5/11/12
Lothrop Associates – 5/11/12

**MISC:**

Jeff shared letters that were drafted to thank our local New York State Senators and Assembly members for supporting libraries during the budgeting process.

Jim Lechner made the following motion:
To convert the existing CD accounts, into monthly invested CD accounts, at the rate of $4,000 per account, over a one year or twelve month period.
Acct. 5044 Wickins Memorial will stay as invested.
Monies will come from Acct. 5565, 5297, 7120, 4809 and 0864.
The motion was seconded and **Approved** by the board; 6 in favor and none opposed

**Next Meeting date/time: June 26, 2012 at 6:00 PM – In the Barbara Ireland Community Room.**
Meeting Minutes, Chili Public Library Board of Trustees Meeting APPROVED
June 26, 2012

Board of Trustees: James Myers (President), Steve Grogan, James Lechner, Judith Kharbas (Vice President), Jill Wynn, Sue Ackerman, Barbara Sickles
Library Director: Jeff Baker
Town Board Liaison: Michael Slattery
Friends Representative: Diana Romeo

President James Myers convened the meeting at 6:00 PM. There was no Friends representative for this meeting.

Approved the meeting agenda by seven in favor, none opposed
Approved the minutes for the May 22, 2012 meeting by seven in favor, none opposed.
Approved abstract ($37,143.18) by seven in favor, none opposed.

Communications

Guests/Public: None

Town Board Liaison: Mike made a suggestion to put the book donation opportunity into the Library News Letter. Mike thought a wider audience could be reached by doing this.

Friend’s representative: None

Director’s Report

Discussion and Actions as Noted

General Information:

- **Friends of the CPL Board** – The next meeting of the Friend’s Board is Tuesday, July 10 at 6pm. Jill Wynn is scheduled to attend. The Friends have agreed to pay for a CPL ad to appear in the Gates-Chili Post the week before Chil-E Fest.

- **Chil-E Fest Parade** – The Library will have a booth at Chil-E Fest from 12pm-4pm. We will also be marching in the Chil-E Fest Parade at 5pm. Library members and the public are welcome to march with the library.

- **2012 Summer Reading Insert** – The Summer 2012 Dream Big Read is a recent insert in the Genesee Valley Parent Magazine.
• **Five Star Bank Summer Reading Donation** – Five Star Bank has donated a boys and girls bicycle as grand prize giveaways for the library’s summer reading program.

*This is the 5th year that Five Star has donated bikes in support of the summer reading program.*

• **CPL Statistics** –

<table>
<thead>
<tr>
<th></th>
<th>May 2012</th>
<th>May 2011</th>
<th>% change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circulation</td>
<td>26,555</td>
<td>26,511</td>
<td>0%</td>
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<tr>
<td>Library visits</td>
<td>12,850</td>
<td>14,134</td>
<td>-9%</td>
</tr>
<tr>
<td>Reference questions</td>
<td>1,894</td>
<td>2,198</td>
<td>-15%</td>
</tr>
<tr>
<td>Programs</td>
<td>50</td>
<td>52</td>
<td>-4%</td>
</tr>
<tr>
<td>Program attendance</td>
<td>1,027</td>
<td>1,027</td>
<td>-4%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Jun 2011-May 2012</th>
<th>Jun 2010-May 2011</th>
<th>% change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circulation</td>
<td>335,775</td>
<td>380,321</td>
<td>-11%</td>
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<tr>
<td>Library visits</td>
<td>174,322</td>
<td>195,231</td>
<td>-10%</td>
</tr>
<tr>
<td>Reference questions</td>
<td>26,092</td>
<td>27,588</td>
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<tr>
<td>Programs</td>
<td>510</td>
<td>530</td>
<td>-4%</td>
</tr>
<tr>
<td>Program attendance</td>
<td>13,088</td>
<td>14,235</td>
<td>-8%</td>
</tr>
</tbody>
</table>

• **Summer Reading Outreach** – Throughout May and June 2012, the children’s staff visited several schools and daycare centers throughout the Chili community to talk about the upcoming summer reading program, *“Dream Big…Read!”* The month began with a visit to a fourth grade classroom at the Neil Armstrong School where the children’s staff discussed summer reading and then booktalked new titles purchased for the library. The children’s librarian visited Childtime Daycare and Fallone’s Funtime Center, two local daycares, which she visits monthly, to read stories and distribute summer fliers. The middle two weeks of June were filled with four visits to Paul Road Elementary School, a morning at St. Pius X School, a day at Florence Brasser Elementary, and two large assemblies at Chestnut Ridge Elementary. In total, we saw about 1,730 kids in two weeks. Overall, the staff is extremely hopeful that we were able to energize the children of our area to visit the library this summer and sign up for our summer reading program. In addition to the visits, 43 letters were sent out to local businesses soliciting for donations to aid our summer reading program by providing prizes to participating readers. By receiving donations, we hope to not only provide a way to motivate the children of Chili to read, but also to build lasting relationships between these businesses, our patrons and the library. We were fortunate to receive responses from 21 businesses that are able to help make our reading program a success.

• **MCLS Strategic Priorities for 2012** – The Director will distribute the MCLS Strategic Priorities for 2012 recently updated and approved by the Directors’ Council
Old Items:

- **Executive Carpet Cleaning** – The library's rugs were cleaned by Executive Carpet Cleaners on June 9th.

- **Staff training** – The Staff Retreat Team consisting of Jenn Lindsey, Jill Sutter, Richard Gagnier, Ursula Costanzo, and Jeff Baker have developed a training program which will be held at the Staff Retreat on October 8, 2012. The theme is *Nourishing Your Mind, Body and Soul!* Heritage Christian Services will discuss Disability awareness, Tops will provide a Healthy and Hearty Eating workshop, Kathleen Gill will have a program of Tai Chi stress reduction, and retired sheriff Mike Broida will discuss Mental Health awareness.

- **Landscaping in Preparation of 50th Anniversary Celebration** – In preparation for the 50th Anniversary Celebration on October 8th, the town approved the following: Installing new concrete pad for relocated bike rack, new planting beds out front, and cobblestone edging.

New Items:

- **Draft Monroe County Library System Document of Understanding and Costshare for January 1, 2012-December 31, 2013**
  The Directors’ Council endorsed a Document of Understanding and Costshare for 2013. The library system is looking for feedback from the library board regarding the document. The library board will be asked to approve the final draft document later in the year.

  *The director reviewed the 2013 contract.*

- **Approval of the 2012 State Summer Reading Grant** – The Monroe County Library System has received State funding for the Summer Reading Program and has allotted the Chili Public Library $300 of the grant per approval of the Library Board.

  **Board Action Requested:** Approve the $300 2012 State Summer Reading grant allotted to the Chili Public Library.

  *The board approved acceptance of the $300 Summer Reading Grant money. The vote was 7 in favor and none opposed.*

System News:

- None to report

State news:

- None to report

Meetings and Workshops:

  - Staff Training Day Meeting – 5/23/12
  - MGM Meeting – 5/24/12
  - Kindle Class – 5/25/12
13th Anniversary Party at the Chili Senior Center – 5/29/12
Staff Training Day Meeting – 5/30/12
Lothrop Associates – 5/31/12
MGM Meeting – 5/31/12
Reference Staff Meeting – 6/1/12
CPL 50th Anniversary Celebration Meeting – 6/4/12
Central Library Reorganization Committee – 6/5/12
MCLS Directors’ Council Meeting – 6/6/12
Staff Training Day Meeting – 6/6/12
Kindle Class – 6/6/12
MGM Meeting – 6/7/12
Gates-Chili Post Meeting – 6/12/12
Nook Class – 6/13/12
MCLS Digital Content Needs Survey Team – 6/14/12
MCLS Digital Resources Collection Development Team – 6/15/12
MCLS Library Board Meeting – 6/18/12
Lothrop Associates – 6/18/12
Department Heads Meeting – 6/19/12
MGM Meeting – 6/21/12

**MISC:**

Daniel Knapp is the new finance director for the town.

Jeff and staff are in the process of interviewing for the Children’s Librarian position.

Jeff is on the MCLS team that is working to develop a digital content strategy.

**Next Meeting date/time: July 24, 2012 at 6:00 PM – In the Barbara Ireland Community Room.**
Meeting Minutes, Chili Public Library Board of Trustees Meeting-APPROVED
July 24, 2012

Board of Trustees: James Myers (President), Steve Grogan, James Lechner, Judith Kharbas (Vice President), Sue Ackerman, Barbara Sickles, Jill Wynn (absent)
Library Director: Jeff Baker
Town Board Liaison: Michael Slattery
Friends Representative: Nancy Stein

President James Myers convened the meeting at 6:01 PM.

Approved the modified meeting agenda by six in favor, none opposed
Approved the minutes for the June 26, 2012 meeting by six in favor, none opposed.
Approved abstract ($17,528.84) by six in favor, none opposed.

Communications

Guests/Public: Marsha Johnson, Library Staff member and liaison to Friends

A basket raffle was just completed and many more are planned. A portion of the money raised will be used to support 50th Anniversary events and the rest towards Friends overall support for the library.

Currently, a high-end Nook Tablet is being raffled and over $200 has been raised in just 1-week. Brian Kelly donated the tablet. Several library board members bought tickets while Marsha was talking!

Three persons from Friends are contacting local merchants and getting a lot of donations, so there will be more raffles to come.

Town Board Liaison: Mike passed along some sad news about a recent town retiree, Linda Leach. Linda’s son passed away while visiting Old Forge recently.

Mike thanked Jim Myers for his years of service and the excellent job he did as Chili Public Library Board President.

Friend’s representative: Nancy reminded everyone that there is a Friends Book Sale in August.

Director’s Report

Discussion and Actions as Noted

General Information:
- **Friends of the CPL Board** – The next meeting of the Friend’s Board is Tuesday, August 14 at 6pm. The Friends at their last meeting decided to attend the Library Board meetings on a quarterly basis instead of monthly as the director attends all their meetings and keeps them informed.

- **Chil-E Fest Parade** – Library staff had a booth at Chil-E Fest. Staff, Friends of CPL and patrons marched for the Library in the Chil-E Fest parade. Though it was quite hot that day it the crowds came out and cheered the library.

- **CPL Statistics** –

<table>
<thead>
<tr>
<th></th>
<th>June 2012</th>
<th>June 2011</th>
<th>% change</th>
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<tbody>
<tr>
<td>Circulation</td>
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<td>33,784</td>
<td>-29%</td>
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<tr>
<td>Library visits</td>
<td>15,145</td>
<td>12,285</td>
<td>-19%</td>
</tr>
<tr>
<td>Reference questions</td>
<td>2,166</td>
<td>2,397</td>
<td>-10%</td>
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<tr>
<td>Programs</td>
<td>31</td>
<td>31</td>
<td>0%</td>
</tr>
<tr>
<td>Program attendance</td>
<td>1,906</td>
<td>1,596</td>
<td>19%</td>
</tr>
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</table>

<table>
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<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Circulation</td>
<td>328,330</td>
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<td>-14%</td>
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<tr>
<td>Library visits</td>
<td>171,462</td>
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<tr>
<td>Reference questions</td>
<td>25,861</td>
<td>27,176</td>
<td>-5%</td>
</tr>
<tr>
<td>Programs</td>
<td>506</td>
<td>536</td>
<td>-6%</td>
</tr>
<tr>
<td>Program attendance</td>
<td>13,398</td>
<td>14,144</td>
<td>-5%</td>
</tr>
</tbody>
</table>

**Old Items:**

- **Landscaping in front of the Library** – Recently Evergreen Landscape Management planted new plants in front of the library (boxwood, lavender, heather, and daylily). The Highway Department will be placing cobblestone edging there.

  *Many board members have noticed the landscaping improvements*

- **Phase one relamping** - Phase one of relamping of the public areas by Blackmon-Farrell Electric has been completed. Next year the staff areas will be done.

- **Metro –E Telecommunications Service**: The implementation of the point to point Ethernet (Metro-E) service from Fibertech to the Chili Public Library has been completed. The new service has increased CPL’s bandwidth service from 3MB to 10MB and the increase in speed has been noted by staff and patrons.

  *The data flows nicely because of the increase in band width.*

  *Barbara asked the director if there is Wi-Fi in the library – the answer is YES.*

**New Items:**

- **New Children’s Librarian** – The Chili Public Library has hired Stacey Martin as our new children’s librarian. She replaced Jenn Lindsey who has taken the Adult Reference Librarian
position, left vacant by Jeanne Austin’s retirement. Stacey’s past experience is as school library
media specialist at the Bernabi Elementary School in Spencerport, as well as part-time YA
librarian at the Pittsford Community Library, and Youth programmer at the East Rochester Public
Library. Her start date is Monday, July 23rd.

- **Approve 2013 CPL Budget Proposal** – The Library Board Budget Subcommittee is submitting a
2013 Chili Public Library Board budget request for Library Board approval. Once approved this
budget proposal will go to the Supervisor.

  **Board Action Requested:** Approve the 2013 Chili Public Library Board budget request as
presented.

  The board *Approved* the CPL budget by a vote of six in favor and none opposed.

**System News:**
- None to report

**State news:**
- None to report

**Meetings and Workshops:**
- CPL Pages Meeting – 6/27/12
- MGM Meeting – 6/28/12
- Chil-E Fest – 7/4/12
- CPL Budget Subcommittee Meeting – 7/5/12
- CPL Full Staff Meeting – 7/6/12
- Introduction to Internet Class – 7/10/12
- CPL 50th Anniversary Meeting – 7/10/12
- Friends of CPL Meeting – 7/10/12
- MCLS Directors Council Meeting – 7/11/12
- MGM Meeting – 7/12/12
- CPL Budget Subcommittee Meeting – 7/12/12
- MCLS Digital Resources Collection Development Meeting – 7/13/12
- Central Library Reorganization Team Meeting – 7/16/12
- Downloading to Kindle Class – 7/17/12
- ALA Virtual Conference – 7/18/12
- MCLS Town Library Directors Council Meeting – 7/19/12
- MGM Meeting – 7/19/12
- ALA Virtual Conference – 7/19/12
- MCLS Emerging Tech Meeting – 7/20/12
MISC:

The board Approved the selection of Lori Ahearn to complete the term of James (Jim) Myers by a vote of 6 in favor and none opposed.

Lori Ahearn taught elementary school special education in the Gates-Chili schools for 34 years. She is a volunteer at the Library and a member of the Friends of the Library. Lori also attends the CPL adult book discussion group. Lori is a dedicated user and supporter of the Chili Public Library.

Lori’ will be filling the unexpired term of Jim Myers which ends December 2016.

Jeff Baker bid a fond farewell to Jim Myers. Jeff noted that he and Jim started at about the same time 5 years ago. Jeff remembers that he and Jim shared a common vision but struggled for a time getting their message out and accepted. However, the two of them persevered and the library has come a long ways in 5 years.

The board Approved the appointment of Steve Grogan to CPL Board President. Steve's term as president will run until December 2013. The vote was 5 in favor and 1 abstain (Steve Grogan).

The meeting adjourned at 6:52 pm.

Thanks to Barb and Sue for providing delicious refreshment at the end of the meeting to celebrate Jim's tenure with the CPL Board.

Next Meeting date/time: August 28, 2012 – In the Barbara Ireland Community Room.
Meeting Minutes, Chili Public Library Board of Trustees Meeting-APPROVED
August 28, 2012

Board of Trustees:  Steve Grogan (President), Judith Kharbas (Vice President) (absent), James Lechner (Memorial Fund Treasurer) (absent), Jill Wynn (Secretary), Sue Ackerman, Lorraine Ahearn, Barbara Sickles
Library Director: Jeff Baker
Town Board Liaison:  Michael Slattery
Friends Representative:  Nancy Stein

President Steve Grogan convened the meeting at 6:12 PM.  Mr. Lechner and Ms. Kharbas were absent. There was no Friends representative for this meeting.

Approved the selection of Jill Wynn as secretary of the CPL Board by five in favor, none opposed
Approved the meeting agenda by five in favor, none opposed.
Approved the minutes for July 24, 2012 meeting by four in favor, and one abstained.
Approved abstract ($15,682.63) by five in favor, none opposed. Susan asked for clarification of the information provided in the abstract. Jeff explained that the abstract details the vouchers paid during the month. The board reviews it as a part of its fiduciary responsibility. Mike added that the library is audited regularly. The Library Board oversees the monies allocated based on the needs of the library.

Communications

Guests/Public: None present

Town Board Liaison:  Mike Slattery

Friend’s representative:  None present

Director’s Report

Discussion and Actions as Noted

General Information:

- **Friends of the CPL Board** – We were reminded that the Friends would attend the CPL Board meeting on a quarterly basis. The next meeting of the Friend’s Board is Tuesday, September 11 at 6pm; Jim Lechner is scheduled to attend. There was no library board member signed up to attend the Friends October 9th meeting. Susan Ackerman volunteered to attend the October 9th Friends meeting. The Friends annual meeting will be Sunday, October 21, 2012 at 1:30 before the Travelogue program. As a fundraiser, the Friends of CPL have signed up with ImagineRecycling.com to have a bin in the library lobby where patrons drop off their cell phones, pdas, mp3 players, printer cartridges, digital cameras, laptops, camcorders, gps devices, satellite radios, dvd players, usb memory keys, gaming devices and external hard drives.
• **Save the Date!** - 50th Anniversary Celebration, Saturday, October 13 10am-4:30pm. Jeff mentioned that the Gates-Chili Post will do an article on the CPL. Invitations have been sent to dignitaries such as, Maggie Brooks, Jeff Adire, Harry Bronson, and David Dunning. Mike Slattery suggested that we invite Dr. Martin from Roberts Wesleyan. Jeff said Dr. Martin would be invited in a separate invitation.

• **Library Board Committee Sign-up Sheet** – The Director will pass around the committee signup sheet for library trustees to update. Steve Grogan requested that we make filling committee positions an agenda item for our next meeting.

• **Town Chili Newsletter** – The Fall/Winter 2012 Town of Chili Newsletter is available to the public. The Library has our programs listed in the brochure.

• **CPL Statistics** –

<table>
<thead>
<tr>
<th></th>
<th>June 2012</th>
<th>June 2011</th>
<th>% change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circulation</td>
<td>31,573</td>
<td>30,864</td>
<td>2.3%</td>
</tr>
<tr>
<td>Library visits</td>
<td>15,174</td>
<td>14,998</td>
<td>1.2%</td>
</tr>
<tr>
<td>Reference questions</td>
<td>2,481</td>
<td>2,302</td>
<td>7.8%</td>
</tr>
<tr>
<td>Programs</td>
<td>38</td>
<td>42</td>
<td>-9.5%</td>
</tr>
<tr>
<td>Program attendance</td>
<td>1,106</td>
<td>1,088</td>
<td>1.7%</td>
</tr>
</tbody>
</table>

There was an increase in circulation. Sue suggested that summer reading might have contributed to the increase.

**Old Items:**

• **CPL Staff Name Tags** – The CPL staff and volunteers now have nametags that staff wears. Library Patrons like the new nametags.

**New Items:**

• **Review MCLS Digital Content Recommendations** – The director will review the MCLS Digital Content Recommendations endorsed by the Directors’ Council.

• **2013 Budget Request Update** - The director and Library Board president will summarize their 2013 budget request meeting with the Supervisor. The budget called for a 13% increase for retirement cost. Supervisor Dunning suggested that an 18% increase is more accurate for pension cost. Jeff sent the adjustment to the Library Board for review. Steve Grogan will present the budget on September 24th, 2012.
• **Approval of the LLSA State Aid** - State Library Development’s determination of Local Library Support Aid for 2012-2013 in the amount to be received of $7,095.  
**Action requested:** Approve the State LLSA in the amount of $7,095.  

A motion was made to approve the State LLSA in the amount of $7,095. The motion was passed by five in favor, none opposed.

• **Approval of Proposed CPL Board of Trustees 2013 meeting dates:**
  
<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 22</td>
<td>Barbara M. Ireland Community Room</td>
</tr>
<tr>
<td>February 26</td>
<td>Barbara M. Ireland Community Room</td>
</tr>
<tr>
<td>March 26</td>
<td>Barbara M. Ireland Community Room</td>
</tr>
<tr>
<td>April 23</td>
<td>Barbara M. Ireland Community Room</td>
</tr>
<tr>
<td>May 28</td>
<td>Barbara M. Ireland Community Room</td>
</tr>
<tr>
<td>June 25</td>
<td>Barbara M. Ireland Community Room</td>
</tr>
<tr>
<td>July 23</td>
<td>Barbara M. Ireland Community Room</td>
</tr>
<tr>
<td>August 27</td>
<td>Barbara M. Ireland Community Room</td>
</tr>
<tr>
<td>September 24</td>
<td>Barbara M. Ireland Community Room</td>
</tr>
<tr>
<td>October 22</td>
<td>Barbara M. Ireland Community Room</td>
</tr>
<tr>
<td>November 26</td>
<td>Barbara M. Ireland Community Room</td>
</tr>
<tr>
<td>December 17</td>
<td>Barbara M. Ireland Community Room</td>
</tr>
</tbody>
</table>

**Action requested:** The Library Board approves the proposed CPL Board of Trustees 2013 meeting dates as presented.

A motion was made to approve the proposed CPL Board of Trustees 2013 meeting dates. The motion passed by five in favor, none opposed.

• **NYLA Conference Approval:** The director is requesting the library board approve two librarians attend this year’s New York Library Association (NYLA) Conference in Saratoga Springs, NY, November 8-10, 2011. The cost is not to exceed $1,922 and will cover registration, mileage and two night’s hotel. The CPL Board thought that the cost of meals should be included for those who attend this conference. Jeff modified the request to include registration, mileage, two night hotel stay, and a meal plan that aligns with the Town of Chili policy.

**Board Action Requested:** Approve the cost (not to exceed $1,922) in registration, mileage, lodging, and meal plan that aligns with the Town of Chili policy for two librarians to attend the 2012 NYLA Annual Conference.

A motion was made to approve the cost (not to exceed $1,922) in registration, mileage, lodging, and meal plan that aligns with the Town of Chili policy for two librarians to attend the 2012 NYLA Annual Conference. The motion passed by five in favor, none opposed.
System News:
- Library Trustee Training

State news:
- None to report

Meetings and Workshops:
- Supervisor Meeting – 7/27/12
- Kindle Class – 7/31/12
- MCLS Digital Resource Committee Meeting – 8/1/12
- MGM Meeting – 8/2/12
- CPL Full Staff Meeting – 8/3/12
- MGM Meeting – 8/9/12
- Nook Class – 8/10/12
- MCLS Digital Resources Committee Meeting – 8/13/12
- CPL 50th Anniversary Team Meeting – 8/14/12
- Friends of CPL Meeting – 8/14/12
- MCLS Directors Council Meeting – 7/11/12
- MGM Meeting – 8/16/12
- MCLS SSOC Meeting – 8/17/12
- Pinpoint Meeting – 8/22/12
- MCLS ePortal Team – 8/24/12

Miscellaneous:
- Jeff reminded the Board to sell raffle tickets for the great prizes available at the Anniversary Celebration.
- Bill Seely, a volunteer of the library, passed away at the age of 95. He will be honored at CPL by displaying a print in the library with a memorial plaque.

Meeting Adjourned at 7:01 PM.

Next Meeting date/time: September 25, 2012 at 6:00 PM in the Barbara Ireland Community Room.
Meeting Minutes, Chili Public Library Board of Trustees Meeting-APPROVED
September 25, 2012

Board of Trustees: Steve Grogan (President), Judith Kharbas (Vice President) (absent), James Lechner (Memorial Fund Treasurer) (absent), Jill Wynn (Secretary), Sue Ackerman, Lorraine Ahearn, Barbara Sickles
Library Director: Jeff Baker
Town Board Liaison: Michael Slattery
Friends Representative: Nancy Stein

President Steve Grogan convened the meeting at 6:02 PM. James Lechner and Judith Kharbas were absent. Sue Ackerman arrived at 6:21pm. She did not vote on the approvals of the meeting agenda and the minutes.

Approved the meeting agenda by four in favor, none opposed.
Approved the minutes for the August 28, 2012 meeting by four in favor, and none opposed.
Approved the abstract ($26,272.12) by five in favor, none opposed.

Communications

Guests/Public: None present

Town Board Liaison: Mike Slattery thanked Steve Grogan for attending the budget meeting September 24th.

Friend’s representative: A representative will attend the April, August and December board meetings.

Director’s Report

Discussion and Actions as Noted
General Information:

- **Friends of the CPL Board** – The next meeting of the Friend’s Board is Tuesday, October 9 at 6pm. Sue Ackerman is to attend.

- **Save the Dates!**
  - 50th Chili Public Library Anniversary Celebration, Saturday, October 13 10am-4:30pm.
  - Legislative Thank You Breakfast, Friday, October 26 from 8:30am-1pm at the Henrietta Public Library. Each Trustee will let Jeff know if they plan to attend this event.
  - New York Trustees NYLTO training is Saturday, October 27th from 2pm-4pm at the Gates Public Library. All Trustees are encouraged to attend. The web-site address is [www.NYLTO.org](http://www.NYLTO.org). The site is designed for Library Board members. President Grogan suggested that Trustees become familiar with the website before attending the training. Sue and Barbara have signed up for the training.
• Supervisor's Staff Holiday Lunch, Friday, December 21, 2012 from 12pm-2pm. Main Meeting Room. The Library Board is welcomed to attend. Board members should let Jeff know if they plan to attend.

• Staff Central Library Tours – The Central Library is a critical component of the Monroe County Library System. In order for CPL staff to have a better understanding of how the behind the scenes activities of the Central Library takes place (cataloging, automation, delivery, etc), the director has set up a Central Library tour for CPL staff. There will be a tour for reference staff on November 14th at 10am and on November 28th at 10am for circulation staff.

• CPL Statistics –

<table>
<thead>
<tr>
<th></th>
<th>August 2012</th>
<th>August 2011</th>
<th>% change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circulation</td>
<td>31,323</td>
<td>32,171</td>
<td>-2.6%</td>
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<tr>
<td>Library visits</td>
<td>15,683</td>
<td>17,516</td>
<td>-10.5%</td>
</tr>
<tr>
<td>Reference questions</td>
<td>2,180</td>
<td>2,463</td>
<td>-11.5%</td>
</tr>
<tr>
<td>Programs</td>
<td>27</td>
<td>38</td>
<td>-29.0%</td>
</tr>
<tr>
<td>Program attendance</td>
<td>406</td>
<td>694</td>
<td>-41.5%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Circulation</td>
<td>328,191</td>
<td>372,288</td>
<td>-11.8%</td>
</tr>
<tr>
<td>Library visits</td>
<td>169,805</td>
<td>189,585</td>
<td>-10.4%</td>
</tr>
<tr>
<td>Reference questions</td>
<td>25,757</td>
<td>26,887</td>
<td>-4.2%</td>
</tr>
<tr>
<td>Programs</td>
<td>491</td>
<td>538</td>
<td>-8.7%</td>
</tr>
<tr>
<td>Program attendance</td>
<td>13,128</td>
<td>13,795</td>
<td>-4.8%</td>
</tr>
</tbody>
</table>

Old Items:

• Summer Reading – This year's New York State Summer Reading theme was Dream Big READ! Children, Teens and Adults took the opportunity of participating in the program to keep up with their reading through the summer months.
  o This year, 446 children signed up for summer reading and read 153,135 minutes. 1,298 children also took part in 33 summer reading events at the Library. There were also two lucky winners of the Five Star Bank Bike Raffle.
  o 29 teens registered for the program and read 106 books. 124 teens also took part in 19 summer reading events.
  o 90 Adults who took part in the program read 488 books.

New Items:

• NYLTO – The director will review NYLTO (New York Library Trustees Online), a new platform that has essential tools and resources for today’s public library trustees. Trustees received logins and passwords to access this website online.
• **Town Board Budget Meeting** - The director and Library Board president will summarize the Town Board Budget meeting they attended on September 24th.

• **Approval of Chili Public Library Proposed 2013 Closed Dates**: The Director is proposing that the library be closed the following dates for 2013.

- January 1*  
  January 21*  
  February 18  
  March 29  
  March 30  
  March 31  
  May 25  
  May 27*  
  July 4*  
  September 2*  
  October 14**  
  November 27  
  November 28*  
  December 24*  
  December 25*  
  December 31

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 1</td>
<td>Tuesday</td>
<td>New Years Day (observed)</td>
</tr>
<tr>
<td>January 21</td>
<td>Monday</td>
<td>Martin Luther King Day</td>
</tr>
<tr>
<td>February 18</td>
<td>Monday</td>
<td>President’s Day</td>
</tr>
<tr>
<td>March 29</td>
<td>Friday</td>
<td>Good Friday</td>
</tr>
<tr>
<td>March 30</td>
<td>Saturday</td>
<td>Easter weekend</td>
</tr>
<tr>
<td>March 31</td>
<td>Sunday</td>
<td>Easter</td>
</tr>
<tr>
<td>May 25</td>
<td>Saturday</td>
<td>Memorial Day weekend</td>
</tr>
<tr>
<td>May 27*</td>
<td>Monday</td>
<td>Memorial Day (observed)</td>
</tr>
<tr>
<td>July 4*</td>
<td>Thursday</td>
<td>Independence Day</td>
</tr>
<tr>
<td>September 2</td>
<td>Monday</td>
<td>Labor Day (observed)</td>
</tr>
<tr>
<td>October 14</td>
<td>Monday</td>
<td>Staff Training Day (Columbus Day)</td>
</tr>
<tr>
<td>November 27</td>
<td>Wednesday</td>
<td>Close @ 5PM</td>
</tr>
<tr>
<td>November 28</td>
<td>Thursday</td>
<td>Thanksgiving Day</td>
</tr>
<tr>
<td>December 24</td>
<td>Tuesday</td>
<td>Christmas Eve</td>
</tr>
<tr>
<td>December 25</td>
<td>Wednesday</td>
<td>Christmas Day</td>
</tr>
<tr>
<td>December 31</td>
<td>Monday</td>
<td>Close @ 5PM</td>
</tr>
</tbody>
</table>

Closed Saturdays: June 1 – August 31, 2012  
Closed Sundays: May 5 – September 29

Only veterans will have Veteran's Day off (Monday November 11th) as a paid holiday  
*Paid holidays for full time employees. Prorated holiday pay for part-time staff who works 18.75 or more hours per week.  
**Paid staff day.  
**Action Requested**: The Library Board approves the proposed 2013 closed dates for Chili Public Library.

**A motion was made to approve the proposed 2013 closed dates for Chili Public Library. The motion was passed by five in favor, none opposed.**

**System News:**  
- None to report

**State news:**  
- None to report

**Meetings and Workshops:**  
- Baker & Taylor Axis 360 Webinar – 8/29/12  
- MGM Meeting – 8/30/12  
- MCLS Directors Council Meeting – 9/5/12
MCLS Digital Resources Committee Meeting – 9/6/12
MGM Meeting – 9/6/12
CPL Full Staff Meeting – 9/7/12
MCLS Construction Grant Team Meeting – 9/10/12
CPL 50th Anniversary Team Meeting – 9/11/12
Friends of CPL Meeting – 9/11/12
Digital Resources Users Group Meeting – 9/12/12
Town Clerk Meeting – 9/12/12
Town Library Directors Council Meeting – 9/12/12
MCLS Library Board Meeting – 9/13/12
MGM Meeting – 9/13/12
Town Board Budget Meeting – 9/14/12
Kindle Class – 9/14/12
MCLS Digital Resources Committee Meeting – 9/18/12
Senior Center Talk – 9/20/12
MGM Meeting – 9/20/12
MCLS SSOC Meeting – 9/21/12
Nook Class – 9/22/12
MCLS Library Board Meeting – 9/24/12
Town Board Budget Meeting – 9/24/12

Committees

- Trustees signed up for CPL Committees. The committee members are as follows:
  - **Budget Committee**: Steve Grogan, Sue Ackerman, Jim Lechner and Jill Wynn
    Staff Member: Jeff Baker
  - **Long Range Planning Committee**: Jim Lechner, Judith Kharbas, Jill Wynn and Lori Ahearn
    Staff Members: Jeff Baker, Lee Ann Sperling and Jennifer Lindsey
  - **Personnel Committee**: Jim Lechner, Judith Kharbas, Sue Ackerman, and Barbara Sickles
    Staff Members: Jeff Baker and Pat Tindale
  - **Trustees Nominating Committee**: Judith Kharbas, Jill Wynn, and Barbara Sickles

Old Business

New Business

- Banning Letter- Jeff will get a decision from Monroe County Library for a system wide banning and behavior policy.

Miscellaneous

- Jeff informed the CPL Board that Board Member, Judith Kharbas, is now home recovering and doing well.
- Jeff informed the CPL Board that Linda Greenfield from Victoria Doll Museum donated a Raggedy Ann and Andy Doll to the library.

Adjourn: 7:10 pm

Next meeting date/time: October 23 @ Chili Public Library Barbara Ireland Community Room. 6pm.
DRAFT
Meeting Minutes, Chili Public Library Board of Trustees Meeting
October 23, 2012

Board of Trustees: Steve Grogan (President), Judith Kharbas (Vice President) (absent), James Lechner (Memorial Fund Treasurer) (absent), Jill Wynn (Secretary), Sue Ackerman, Lorraine Ahearn, Barbara Sickles
Library Director: Jeff Baker
Town Board Liaison: Michael Slattery
Friends Representative: Nancy Stein

President Steve Grogan convened the meeting at 6:03 PM. James Lechner and Judith Kharbas were absent. Jeff mentioned that Judith Kharbas hopes to attend our November 27th meeting.

Approved the meeting agenda by five in favor, none opposed.
Approved the minutes for the September 25, 2012 meeting by five in favor, and none opposed.
Approved the abstract ($9904.18) by five in favor, none opposed.

Communications

Guests/Public: None present

Town Board Liaison: Mike Slattery thanked the CPL staff and director for doing a great job on the library’s 50th year celebration. Steve added that the execution of the events and program was excellent.

Friend’s representative: A representative will attend the April, August and December board meetings.

Director’s Report

Discussion and Actions as Noted

General Information:

- Friends of the CPL Board – The next Friends Board meeting has been moved to Wednesday, November 7th at 6:30pm It is the Annual meeting of the Friend’s Board. The Friend’s President will annually attend the April, August and December Library Board meetings. There will be a Friends Program called “How to Sell Your Clutter on eBay, Amazon, and Craigslist!” immediately following the annual meeting.

- Save the Dates!
  - Legislative Thank You Breakfast, Friday, October 26 from 8:30am-1pm at the Henrietta Public Library. Jeff, Jim and Jill will attend this meeting. Jill mentioned she thought the meeting was actually from 8:30-10:30am. Jeff verified in a later communication that the meeting is scheduled for 8:30-10am.
  - New York Trustees NYLTO training is Saturday, October 27th from 2pm-4pm at the Gates Public Library. The training has been canceled due to low registration.
  - CPL Holiday Party, Friday, December 14, 2012 from 5:30pm – 7:30pm.
- Supervisor’s Staff Holiday Lunch, Friday, December 21, 2012 from 12pm-2pm. The location will likely be at the Senior Center.

- **CPL Statistics** –

<table>
<thead>
<tr>
<th></th>
<th>September 2012</th>
<th>September 2011</th>
<th>% change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circulation</td>
<td>25,799</td>
<td>27,314</td>
<td>-6%</td>
</tr>
<tr>
<td>Library visits</td>
<td>13,064</td>
<td>14,369</td>
<td>-10%</td>
</tr>
<tr>
<td>Reference questions</td>
<td>1,858</td>
<td>2,066</td>
<td>-10%</td>
</tr>
<tr>
<td>Programs</td>
<td>48</td>
<td>38</td>
<td>26%</td>
</tr>
<tr>
<td>Program attendance</td>
<td>1,331</td>
<td>1,008</td>
<td>32%</td>
</tr>
<tr>
<td>Circulation</td>
<td>326,676</td>
<td>368,429</td>
<td>-11%</td>
</tr>
<tr>
<td>Library visits</td>
<td>168,500</td>
<td>188,085</td>
<td>-10%</td>
</tr>
<tr>
<td>Reference questions</td>
<td>25,529</td>
<td>27,022</td>
<td>-5%</td>
</tr>
<tr>
<td>Programs</td>
<td>502</td>
<td>530</td>
<td>-5%</td>
</tr>
<tr>
<td>Program attendance</td>
<td>13,451</td>
<td>13,671</td>
<td>-2%</td>
</tr>
</tbody>
</table>

**CPL 50th Anniversary Celebration** – The celebration was a huge success. At the end of the day the door count was 942. The director would like to thank everyone who was involved with preparing for the event, our speakers and those who attended the celebration. In addition to the photos below, the CPL’s November newsletter features pictures and a overview of this event by the director.
Old Items:

- **2012 Staff Retreat** – The 2012 Staff Retreat was held on October 8th. Staff were able to connect with each other and learn how to better work with the disabled and mentally ill populations. Everyone attended the retreat. Speakers discussed various topics. Jeff mentioned that it was a worthwhile retreat.

- **Approval of the Monroe County Library System Document of Understanding and Costshare for January 1 -December 31, 2013**
  After the Directors’ Council endorsed a draft 2013 Document of Understanding and Costshare document, the library system received feedback from the member library boards and has updated the document. The library boards are asked to approve the final document.

  **Board Action Requested:** Approve the Monroe County Library System Document of Understanding and Costshare for January 1-December 31, 2013.

  A motion was made to approve the Monroe County Library System Document of Understanding and Costshare for January-December 31, 2013. The motion was passed by five in favor, none opposed.

New Items:

- None to report

System News:

- None to report

State news:

- None to report

Meetings and Workshops:

- Staff Retreat – 10/8/12
- CPL 50th Anniversary Committee Meeting – 10/9/12
- MLCS Digital Resources Collection Development Meeting - 10/12/12
- CPL 50th Anniversary Celebration – 10/13/12
MCLS Library Board Meeting – 10/15/12
Digital Shift Webinar – 10/17/12
MCLS ePortal Team Meeting – 10/18/12
MGM Meeting – 10/18/12
MCLS Special Operations Committee Meeting – 10/19/12
Friends of CPL Meeting – 9/11/12
Digital Resources Users Group Meeting – 9/12/12
Town Clerk Meeting – 9/12/12
Town Library Directors Council Meeting – 9/12/12
MGM Meeting – 9/12/12
Kindle Class – 9/14/12
MCLS Digital Resources Committee Meeting – 9/18/12
Senior Center Talk – 9/20/12
MGM Meeting – 9/20/12
MCLS SSOC Meeting – 9/21/12
Nook Class – 9/22/12
MCLS Library Board Meeting – 9/24/12
Town Board Budget Meeting – 9/24/12

Committees

The Trustees have reviewed and agreed to the committee assignments below. Jeff plans to meet with the Long Range Planning Committee in early November. Steve and Sue will join this committee and fill in if needed.

- The committee members are as follows:
  
  **Budget Committee:** Steve Grogan, Sue Ackerman, Jim Lechner and Jill Wynn
  Staff Member: Jeff Baker

  **Long Range Planning Committee:** Jim Lechner, Judith Kharbas, Jill Wynn and Lori Ahearn
  Staff Members: Jeff Baker, Lee Ann Sperling and Jennifer Lindsey

  **Personnel Committee:** Jim Lechner, Judith Kharbas, Sue Ackerman, and Barbara Sickles
  Staff Members: Jeff Baker and Pat Tindale

  **Trustees Nominating Committee:** Judith Kharbas, Jill Wynn, and Barbara Sickles

Old Business

None

New Business

None

Miscellaneous

None

Adjourn: 6:29 pm

**Next meeting date/time:** November 27th @ Chili Public Library Barbara Ireland Community Room. 6pm.
Meeting Minutes, Chili Public Library Board of Trustees Meeting - APPROVED

November 27, 2012

Board of Trustees: Steve Grogan (President), Judith Kharbas (Vice President), James Lechner (Memorial Fund Treasurer), Jill Wynn (Secretary), Sue Ackerman, Lorraine Ahearn, Barbara Sickles
Library Director: Jeff Baker
Town Board Liaison: Michael Slattery
Friends Representative: Nancy Stein (per schedule, not present tonight)

Vice President Judith Kharbas convened the meeting at 6:05 PM. President Steve Grogan arrived shortly after. Sue Ackerman took minutes for Jill Wynn, who arrived shortly after the start of the meeting.

Approved the meeting agenda by five in favor, none opposed.
Approved the minutes for the September 25, 2012 meeting by five in favor, and none opposed.
Approved the abstract ($17,027.60) by seven in favor, none opposed.

Communications

Guests/Public: None present

Town Board Liaison: Mike Slattery commented on 2 points:
1. A new book, Historic Barns of Chili, is out and available. Jeff mentioned that the book is for sale at the library.
2. Mike was to attend a meeting tonight regarding how to get the word out to seniors about assessment discounts through the STAR program.

Friend’s representative: A representative will attend the April, August and December board meetings.

Director’s Report

Discussion and Actions as Noted

General Information:
• Friends of the CPL Board – The next Friends Board meeting has been moved to Tuesday, December 11th, Jill Wynn to attend.
• Save the Dates!
  • CPL Holiday Party, Friday, December 14, 2012 from 5:30pm – 7:30pm.
  • Supervisor’s Staff Holiday Lunch, Friday, December 21, 2012 from 12pm-2pm. Chili Senior Center.

• CPL Statistics –
### October 2012 vs. October 2011

<table>
<thead>
<tr>
<th></th>
<th>October 2012</th>
<th>October 2011</th>
<th>% change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circulation</td>
<td>29,126</td>
<td>27,640</td>
<td>5%</td>
</tr>
<tr>
<td>Library visits</td>
<td>14,670</td>
<td>14,888</td>
<td>-1%</td>
</tr>
<tr>
<td>Reference questions</td>
<td>2,245</td>
<td>2,195</td>
<td>2%</td>
</tr>
<tr>
<td>Programs</td>
<td>44</td>
<td>50</td>
<td>-12%</td>
</tr>
<tr>
<td>Program attendance</td>
<td>1,185</td>
<td>1,050</td>
<td>13%</td>
</tr>
</tbody>
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<thead>
<tr>
<th></th>
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<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Circulation</td>
<td>328,154</td>
<td>363,527</td>
<td>-10%</td>
</tr>
<tr>
<td>Library visits</td>
<td>168,282</td>
<td>185,627</td>
<td>-9%</td>
</tr>
<tr>
<td>Reference questions</td>
<td>25,599</td>
<td>26,989</td>
<td>-5%</td>
</tr>
<tr>
<td>Programs</td>
<td>496</td>
<td>536</td>
<td>-7%</td>
</tr>
<tr>
<td>Program attendance</td>
<td>13,586</td>
<td>13,750</td>
<td>-1%</td>
</tr>
</tbody>
</table>

### Old Items:

- **Children’s renovation Project** – Creative Library Concepts is scheduled to complete the library’s Children’s Renovation Project on November 27. They will be installing new metal shelving, a Children’s Depot sign, new end panels and countertops, a children’s reference desk and a children’s computer table and chairs.

### New Items:

- **Approval of 2012 Budget Transfer of Library Funds**
  Request to transfer $3,500 from account 03.7410.4000.000 (Contractual) to account 03.7410.2000.000 (Equipment).

- **Approval of 2012 Budget Transfer of Library Funds**
  Request to transfer $1,000 from account 03.7410.4000.000 (Contractual) to account 03.7410.4083.000 (Travel/Conference).

- **Approval of 2012 Budget Transfer of Library Funds**
  Request to transfer $1,500 from account 03.7410.4000.000 (Contractual) to account 03.7410.4001.0000 (Lib/Town Building Operation).

**Board Action Requested:** Approve these 3 budget transfer of 2012 library funds.

A motion was made to approve these 3 budget transfer of 2012 library funds. The motion was passed by seven in favor, none opposed.

### Approval to Amend the Library’s 2012 Adopted Budget
Amend library appropriation to $1,117,955 from the 2012 Adopted Budget amount of $1,112,955.

- **Approval to Amend the Library’s Appropriated Fund Balance for the 2012 Adopted Budget**
  Amend library appropriated fund balance to $5,000 from the 2012 Adopted Budget amount of $0.

**Board Action Requested:** Approve to Amend the Library’s 2012 Adopted Budget and Amend Appropriated Fund Balance for the 2012 Adopted Budget

A motion was made approve to Amend the Library’s 2012 Adopted Budget and Amend Appropriated Fund Balance for the 2012 Adopted Budge. The motion was passed by seven in favor, none opposed.

- **Approval to Amend the Library’s 2013 Preliminary Budget**
  Amend library appropriation to $1,153,496 from the 2013 Preliminary Budget amount of $1,149,566.

- **Approval to Amend the Library’s Appropriated Fund Balance for the 2013 Preliminary Budget**
  Amend Library appropriated fund balance to $11,622 from the 2013 Preliminary Budget amount of $7692.

**Board Action Requested:** Approve to Amend the Library’s 2013 Preliminary Budget and Approve to Amend Appropriated Fund Balance for the 2013 Preliminary Budget

A motion was made approve to Approve to Amend the Library’s 2013 Preliminary Budget and Approve to Amend Appropriated Fund Balance for the 2013 Preliminary Budget. The motion was passed by seven in favor, none opposed.

- **Approval of the Smartphone Apps in Place of Library Cards MCLS Policy**
  At the November Directors’ Council meeting, the DC approved the Smartphone Apps in Place of Library Cards Policy. It allows patrons the use of smartphone apps in lieu of traditional library cards.

**Board Action Requested:** Approve the Smartphone Apps in Place of Library Cards MCLS Policy

A motion was made approve to Approve the Smartphone Apps in Place of Library Cards MCLS Policy. The motion was passed by seven in favor, none opposed.

- **Approval of the Monroe County Library System Direct Access Plan**
  The Direct Access Plan of Service is an agreement between the Monroe County Library System and the State Education Department’s Division of Library Development and is required by the Commissioner of Education Regulations 90.3 (a) through (d) (4). The plan asserts the position of the Monroe County Library System that all residents of Monroe County will have access to direct or
on-site service in any of the system’s member libraries, and will not be subject to discrimination on the basis of age, cultural, economic, or civic status. The Plan does assert the right of member libraries to identify and place restrictions on excessive or unfair use of resources that have a negative impact on services rendered to residents of their chartered service area. This Plan also addresses the issue of use of MCLS resources by non-Monroe County residents.

**Board Action Requested** Approve the MCLS Direct Access Plan as presented in order to satisfy the requirement from DLD.

A motion was made to approve:

- Approve the MCLS Direct Access Plan as presented in order to satisfy the requirement from DLD. The motion was passed by seven in favor, none opposed.

- **Review of the CPL Goals for 2012** – The CPL Long Range Planning Committee reviewed the CPL goals for 2012. Most goals were completed; some are to be completed in 2013. To be completed in 2013 include:
  - Assess need for carpet replacement
  - Complete updated accounting manual
  - Outline a strategy for developing a marketing plan for the library and identify the resources needed to complete the plan
  - Assess procedures for how staff are evaluated and reinstate a director’s evaluation
  - Perform network audit
  - Complete scanning of Library Board minutes

- **NY3Rs E-Book Pilot** – MCLS along with sixteen other libraries across New York State are participating in a shared E-book user driven program. The eBooks available through the library’s online catalog are more scholarly than those provided by OverDrive.

- **Facility improvement** – To improve the facility, the town has provided the library a concrete trash receptacle for in front of the library. We have also received three additional fire extinguishers (two for the staff area and one for the server room).

- **Conference summary provided** - Jenn Lindsey (Adult Services Librarian) and Cathy Kyle submitted a report summarizing the 2012 NTLA conference they attended. Board members were invited to review and propose discussion items for the agenda as desired.

**System News:**

- **Legislative Thank You Breakfast** – Jill Wynn along with Jim Lechner and Jeff Baker attended the Legislative Thank You Breakfast on November 26 at the Henrietta Public Library. It was a highly successful event with over 100 library advocates attending. Assemblyman Harry Bronson was in attendance and Jill and Jim were able to advocate for the library.

**State news:**

- None to report
Meetings and Workshops:
MCLS Digital Resources Users Group Meeting – 11/24/12
MGM Meeting – 11/25/12
Legislative Thank You Breakfast – 11/26/12
MGM Meeting – 12/1/12
CPL Full Staff Meeting – 2/2/12
CPL Long Range Planning Team – 2/5/12
Directors’ Council Meeting – 2/7/12
Friends of CPL Meeting – 2/7/12
Town Library Directors Council Meeting – 2/15/12
MGM Meeting – 2/15/12
MCLS Special Services Operations Committee Meeting – 2/16/12
MCLS Board Meeting – 2/19/12

Committees
None

Old Business
None

New Business

1. Jim Lechner proposed formally recognizing retired librarian Sue Henderson for her substantial monetary donations to the CPL. Jeff will write a letter to Ms. Henderson, have it framed, and invite her to a presentation of the letter at the beginning of the December board meeting. Discussion was also held about if anyone else should also be recognized in this way; none were identified.

A motion was made to formally recognizing retired librarian Sue Henderson for her substantial monetary donations to the CPL. The motion was passed by seven in favor, none opposed.

2. Jim Lechner proposed that effective January 2013, when each of our CDs come due, that we renew the CDs and increase the amount from $4,000 to $5,000.

A motion was made to renew existing CDs and increase the amount from $4,000 to $5,000. The motion was passed by seven in favor, none opposed.

Miscellaneous
None

Adjourn: approximately 7:40

Next meeting date/time: December 18 @ Chili Public Library Barbara Ireland Community Room. 6pm.
Meeting Minutes, Chili Public Library Board of Trustees Meeting - APPROVED
December 18, 2012

Chili Public Library Mission Statement
The Chili Public Library is the center of lifelong learning for our community, and a welcoming responsive place people come to for the discovery of new ideas, the joy of reading and the power of information.

Board of Trustees: Steve Grogan (President-absent), Judith Kharbas (Vice President), James Lechner (Memorial Fund Treasurer), Jill Wynn (Secretary), Sue Ackerman, Lorraine Ahearn, Barbara Sickles
Library Director: Jeff Baker
Town Board Liaison: Michael Slattery
Friends Representative: Diana Romeo

Vice President Judith Kharbas convened the meeting at 6:00 PM. President Grogan was absent because of a death in the family. Additionally, he submitted his resignation due to a new job assignment requiring him to relocate. The Library Board will vote on a new President

Approved the meeting agenda by six in favor, none opposed.
Approved the minutes for the November 27, 2012 meeting by six in favor, and none opposed.
Approved the abstract ($52,415.22) by six in favor, none opposed.

Communications

Guests/Public: Certificate of appreciation presented to Susan Henderson by Judith Kharbas for her contribution to the library. Susan was presented with a plaque by the Library Board, which was read by Judith.

Town Board Liaison: Mike Slattery mentioned that the Town of Chili has two vacancies; one in the highway department and one in the recreation department. Details about the positions are online. The new highway garage is almost complete. The expected move in date is January 6th, 2012.

Friends Representative: The Friends held their annual meeting. New officers were selected. They are as follows:

Sandy Roether: President
Diana Romeo: Vice President
Carol Lavell: Secretary
Lucy Flint: Treasurer
Nancy Stein: Membership

Diana mentioned that the Book Sale will take place from January 31st -February 3rd, 2012. Diana reported the Friends sold $3350 in raffle ticket sales for the 50th Anniversary. They have also formed a new
subcommittee to work on increasing new membership. The Friends meeting topic in January will be fundraising. The December 2012 meeting is Diana’s last meeting as Friends President. Sandy Roether will attend all future meetings.

**Director’s Report**

**Discussion and Actions as Noted**

**General Information:**

- **Friends of the CPL Board** – The next Friends Board meeting is Tuesday, January 8th.
- **Save the Date!**
  Supervisor’s Staff Holiday Lunch, Friday, December 21, 2012 from 12pm-2pm at the Chili Senior Center.
- **Sign-up Sheets** - The CPL Board sign-up sheets for 2013 full staff meetings and 2013 Friends meeting dates will be distributed.
- Irodequoit is scheduled to build a new library in their community.

- **CPL Statistics** –

<table>
<thead>
<tr>
<th></th>
<th>Nov 2012</th>
<th>Nov 2011</th>
<th>% change</th>
</tr>
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<tbody>
<tr>
<td>Circulation</td>
<td>27,376</td>
<td>28,504</td>
<td>-4%</td>
</tr>
<tr>
<td>Library visits</td>
<td>13,353</td>
<td>14,282</td>
<td>-7%</td>
</tr>
<tr>
<td>Reference questions</td>
<td>1,944</td>
<td>2,049</td>
<td>-5%</td>
</tr>
<tr>
<td>Programs</td>
<td>40</td>
<td>39</td>
<td>3%</td>
</tr>
<tr>
<td>Program attendance</td>
<td>838</td>
<td>1,136</td>
<td>-26%</td>
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<tbody>
<tr>
<td>Circulation</td>
<td>327,026</td>
<td>360,436</td>
<td>-9%</td>
</tr>
<tr>
<td>Library visits</td>
<td>167,353</td>
<td>183,612</td>
<td>-9%</td>
</tr>
<tr>
<td>Reference questions</td>
<td>25,494</td>
<td>26,814</td>
<td>-5%</td>
</tr>
<tr>
<td>Programs</td>
<td>497</td>
<td>527</td>
<td>-6%</td>
</tr>
<tr>
<td>Program attendance</td>
<td>13,23</td>
<td>13,718</td>
<td>-3%</td>
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**New Items:**

- **Central Library Tour** – The director arranged to have all reference and circulation staff take part in a tour of the Central Library either on November 14th and 28th. The tour showed staff the behind the scenes activities which takes place at the Central Library, such as Library Automation Services, Cataloging, and Lower Stacks.
- **Statistics** - The director will be sharing circulation statistics broken down by patrons who have our town code and the libraries they visit.
• Approval of Proposal for Professional Services by Bonn, Dioguardi & Ray to Perform the Library's 2012 Audit - The Chili Public Library received three responses to our RFP for an independent auditor for the Chili Public Library. The director is recommending the Library Board approve the three year proposal by Bonn, Dioguardi & Ray not to exceed $4,500 for audits for years 2012, 2013 and 2014.


<table>
<thead>
<tr>
<th>Auditor</th>
<th>2012</th>
<th>2013</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bonn, Dioguardi &amp; Ray</td>
<td>$4,500</td>
<td>$4,500</td>
<td>$4,500</td>
</tr>
<tr>
<td>EFP Rotenberg, LLP</td>
<td>$6,500</td>
<td>$6,725</td>
<td>$6,950</td>
</tr>
<tr>
<td>FreedMaxick</td>
<td>Declined</td>
<td>Declined</td>
<td>Declined</td>
</tr>
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A motion was made to approve a proposal for professional services by Bonn, Dioguardi & Ray to perform the Library’s 2012 audit. The motion passed six in favor, none opposed.

The Library Board suggested that future vendor contracts be considered for one year agreements rather than multiple year agreements.

• Approval of Recommended Chili Public Library Long Range Goals for 2013-2017
The Director reviewed recommended 2013-2017 goals submitted by the CPL Long Range Planning Team.

Board Action Requested: Approve the Recommended Chili Public Library Long Range Goals for 2013-2017 as described.

A motion was make to approve recommended Chili Public Library Long Range Planning Goals for 2013-2017. The motion passed six in favor, none opposed.

• Safety and Security Procedure- Jim Lechner requested that the Library Director, Director of MCLS and Town Supervisor research the practicality and use of an armed deterrent at the library. Jeff will provide current security procedure and begin discussion/research to determine what other measures may be warranted.

System News:

State news:
• None to report

Meetings and Workshops:
MCLS Digital Resources Users Group Meeting – 11/29/12
MGM Meeting – 11/29/12
MCLS ePortal Team – 12/3/12
Directors’ Council Meeting – 12/5/12
MGM Meeting – 12/6/12
Reference and Circulation Meeting – 12/7/12
Friends of CPL Meeting – 2/10/12
OGS Webinar – 12/12/12
eBooks Webinar – 12/12/12
MGM Meeting – 12/13/12
MCLS Board Meeting – 12/19/12
Committees

- The Nominating Committee nominated Jill Wynn for Library Board President. Jill was unanimously elected for Library Board President.
- The Nominating Committee nominated Sue Ackerman for Library Board Secretary. Sue was unanimously elected for Library Board Secretary.

Old Business

None

New Business

None

Miscellaneous

Jim Lechner will be excused from Library Board meetings for the months of January, February and March.

Meeting Adjourned at 7:09 pm

Next meeting date/time: January 22, 2013 @ Chili Public Library Barbara Ireland Community Room. 6pm.