Meeting Minutes, Chili Public Library Board of Trustees Meeting- APPROVED
January 22, 2013

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

President Jill Wynn convened the meeting at 6:02 PM.

Approved the meeting agenda by five in favor, none opposed.
Approved the minutes for the December 18, 2012 meeting by five in favor, and none opposed.
Approved the abstract ($11,839.13) by five in favor, none opposed.

Communications

Guests/Public: None present

Town Board Liaison: Mike Slattery commented:
  1. The town highway garage is ready to be moved into; a ribbon cutting ceremony will be soon.

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 is Tuesday, February 12th. Barbara Sickles to attend. The Friends membership drive is currently underway; library staff are wearing buttons to advertise. Interested parties can sign up at circulation desk or book fair.

- 2013 RRLC Library of the Year Contest - The Rochester Regional Library Council (RRLC) RRLC will again this year celebrate National Library Week (April 14 - 20) by conducting a "Library of the Year" contest. This year's contest will run March 1 – 20. Patrons will be able to nominate our library on our library’s website. There will also be paper nomination forms in the library.
- **CPL Statistics** – Jeff reported that these statistics are comparable to what is being reported by other regional libraries.

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<td>Library visits</td>
<td>11,247</td>
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<td>1,629</td>
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<td>-7%</td>
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<tr>
<td>Programs</td>
<td>41</td>
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<tr>
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<tr>
<td>Circulation</td>
<td>326,376</td>
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<td>Library visits</td>
<td>165,930</td>
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<td>Reference questions</td>
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<td>Programs</td>
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<tr>
<td>Program attendance</td>
<td>13,046</td>
<td>13,805</td>
<td>-3%</td>
</tr>
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**Old News:**

- **CPL 2012 Audit** - The 2012 audit will be completed the first week of March and results reported by Bonn, Dioguardi & Ray, LLP at the library board’s April meeting.

**New Items:**

- **Review of the Emergency Procedures at CPL** - The Director reviewed the library’s emergency procedures. On January 22nd the Director, our adult librarian Jenn Lindsay, and library trustee Susan Ackerman attended a Shooter Awareness workshop given by Homeland Security Management Institute. On January 24th Richard Gagnier will attend a Safety in the Community workshop provided by the City of Rochester through the Rochester Psychiatric Center.

  Board discussion included:
  - The Jan 22 training emphasized rehearsals of actions to take in an emergency; Board discussed eliciting staff and page ideas about training to include possible emergency scenarios and what to do
  - The Jan 22 training did not suggest or discuss placing armed guards at facility doors
  - There was a suggestion to further discuss placing “panic buttons” at circulation and/or reference desks
  - It was noted that CPL does have functioning security camera

- **Shifting Project Non-Fiction Areas** - The long range goal for 2013 of adjusting the shelves in the adult non-fiction print area and reshifting that collection has been completed.

- **Authorization of Staff Training Day Event in October** – The Library Board has approved a training day for staff to be held on October 14th when the Library is closed to the public. The director requests funds to pay for this training.
Board Action Requested: Authorize the use of Memorial Fund expenditures for Staff Training Day in the amount not to exceed $1,000.

A motion was made to approve the funding of this staff training. The motion was passed by five in favor, none opposed.

- **Director’s Retreat** – On January 10th the Director took part in a MCLS Director’s Retreat. The topic of the day was reviewing the MCLS strategic plan and Transformation through Data-Driven Decision-making. The Director will present to the Library Board a summary of the retreat.

- **OverDrive Core Competencies** – The Director shared the list of competencies circulation desk staff and reference staff are responsible for knowing when assisting the public.

- **Bed Bugs Training** – The director shared the information he distributed at the full staff meeting on how to recognize and treat bed bug infestation. The library does not have this problem but it is important to have staff prepared to recognize the signs.

- **CPL Mobile Website** – Cathy Kyle our young adult librarian has created a mobile website of the library’s homepage [http://mobile.dudamobile.com/site/chililibrary](http://mobile.dudamobile.com/site/chililibrary). It allows for easier use of our website on mobile devices such as iphones and ipads. “Boopsie” will be out in March, for use with mobile devices.

System News:
- **Visit to Assemblyman Harry Bronson** - The director and Jill Wynn visited Assemblyman Harry Bronson at his Rochester office with other representatives from the Henrietta Library, RRLC and MCLS to advocate for state funding of library systems in New York State.

State news:
- None to report

Meetings and Workshops:
- MGM Meeting – 12/27/12
- Directors’ Council Meeting – 1/2/13
- MGM Meeting – 1/3/13
- Full Staff Meeting – 1/4/13
- MCLS Policies Review Team – 1/8/13
- Friends of CPL Meeting – 1/8/13
- Directors’ Retreat – 1/10/13
- Assemblyman Harry Bronson – 1/11/13
- MGM Meeting – 1/17/13
- MCLS Special Services Operations Committee – 1/18/13

Committees
- The CPL Trustee Nomination Committee
  This committee will meet tonight after the board meeting to discuss 5 interested candidates for the open board seat.
Old Business
None

New Business
None

Miscellaneous
None

Adjourn: 7:02

Next meeting date/time: February 26, 2013 @ Chili Public Library Barbara Ireland Community Room. 6pm.
TO: Chili Public Library Board of Trustees
FROM: Jeff Baker, Library Director
RE: Director's Report – February 2013
DATE: February 26, 2013

General Information:

- **Friends of the CPL Board** – The next Friends Board meeting for March 12, 2013 has been canceled. The Friends Book sale at the end of January brought in $1,997 in sales and $295 in membership.

- **NYLA's SnapshotNY** - CPL will take part in the NYLA's SnapshotNY during the week of February 15-23. 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.

- **Sixth Annual Spring Teen Photo Contest** – Between February 1 and April 1, 2013, the Chili Public Library will be accepting photos for our Sixth Annual Teen Photo Contest! This contest is open to all teens ages 12-18 years of age and living in Monroe County. The contest will be divided into two age divisions: 12-15 years and 16-18 years. Photos can be either color or black and white. For questions and entry information call 889-2200 and ask for Chili's teen librarian, Cathy Kyle.

- **CPL Statistics** –

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<td>13,729</td>
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<td>Reference questions</td>
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<td>Programs</td>
<td>59</td>
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<tr>
<td>Program attendance</td>
<td>986</td>
<td>450</td>
<td>119%</td>
</tr>
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Old News:

- **Staff Evaluations** – The director has completed the staff evaluations covering 2012.
Director's Report
February 26, 2013

New Items:

- Approval of the Town Library Liaison Professional Services Agreement – Per the MCLS Member Agreement, the Directors’ Council selects a town library director to represent them on the MCLS/RPL Management Team. Jeff Baker, the Chili Library Director, was selected by the Council for a three year term (2012-2013). The liaison is required to do the following:
  a. Participate in the MCLS Strategic Planning Process and annual work plan development.
  b. Attend meetings of the RPL/MCLS Management Team and other appropriate management meetings as necessary.
  c. Facilitate all meetings of the Town Directors’ Council, solicit input on issues either under consideration or recommended by the RPL/MCLS Management team, and consult with the Council on System management issues under discussion.
  d. Represent the concerns of the Town Director’s Council at MCLS/RPL Management Team meetings and function as an equal partner in decisions and discussions on matters pertaining to MCLS and its member libraries.
  e. Develop written reports concerning Management Team meetings for distribution to the Directors’ Council.
  f. Attend MCLS Board meetings and make reports as necessary.
  g. Attend System Services and Operations Committee meetings and produce and distribute the Directors’ Council agenda.
  h. Facilitate all meetings of the MCLS Directors’ Council.
  i. Supervise and direct the activities of system teams as designated by the CMLS strategic Plan of Service.
  j. Work a minimum of 6 hours per week on MCLS Liaison activities, including using office space available at the Central Library.

An agreement with the Chili Public Library, for 2013 and 2014 will run through December 31, 2014. The Chili Public Library will be paid $15,777 each year, funded from the 2013 and future MCLS (2014) Professional Services Budget, for an amount not to exceed $31,554.

Board action Requested: Authorization to enter into a contract with the Monroe County Library System for Jeffrey Baker’s work as MCLS Town Liaison for 2013 and 2014 at a cost not to exceed $31,554.

- Review of CPL Policies and Procedures Timeline – The director will share a recommended timeline for when the library’s policies and procedures should be annually reviewed.

- ReferenceUSA – The Monroe County Library System is now subscribing to ReferenceUSA to which the Chili Public Library has access. ReferenceUSA is a research tool for public and academic libraries, and offers database access to U.S. and Canadian businesses and residential listings, as well as U.S healthcare, consumer and movers databases.

- Children’s Room Intern – Valerie Scheg, one of the library’s pages, is the enrolled in the master’s degree program in library science at the University at Buffalo. The director has assigned her 15 hour per week to intern in the Children’s Room. This will allow her to acquire credit in preparation for the civil service test she will take when she graduates. The library will in turn benefit from her working the children’s reference desk, and assisting in children’s programming. Children’s Librarian Stacey Martin will oversee her duties.
System News:
- None to report

State news:
- This following message is from the New York Library Association:

_NYS Budget 2013-14_
We are pleased to report that Governor Cuomo included $81.6 million in Library Aid in his FY 2013-14 Executive Budget. This is equal to the level of funding enacted in the FY 2012-13 budget. While not an increase, it allows us to move forward without having the fight for restorations. Library Construction Aid was include at the same level as the previous year at $14 million.

_The time for library advocates to reach out to their elected representative and voice their support for Library Aid funding is NOW. NYLA provides you with a quick and easy means of showing your support. Go to the NYLA website (www.nyla.org). Click on Advocacy, then Contact your Elected Officials, then Take Action. Edit the supplied advocacy message as you like, enter your name and address, and hit ‘send message’. Your message will automatically be delivered to your NYS Senator and Assemblymember._

Meetings and Workshops:
- Joint MCLS and RPL Library Board Meeting – 1/24/13
- EAB Taskforce Program Meeting – 1/24/13
- MGM Meeting – 1/25/12
- MCLS ePortal Team – 1/25/13
- RefUSA webinar – 1/30/13
- Senator Ranzenhofer Meeting – 1/30/13
- MGM Meeting – 1/31/13
- Reference and Circ Staff Meetings – 2/1/13
- Directors’ Council Meeting – 2/6/13
- Gave Kindle Class – 2/6/13
- MGM Meeting – 2/7/13
- MCLS Policies Review Meeting – 2/12/13
- Friends of CPL Meeting – 2/12/13
- MGM Meeting – 2/14/13
- MCLS Special Services Operations Committee – 2/14/13
- Gave Kindle Class – 2/20/13
- MGM Meeting – 2/21/13
- MCLS Library Board Meeting – 2/25/13
- State of the Town Address – 2/26/13

Respectfully submitted,

Jeff Baker, Library Director
Chili Public Library
General Information:

- **Friends of the CPL Board** – The next Friends Board meeting is April 9, 2013. Judith Kharbas to attend.

- **CPL Statistics** –

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<tr>
<td>Program attendance</td>
<td>14,092</td>
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Old News:

- **Relamping Project** - The 2013 relamping project has been completed.

- **2012 Audit completed** – Bonn, Dioguardi & Ray, LLP has completed the 2012 audit. In April a pre-read of the audit will be sent to the library board in preparation for the auditor’s report at the April library board meeting.

New Items:

- **Endorse Draft MCLS Policy – Collection Development for OverDrive** – The member libraries jointly contribute eBook content to OverDrive. As such it is necessary to have a systemwide collection development policy on OverDrive. To that end the Director’s Council created a team to write the policy which they have endorsed. Once the member library boards endorse the MCLS Policy, it will go before the MCLS Library Board for approval. **Board Action Requested**: Endorse the Draft MCLS Policy – Collection Development for OverDrive as written.

- **Approval of 2013 NYS Library Assistants’ Association Conference Attendees** – This year the New York Library Assistants’ Association Conference ‘Hiking into the Future’ is
June 12-14, 2013 and will be held at Lake Placid, NY. The Director’s request is to send Patty Bruno, Jill Sutter, Deb Amesbury and Vangie Morrow to the Conference. The total cost is $1,028 which includes the cost for registration, mileage, lodging and meals.

**Board Action Requested:** Approve sending Patty Bruno, Jill Sutter, Deb Amesbury and Vangie Morrow to the NYLAA Conference.


- **New Lighting in the Children’s Area and over the Adult Reference Desk** - Staff realized due to the reconfiguration of the Children’s Area Renovation Project the area over the picture books and the area above the adult reference desk required additional lighting. Five ceiling lighting units have been installed in those two areas greatly improving the lighting there.

**System News:**

- **Imagine, Create, Innovate Conference** – The third *Imagine. Create. Innovate* technology conference is scheduled for April 8 and 9 at the Central Library. This conference features nationally recognized experts and local leaders in the library field whose cutting-edge work is innovating library services. Our experts will share information on topics like makerspaces, social media tools, library-developed eBook lending platforms and integrated library systems, publishing in the library and much more. There is no cost to attend and you may register for the entire conference or for a portion of it. This conference will be predominantly paperless, so bring a device or a notebook for note taking. The conference schedule is shown below:

  **Monday April 8**
  8:30am – 9:00am    Conference Registration and Continental Breakfast
  9:00am – 10:45am   Jamie LaRue, eBooks in Douglas County Libraries (Colorado)
  11:00am – 12:45pm  Tom Galante, daVinci integrated library system, Queens Public Library
  12:45pm - 2:00pm   Lunch on your own
  2:00pm – 4:15pm    Breakout sessions with Cyril Oberlander (library publishing), TLC Labs, Jamie LaRue further eBook discussion), and Michelle Finn (Rochester Voices digitization project)

  **Tuesday April 9**
  8:30am – 9:00am    Conference Registration and Continental Breakfast
  9:00am – 11:15am   Connie Crosby, using social media tools to stay relevant, Crosby Group Consulting
  11:15am – 1:00pm   Lunch on your own
  1:00pm – 2:45pm    Jim Loter, Seattle Public Library – Readers First Initiative
  3:00pm – 4:00pm    Breakout sessions with Rob Roll (Rochester MakerSpace), Kourtney Blackburn (NY Heritage and RRLC Newspapers), and Jim Loter (further ReadersFirst discussion)
Registration is necessary and can be done through the RRLC website (www.rrlc.org). Click on RRLC Events Calendar and navigate to April, then click on the conference name in the calendar to get the registration page. This conference is funded primarily by the Friends & Foundation of the RPL, and by RRLC and MCLS; it has been planned by the MCLS Emerging Technology Committee.

State news:
- From the New York Library Association - Thanks to the efforts of the over 1000 advocates who traveled to Albany for Library Advocacy Day on Tuesday, March 5, the NYS Senate has included a proposed restoration of $4 million in Library Aid for the F.Y. 2013-14 NYS Budget. Alas the NYS Assembly did not follow suit, and have only included the funding levels equal to what the Governor proposed in his Executive Budget (flat funding from F.Y. 2012-13). As the Senate and Assembly negotiate to craft a consensus budget between their two independent bills, your outreach is extremely important to ensuring that the Senate-proposed $4 million restoration in Library Aid is included in the final NYS Budget.

Meetings and Workshops:
- CPL Full Staff Meeting – 3/1/13
- Directors’ Council Meeting – 3/6/13
- MCLS Contract Committee Meeting – 3/6/13
- PinPoint Meeting – 3/7/13
- Chili Art Group Meeting – 3/8/13
- MCLS Policies Review Meeting – 3/12/13
- Town Library Directors Meeting – 3/14/13
- MGM Meeting – 3/14/13
- MCLS Special Services Operations Committee – 3/14/13
- MCLS Board Meeting – 3/18/13
- MCLS Contract Committee Meeting – 3/20/13
- MGM Meeting – 3/21/13

Respectfully submitted,

Jeff Baker, Library Director
Chili Public Library
General Information:

- **Friends of the CPL Board** – The next Friends Board meeting is May 14, 2013. Jim Lechner is scheduled to attend.

- **Volunteers Appreciation Luncheon** – In celebration of our volunteers, the library staff is having a volunteer appreciation luncheon on Wednesday, April 24th.

- **Legacy at Parklands Community Block Party** – On May 18, 2013 Legacy at Parklands is having a Community Block Party. There will be entertainment, refreshments and a book sale to benefit the Chili Public Library. All participants are asked to bring a canned good or non perishable food item for the food cupboard to the Open House.

- **Bug Bonanza; Emerald Ash Borer Awareness Day** – The Chili Public Library in cooperation with the Monroe County Emerald Ash Borer Task Force will present a fun and informative program for children and adults to learn all about bugs with a focus on the Emerald Ash Borer and the potential impact this insect will have on the community. On May 18th from 10am to 12pm, learning stations will be set up for children which will include a craft table, ash tree identification, bug books, insect collections and a special section to learn all about the Emerald Ash Borer. There will also be presentations at 10:30 and 11:30 for homeowners to learn about the potential impacts of the Emerald Ash Borer and how to react if your ash tree is attacked.

- **Sixth Annual Teen Photo Contest** – The Chili Public Library has accepted final entries to the Teen Photo Contest. The awards ceremony will be Saturday, May 11th at 10am. Currently the public can vote for their favorite photo. The photos are being displayed above the in-house booksale.

- **Town Newsletter** – The Spring/Summer 2013 Town of Chili Newsletter is available and is on the town’s website. Within the newsletter are pages describing the programs offered by the library.
CPL Statistics –

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<td>1,870</td>
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<tr>
<td>Programs</td>
<td>59</td>
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<td>Program attendance</td>
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<td>Program attendance</td>
<td>14,289</td>
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Old News:

New Items:

- **Approval of 2012 Financial Audit** – A report by Bonn, Dioguardi & Ray, LLP on the 2012 CPL financial audit will be given and reviewed at the April 23, 2013 meeting.  
  **Action Requested:** Approve the 2012 Financial Audit as presented.

- **Approval of the 2012 Annual Report to the Community** – The Director will distribute the 2010 Annual Report to the Community to the Library Board.  
  **Action Requested:** Approve the 2012 Annual Report as presented.

- **2013 Trustee Institute** - On May 3rd and 4th, library trustees will gather for the annual conference organized by the Library Trustees Association. This year's event will be held in Buffalo at the Millennium Hotel. New this year is a session on Friday afternoon to take place just prior to the dinner recognizing outstanding service to libraries.  
  **Conference highlights include programs on:**  
  Creating a Public Library District  
  New Chapters for Vacant Spaces: Lessons on Adaptive Reuse for Library Design  
  Getting the Vote Out  
  Creating the Future @ Your State Library **Presented by Bernard A. Margolis, Assistant Commissioner for Libraries & State Librarian**  
  To learn more of the event or download a printable brochure or register online go to [http://www.librarytrustees.org/institute.php](http://www.librarytrustees.org/institute.php).

System News:

State news:

Director’s Report  
April 23, 2013
Meetings and Workshops:
Pinpoint Meeting – 3/27/13
Supervisor Department Heads Meeting – 3/28/13
MGM Meeting – 4/2/13
Directors' Council Meeting – 4/3/13
Reference and Circ Staff Meeting – 4/5/13
Imagine, Create, Innovate Conference – 4/8/13 and 4/9/13
CPL Friends Board Meeting – 4/9/13
MCLS Policies Meeting – 4/16/13
MCLS SSOC Meeting – 4/19/13
MGM Meeting – 4/23/13

Respectfully submitted,

Jeff Baker, Library Director
Chili Public Library
General Information:

- **Friends of the CPL Board** – The next Friends Board meeting is June 11, 2013. Sue Ackerman is scheduled to attend.

- **CPL Statistics** –

<table>
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<th>April 2013</th>
<th>April 2012</th>
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<td>2,090</td>
<td>2,040</td>
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<tr>
<td>Programs</td>
<td>62</td>
<td>42</td>
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<td>508</td>
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<tr>
<td>Program attendance</td>
<td>13,911</td>
<td>13,128</td>
<td>6%</td>
</tr>
</tbody>
</table>

- **Executive Carpet Cleaning** – The library's rugs were cleaned by Executive Carpet Cleaners on May 25th.

- **The 2012 Annual Report to the Community** – The director will distribute the 2012 Annual Report to the Community at the May Library Board meeting.

Old News:

New Items:

- **Approval of the CPL Community Rooms Usage Policy Draft Revision** – The director requests the library board approve the draft revision of the library's Community Rooms Usage Policy as written.
  
  **Action Requested:** Approve the CPL Community Rooms Policy Draft Revision.

- **Approval of the CPL Collection Development Policy Draft Revision** – The director requests the library board approve the draft revision of the library's Collection Development Policy as written.
  
  **Action Requested:** Approve the CPL Collection Development Policy Draft Revision.
System News:
- No News to report

State News:
- No News to report

Meetings and Workshops:
- MCLS Board Meeting – 4/24/13
- Volunteer Luncheon – 4/24/13
- MGM Meeting – 4/26/13
- MGM Meeting – 4/30/13
- Directors’ Council Meeting – 5/1/13
- Full Staff Meeting – 5/3/13
- MGM Meeting – 5/7/13
- TLDC Meeting – 5/9/13
- MGM Meeting – 5/14/13
- CPL Friends Board Meeting – 5/14/13
- CPR Class – 5/16/13
- MCLS SSOC Meeting – 5/17/13
- MCLS Policies Team – 5/20/13
- MCLS Board Meeting – 5/20/13
- MGM Meeting – 5/28/13

Respectfully submitted,

Jeff Baker, Library Director
Chili Public Library
TO: Chili Public Library Board of Trustees
FROM: Jeff Baker, Library Director
RE: Director's Report – June 2013
DATE: June 25, 2013

General Information:

- **Friends of the CPL Board** – The next meeting of the Friend’s Board on Tuesday, July 9 has been canceled.

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

- **CPL Statistics** –

<table>
<thead>
<tr>
<th>May 2013</th>
<th>2012</th>
<th>% change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circulation</td>
<td>25,768</td>
<td>26,555</td>
</tr>
<tr>
<td>Library visits</td>
<td>12,222</td>
<td>12,856</td>
</tr>
<tr>
<td>Reference questions</td>
<td>1,500</td>
<td>1,874</td>
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<tr>
<td>Programs</td>
<td>61</td>
<td>50</td>
</tr>
<tr>
<td>Program attendance</td>
<td>997</td>
<td>1,027</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Circulation</td>
<td>333,320</td>
</tr>
<tr>
<td>Library visits</td>
<td>163,640</td>
</tr>
<tr>
<td>Reference questions</td>
<td>23,900</td>
</tr>
<tr>
<td>Programs</td>
<td>559</td>
</tr>
<tr>
<td>Program attendance</td>
<td>13,881</td>
</tr>
</tbody>
</table>

- **Reference USA Brochure** – Reference librarian Richard Gagnier has put together an easy to use guide of the new systemwide database Reference USA. Reference USA is a database of businesses and is a great resource for those who are looking for employment.

- **Preparing for Summer Reading** - During the month of June, Children’s Librarian Stacey Martin, Deb Amesbury, and Jill Sutter visited 4 Chili schools to promote the Summer Reading Program at the Chili Public Library. On the visits, they read stories and shared information about summer reading library events and the reading contest with over 1,600 students. They connected with students in grades K-5, at St. Pius, Chestnut Ridge, Brassier, and Paul Road schools. After the presentations, the children were excited about digging into reading at the Chili Public Library!

- **New and Improved CPL inPortal** – MCLS migrated it’s staff portal to a new Ektron software. Following suit Cathy Kyle has migrated the library’s internal portal to the same software. This will allow staff to view both portals at the same time which will improve work efficiency.
Old News:

- **Approval of the CPL By-Laws Revision** – Barbara Sickles, Judith Kharbas and Jeff Baker submitted a draft revision of the CPL By-Laws at the May 2013 meeting. The director requests the library board approve the draft revision of the library’s CPL By-Laws as written.
  
  **Action Requested:** Approve the CPL By-Laws Revision.

New Items:

- **Approval of the CPL Confidentiality Policy Revision** – The director will distribute at the June meeting a recommended draft revision of the library’s Confidentiality Policy.
  
  **Action Requested:** Approve the CPL Confidentiality Policy Draft Revision.

- **Endorsement of the MCLS Code of Conduct** – For a patron to be barred from all of the MCLS libraries for egregious behavior a MCLS Code of Conduct needs to be in place. The member library director’s have endorsed the draft MCLS Code of Conduct which the director has distributed to the library board. It is requested that member library boards endorse the new policy. The policy then will be presented at the September MCLS Board Meeting for their approval. The policy has been reviewed by the City and County legal departments.
  
  **Action Requested:** Endorse the MCLS Code of Conduct as written.

- **Discussion - How OverDrive Statistics are Reported** – The Directors’ Council has expressed an ongoing concern about how OverDrive circulation is reported and whether that number accurately represents eBook lending usage. Currently member libraries use a formula based on a library’s previous year’s spending on OverDrive to calculate monthly Overdrive circulation. The OverDrive software is unable to count item owned circulation as does CARL. The MCLS Director has suggested a change in OverDrive circulation reporting since the collection is a system shared resource. The recommendation would be for each member library to report the total OverDrive circulation for the month on their reports rather than a percentage of the total based on a formula. Library directors are being encouraged to discuss this possible change with their library boards. The director will present OverDrive statistics at the meeting to further the discussion.

System News:

- **MCLS Mobile** - The Monroe County Library System is pleased to announce the release of the newest effort to provide the best possible service to our users - MCLS Mobile! MCLS Mobile is a free mobile app for use on devices using the Apple and Android operating systems, including iPhones, iPads, Droids, and most tablets. MCLS Mobile allows you to search the catalog, check your account, place holds, search for and download e-books and e-audiobooks, see library events, search for a library near you, and much more. MCLS Mobile lets you download free audio and ebooks from our Overdrive ebook platform to your device. The application is free in the Apple and Android app stores. Search the stores for MCLS Mobile and make sure to select the app that has our blue and white “bridge” logo
• **Adult Literacy Services Grant** – MCLS has received an Adult Literacy Services Grant award. The grant will be used for workforce training programs for adults and materials in member libraries over a three year period.

**State news:**
• No News to report

**Meetings and Workshops:**
- Workplace Violence Workshop – 5/30/13
- MCLS Board Meeting – 6/4/13
- Directors’ Council Meeting – 6/5/13
- Reference and Circulation Staff Meeting – 6/7/13
- Finance Director Meeting – 6/10/13
- MGM Meeting – 6/11/13
- MCLS Board Meeting – 6/17/13
- MGM Meeting – 6/18/13
- MCLS Policies Team – 6/18/13
- CPL Budget Subcommittee – 6/18/13
- MGM Meeting – 6/25/13

Respectfully submitted,

Jeff Baker, Library Director
Chili Public Library
TO: Chili Public Library Board of Trustees  
FROM: Jeff Baker, Library Director  
RE: Director’s Report – July 2013  
DATE: July 23, 2013

General Information:

- **Friends of the CPL Board** – The next meeting of the Friend’s Board on Tuesday, August 13. Jill Wynn has volunteered to attend.

- **Chil-E Fest Parade** – The Library had a booth at the Chil-E Fest on July 4th and had close to 30 people marching for the library in the Chil-E Fest Parade.

- **Senator Ranzenhofer Library Event** - Over fifty residents attended Senator Ranzenhofer’s Meet & Greet on July 9th. Senator Ranzenhofer hosted the event at the Chili Public Library to give residents an opportunity to meet with their representative in State government.

- **CPL Statistics** –

<table>
<thead>
<tr>
<th></th>
<th>June 2013</th>
<th>June 2012</th>
<th>% change</th>
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<tr>
<td>Circulation</td>
<td>25,868</td>
<td>26,339</td>
<td>-2%</td>
</tr>
<tr>
<td>Library visits</td>
<td>12,156</td>
<td>12,285</td>
<td>-1%</td>
</tr>
<tr>
<td>Reference questions</td>
<td>2,009</td>
<td>2,166</td>
<td>-7%</td>
</tr>
<tr>
<td>Programs</td>
<td>31</td>
<td>31</td>
<td>0%</td>
</tr>
<tr>
<td>Program attendance</td>
<td>2,183</td>
<td>1,906</td>
<td>15%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Circulation</td>
<td>332,839</td>
<td>328,330</td>
</tr>
<tr>
<td>Library visits</td>
<td>163,511</td>
<td>171,462</td>
</tr>
<tr>
<td>Reference questions</td>
<td>23,743</td>
<td>25,861</td>
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<tr>
<td>Programs</td>
<td>559</td>
<td>506</td>
</tr>
<tr>
<td>Program attendance</td>
<td>14,158</td>
<td>13,398</td>
</tr>
</tbody>
</table>

- **Summer Reading** – As of July 16th 800 children have signed up for the Summer Reading Program!
• **Read to Me Bags** – New to the Children’s area are Read to Me Bags. They include two board books, a music CD and a toy. We have had a great response from families so far!

**New Items:**

- **Approval of the CPL Fax Policy Revision** – The director will ask the library board to approve a recommended draft revision of the library’s Fax Policy.
  
  *Action Requested:* Approve the CPL Fax Policy Revision.

- **Approval of the CPL Tutoring Policy Revision** – The director will ask the library board to approve a recommended draft revision of the library’s Tutoring Policy.
  
  *Action Requested:* Approve the CPL Tutoring Policy Revision.

**System News:**

- None to report.

**State news:**

- From Bernard A. Margolis, Assistant Commissioner for Libraries and State Librarian. As was announced during the ALA Annual Conference in Chicago, the Institute of Museum and Library Services (IMLS) and the Centers for Medicare and Medicaid (CMS) will be working together to help connect patrons to information about health coverage options and to trained ‘navigators’ who will assist them with enrollment. The IMLS is working to get more information from CMS about online resources for libraries (training materials, etc. not consumer information) and about the mechanics and specifics of connecting libraries to local resources.

**Meetings and Workshops:**

- MGM Meeting – 7/2/13
- Chil-E Fest – 7/4/13
- MGM Meeting – 7/9/13
- Senator Ranzenhofer Meet and Greet – 7/9/13
- MCLS Contact Subcommittee Meeting – 7/10/13
- CPL Staff Training Day Meeting – 7/10/13
- MGM Meeting – 7/16/13
- Supervisor Meeting – 7/17/13
- MCLS Special Services Operations Committee Meeting – 7/19/13
- MCLS Meeting – 7/23/13

Respectfully submitted,

**Jeff Baker, Library Director**

Chili Public Library
Meeting Minutes, Chili Public Library Board of Trustees Meeting-APPROVED
August 27, 2013

Agenda
Board of Trustees: Jill Wynn (President), Sue Ackerman (Secretary), Lori Ahearn, Judith Kharbas (Vice President), James Lechner, Andrew Lucyszyn, Barbara Sickles
Library Director: Jeff Baker
Town Liaison: Michael Slattery

Present: Jill Wynn, Judith Kharbas, James Lechner, Lori Ahearn, Barbara Sickles, Andrew Lucyszyn
Library Director: Jeff Baker
Friends Representative: Sandy Roether

Absent: none
Excused: Susan Ackerman
Late: Judith

President Jill Wynn convened the meeting at 6:04pm

Approval of agenda with addition of Friends report: Motion made by Jim, 2nd by Barbara
In favor-5; opposed- 0; abstained- 0

Approval of minutes of July 23, 2013: Motion made by Barbara, 2nd by Jim
In favor-5; opposed-0; abstained-0

Approval of abstract amount: $17,516.07 Motion made by Barb, 2nd by Jim
In favor-6; opposed-0; abstained-0

Communications
- Friends Representative Sandy Roether: Sandy will be retiring from the Friends Board as of the September meeting. After running numerous book sales she will serve in an advisory role to the Friends Board for the September 13-16th book sale. Jeff thanked Sandy for her work and dedication. He noted that past book sales have resulted in providing supplemental revenue for library needs and helped pay for the renovation of the Children's Room.

- Friends of the CPL Board – The next meeting of the Friend’s Board is on Tuesday, Sept 10th. Jim will attend the September meeting.

- “What Every Library Trustee Should Know” – There is a new resource posted on the State Library’s website. The archived presentation of this popular new webinar and PowerPoint slides is now available at [http://www.nysl.nysed.gov/libdev/trustees](http://www.nysl.nysed.gov/libdev/trustees). In the webinar the following topics are covered:
  - Your role as a Trustee
  - Effective Board Meetings
  - Legal and Fiduciary Responsibilities; and
  - Working with your fellow Trustees and Library Director.

Andrew and Barbara will attend an MCLS orientation. Jeff informed us that the orientation is “going on the road” which should open up more opportunities to attend. He will pass on the information as he receives it.
CPL Statistics –

<table>
<thead>
<tr>
<th></th>
<th>August 2013</th>
<th>August 2012</th>
<th>% change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circulation</td>
<td>33,339</td>
<td>31,573</td>
<td>6%</td>
</tr>
<tr>
<td>Library visits</td>
<td>16,149</td>
<td>15,174</td>
<td>6%</td>
</tr>
<tr>
<td>Reference questions</td>
<td>3,019</td>
<td>2,481</td>
<td>21%</td>
</tr>
<tr>
<td>Programs</td>
<td>50</td>
<td>38</td>
<td>32%</td>
</tr>
<tr>
<td>Program attendance</td>
<td>1,748</td>
<td>1,106</td>
<td>63%</td>
</tr>
<tr>
<td>OverDrive</td>
<td>931</td>
<td>767</td>
<td>21%</td>
</tr>
</tbody>
</table>


| Circulation          | 334,605     | 329,029     | 2%        |
| Library visits       | 164,486     | 171,638     | -4%       |
| Reference questions  | 24,281      | 26,040      | -8%       |
| Programs             | 571         | 502         | 14%       |
| Program attendance   | 14,850      | 13,416      | 11%       |
| OverDrive            | 9,660       | 4,996       | 93%       |

Budget:

- Jeff and Jill will participate in the town’s budget workshop on Sept. 12th, 2013.

New Items:

- **Approval of the Declaration for the Right to Libraries** – The American Libraries Association has proposed a new initiative entitled Libraries Change Lives. It will focus on increasing public understanding of the value of libraries, especially in the realms of literacy, innovation, and community engagement. To that end ALA created the document Declaration for the Right to Libraries to serve as a strong public statement of the value of libraries for individuals, communities, and our nation. The Director requests the CPL Library Board approve this declaration as a CPL policy.

  **Action Requested:** Approve the Declaration for the Right to Libraries as a CPL policy as presented.

  Discussion: Jeff and Judith were on this MCLS committee. Jill commented that this declaration supports funding requests made in the proposed CPL budget.

  A motion was made to approve the Declaration for the Right to Libraries as a CPL policy as presented.

  Motion made by Andrew, 2nd by Judith.

  In favor-6; opposed- 0; abstained- 0

- **Summer Reading Statistics** – This summer will be remembered as being one of the busiest and most productive. The theme for this year’s Summer Reading Program was ‘Dig into Reading’ and the kids took that to heart. 850 children signed up for the program which broke our registration record. Adding to the fun were the weekly prizes we offered. Nicole, our page, constructed a six foot treasure chest filled with books and goodies which the kids chose from. Not only did we present reading opportunities for our residents but we had 51 programs which 3,426 kids and teens participated. The children’s programs which were particularly popular were the Zoomobile, Magic Show, Tie Dye Program, and the Truck Show. The Teens got into the reading act as well and read 306 books. For each book and program the teens attended they were entered into a weekly drawing for gift certificates and other prizes. The adults did their part too and read 414 books. We are proud of the accomplishments we were able to achieve over the summer for our reading public.

  Discussion: Some possible contributions to the success this summer were interest in the special programs and fun activities. Many students are also required to do summer reading and the library directly supports this goal.
Directors’ Council Approves Reporting OverDrive Circulation by Town Code Beginning September 1, 2013 - Until now a formula has been used to estimate OverDrive circulation for member libraries. This was done initially because there was no accurate way to determine OverDrive circulation and it gave incentive to purchase more digital material. Now that circulation can be determined by town code and that the OverDrive collection has grown, the motion was approved to have the member libraries start using Town Code for OverDrive circulation beginning September 1, 2013.

Discussion: The MCLS Board was behind this change. This format will more accurately reflect increase circulation at CPL.

System News:
· None to report.

State news:
· None to report.

Meetings and Workshops:
CPL Circ and Reference Staff Meeting – 8/2/13
Facilities Management for Libraries Workshop – 8/5/13
MCLS Contact Subcommittee Meeting – 8/6/13
CPL Staff Training Day Meeting – 8/6/13
Directors’ Council – 8/7/13
CPL Friends Board – 8/13/13
MCLS Special Services Operations Committee Meeting – 8/16/13
MCLS Meeting – 8/20/13
MCLS Policies Team – 8/20/13
CPL Personnel Committee – 8/20/13
CPL Staff Training Day Meeting – 8/27/13

Adjourn: 6:46

Next meeting date/time: September 24, 2013 @ Chili Public Library Barbara Ireland Community Room. 6pm.
Meeting Minutes, Chili Public Library Board of Trustees Meeting-APPROVED
September 24, 2013

Board of Trustees: Jill Wynn (President), Judith Kharbas (Vice President), James Lechner (Memorial Fund Treasurer), Susan Ackerman (secretary), Lorraine Ahearn, Barbara Sickles, Andrew Lucyszyn
Library Director: Jeff Baker
Town Liaison: Michael Slattery

Present: Jill Wynn, Judith Kharbas, James Lechner, Lori Ahern, Barbara Sickles, Andrew Lucyszyn
Library Director: Jeff Baker
Town Board Liaison: Michael Slattery

Absent: none
Excused: Susan Ackerman

Meeting convened at 6:00pm

Approval of agenda: Motion made by Judith, 2nd by Lori
In favor- 6; opposed- 0; abstained- 0

Approval of minutes of August 27, 2013: Motion made by Lori, 2nd by Barbara
In favor- 6; opposed- 0; abstained- 0

Approval of abstract amount $8243.89.
Motion made by Judith, 2nd by Lori
In favor- 6; opposed- 0; abstained- 0

Communications
- Guests/Public: none

- Town Board liaison:
  - Budget meetings have started
  - Judge Pietropaoli will be out for health reasons. The town will need to pay for a substitute judge during his absence.
  - Sept 2nd is Family Fun Day
  - New Security cameras will be installed around the town offices. Most of them will be in the interior with a few cameras outside. Cameras have been helpful to see incidents that occur at the library.

Director’s Report

- **Friends of the CPL Board** – The next meeting of the Friend’s Board will be on Tuesday, October 15 from 6:00 – 6:45 pm. Jim Lechner is scheduled to attend.
• **CPL Friends Board Slate of Officers** – Bob Pacer will be taking over as the CPL President. Diana Romeo will remain as VP, Lucy Flint as Treasurer and Carol Lavalle as Secretary. New officers will be elected at Oct 15th meeting.

• **CPL Friends Book Sale** - The library Friends held a successful book sale Sept 12-14, 2013 and raised $1853.

• **Program at the Chili Cobblestone Schoolhouse Museum** – a Back to School Story time at the Chili Cobblestone Schoolhouse Museum on Scottsville Road was held on Sept 7th. The Chili Library's American Girl Club will be holding their Oct 3rd meeting at the Cobblestone Schoolhouse.

• **His and Her story program** - a new His and Her story program for grades 3-5 will meet the 2nd Wed of each month at 4 pm.

• **Operation Insure** – Starting Oct 1st patrons can begin signing up for the new Affordable Healthcare through the internet. Library staff will be trained and available to assist patrons to navigate the website.

• **New Part Time Library Clerk** - Judith Cross has been hired to replace a part-time clerk who recently left. Judy’s start date will be Sept 16th.

• **CPL Statistics** –

<table>
<thead>
<tr>
<th></th>
<th>Aug 2013</th>
<th>Aug 2012</th>
<th>% change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circulation</td>
<td>29,145</td>
<td>31,323</td>
<td>-7%</td>
</tr>
<tr>
<td>Library visits</td>
<td>14,339</td>
<td>15,683</td>
<td>-9%</td>
</tr>
<tr>
<td>Reference questions</td>
<td>2,031</td>
<td>2,180</td>
<td>-7%</td>
</tr>
<tr>
<td>Programs</td>
<td>33</td>
<td>28</td>
<td>18%</td>
</tr>
<tr>
<td>Program attendance</td>
<td>3,896*</td>
<td>416</td>
<td>837%*</td>
</tr>
<tr>
<td>OverDrive</td>
<td>972</td>
<td>804</td>
<td>21%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Sep 2012 – Aug 2013</th>
<th>Sep 2011 – Aug 2012</th>
<th>% change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circulation</td>
<td>332,427</td>
<td>328,191</td>
<td>1%</td>
</tr>
<tr>
<td>Library visits</td>
<td>163,142</td>
<td>169,805</td>
<td>-4%</td>
</tr>
<tr>
<td>Reference questions</td>
<td>24,132</td>
<td>25,727</td>
<td>-6%</td>
</tr>
<tr>
<td>Programs</td>
<td>576</td>
<td>492</td>
<td>17%</td>
</tr>
<tr>
<td>Program attendance</td>
<td>15,612</td>
<td>13,138</td>
<td>19%</td>
</tr>
<tr>
<td>OverDrive</td>
<td>9,828</td>
<td>5,800</td>
<td>69%</td>
</tr>
</tbody>
</table>

*The Summer Reading contest participation is included in this category.*

**New Items:**
• **Approval of the 2013 Grant-in Aid Payment from Senator Ranzenhofer** – Senator Ranzenhofer has awarded the libraries he represents with grant aid for 2013. The amount awarded to the Chili Public Library is $9,000. The award will be used to buy additional materials and improve technology access.

**Board Action Requested:** Approve the 2013 Grant-in-Aid Payment from Senator Ranzenhofer.

**Discussion:**
Can the board to something to provide a photo opportunity for the Senator?
   Jeff will explore the possibility.
Jim asked if this money will be available next year from the same source?
   Jeff thought it might be available and will explore the possibility.

Motion made by Judith and 2nd by Lori
In favor- 6; opposed- 0; abstained- 0

• **Endorsement of the Monroe County Library System Document of Understanding and Costshare for January 1 -December 31, 2014.**

The Directors’ Council has endorsed the updated Monroe County Library System Document of Understanding and Costshare for January 1-December 31, 2014. The director requests the library board endorses this document. After the member library boards have endorsed this document the MCLS Library Board will approve it.

The addendum on MCLS Cost Share will be added.

**Board Action Requested:** Endorse the Monroe County Library System Document of Understanding and Cost share for January 1-December 31, 2014.

Motion made by Barbara and 2nd by Lori
In favor- 6; opposed- 0; abstained- 0

• **Approval of Chili Public Library Proposed 2014 Closed Dates:** The Director is proposing that the library be closed the following dates for 2014.

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Closed Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 1*</td>
<td>Wednesday</td>
<td>New Years Day (observed)</td>
</tr>
<tr>
<td>January 20*</td>
<td>Monday</td>
<td>Martin Luther King Day</td>
</tr>
<tr>
<td>February 17</td>
<td>Monday</td>
<td>President’s Day</td>
</tr>
<tr>
<td>April 20</td>
<td>Sunday</td>
<td>Easter</td>
</tr>
<tr>
<td>May 24</td>
<td>Saturday</td>
<td>Memorial Day weekend</td>
</tr>
<tr>
<td>May 26*</td>
<td>Monday</td>
<td>Memorial Day (observed)</td>
</tr>
<tr>
<td>July 4*</td>
<td>Friday</td>
<td>Independence Day</td>
</tr>
<tr>
<td>September 1*</td>
<td>Monday</td>
<td>Labor Day (observed)</td>
</tr>
<tr>
<td>October 13**</td>
<td>Monday</td>
<td>Staff Training Day <em>(Columbus Day)</em></td>
</tr>
<tr>
<td>November 26</td>
<td>Wednesday</td>
<td>Close @ 5PM</td>
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<tr>
<td>November 27*</td>
<td>Thursday</td>
<td>Thanksgiving Day</td>
</tr>
<tr>
<td>November 28</td>
<td>Friday</td>
<td>(Day after Thanksgiving)</td>
</tr>
<tr>
<td>December 24*</td>
<td>Wednesday</td>
<td>Christmas Eve</td>
</tr>
<tr>
<td>December 25*</td>
<td>Thursday</td>
<td>Christmas Day</td>
</tr>
<tr>
<td>December 31</td>
<td>Wednesday</td>
<td>Close @ 5PM</td>
</tr>
</tbody>
</table>

Closed Saturdays: June 7 – August 30
Closed Sundays: May 4 – September 28

Only veterans will have Veteran’s Day off (Tuesday November 11th) as a paid holiday.
**Paid staff day.

**Action Requested:** The Library Board approves the proposed 2014 closed dates for Chili Public Library.

Motion made by Jim and 2nd by Andrew
In favor- 6; opposed- 0; abstained- 0

- **Approval of Proposed CPL Board of Trustees 2014 meeting dates:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 28</td>
<td>Barbara M. Ireland Community Room</td>
</tr>
<tr>
<td>February 25</td>
<td>Barbara M. Ireland Community Room</td>
</tr>
<tr>
<td>March 25</td>
<td>Barbara M. Ireland Community Room</td>
</tr>
<tr>
<td>April 22</td>
<td>Barbara M. Ireland Community Room</td>
</tr>
<tr>
<td>May 27</td>
<td>Barbara M. Ireland Community Room</td>
</tr>
<tr>
<td>June 24</td>
<td>Barbara M. Ireland Community Room</td>
</tr>
<tr>
<td>July 22</td>
<td>Barbara M. Ireland Community Room</td>
</tr>
<tr>
<td>August 26</td>
<td>Barbara M. Ireland Community Room</td>
</tr>
<tr>
<td>September 23</td>
<td>Barbara M. Ireland Community Room</td>
</tr>
<tr>
<td>October 28</td>
<td>Barbara M. Ireland Community Room</td>
</tr>
<tr>
<td>November 18</td>
<td>Barbara M. Ireland Community Room</td>
</tr>
<tr>
<td>December 16</td>
<td>Barbara M. Ireland Community Room</td>
</tr>
</tbody>
</table>

**Action requested:** The Library Board approves the proposed CPL Board of Trustees 2014 meeting dates as presented

Motion made by Judith and 2nd by Jim
In favor- 6; opposed- 0; abstained- 0

- **Approval of 2013 Budget Transfer of Library Funds**

Request to transfer $2,000 from account 03.7410.4000.000 (Contractual) to account 03.7410.4083.000 (Travel/Conference).

**Action requested:** Approve 2013 Budget Transfer

Motion made by Lori and 2nd by Andrew
In favor- 6; opposed- 0; abstained- 0

**System News:**
- None to report.

**State news:**
- None to report.

**Meetings and Workshops:**
- MGM Meeting – 9/3/13
- Directors’ Council – 9/4/13
- CPL Full Staff Meeting – 9/6/13
- MGM Meeting – 9/10/13
- CPL Friends Board – 9/10/13
- CPL Personnel Committee – 9/11/13
- Chili Town Board Budget Workshop – 9/12/13
Committees:
CPL Personnel Subcommittee:
Judith presented the Directors Evaluation Form to the board for review. The committee requested that changes/updates/suggestions be sent to Judith before the next board meeting at which time the document will be presented for board approval.

Old Business:
-2014 Tentative Budget Proposal- Jeff and Jill presented the CPL budget to the town council. They stressed that not cutting materials was important and money would be taken from the surplus account to fill the gap.

New Business:
-The Chili Library Board of Trustees would like to acknowledge and thank Carol Fogarassy for her 25 years of service to the library. Congratulations for all her devoted service to the patrons of our library.
Motion to recognize Carol’s service was presented by Judith and 2nd by Jim.
In favor- 6; opposed- 0; abstained- 0

-Jim has requested MCLS budget kits for 2013 be given to all board members.
    Jeff will send electronically.

Adjourn: 7:01 pm.

Next meeting date/time: October 22, 2013 @ Chili Public Library Barbara Ireland Community Room. 6pm.
Meeting Minutes, Chili Public Library Board of Trustees Meeting - APPROVED
October 22, 2013

Board of Trustees: Jill Wynn (President), Judith Kharbas (Vice President), Susan Ackerman (secretary), James Lechner (Memorial Fund Treasurer), Lorraine Ahearn, Barbara Sickles, Andrew Lucyszyn

Library Director: Jeff Baker
Town Liaison: Michael Slattery

Present: Jill Wynn, Judith Kharbas, James Lechner, Lorraine Ahearn (acting secretary), Barbara Sickles, Andrew Lucyszyn
Library Director: Jeff Baker

Absent: none
Excused: Susan Ackerman

President Jill Wynn convened the meeting at 6:00.

Approval of agenda: Motion made by Judith, 2nd by Barbara
In favor-6; opposed-0; abstained-0

Approval of minutes of September 24, 2013 with correction under Committees to read after the first sentence as follows: The Board endorsed the director evaluation forms.
In favor-6; opposed-0; abstained-0

Approval of abstract amount of $14832.35: Motion made by Andrew, 2nd by Judith
In favor-6; opposed-0; abstained-0

Communications
- Guests/Public: None present.
- Town Board liaison: None present.

Director’s Report
General Information:
- Friends of the CPL Board Meeting – The next meeting of the Friend’s Board will be Tuesday, November 12 at 6pm. Lori will attend the November meeting. Andrew will attend the December meeting.

- The Gates Chili Chamber of Commerce - Jeff and Bob Pacer, Friends president, and their Gates Library counterparts met with members of the Gates Chili Chamber of Commerce to discuss the possibility of both libraries receiving the proceeds from the Chambers annual golf tournament fund raiser. Jeff will keep us informed.

CPL Statistics –
<table>
<thead>
<tr>
<th></th>
<th>September 2013</th>
<th>September 2012</th>
<th>% change</th>
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<tr>
<td>Circulation</td>
<td>26,193</td>
<td>25,799</td>
<td>2%</td>
</tr>
<tr>
<td>Library visits</td>
<td>13,138</td>
<td>13,064</td>
<td>1%</td>
</tr>
<tr>
<td>Reference questions</td>
<td>1,882</td>
<td>1,858</td>
<td>1%</td>
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<tr>
<td>Programs</td>
<td>31</td>
<td>40</td>
<td>-23%</td>
</tr>
<tr>
<td>Program attendance</td>
<td>320</td>
<td>1,331</td>
<td>-76%</td>
</tr>
<tr>
<td>OverDrive</td>
<td>851</td>
<td>665</td>
<td>28%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
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<tr>
<td>Circulation</td>
<td>332,821</td>
<td>326,676</td>
<td>2%</td>
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<tr>
<td>Library visits</td>
<td>163,216</td>
<td>168,500</td>
<td>-3%</td>
</tr>
<tr>
<td>Reference questions</td>
<td>24,156</td>
<td>25,549</td>
<td>-5%</td>
</tr>
<tr>
<td>Programs</td>
<td>559</td>
<td>494</td>
<td>13%</td>
</tr>
<tr>
<td>Program attendance</td>
<td>17,329</td>
<td>13,461</td>
<td>28%</td>
</tr>
<tr>
<td>OverDrive</td>
<td>9,993</td>
<td>6,486</td>
<td>54%</td>
</tr>
</tbody>
</table>

Jeff commented that program attendance fluctuates depending on the timing of particular programs from year to year.

Kathy Kyle, teen librarian and Face Book account facilitator, has set up a CPL Pinterest account. This will be used, particularly with the teens, to help access interests of the library users. It should be helpful when developing collections and programs.

- **Executive Carpet Cleaning** – The library’s rugs were cleaned by Executive Carpet Cleaners on October 14th. We all thought our meeting room rug cleaned up very nicely.

- **Town Hall/Library Complex Parking Lot** – The parking lot in front of the library, the town hall side, and behind the complex was paved on October 24th. The library side of the parking lot will be paved in 2014.

- **Senator Ranzenhofer Bullet Aid** – The library received its check of the Senator Ranzenhofer bullet aid in the amount of $9,000. The director plans on using the money to create a two day-loan quick release DVD collection and upgrade the Ireland Room furniture and equipment. The consensus was that these upgrades will be a good use of the aid. Jeff also asked and received board agreement to use the aid to pay an annual fee of between $600 and $700, to “Constant Contact” an online marketing company. It could be used to create online newsletters, manage e-mail surveys, and publicize events online. Andrew works in this field and has taken out a free trial to see the benefits to CPL in using this service before the purchase is made.
• **Staff training** – The Staff Retreat Team consisting of the director, Stacey Martin, Donna Belliveau and Cathy Kyle developed the staff retreat training program which was held on October 14th. At the retreat the Town Historian Bonnie Moore spoke about Chili history, the Department of Environmental Conservation spoke about recycling, and there was a team building Airigami workshop. The staff thanks the library board for their support of this training. Jeff commented that it was one of the best trainings they have had.

**New Items:**

- **Approval of the CPL Printing, Copying, Scanning, and Faxing Policy** – The director asked the library board to approve the library’s Printing, Copying, Scanning, and Faxing Policy.  
  **Action Requested:** Approve the CPL Printing, Copying, Scanning, and Faxing Policy.  
  A motion was made to Approve the CPL Printing, Copying, Scanning, and Faxing Policy.  
  Motion made by Andrew, 2nd by Jim  
  In favor- 6; opposed-0; abstained0

- **Approval of the CPL Bulletin Board Usage Policy** – The director asked the library board to approve the library’s CPL Bulletin Board Usage Policy.  
  **Action Requested:** Approve the CPL Bulletin Board Usage Policy.  
  A motion was made to approve the CPL Bulletin Board Usage Policy.  
  Motion made by Barb, 2nd by Lori  
  In favor-6; opposed-0; abstained-0

- **Approval of the CPL Display Case Policy** – The director asked the library board to approve the library’s Display Case Policy.  
  **Action Requested:** Approve the CPL Display Case Policy.  
  A motion was made to approve the Display Case Policy.  
  Motion made by Judith, 2nd by Jim  
  In favor-6; opposed- 0; abstained-0

**System News:**

- **The Legislative Thank You Breakfast** - The event is October 25 and will be held at the Henrietta Public Library. All members of the CPL Board plan to attend.

**State news:** None at this time.
Meetings and Workshops:

- Meeting with Eric Vail – 10/2/13
- Meeting with PinPoint – 10/2/13
- CPL Reference and Circulation Staff Meeting – 10/4/13
- Supervisor Meeting – 10/7/13
- MGM Meeting – 10/8/13
- CPL Friends Board – 10/15/13
- CPL Long Range Planning Meeting – 10/16/13
- MCLS Board Meeting – 10/21/13
- MGM Meeting – 10/22/13

The CPL Staff Christmas Party will be on December 6, 2013 @ 5:30.

Jill convened an Executive Session at 6:45. The Board reconvened in open session at 7:00.

Adjourned at 7:00.

Next meeting date/time: November 26, 2013 @ Chili Public Library Barbara Ireland Community Room. 6pm.
Meeting Minutes, Chili Public Library Board of Trustees Meeting-
APPROVED
November 26, 2013

Board of Trustees:  Jill Wynn (President), Judith Kharbas (Vice President), Susan Ackerman (secretary), James Lechner (Memorial Fund Treasurer), Lorraine Ahearn, Barbara Sickles, Andrew Lucyszyn
Library Director:  Jeff Baker
Town Liaison:  Michael Slattery

Present:  Jill Wynn, James Lechner, Lori Ahearn, Barbara Sickles, Andrew Lucyszyn
Library Director:  Jeff Baker
Absent:  Judith Kharbas
Excused:  Susan Ackerman

President Jill Wynn convened the meeting at 6:02.

Approval of agenda:  Motion made by Andrew, 2nd by Lori
In favor-5; opposed-0; abstained-0

Approval of minutes of October 22, 2013 motion made by Barbara, 2nd by Andrew
In favor-5; opposed-0; abstained-0

Approval of abstract amount of $45,095.84:  Motion made by Barbara, 2nd by Jim
In favor-5; opposed-0; abstained-0

Communications
  ·  Guests/Public: None present.
  ·  Town Board liaison: Mike Slattery – Mike showed the board the Lego League flyer.

Director's Report

General Information:

  ·  Friends of the CPL Board Meeting – The next meeting of the Friend’s Board is Tuesday, December 10th. at 6pm. Andrew Lucyszyn has volunteered to attend.
  ·  At the November 19th Gates-Chili Chamber of Commerce annual meeting it was announced that the Chili Public Library and the Gates Public Library will be recipients of funds raised at the 18th Gates-Chili Chamber of Commerce Charity Golf Tournament to be held on August 4, 2014.
  ·  CPL Holiday Party – The CPL Holiday party is Friday, December 6th Board, Town Board, CPL Friends Board, staff and volunteers are welcome.
  ·  The Town’s Annual Staff Holiday Party – The Town’s Staff Annual Holiday Party is Friday, December 13th
  ·  Hold Cards – Until the end of November, there is a CPL Holds Card sale. Six hold cards for $5.00.
CPL Statistics

<table>
<thead>
<tr>
<th></th>
<th>October</th>
<th>2013</th>
<th>2012</th>
<th>% change</th>
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<tr>
<td>Circulation</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>October 2013</td>
<td>27,703</td>
<td>29,126</td>
<td>-5%</td>
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<tr>
<td>Library visits</td>
<td></td>
<td>14,148</td>
<td>14,607</td>
<td>-4%</td>
</tr>
<tr>
<td>Reference questions</td>
<td></td>
<td>2,160</td>
<td>2,245</td>
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</tr>
<tr>
<td>Programs</td>
<td></td>
<td>58</td>
<td>44</td>
<td>32%</td>
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<tr>
<td>Program attendance</td>
<td></td>
<td>1,463</td>
<td>1,185</td>
<td>23%</td>
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<tr>
<td>OverDrive</td>
<td>Nov 2012-Oct 2013</td>
<td>1,074</td>
<td>665</td>
<td>62%</td>
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<table>
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<tr>
<th></th>
<th>Nov 2011-Oct 2012</th>
<th>% change</th>
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<td>Circulation</td>
<td>331,396</td>
<td>1%</td>
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<td>Library visits</td>
<td>24,071</td>
<td>-6%</td>
</tr>
<tr>
<td>Reference questions</td>
<td></td>
<td>24,071</td>
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<tr>
<td>Programs</td>
<td>573</td>
<td>17%</td>
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<tr>
<td>Program attendance</td>
<td></td>
<td>17,607</td>
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<tr>
<td>OverDrive</td>
<td>10,406</td>
<td>46%</td>
</tr>
</tbody>
</table>

**• Approval of Senator Ranzenhofer Bullet Aid Expenditures** – The director requests the library board approve the following expenditures of the Senator Ranzenhofer Bullet Aid not to exceed $9,000.
  - New projector in the Ireland Room,
  - New Multimedia Podium in the Ireland Room
  - Four new tables for the Ireland Room
  - New 2 Day Quick Loan DVD service
  - Replacement of the library's BrightBoard
  - New subscription to Constant Contact

Action Requested: Approve the expenditures of the Senator Ranzenhofer Bullet Aid.
Motion made by Jim, 2nd by Andrew
In favor-5; opposed-0; abstained-0

**New Items:**

**• Approval of 2013-14 Family Literacy Program Payment** – As part of the MCLS 2013-14 Literacy Grant, each member library will receive $222. It is requested the library board approve the claim voucher that is in this amount.

Action Requested: Approve the 2013-14 Family Literacy Program Payment in the amount of $222.
Motion made by Jill, 2nd by Lori
In favor-5; opposed-0; abstained-0

**• Approval of Professional Services Contract for Phase One of a Network Infrastructure Virtualization Project** - It is proposed the library board award The Pinpoint Group with a professional services contact for phase one of building a new desktop virtualization solution. A virtualization environment will reduce hardware costs and improve ease of support and administration. It will also allow for faster, less expensive upgrades and increased security. The Chili Public Library currently has a user environment consisting of 24 public workstations and 20 staff workstations operating in a Windows 7 system environment. The staff machines are...
currently stand-alone workstations which are domain member machines. Staff moves between workstations and having all their information available at any workstation has been a challenge.

The Chili Public Library requires a virtualization solution that will provide virtual desktop capability to staff and patrons. This will take place in a two phase approach. For phase one it is proposed the vendor will build a new server that will function as the Virtualization Host for virtualized staff desktops, replacing the current server that is four years old. The new server will also be upgradable for future use as a Virtual Desktop Infrastructure (VDI) host for patron machines. The server will be configured as a Server 2012 R2 server with HyperV. An additional Windows 2012 server will be built to function as the Remote Desktop Services manager. The server will be purchased with Microsoft Windows Server 2012 installed and ready for configuration. The vendor will replace the 12 staff workstations with thin client desktops which connect to the Virtual Desktop server to provide desktop access.

Based on the ability to meet the Chili Public Library requirements, and previous experience working in MCLS network environments of the competitive quotes received, The PinPoint Group is recommended for award of the professional services contract for the upgrade of the CPL’s network infrastructure. The PinPoint Group has considerable experience with similar projects and provided the lowest quote.

Total project cost for phase one of the project is not to exceed $11,857.32 with the expectation of project completion within four weeks.

In 2014 the director will request the library board approve the implementation of phase two of the network infrastructure virtualization project whereby the patron and reference desks computers will be migrated to the virtual platform.

Action Requested: Approve the Professional Services Contract for Phase One of a Network Infrastructure Virtualization Project to The Pinpoint Group as described above and not to exceed 10% in addition to the contract award.
Motion made by Lori , 2nd by Andrew
In favor-5; opposed-0; abstained-0

• Approval use of Purchase of Checkpoint DiscMate Single DVD Cases – The library currently uses DVD Safer cases to ensure our popular DVD collection is not stolen. The DVD’s are placed in the plastic Safer cases which are locked. Though secure, the Safer cases are expensive; take up needed shelf space and makes it difficult to read the information on the DVD cases. The director requests $2,000 of the equipment fund be used toward the purchase of 1,000 Checkpoint DiscMate Single locking DVD cases. $500 in Memorial Fund donations will also be spent on obtaining the locking cases. The DiscMate cases cost less per unit than the Safer cases. By using the DiskMate locking DVD cases we will still prevent theft, allow for more DVDs on each shelf and make it easier for patrons to read the information on the DVD cases.
Action Requested: Approve the purchase of 1,000 Checkpoint DiscMate Single DVD Cases.
Motion made by Andrew, 2nd by Lori
In favor-5; opposed-0; abstained-0

System News:

• Trustee Training – Trustee workshops were offered at the Gates Public Library on November 18 and the Webster Public Library on November 20.

• OverDrive increased checkouts and holds – Now that the OverDrive collection has grown over the years, the Directors’ Council recently approved increasing OverDrive checkout to
12 and OverDrive holds to 8.

- **Legislative Thank you Breakfast Held October 26th** – From RRLC “Over 100 representatives from libraries and library systems of the greater Rochester area met with local legislators and their staff at the 2nd Annual Legislative Thank You Breakfast to thank them for being ‘Library Champions’. Legislators and their staff who attended included Assemblymen Harry Bronson, Steve Hawley, Mark Johns and staff member Rich Turner, and Brian Kolb; Senators Patrick Gallivan and staff member Annie Chwiecko, Ted O’Brien, Michael Ranzenhofer and staff member John McNulty, and Joe Robach. Also attending were Nate Kerstein, Assemblyman Joe Morelle’s office, and Barbara Collins, Assemblyman Bill Nojay’s office. Those attending viewed recorded video clips of the Legislators talking about the importance of libraries and each legislator was presented with a certificate of appreciation.

**State news:** None to report.

**Meetings and Workshops:**

- Chamber of Commerce Golf Tournament Fundraiser Meeting – 10/23/13
- RRLC Legislative Thank You Breakfast – 10/25/13
- Full Staff Meeting – 11/1/13
- Directors’ Council Meeting – 11/6/13
- CPL Friends Board – 11/12/13
- Town Library Directors Council Meeting – 11/14/13
- MCLS Special Services Operations Council Meeting – 11/15/13
- Gates-Chili Chamber of Commerce Annual Meeting – 11/19/13

**Committees**

- **CPL Long Range Planning Committee – Review of 2013 Goals**
  It was suggested that we find a cost effective way to solicit funds such as sending out postcards asking for tax deductible contributions before year end.
  Second idea was to have someone come (Webster library has had a successful program) and present ideas to get donations.
  This should be addressed the first quarter of 2014.

**Old Business:** None to report

**New Business:**
Jeff Baker was recognized for donations made on 6/7/13 & 11/22/13.
Cockroaches were found in the library and the Highway department has set traps.

**Adjourned** at 6:50pm.
Meeting Minutes, Chili Public Library Board of Trustees Meeting- APPROVED
December 17, 2013

Board of Trustees: Jill Wynn (President), Judith Kharbas (Vice President), James Lechner (Memorial Fund Treasurer), Susan Ackerman (secretary), Lorraine Ahearn, Barbara Sickles, Andrew Lucyszyn

Library Director: Jeff Baker
Town Liaison: Michael Slattery

Present: Jill Wynn, Judith Kharbas, James Lechner, Susan Ackerman, Lorraine Ahearn, Barbara Sickles, Andrew Lucyszyn

Library Director: Jeff Baker
Town Board Liaison: Michael Slattery

Absent: none
Excused: none

President Jill Wynn convened the meeting at 6:04

Approval of agenda: Motion made by Judith; 2nd by Barbara
In favor- 7; opposed- 0; abstained- 0

Approval of minutes of November 26, 2013: Motion made by Andrew; 2nd by Lori
In favor- 7; opposed- 0; abstained- 0

Approval of abstract amt $13,536.62: Motion made by Jim; 2nd by Judith
In favor- 7; opposed- 0; abstained- 0

Communications

- Town Board liaison: Mike announced that he is now going to be the liaison for the town’s Historic Preservation Society. He introduced Mary Sperr, who will be the new liaison for the Library Board. Jeff, Jill, and the Board thanked Mike for his years of support and welcomed Mary.

- Friends representative--- A representative will attend the April, August and December board meetings. Bob Pacer, new Friends president as of November 2013 attended. The theme for this year is “step up and do something”; they want to encourage more Friends members to be active; they currently need a recording secretary/publicity. There will be a change this year to the Chamber Golf Tournament; the Chili and Gates library Friends will receive the funds raised. The tournament will be August 4 at the Brooklea Country Club.

Directors’ Report
General Information:

- **Friends of the CPL Board Meeting** – The next meeting of the Friend’s Board is Tuesday, January 14th at 6pm. The Friends Board has decided the next library booksale will be February 6-10, 2014. The group is now looking for a larger venue to hold the booksale.

- **CPL Statistics** –

<table>
<thead>
<tr>
<th></th>
<th>November 2013</th>
<th>November 2012</th>
<th>% change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circulation</td>
<td>26,381</td>
<td>27,386</td>
<td>-4%</td>
</tr>
<tr>
<td>Library visits</td>
<td>12,117</td>
<td>13,353</td>
<td>-7%</td>
</tr>
<tr>
<td>Reference questions</td>
<td>1,739</td>
<td>1,944</td>
<td>-11%</td>
</tr>
<tr>
<td>Programs</td>
<td>47</td>
<td>40</td>
<td>18%</td>
</tr>
<tr>
<td>Program attendance</td>
<td>839</td>
<td>837</td>
<td>0%</td>
</tr>
<tr>
<td>OverDrive</td>
<td>1,246</td>
<td>687</td>
<td>81%</td>
</tr>
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<table>
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<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>Circulation</td>
<td>330,393</td>
<td>327,036</td>
<td>1%</td>
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<tr>
<td>Library visits</td>
<td>161,458</td>
<td>167,353</td>
<td>-4%</td>
</tr>
<tr>
<td>Reference questions</td>
<td>23,896</td>
<td>25,494</td>
<td>-6%</td>
</tr>
<tr>
<td>Programs</td>
<td>580</td>
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<td>1,608</td>
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</tr>
<tr>
<td>OverDrive</td>
<td>10,965</td>
<td>7,619</td>
<td>44%</td>
</tr>
</tbody>
</table>

- **Sign-Up Sheets** - The director distributed the CPL Board sign-up sheet for library trustees to attend the 2014 CPL full staff meetings and the CPL Friends Board meetings.

- **Chili Public Library’s First eNewsletter** – The first Constant Contact newsletter was sent out the week of December 15th. It was sent to 8,658 email recipients on Dec 17; 2,205 opened it on Dec 17; 750 bounced back (those email addresses will be removed from the distribution list); 100 people chose to unsubscribe on Dec 17. Archived issues will be available on the library web site.

- **Donation of a 19” screen LCD Magnifier** – The library received a generous donation of a Merlin LCD magnifier, 19” screen, by Enhanced Vision. It is in new condition and they sell for around $2,900 new. It will be a valuable tool for those with low vision to be able to read books and documents within the library. It is now located near the fireplace.

- **The MCLS Directors Retreat** – The retreat will be held January 16 at the Chili Public Library and will include a discussion of service barriers and emerging technology.

- **Delivery Efficiencies** – (from the MCLS Director’s MCLS Board Report) Shipping & Delivery Supervisor, Frank Russo, recently completed a survey of member libraries’ experiences with his department. A copy of the survey results is included with the report this month. Russo has noted a decline in the number of items going through delivery, which can very likely be linked to the
increase in the holds fee. Overall, satisfaction with system delivery is above average, with the department maintaining a 24-48 hour turn-around time for most materials. Russo and his staff were rated high in the survey for communication and efficiency, which can be attributed to the strong teamwork and work ethic exhibited by the Shipping & Delivery staff.

- **Wireless Access Network** – (From the MCLS Director’s MCLS Board Report) Finance Director Brie Harrison and Computer Operations Supervisor Brenda LaCrosse spent time this month exploring alternatives and opportunities for system management of the wireless networks in each member library. For several years, each member library has been responsible for their internal wireless network. Most libraries use a free Time Warner roadrunner connection, using an internal wireless router to provide wireless access inside their buildings. Some larger libraries have recently found that use of this free connection has grown considerably, resulting in slow response time and insufficient bandwidth. Harrison and LaCrosse began discussion with telecom vendors to determine if there is an opportunity for the system to assume responsibility of wireless networks for member libraries. At this time, it is not deemed efficient for the system to take this on, due primarily to the fact that the majority of the member libraries are not having issues with wireless bandwidth, and there would be little, if any, cost savings for the few members that are experiencing difficulties.

**New Items:**

- **Digital Impact Survey** – The impact survey from the University of Washington Information School and the Bill and Melinda Gates Foundation is a free online tool that public libraries can use to find out how their communities benefit from access to the technology resources they offer. The study makes the complex job of surveying patrons easy and fast at no cost to library staff. The Chili Public library will be offering the survey to its patrons the first half of January.

The survey results will allow us to:

- Evaluate our library's technological services;
- Identify areas that are working well or need improvement;
- Improve resource allocation and long range planning;
- Advocate for increased technology services and resources;
- Generate reports, charts and graphs that can be shared to increased community support.
- A report will be generated and present to the library board in January or February when completed.

**System News:**

- None to report
State news:

- **Proposed Trustee Training Legislation** – The New York Library Association Committee has been developing a proposal that would require all new trustees appointed to a library board to fulfill 6 hours of training on library law, board responsibilities, etc. in their first year in order to keep their seat on the board.

New business:

- Jim requested to be excused for the next 3 months while he is out of town.
- Barb’s appointment to the board expired in December.
  
  **A motion was made** to approve Barbara for a 5 year term.
  Motion made by Lori, 2nd by Judith.
  In favor- 7; opposed- 0; abstained- 0

Adjourn: 6:25; went into executive session.
Adjourn: 6:47

Next meeting date/time:  January 28, 2014  @ Chili Public Library Barbara Ireland Community Room.  6pm.