Chili Public Library Board of Trustees
Approved Minutes for January 27, 2015

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

Library Director: Jeff Baker
Town Liaison: Mary Sperr

Present: Jill Wynn, Judith Kharbas, Lorraine Ahearn (Acting Secretary), Andrew Lucyszyn

Library Director: Jeff Baker
Town Board Liaison: Mary Sperr

Absent: none
Excused: Susan Ackerman, Jim Lechner

Jill Wynn convened the meeting at 6:30pm

Approval of agenda: Motion made by Judith, 2nd by Lori
In favor - 4; opposed - 0; abstained - 0

Approval of minutes of November 18, 2014: Motion made by Andrew; 2nd by Judith
In favor - 4; opposed - 0; abstained - 0

Approval of abstract amount of $9758.02: Motion made by Lori; 2nd by Judith
In favor - 4; opposed - 0; abstained - 0

Communications
· Guests/Public
· Town Board liaison:
  Gates Chili Chamber of Commerce Golf Tournament to benefit the libraries will be held on 8/3/15. Committee is actively searching for donations.
  · Bicycle & Pedestrian Workshop, 2/5/15, 5-7p.m. at the Hwy. Garage

Director’s Report

General Information:
· Friends of the CPL Board Meeting – The next Friend’s Board meeting is Tuesday, January 13, 2015 at 6pm. No library trustee is scheduled to attend at this time. The Friend’s next Booksale is on the following dates: March 25th (3pm-8pm Friend’s preview), March 26th (12pm-8pm), March 27th (9am-4pm), March 28th (9am-4pm), March 29th (1pm-4pm bag sale)

· CPL Statistics –

<table>
<thead>
<tr>
<th>Month</th>
<th>December 2014</th>
<th>December 2013</th>
<th>% of change</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>January 2014 - December 2014</td>
<td>January 2013 - December 2013</td>
<td>% of change</td>
</tr>
<tr>
<td>--------------------------</td>
<td>-----------------------------</td>
<td>-----------------------------</td>
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</tr>
<tr>
<td>Circulation</td>
<td>312,870</td>
<td>330,973</td>
<td>-5.47%</td>
</tr>
<tr>
<td>Library Visits</td>
<td>158,031</td>
<td>161,206</td>
<td>-1.97%</td>
</tr>
<tr>
<td>Reference Questions</td>
<td>21,701</td>
<td>23,825</td>
<td>-8.92%</td>
</tr>
<tr>
<td>Programs</td>
<td>527</td>
<td>561</td>
<td>-6.06%</td>
</tr>
<tr>
<td>Program Attendance</td>
<td>22,013</td>
<td>17,189</td>
<td>28.06%</td>
</tr>
<tr>
<td>Overdrive</td>
<td>15,283</td>
<td>10,604</td>
<td>44.12%</td>
</tr>
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</table>

*Problem with Google Analytics. Will correct this problem.

Discussion: Currently the CPL website uses the Weebly platform. It would cost more to use Weebly instead of Google Analytics for statistics. Decision to stay with Google Analytics for statistics.

- Legislative Visit Scheduled – Assemblyman Harry Bronson will meet with the CPL director and representatives from other libraries in his district on Friday, January 30th at noon at the Rochester International Academy. The advocacy approach that to be used will be the New York Library Association theme “Libraries ARE Education”.

Discussion: Advocating for increase library funding to the same percentage as education. Current budget proposal is flat for libraries. Jeff and Lori to attend.
- **CPL 2013 Audit** - The CPL 2014 audit will be completed the last week of January and results reported by Bonn, Dioguardi & Ray, LLP at the library board’s March meeting.

  Discussion: The audit is completed. Results will be reported at the February meeting.

- **New Part Time Library Page** – Matthew Garrett has been hired to replace the part-time page Shaneye Wallace that recently left. Matthew’s start date was January 14th at a pay rate of $8.00 per hour.

  The board endorses Matthew Garrett to be hired as a page as of January 14 at a pay rate of $8.00 per hour.

- **Eight Annual CPL Teen Photo Contest** – The library will be conducting our eighth annual teen photo contest this year. The purpose of this program is to get the teens of Monroe County and especially those in Chili more involved in their community and library. One way to do this is by having them take a look at their community through the viewfinder of a camera. 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 will be available for public viewing during the month of April and winners will be announced in May. We are planning an awards reception for May 2nd. We have lots of wonderful teens and their very enthusiastic parents that attend.

- **RESOLUTION #94 RE: 2015 Budget Amendments – Grants** – At the January 21, 2015 Town Board meeting the following resolution was approved on behalf of the library. ‘**WHEREAS,** on December 30, 2014 on Resolution 277 the Town Board accepted a grant for Bullet Aid from New York State and Senator Ranzenhofer which is to be used to purchase new equipment for the Library, and work has not been completed as of December 31, 2014; and **BE IT RESOLVED,** to amend the 2015 revenue budget L3840 (State Aid for Libraries) by an increase of 10,000.00; amend the 2015 expense budget L7410.4 (Library – Contractual Expense) by an increase of $10,000.00.’

**New Items:**

- **Approval of the CPL Credit Card Policy – Library Patrons** – To expedite library payments and for the convenience of Library patrons, the Chili Public Library accepts Mastercard, Visa, or Discover Cards. This policy spells out the charges that the library accepts from patrons and the accompanying procedures. **Action Requested:** Library Board approves the CPL Credit Card Policy – Library Patrons as written.

  Discussion: There is no minimal charge. The MCLS website address will be corrected on the policy.

  A motion was made to approve the CPL Credit Card Policy – Library Patrons as written with the correction of the website address. Motion made by Lori; 2nd by Judith

  In favor - 4; opposed - 0; abstained-0

- **Approval of the CPL Credit Card Policy – Library Employees** – The library uses credit cards in order to purchase goods and services directly from vendors when those items are needed, but it is not expedient,
practical, or desirable to have either a check or cash available when payment is required. This policy defines who is authorized to use the credit cards, dollar limits for purchases, and documentation requirements.

**Action Requested:** Library Board approves the CPL Credit Card Policy – Library Employees as written.

Discussion: There has not been a problem with the cards but questions were raised concerning location of cards, dollar amounts and procedures to use the cards. It was decided to table the action. Jeff will edit the policy to reflect the recommendations made during our discussion and present it at our next meeting.

**Action Taken:** Table approval until the policy is rewritten

- **Approval of $300 CPL Memorial Fund Transaction** – The library accepted a $500 credit card transaction from a patron who requested that $300 of the donation goes to the CPL Memorial Fund and $200 goes to the CPL Friends Board. The director requests the Library Board approve that a $200 check from the CPL Memorial Fund be written to the CPL Friends Board for this purpose.

  **Board Action:** Library Board approves a $200 check from the CPL Memorial Fund for the CPL Friends.

  Motion made to approve a $200 check from the CPL Memorial Fund for the CPL Friends.

  Motion made by Andrew; 2nd by Judith

  In favor - 4; opposed - 0; abstained-0

- **Approval of $800 CPL Memorial Fund Transaction** – The library has accepted up to $800 in donations from patrons in memory of Jan R. Haase, Phd. a frequent library user. The Director would like to apply this money toward replacing worn upholstered chairs in the library.

  **Action Requested:** Library Board approves using the money donated to the CPL Memorial Fund in memory of Jan. R. Haase, PhD to go toward replacing worn upholstered chairs in the library.

  Discussion: Jill will send a thank you note to Dr. Haase’s wife.

  A motion was made to approve using the money donated to the CPL Memorial Fund in memory of Jan. R. Haase, PhD to go toward replacing worn upholstered chairs in the library. 

  Motion made by Andrew; 2nd by Judith

  In favor - 4; opposed- 0; abstained- 0

**System News:**

- None to report

**State news:**

- None to report

**Meetings and Workshops and Outreach:**

  MCLS Special Services Operations Committee Meeting – 12/19/14
  CPL Full Staff Meeting – 1/2/15
  Directors’ Council Meeting – 1/6/15
  MCLS Director’s Retreat – 1/15/15
  CPL Staff Communications Meeting – 1/13/15
  CPL Friends Board Meeting – 1/13/15

**Old Business:** None
New Business

Committees

- CPL Nominating Committee
  Action requested: Board approves the selection of Karen Reifenstein to complete the term of resigned Trustee Barbara Sickles White.

Discussion: Karen Reifenstein an is an Assistant Professor of Clinical Nursing at the School of Nursing at UR where she also serves as faculty diversity officer. Her research specialty is breast cancer especially in African-American women. She was formerly Assistant Professor of Nursing at Roberts Wesleyan where she received a teaching recognition award, Karen’s experience with grant writing will be valuable to the CPL Board and library. Karen has been active with the Friends of CPL including working on book sales and offering advice preparing grants.

The board Approved the selection of Karen Reifenstein to complete the term of resigned Trustee Barbara Sickles White by a vote of 4 in favor and none opposed.

Meeting convenes to executive session at 7:39

Return to regular session at 8:10

Motion to revise Directors Report to correct as follows: Matthew’s start date was January 14th at a pay rate of $8.75 per hour. Motion made by Andrew; 2nd by Judith
In favor - 4; opposed- 0; abstained- 0

Motion to approve the wage changes recommended by the director during executive session. Motion made by Andrew; 2nd by Lori
In favor - 4; opposed- 0; abstained- 0

Adjourn 8:15

Next meeting date/time: February 24, 2015 @ Chili Public Library Barbara Ireland Community Room. 6:30pm.
Chili Public Library Board of Trustees Meeting
Approved Minutes for February 24, 2015

Board of Trustees: Jill Wynn (President), Sue Ackerman (Secretary), Lori Ahearn, Judith Kharbas (Vice President), James Lechner (Memorial Fund President), Andrew Lucyszyn, Karen Reifenstein
Library Director: Jeff Baker
Town Liaison: Mary Sperr

Present: Jill Wynn (President), Lori Ahearn (Acting Secretary), Judith Kharbas, Andrew Lucyszyn, Karen Reifenstein
Library Director: Jeff Baker
Town Liaison: Mary Sperr

Absent: none
Excused: Sue Ackerman, James Lechner

Jill Wynn convened the meeting at 6:33pm

Approval of agenda: Motion made by Andrew, 2nd by Judith
In favor - 5; Opposed - 0; Abstained - 0

Approval of minutes of January 27, 2015: Motion made by Andrew, 2nd by Lori
In favor - 5; Opposed - 0; Abstained - 0

Approval of abstract amt $21,338.10: Motion made by Judith, 2nd by Karen
In favor - 5; Opposed - 0; Abstained - 0

Communications
  ·  Guests/Public
  ·  Town liaison:
    ·  The brochure and posters for the August 3rd Chamber of Commerce golf tournament are printed. The tournament committee would like to acquire tournament sponsors to increase the profit margin. Jeff and Bob Pacer are designing a template to send to companies.
    ·  A community forum discussing building and property maintenance gathered many thoughts from the public. There will be revision of some policies to reflect concerns. The architectural committee will become a subset of the planning board

Auditor’s Report
Bonn, Dioguardi & Ray, LLP - Missy Empey, CPA Audit Manager

  ·  In the opinion of the auditors it was a “clean” audit.
• Deferred wages of $29,289, due to pay period out of sync with fiscal year is reflected on page 2 under Assets. Due from Other Governments, page 6 under Cash flows from operating activities due to other funds and page 7 under Agency Transactions.
• Deferred revenues from $10,000 ”Bullet” aid is reflected on page 2 under current liabilities and page 7 under deferred revenues.
• The library has a $3,000 increase in net assets due primarily to staff retirement.
• The cash register at the front desk and the transaction spreadsheet had some minor discrepancies due to errors in data entry. Jeff is refining the cash flow policy procedures to alleviate this in the future.

Director’s Report

General Information:

• Friends of the CPL Board Meeting – The next Friend’s Board meeting is Tuesday, March 10, 2015 at 6pm. Lori Ahearn is scheduled to attend. The Friend’s next Booksale is on the following dates: March 25th (3pm-8pm Friend’s preview), March 26th (12pm-8pm), March 27th (9am-4pm), March 28th (9am-4pm), March 29th (1pm-4pm bag sale)

• CPL Statistics –

<table>
<thead>
<tr>
<th>Month</th>
<th>January 2015</th>
<th>January 2014</th>
<th>% of change</th>
</tr>
</thead>
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<td>Circulation</td>
<td>25,144</td>
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<td>-3.27%</td>
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<td>Library Visits</td>
<td>10,886</td>
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<td>-10.41%</td>
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<tr>
<td>Reference Questions</td>
<td>1,783</td>
<td>1,947</td>
<td>-8.42%</td>
</tr>
<tr>
<td>Programs</td>
<td>59</td>
<td>60</td>
<td>-1.67%</td>
</tr>
<tr>
<td>Program Attendance</td>
<td>1,398</td>
<td>1,065</td>
<td>31.27%</td>
</tr>
<tr>
<td>Overdrive</td>
<td>1,450</td>
<td>1,527</td>
<td>-5.0%</td>
</tr>
<tr>
<td>Meeting Room</td>
<td>72</td>
<td>64</td>
<td>12.50%</td>
</tr>
<tr>
<td>Website Visits</td>
<td>2,298</td>
<td>2,895</td>
<td>-20.62%</td>
</tr>
<tr>
<td>Website Pageviews</td>
<td>3,688</td>
<td>4,965</td>
<td>-25.72%</td>
</tr>
</tbody>
</table>
February 2014 - January 2015 | February 2013 - January 2014 | % of change
---|---|---
Circulation | 312,020 | 328,538 | -5.03%
Library Visits | 156,766 | 159,628 | -1.79%
Reference Questions | 21,537 | 23,744 | -9.29%
Programs | 526 | 562 | -6.41%
Program Attendance | 22,346 | 17,268 | 29.41%
Overdrive | 15,206 | 11,433 | 33.00%

- **Legislative Visit with Assemblyman Harry Bronson** – Lori Ahearn and Jeff Baker met with Assemblyman Harry Bronson at the Rochester International Academy to advocate for Library System support. Members of the City School District, the Rochester Public Library and the Rochester Regional Library Council were also at the meeting. The Assemblyman noted that here has been a refinement in the way libraries advocate over the past five years.

- **Take your Child to the Library Day** – On Saturday, February 7th the library took part in the nationwide celebration Take Your Child to the Library Day. We provided programming that highlighted all of the resources that we have available to children and parents. Attendees also had an opportunity to send feedback about their library to the governor.

- **Staff evaluations** – The library director completed the yearly evaluation of staff. He requests the library board personnel committee meet to review the template form that is used for staff evaluations in order to determine if there should be changes to the form.

- **Eight Annual CPL Teen Photo Contest** – The library will be conducting our eighth annual teen photo contest this year. The purpose of this program is to get the teens of Monroe County and especially those in Chili more involved in their community and library. One way to do this is by having them take a look at their community through the viewfinder of a camera. 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 will be available for public viewing during the month of April and winners will be announced in May. We are planning an
awards reception for May 2nd. We have lots of wonderful teens and their very enthusiastic parents that attend.

- **2015 SnapShotNY**: On Monday, February 9th, the library took part in this year’s NYLA ‘SnapShotNY 2015: A Day in the Life of a Library’ by collecting photographs and submitting statistics regarding our library activity for that day. Though it was a cold snowy day, the library was full of activity. The library circulated 501 items for the day and had two children’s programs along with a teen program. Photos of the day can be seen at the following website: [https://www.pinterest.com/nsnapshotny2015/](https://www.pinterest.com/nsnapshotny2015/)

**New Items:**

- **Approval of 2014 Financial Audit** – A report by Bonn, Dioguardi & Ray, LLP on the 2014 CPL financial audit will be given and reviewed at the February 24, 2015 meeting.
  
  **Action Requested:** Approve the 2014 Financial Audit as presented.

  A motion was made to approve the 2014 Financial Audit as presented
  
  Motion made by Andrew, 2nd by Karen
  
  In favor - 5; Opposed - 0; Abstained - 0

- **Approval of the CPL Credit Card Policy for Library Employees** – The library uses credit cards in order to purchase goods and services directly from vendors when those items are needed, but it is not expedient, practical, or desirable to have either a check or cash available when payment is required.

  **Action Requested:** Library Board approves the CPL Credit Card Policy for Library Employees as written.

  A motion was made to approves the CPL Credit Card Policy for Library Employees as written.
  
  Motion made by Karen, 2nd by Lori
  
  In favor - 5; Opposed - 0; Abstained - 0

- **Approval of the Following Credit Card Limits for the Following Staff Accounts.**
  
  - Library Director, Jeff Baker - $4,000
  - Children’s Librarian, Stacey martin - $500
  - Children’s Services, Deb Amesbury - $500
  - Adult Services Librarian, Jennifer Lindsey - $500
  - Teen Librarian, Cathy Kyle - $500
  - Principal Library Clerk, Donna Belliveau - $500
  - Cleaner, Doug Collinge - $500

  **Action Requested:** Library Board approves the CPL Credit Card Limits for the Staff Accounts described above.

  A motion was made to approves the CPL Credit Card Limits for the Staff Accounts described above.
  
  Motion made by Judith, 2nd by Lori
  
  In favor - 5; Opposed - 0; Abstained - 0
· **Authorization of funds for Staff Training Day on October 12, 2015** – The Library Board has approved a training day for staff to be held on October 12th 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 to be held on October 12, 2015 in the amount not to exceed $1,000.

A motion was made to Authorize the use of Memorial Fund expenditures for Staff Training Day to be held on October 12, 2015 in the amount not to exceed $1,000.

Motion made by Judith, 2nd by Karen

In favor - 5; Opposed - 0; Abstained - 0

· **Approval of the Professional Services Contract for the Pinpoint Group to update the Library’s patron PC’s infrastructure in order to provide additional performance, manageability, and lifespan.**

It is proposed the library board award The Pinpoint Group with the professional services contract for work associated with updating the Library’s patron PC’s infrastructure to provide additional performance, manageability, and lifespan. The vendor will perform a hardware update to the exiting patron PCs in order to improve performance and reliability. The patron PC’s will receive a fresh Windows 7 image with the latest version of Microsoft Office, several standard applications, and necessary patron management from Envisionware. The patron PC’s will moved to the ‘staff’ domain. The security settings of the staff domain will be updated to allow patrons to safely be in the same domain and have no access to any protected information. The existing ‘patron’ domain will be shut down and repurposed to give additional server storage.

Based on the ability to meet the Chili Public Library requirements, and previous experience working in MCLS network environments, the PinPoint Group is recommended for award of the professional services contract for the upgrade of the CPL’s patron PC network infrastructure. The PinPoint Group has considerable experience with similar projects and has provided service to the Library at reasonable cost. Total cost for the professional services contract for the project is not to exceed $6,400 with the expectation of project completion within four weeks.

**Action Requested:** Approve the Professional Services Contract for the Pinpoint Group to update the Library’s patron PC’s infrastructure as described. The cost not to exceed $6,400.

**Discussion:** Funds are from the “Bullet” aid.

A motion was made to approve the Professional Services Contract for the Pinpoint Group to update the Library’s patron PC’s infrastructure as described. The cost not to exceed $6,400.

Motion made by Andrew, 2nd by Lori
In favor - 5; Opposed - 0; Abstained - 0

- Approval of the purchase of 22 solid state drives for the patron PC’s infrastructure upgrade project
  The Chili Public Library will perform a hardware update to the existing patron PCs to improve performance and reliability. This includes replacing the exiting hard drives with solid state drives.
  Action Requested: Approve the purchase of 22 solid state drives from the State Contract for the patron PC’s infrastructure upgrade project, not to exceed $3,000.
  A motion was made to approve the purchase of 22 solid state drives from the State Contract for the patron PC’s infrastructure upgrade project, not to exceed $3,000.
  Motion made by Judith, 2nd by Karen
  In favor - 5; Opposed - 0; Abstained - 0

System News:
- None to report

State news:
- Governor Cuomo, despite having an extra $5.5B in revenue this year and proposing up to a 4.8% increase in state education funding, proposed FLAT funding for our community libraries. Last year’s enacted state budget included a 5.7% increase in education funding, but a mere 1.2% increase in local library aid. New York State Education Law requires library aid for FY 2015-2016 to be $102.6M. This figure is based on the most recent census data. The Governor’s flat funding proposal puts state library aid at $86.6M, equivalent to 1997 funding and $16M short of where it should be.

Meetings and Workshops and Outreach:
  Assembly Harry Bronson Meeting – 1/30/15
  Directors’ Council Meeting – 2/4/15
  CPL Circulation and Reference Staff Meeting – 2/6/15
  CPL Friends Board Meeting – 2/10/15
  Gates Chili Chamber of Commerce Golf Tournament Meeting – 2/11/15
  State of the Town Address – 2/24/15

Committees

Old Business

New Business
Adjourn: 7:39 pm

Next meeting date/time: March 24, 2015 @ Chili Public Library Barbara Ireland Community Room. 6:30pm.
Board of Trustees: Jill Wynn (President), Sue Ackerman (Secretary), Lori Ahearn, Judith Kharbas (Vice President), James Lechner (Memorial Fund President), Andrew Lucyszyn, Karen Reifenstein
Library Director: Jeff Baker
Town Liaison: Mary Sperr

Present: Jill Wynn (President), Sue Ackerman, Lori Ahearn (Acting Secretary), Judith Kharbas, Andrew Lucyszyn, Karen Reifenstein
Library Director: Jeff Baker
Town Liaison: Mary Sperr

Absent: none
Excused: James Lechner

Jill Wynn convened the meeting at 6:30.

Approval of agenda: Motion was made by Karen, 2nd by Judith
In favor - 6; Opposed - 0; Abstained 0

Approval of minutes of February 24, 2015: Motion made by Andrew, 2nd by Sue
In favor - 6; Opposed - 0; Abstained 0

Approval of abstract amt. $11,226.28: Motion made by Judith, 2nd by Karen
In favor - 6; Opposed - 0; Abstained 0

Communications
- Guests/Public
- Town Board liaison
  - Some of the conservation district laws have been changed to reflect community concerns discussed last month.
  - The Gates-Chili Chamber of Commerce will have an awards luncheon on April 30, 2015. A new Youth Leadership Award will be presented at this time.

Auditor Report: The Auditor’s Report approved last month had some minor “typos” which have been corrected. Each board member received the corrected copy.

Director’s Report:
General Information:

- **Friends of the CPL Board Meeting** – The next Friend’s Board meeting is Tuesday, April 7, 2015 at 5:30pm. Judith Kharbas is scheduled to attend. The Friend’s next Booksale is on the following dates: March 25th (3pm-8pm Friend’s preview), March 26th (12pm-8pm), March 27th (9am-4pm), March 28th (9am-4pm), March 29th (1pm-4pm bag sale)

- The Friends have purchased red card pouches to give children when they first receive a library card. Pictured is Skylar Nole receiving her first card and card pouch at our check-out desk.

CPL Statistics

<table>
<thead>
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<th>Month</th>
<th>February 2015</th>
<th>February 2014</th>
<th>% of change</th>
</tr>
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<tr>
<td>Circulation</td>
<td>22,991</td>
<td>24,096</td>
<td>-4.59%</td>
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<tr>
<td>Library Visits</td>
<td>11,480</td>
<td>12,815</td>
<td>-10.42%</td>
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<tr>
<td>Reference Questions</td>
<td>1,626</td>
<td>1,945</td>
<td>-16.40%</td>
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<td>Programs</td>
<td>65</td>
<td>64</td>
<td>1.56%</td>
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<td>Program Attendance</td>
<td>1,111</td>
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<tr>
<td>Overdrive</td>
<td>1,271</td>
<td>1,141</td>
<td>11.39%</td>
</tr>
<tr>
<td>Meeting Room</td>
<td>68</td>
<td>79</td>
<td>-13.92%</td>
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<td>Website Visits</td>
<td>5,067</td>
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<td>Website Pageviews</td>
<td>8,308</td>
<td>4,612</td>
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<th>March 2014 – February 2015</th>
<th>March 2013 - February 2014</th>
<th>% of change</th>
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<td>527</td>
<td>578</td>
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<td>22,002</td>
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<tr>
<td>Overdrive</td>
<td>15,336</td>
<td>11,960</td>
<td>28.23%</td>
</tr>
</tbody>
</table>

Discussion:

- Google Analytics has been working better to track statistics.
• The inclement weather appears to have resulted in a decrease of all in-library activities. Web related activities increased during this period.

• Memorial Fund Spreadsheet: On 3-11-15 the Friends gave a $2,000 gift for the Pop Up Library to the Chili Library Memorial Fund. It will be used for things such as portable shelving and a carry-cart. By giving the gift to the fund Jeff will be able to write checks directly from the fund instead of requesting each individual purchase amount from the Friends.

  - Volunteers Appreciation Luncheon – In celebration of our volunteers, the library staff is having a volunteer appreciation luncheon on Wednesday, April 22nd at 12 noon.

  - Phase I lighting – The ceiling lights in the staff area and over the Check-out desk have been replaced as part of the Library’s plan to continually provide correct ambient light for our patrons.

  - Novelist Plus Demo – The Chili Public Library is excited to announce a new addition to its online resources - Novelist Plus! Novelist Plus! is a premiere literary database that includes expert recommendations, reviews, articles, lists and more. It allows you to find other authors and/or titles similar to those you enjoy. NoveList Plus! contains materials for all ages including picture books, children's "chapter" books, young adult titles and books for adult readers. NoveList Plus! is accessed through our website www.chililibrary.org. Click on the Adult tab and Online Databases. After adjournment the Director provided a short demo of the database to the Library Board.

  - Ancestry Demo – The Library subscription to Ancestry Library Edition is eight months now and it is proving to be a popular database. The Director provided a short demo of the database to the Library Board after adjournment.

  - RRLC's Annual Library of the Year Contest – The annual contest runs April 5-18, 2015. In recognition of National Library Week, April 12-18, 2015, the Rochester Regional Library Council will name three libraries - one public, one school and one academic/special -- as “RRLC Library of the Year 2015”. Nominations must come from library users. Voting begins on April 5th and the library will have a link to the contest on our website.

  - Eight Annual CPL Teen Photo Contest – Submissions for the CPL 8th annual teen photo contest will be accepted between February 1, 2015 and April 1, 2015. Photos will be displayed at the library, as well as on the website, for Viewers’ Choice competition April 6-30. There will be an awards reception May 2, 2015 at 10 am. The purpose of this program is to get the teens of Monroe County and especially those in Chili more involved in their community and library.

  - Information Session on MCLS 2015-16 Service Priorities & Plan of Service – The MCLS Director Patty Uttaro held an information session on the MCLS 2015-16 service priorities & plan of service at the Chili Public Library on March 18th. MCLS staff and trustees were invited to attend.

New Items:
· **Approval of 2014 Chili Public Library State Annual Report** - Annually, the Chili Public Library must submit a 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 summary of the report document was distributed at the March Library Board meeting and a copy of the full report will be available for review.

**Action Requested:** Approve the 2014 Chili Public Library State Annual Report.

Discussion: The full report is over 30 pages long. All libraries in the system submit an annual report to the State. The majority of the State aid goes to the Monroe County Library System in order to support shared costs such as delivery, internet access, interlibrary loan and system-wide data bases. CPL share of Library Services Aid from the State this year should be about $7,500.

A motion was made to approve the 2014 Chili Public Library State Annual Report. Motion made by Sue, 2nd by Andrew

In favor - 6; Opposed - 0; Abstained - 0.

**System News:**
· None to report

**State News:**
· The Senate and Assembly released their one-house budget resolutions. These documents serve to stake out each house's position in their budget negotiations with the Governor. The Governor submitted his Executive Budget in late January, and it called for $86.6M in library funding, or flat funding from last year. Thanks to dedicated advocacy, both the Senate and Assembly have proposed increased funding for library aid.

The Senate's one-house budget resolution includes an additional $5M in library aid, as well as $14M in capital funding, a $1.3M MTA tax reimbursement, and a permanent MTA tax exemption. The proposed $5M increase in library funding is reflective of the Governor's top-level proposed education aid increase of 4.8%. The Assembly's one-house budget resolution includes an additional $2M in library aid, as well as $14M in capital funding, a $1.3M MTA tax reimbursement, and a permanent MTA tax exemption. There is an advocacy link on the NYLA website to send letters to your legislators in support of increase aid to libraries.

**Meetings and Workshops and Outreach:**
- Gates Chili Chamber of Commerce Golf Tournament Meeting – 3/3/15
- Directors’ Council Meeting – 3/4/15
- CPL Website Meeting
- CPL Full Staff Meeting – 3/6/15
- CPL Friends Board Meeting – 3/10/15
Committees:
- Committee sign up: Postponed until Jim is available.

Old Business:
- Eric, a local photographer, has hung his work for our first library art display. CPL plans to showcase area artists for our patrons’ enjoyment.

New Business:
- Jeff alerted us to a situation involving a Monroe County System patron. The individual has been banned from some libraries due to difficulty adhering to the code of conduct, particularly in the use of reference desk phone calls. The individual has been rude to staff and escalates to inappropriate language and disrespect. Calls can monopolize the reference desk phone. CPL has become a focus of this individual. Jeff has asked the reference desk to keep track of the calls and will record conversations if the calls continue and determine if there is non-compliance with the CPL code of conduct. At this point the calls are manageable. Jill asked if the staff had been trained to respond to this type of call. Jeff said staff has training in dealing with the many different personalities and behaviors at the library. Jeff is considering having a mental health professional discuss ways of interacting with various individuals, including those with mental health issues, at the next staff retreat.
- Trustee Orientation to be held April 7, 2015 in the Pittsford Library @7pm.

Adjourned: 7:05

Next meeting date/time: April 28, 2015 @ Chili Public Library Barbara Ireland Community Room. 6:30pm.
Chili Public Library Board of Trustees Meeting
Approved Minutes for April 28, 2015

Board of Trustees: Jill Wynn (President), Sue Ackerman (Secretary), Lori Ahearn, Judith Kharbas (Vice President), James Lechner (Memorial Fund President), Andrew Lucyszyn, Karen Reifenstein
Library Director: Jeff Baker
Town Liaison: Mary Sperr

Present: Jill Wynn, Lori Ahearn (Acting Secretary), James Lechner, Andrew Lucyszyn, Karen Reifenstein
Library Director: Jeff Baker
Town Liaison: Mary Sperr

Absent: none
Excused: Sue Ackerman, Judith Kharbas

Jill Wynn convened the meeting at 6:32

Approval of agenda: Motion was made by Andrew; 2nd by Karen
In favor - 5; Opposed - 0; Abstained 0

Approval of minutes of March 24, 2015: Motion made by Jim; 2nd by Andrew
In favor - 5; Opposed - 0; Abstained 0

Approval of abstract amt, $25,939.68: Motion made by Karen; 2nd by Andrew
In favor - 5; Opposed - 0; Abstained 0

Communications
- Guests/Public: None
- Town Board Liaison: Patrick Pietropaoli has resigned his 30 year tenure as Town Justice. Deputy Town Supervisor Ken Kraus has been appointed to fill the Town Justice position. Councilman Michael Slattery has been appointed to the Deputy Town Supervisor position.
- Friends of the Chili Public Library President Bob Pacer: The attendance at the Friends monthly meetings has consistently increased to around two dozen active members. Financially the Friends has had one of their best quarters, fueled in part by the successful March book sale. With so many active members Bob believes the success of the August Chamber of Commerce Golf Tournament to benefit the Chili and Gates libraries will exceed that of last year. The Friends committee is actively searching for more sponsors. Raffle tickets for a tournament golf package are currently being sold. Jeff included a full page description of the Tournament in the CPL section of the Town of Chili Newsletter.

Director’s Report:

General Information:
Friends of the CPL Board Meeting – The next Friend’s Board meeting is Tuesday, May 12, Jim Lechner has volunteered to attend. The Friend’s Booksale at the end of March made over $2,500 with an additional $780 in membership. This is the most sold at a Friend’s Booksale in quite some time.

CPL Statistics –

<table>
<thead>
<tr>
<th>Month</th>
<th>March 2015</th>
<th>March 2014</th>
<th>% of change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circulation</td>
<td>26,642</td>
<td>27,631</td>
<td>-3.58%</td>
</tr>
<tr>
<td>Library Visits</td>
<td>14,218</td>
<td>13,442</td>
<td>5.77%</td>
</tr>
<tr>
<td>Reference Questions</td>
<td>1,688</td>
<td>2,121</td>
<td>-20.41%</td>
</tr>
<tr>
<td>Programs</td>
<td>29</td>
<td>40</td>
<td>-27.50%</td>
</tr>
<tr>
<td>Program Attendance</td>
<td>463</td>
<td>2,131</td>
<td>-78.27%</td>
</tr>
<tr>
<td>Overdrive</td>
<td>1,518</td>
<td>1,354</td>
<td>12.11%</td>
</tr>
<tr>
<td>Meeting Room</td>
<td>65</td>
<td>78</td>
<td>-16.67%</td>
</tr>
<tr>
<td>Website Visits</td>
<td>5,278</td>
<td>2,528</td>
<td>108.78%</td>
</tr>
<tr>
<td>Website Pageviews</td>
<td>8,288</td>
<td>4,430</td>
<td>87.09%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Month</th>
<th>April 2014 – March 2015</th>
<th>April 2013 - March 2014</th>
<th>% of change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circulation</td>
<td>309,926</td>
<td>326,008</td>
<td>-4.93%</td>
</tr>
<tr>
<td>Library Visits</td>
<td>156,207</td>
<td>158,655</td>
<td>-1.54%</td>
</tr>
<tr>
<td>Reference Questions</td>
<td>20,785</td>
<td>24,031</td>
<td>-13.51%</td>
</tr>
<tr>
<td>Programs</td>
<td>516</td>
<td>559</td>
<td>-7.69%</td>
</tr>
<tr>
<td>Program Attendance</td>
<td>20,334</td>
<td>18,092</td>
<td>12.39%</td>
</tr>
<tr>
<td>Overdrive</td>
<td>15,500</td>
<td>12,590</td>
<td>23.11%</td>
</tr>
</tbody>
</table>

Discussion: As the weather became more favorable library visits increased. The decrease in program attendance was due to a large outreach event at Chestnut Ridge and a March Madness Contest.
· **CPL Teen Photo Contest Reception** – All are welcome to attend the Teen Photo Contest reception on May 2nd at 10am. There are quite a number of excellent submissions for this year’s event. The Friends are underwriting the costs of this event.

· **OverDrive Magazines** - Patrons can now check out popular magazines from the library system’s OverDrive service. Issues stay on the device after download. Patrons can check out three issues at a time which are read through one’s Nook app. The app works with most popular devices. To date there are 36 popular magazine titles in the database. No back issues are currently available. Presently these are acquired only through the Nook app.

· **CPL Staff Job Descriptions** – A request by the Library Board was for the Library Director to update the job descriptions for all CPL staff. This task has been completed. Jeff shared a Library Staff Organizational Chart which included staff names and positions

**New Items:**

· **Approval CPL Security Camera Policy** – The Chili Public Library mission is to provide “a welcoming responsive place people come to for the discovery of new ideas, the joy of reading and the power of information.” To complete this mission, the Library utilizes security cameras in order to provide an environment that is comfortable, and safe where people can use library facilities and collections for intended purposes to the maximum extent possible. The Library Director requests that the Library Board approve the CPL Security Camera Policy.

  **Action Requested – Approve the CPL Security Camera Policy.**

  **Motion made to approve the CPL Security Camera Policy.** Motion made by Jim; 2nd by Andrew.

  In favor - 5; Opposed - 0; Abstained - 0

· **Approval of Standard Work Day** – The Chili Public Library hereby establishes the following as standard work days based on the record of activities maintained by the library. This information is submitted to the Town of Chili Finance Department who in turn report days worked to the New York State and Local Employees’ Retirement System.

  **Action Requested – Approve the standard work day for CPL employees as listed in the chart below.**

<table>
<thead>
<tr>
<th>Title</th>
<th>Standard Work Day (hrs/days)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library Director</td>
<td>7.50</td>
</tr>
<tr>
<td>Librarian II</td>
<td>7.50</td>
</tr>
<tr>
<td>Librarian I</td>
<td>7.50</td>
</tr>
<tr>
<td>Librarian Trainee</td>
<td>7.50</td>
</tr>
<tr>
<td>Librarian Assistant</td>
<td>7.50</td>
</tr>
<tr>
<td>Principal Library Clerk</td>
<td>7.50</td>
</tr>
<tr>
<td>Library Clerk</td>
<td>7.50</td>
</tr>
<tr>
<td>Library Page</td>
<td>7.50</td>
</tr>
</tbody>
</table>
Discussion: The chart will become 2.1.1 of the personal policy and stems from a recommendation given by the NYState comptroller’s auditor.

Motion to approve the standard work day for CPL employees as listed in the chart above. Motion made by Andrew; 2nd by Karen
In favor - 5; Opposed - 0; Abstained - 0

Approval of Authorized Signers of CPL Memorial Fund – The Chili Public Library hereby authorizes the removal of James Myers and adds Jill Wynn as signers of the CPL Memorial Fund Account.
Action Requested - Approve removal of James Myers and addition of Jill Wynn to be a signer of the CPL Memorial Fund Account along with the current signers James Lechner (Memorial Fund President), Jeff Baker and the bookkeeper Patricia Tindale.
Discussion: Jim Lechner reviewed the procedures of the CD accounts in the Memorial Fund. At the May 22, 2012 library board meeting the board gave Jim, the treasurer, permission to roll over the CD’s when they come due. The record of this transaction is shared with the library board at the monthly meetings. In order to make the CD’s more liquid for library needs and reduce potential vulnerability for cashing in large CD’s early, the accounts are monthly invested in the amount of $5,000 per account, over a one year or twelve month period.

Motion to approve removal of James Myers and addition of Jill Wynn to be a signer of the CPL Memorial Fund Account along with the current signers James Lechner (Memorial Fund President), Jeff Baker and the bookkeeper Patricia Tindale. Motion made by Lori; 2nd by Karen.
In favor - 5; Opposed - 0; Abstained - 0

Approval Partial Registration Reimbursement for RRLC Lead From Where You Are Institute – The Rochester Regional Library Council is presenting a Lead From Where You Are leadership institute beginning in June 2015. This institute focuses on a personal approach to leadership – defining, integrating, and articulating one’s personal leadership style. This training is targeted to emerging leaders. Jennifer Lindsey, Adult Services Librarian, and Stacey Martin Children Services Manager will be attending this Institute. The registration is $350 per individual. The Library Director requests the Library Board approve partial registration reimbursement of $175 for each individual.
Action Requested – Approve partial registration reimbursement of $175 for each Jennifer Lindsey and Stacey Martin to attend the RRLC Lead From Where You Are Institute.
Discussion: Since this was not a budget item Jeff only asked for partial reimbursement. The board strongly feels that it is important for us to support staff when they actively reach out to acquire and develop new professional skills. Therefore the board would like to cover the entire cost of the registration for each participant. Jim said that this would be something that the Memorial Fund could cover. The Board amended the action request as follows: Approve registration reimbursement of $350 for each to Jennifer Lindsey and Stacey Martin to attend the RRLC “Lead From Where You Are Institute” to be underwritten by The Memorial Fund. Each attendee will submit a report to the board upon training completion.

Motion to approve registration reimbursement of $350 for each to Jennifer Lindsey and Stacey Martin to attend the RRLC “Lead From Where You Are Institute” to be underwritten by The
Memorial Fund. Each attendee will submit a report to the board upon training completion. Motion made by Jim; 2nd by Karen.

In favor - 5; Opposed - 0; Abstained - 0

Handout/Pamphlets/Information:

• The Tenth Annual Greater Rochester Teen Book Festival is at Nazareth College on May 16, 2015. Cathy Kyle is one of the organizers of this event.

• The Summer Programs for Adults pamphlet is available. Jeff highlighted some of the offerings.

• The Westside Express Senior Transportation Service, created in partnership with CPL, is now in service.

• On Monday, May 18 there will be a Master Plan for the Chili Center Area Open House held from 6:00 pm - 8:00 pm in the Town meeting room to discuss Community Planning. There are no formal presentations but you will be able to view preliminary project materials and share ideas. Since CPL is a major community presence Jeff encouraged us to participate in the Open House.

• The director was told the state audit will take about 40 work days. The auditor may contact each of the library trustees.

System News:

• None to report

State news:

• The state budget contains a $5 million dollar, or a 5.8%, increase in aid for public libraries! In addition, the $14 million dollar public library construction grant program was again included in the budget. It is through the efforts of everyone who contacted our elected officials to advocate for public libraries.

Meetings and Workshops and Outreach:

Usability Workshop – 3/27/15
Directors’ Council Meeting – 4/1/15
Gates Chili Chamber of Commerce Golf Tournament Meeting – 4/6/15
CPL Friends Board Meeting – 4/7/15
NYS Comptroller’s Audit Meeting – 4/9/15
CPL Volunteers Luncheon – 4/22/15
CPL Communications Team – 4/28/15

Committees

• Committee sign up: Tabled until all board members are present.

Adjourn: 7:33
Next meeting date/time: May 26, 2015 @ Chili Public Library Barbara Ireland Community Room, 6:00pm.
Approved
Meeting Minutes, Chili Public Library Board of Trustees Meeting
May 26, 2015

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

Library Director:  Jeff Baker
Town Liaison:  Mary Sperr

Present:  Judith Kharbas, Susan Ackerman , Lorraine Ahearn, Jim Lechner, Karen Reifenstein
Library Director:  Jeff Baker
Town Board Liaison:  Mary Sperr

Absent: none
Excused: Andrew Lucyszyn, Jill Wynn

Judith Kharbas convened the meeting at 6:30

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

Approval of minutes of April 28, 2015: Motion made by Jim ; 2nd by Karen
In favor- 5; opposed- 0; abstained- 0

Approval of abstract amt $ 40,510.19 : Motion made by Karen ; 2nd by Jim
In favor- 5; opposed- 0; abstained- 0

Communications

- Guests/Public: none ; 3 students from Churchville-Chili High School observed

- Town Board liaison: Mary mentioned that the Town is now interviewing for an assistant Town Counsel; at the June 10 Town Board meeting they will be discussing a Bicycle, Sidewalk, and Pedestrian study. Jim gave thanks to Mary for the recent refurbishing of the Carol O’Connor statue in the children’s garden at CPL.

- Friends representative--- A representative will attend the April, August and December board meetings.
Director's Report

General Information:
- **Friends of the CPL Board Meeting** – The next Friend’s Board meeting is Tuesday, June 9, Jim Lechner has volunteered to attend.

- **CPL Statistics** –

<table>
<thead>
<tr>
<th>Month</th>
<th>April 2015</th>
<th>April 2014</th>
<th>% of change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circulation</td>
<td>24,785</td>
<td>27,266</td>
<td>-9.10%</td>
</tr>
<tr>
<td>Library Visits</td>
<td>13,025</td>
<td>14,081</td>
<td>-7.50%</td>
</tr>
<tr>
<td>Reference Questions</td>
<td>1,774</td>
<td>1,947</td>
<td>-8.89%</td>
</tr>
<tr>
<td>Programs</td>
<td>71</td>
<td>63</td>
<td>12.70%</td>
</tr>
<tr>
<td>Program Attendance</td>
<td>2,157</td>
<td>2,017</td>
<td>6.94%</td>
</tr>
<tr>
<td>Overdrive</td>
<td>1,405</td>
<td>1,321</td>
<td>6.36%</td>
</tr>
<tr>
<td>Meeting Room</td>
<td>86</td>
<td>79</td>
<td>8.86%</td>
</tr>
<tr>
<td>Website Visits</td>
<td>5,401</td>
<td>2,331</td>
<td>131.70%</td>
</tr>
<tr>
<td>Website Pageviews</td>
<td>9,603</td>
<td>3,935</td>
<td>144.04%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Month</th>
<th>May 2014 – April 2015</th>
<th>May 2013 – April 2014</th>
<th>% of change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circulation</td>
<td>307,445</td>
<td>323,561</td>
<td>-4.98%</td>
</tr>
<tr>
<td>Library Visits</td>
<td>155,151</td>
<td>157,753</td>
<td>-1.65%</td>
</tr>
<tr>
<td>Reference Questions</td>
<td>20,612</td>
<td>23,888</td>
<td>-13.71%</td>
</tr>
<tr>
<td>Programs</td>
<td>524</td>
<td>560</td>
<td>-6.43%</td>
</tr>
<tr>
<td>Program Attendance</td>
<td>20,474</td>
<td>18,691</td>
<td>9.54%</td>
</tr>
<tr>
<td>Overdrive</td>
<td>15,584</td>
<td>13,051</td>
<td>19.41%</td>
</tr>
</tbody>
</table>

- **Timeout Software Statistics** – Below are statistics on how the public computers in the library are being used. Patrons who use our public computers spend close to one hour per session. In that the library has 21 public computers, each of our public computers are used on average between 2.5 and 3.2 hours per day.

<table>
<thead>
<tr>
<th>Month</th>
<th>Total Uses</th>
<th>Total Time</th>
<th>Average Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015-01</td>
<td>2014</td>
<td>1,801</td>
<td>53.6</td>
</tr>
<tr>
<td>2015-02</td>
<td>1709</td>
<td>1,553</td>
<td>54.5</td>
</tr>
<tr>
<td>2015-03</td>
<td>2072</td>
<td>1,912</td>
<td>55.4</td>
</tr>
<tr>
<td>2015-04</td>
<td>2186</td>
<td>1,995</td>
<td>54.8</td>
</tr>
</tbody>
</table>
• **CPL on the Go! Service** - On Saturday, May 16th the Chili Public Library was at the Chili Farmers Market to showcase its new CPL on the Go! service. This new service is supported from the proceeds raised by last year’s Gates Chili Chamber of Commerce Golf Tournament and Dinner Auction. CPL-on-the-Go! is a new concept for CPL that brings the library to various locations within the town of Chili in order to inform the public about the services, materials and programs provided by the library. The service also promotes literacy by giving away new books to children and teens, along with donated books to adults. By using the service people can also register for new library cards and soon they will be able to check out books and DVDs library staff brings to these locations. For the time the service was at the Chili Farmers Market, 75 people visited and 30 books were given away to children, teens and adults.

• **Results of the 8th Annual CPL Teen Photo Contest** –  
Cathy Kyle, Chili Public Library’s Young Adult Librarian and program coordinator, announced the winners of the library’s Eighth Annual Teen Photo Contest at the award ceremony held on May 2nd. Thirty teens from all over Monroe County submitted 58 photos to the contest, which ran from February 1 - April 1. The judging panel, comprised of local photographers, selected winners for each age division and special categories. The winning photographers in the age 12-15 division are: Jane Brennan, First Place; Lydia Todd, Second Place; and Leah Herring, Third Place. Winners in the age 16-18 division are: Alyssa Broberg, First Place; Marleese Patterson, Second Place; and Bethany Lawrence, Third Place. Special awards also went to Marleese Patterson and Jane Brennan who won the Viewer’s Choice Awards. In addition, there were ten Honorable Mention winners.

First place, ages 12-15  
First place, ages 16-18
• **Report from the Children’s Librarian Stacey Martin** – On April 8th the CPL Children’s staff attended a MCLS Children’s Services Retreat. The retreat began the meeting with a presentation on what’s new in children’s graphic novels by the Kids Comics Committee, which I am a part of. Adrienne Furness, Director of the Henrietta Public Library, shared her experiences as a member of the Caldecott Committee, including some behind the scenes knowledge and how they made their final selections. Jen Preisser, a Children’s Librarian from Greece Public Library, led an interactive training on using a parachute in storytime. In the afternoon, we engaged in more hands on learning about the five elements of the Every Child Ready to Read Program – Read, Write, Sing, Talk and Play, and how to implement them in our programs. Overall, it was a wonderful opportunity to have our entire staff together at this training, to discuss what we were learning and how we can incorporate it at our library.

• **2015 RRLC Public Library of the Year Nominations** – The director will share with the Library Board the nominations RRLC received from the patrons of Chili Public Library for the Public Library of the Year contest.

• **2014 Annual Report to the Community** – The Library Director will distribute to the Library Board the 2014 Annual Report to the Community.

• The Children’s summer reading program will be called “Every Hero has a Story”.

**New Items:**

• **Approval the Chili Public Library Procurement Policy** – The Library Director requests the Library Board approve the Chili Public Library Procurement Policy. The draft has been reviewed by the Chili Public Library Budget Subcommittee

  **Action Requested** – Approve the Chili Public Library Procurement Policy.

  **Discussion:** There were a few clarifying questions on the wording of the document.

  **A motion was made** to approve the Chili Public Library Procurement Policy

  Motion made by Lori; 2nd by Karen
  In favor- 5; opposed- 0; abstained- 0

• **Approval of the Chili Public Library Cash Handling Policy** – The Library Director requests the Library Board approve the Chili Public Library Cash Handling Policy. The draft has been reviewed by the Chili Public Library Budget Subcommittee

  **Action Requested** – Approve the Chili Public Library Cash Handling Policy.

  **Discussion:** There were a few clarifying questions on the wording of the document.
A motion was made to approve the Chili Public Library Cash Handling Policy as amended.

Motion made by Jim; 2nd by Lori
In favor- 5; opposed- 0; abstained- 0

- **Approval of the Chili Public Library Fixed Assets Policy** – The Library Director requests the Library Board approve the Chili Public Library Fixed Assets Policy. The draft has been reviewed by the Chili Public Library Budget Subcommittee

**Action Requested – Approve the Chili Public Library Fixed Assets Policy**

**Discussion:** a typographical error was pointed out.

A motion was made to approve the Chili Public Library Fixed Assets Policy as amended

Motion made by Jim; 2nd by Lori
In favor- 5; opposed- 0; abstained- 0

**System News:**
- None to report

**State news:**
- None to report

**Meetings and Workshops and Outreach:**
- CPL Full Staff Meeting – 5/1/15
- Teen Photo Contest – 5/2/15
- Gates Chili Chamber of Commerce Golf Tournament Meeting – 5/5/15
- Directors’ Council Meeting – 5/6/15
- MCLS Overdrive Team Meeting – 5/6/15
- CPL Friends Board Meeting – 5/12/15
- CPL Budget Subcommittee Meeting – 5/13/15
- Town Libraries Directors Meeting – 5/14/15
- Gates Chili Chamber of Commerce Golf Tournament Meeting – 5/19/15

**Committees:**
Karen joined the Budget committee; there were no other changes to committee membership

**Old Business:**
none
New Business:
none

Adjourn  7:13 to executive session

Next meeting date/time:  June 23 @ Chili Public Library Barbara Ireland Community Room.  6pm.
Chili Public Library Board of Trustees Meeting

Approved Minutes for June 23, 2015

Board of Trustees: Jill Wynn (President), Sue Ackerman (Secretary), Lori Ahearn, Judith Kharbas, James Lechner, Andrew Lucyszyn, Karen Reifenstein
Library Director: Jeff Baker
Town Liaison: Mary Sperr

Present: Jill Wynn (President), Lori Ahearn (Acting Secretary), Judith Kharbas, James Lechner, Andrew Lucyszyn, Karen Reifenstein
Library Director: Jeff Baker
Town Liaison: Mary Sperr

Absent: None
Excused: Sue Ackerman

**Approval of agenda with addition of Executive Session:** Motion made by Judith, 2\textsuperscript{nd} by Jim
In favor - 6; Opposed -0; Abstained -0

**Approval of minutes of May 26, 2015:** Motion made by Jim, 2\textsuperscript{nd} by Judith
In favor - 6; Opposed -0; Abstained -0

**Approval of abstract amt. $13,589.91:** Motion made by Karen, 2\textsuperscript{nd} by Andrew
In favor - 6; Opposed -0; Abstained -0

**Communications:**

**Guests/Public**

Town Board liaison: The Town Board approved a standard work day for town workers.
Regulations for abandoned homes and buildings were developed. The board is looking at ways to enforce the abandoned homes and buildings regulations. A farmland protection plan is on the books. A sidewalk/pedestrian plan was presented. This will help when applying for grants and setting up a reserve fund for future projects. Chil E Fest is on July 4\textsuperscript{th}. Jim wanted to clarify his thanks to Mary for requisitioning the refurbishing of the Carol O’Connor statue in the children’s garden at CPL.

**Director’s Report**

**General Information:**

- **Friends of the CPL Board Meeting** – The next Friend’s Board meeting is Tuesday, July 14, Sue Ackerman has volunteered to attend.

- CPL will have a booth at the Chil E Fest along with CPL On the Go, our pop-up library. There will be library card sign ups and free books will be given away. CPL will have a parade float with participation and funding by The Friends. Library staff, board members and patrons are invited to march with the float.

- The Board received a letter of thanks from Stacey Martin for approving funding for her to attend the RRLC Leadership Institute.
### CPL Statistics –

<table>
<thead>
<tr>
<th>Month</th>
<th>May 2015</th>
<th>May 2014</th>
<th>% of change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circulation</td>
<td>21,421</td>
<td>23,237</td>
<td>-7.82%</td>
</tr>
<tr>
<td>Library Visits</td>
<td>11,596</td>
<td>12,362</td>
<td>-6.20%</td>
</tr>
<tr>
<td>Reference Questions</td>
<td>1,337</td>
<td>1,573</td>
<td>-15.00%</td>
</tr>
<tr>
<td>Programs</td>
<td>40</td>
<td>50</td>
<td>-20.00%</td>
</tr>
<tr>
<td>Program Attendance</td>
<td>1,010</td>
<td>5,018</td>
<td>-79.87%</td>
</tr>
<tr>
<td>Overdrive</td>
<td>1,337</td>
<td>1,277</td>
<td>4.70%</td>
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<tr>
<td>Meeting Room</td>
<td>66</td>
<td>67</td>
<td>-1.49%</td>
</tr>
<tr>
<td>Website Visits</td>
<td>4,893</td>
<td>1,738</td>
<td>181.53%</td>
</tr>
<tr>
<td>Website Pageviews</td>
<td>8,668</td>
<td>2,2988</td>
<td>190.09%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>June 2014 – May 2015</th>
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<td>Circulation</td>
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<td>Library Visits</td>
<td>154,385</td>
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<td>Reference Questions</td>
<td>20,376</td>
<td>23,961</td>
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<tr>
<td>Programs</td>
<td>514</td>
<td>549</td>
<td>-6.38%</td>
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<tr>
<td>Program Attendance</td>
<td>16,466</td>
<td>22,712</td>
<td>-27.50%</td>
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<tr>
<td>Overdrive</td>
<td>15,644</td>
<td>13,598</td>
<td>15.05%</td>
</tr>
</tbody>
</table>

**Library Building Operation** - This June the library’s carpets were cleaned, and the library’s tile flooring in the public area was cleaned and sealed.
New Items:

- **2015 Summer Reading Program at the CPL** – The library will be offering a variety of programs and events all summer long. Below is a description of the Summer Reading Program themes for each age group at the library.

  - **Adult Summer Reading Program** – “Escape the Ordinary” June 29-August 7. For every book an adult patron reads, they fill out a raffle ticket to be entered into the weekly prize drawings. There will be a grand prize of a Kindle Fire.

  - **Teen Summer Reading Program** – “Every Hero Has a Story!” - June 29-August 7. Teens will decide if they want to compete as a DC or Marvel reader. Each book they read or listen to will get them a raffle ticket. They get a bonus yellow raffle ticket every time they read something superhero, wear something superhero, or go to a library program. Prizes will be given out throughout the summer.

  - **Summer Kickoff Concert, June 24 at 7pm** - for all ages – There is a Nerd Rock Concert featuring performances from Tonks and the Aurors, Tianna and the Cliffhangers, and Kirstyn Hippe to kick of Summer Reading. At the concert patrons will hear rock music about favorite books like Harry Potter, the Hunger Games, and more! Patrons may stop in at the library any time before the concert and pick up a special FREE raffle ticket, to have a chance to win an awesome prize at the concert! Only 200 raffle tickets will be available. No registration required for the concert. Cathy Kyle and Valerie Scheg are coordinating these events.

  - **Children's Summer Reading Program** - "Every Hero Has a Story!” - June 29-August 7. Children ages 12 and under can pick up a bingo board. The children come to the Children’s Room to select one weekly prize when they get a bingo. Each time a child selects a prize they will have a chance to enter out end of summer raffles. Children will also be encouraged to enter Assemblyman Bronson’s Summer Reading Program as well. The Children’s staff have visited St. Pius School, Florence Brasser Elementary School, T. J. Connor Elementary, Paul Road Elementary, and Chestnut Ridge Elementary to spread the word about the library’s summer reading program. To kick off summer reading families will enjoy sharing a story on a outside storywalk starting at the Children’s Literary Garden. Deb Amesbury and Jill Sutter met with over 2000 students at the elementary schools. Jeff thanked the town building and grounds staff for their help with the storywalk.

- **Library Intern** - The Children’s Department has a summer volunteer intern, Catherine Morse to assist the staff with their Summer Reading Program.

- **2014 MCLS Budget Kit** - The Library Director will review with the Library Board the data from the 2014 MCLS Budget Kit.

  - The fact finding part of the state audit has been completed. The audit focus was on The Memorial Fund and the report will contain some recommendations for oversight. It will go into details about the Fund. It will take about two months for the report to be written and then it will be sent to Albany for further refinement. Jeff will bring the final report to the board when it is received.

System News:

- None to report
State news:
- None to report

Meetings and Workshops and Outreach:
- Chili Supervisor Department Head Meeting – 6/27/15
- Gates Chili Chamber of Commerce Golf Tournament Meeting – 6/2/15
- Directors’ Council Meeting – 6/3/15
- Workplace Violence Workshop – 6/5/15
- CPL Friends Board Meeting – 6/9/15
- Gates Chili Chamber of Commerce Golf Tournament Meeting – 6/16/15
- CPR Training – 6/16/15
- CPL Budget Subcommittee Meeting – 6/18/15
- CPL Budget Subcommittee Meeting – 6/22/15
- Westside News Meeting – 6/23/15

Committees

Old Business

New Business

Meeting adjourned to go to executive session: 6:35

Meeting reconvened: 7:00

Motion made to approve withdrawal of time from the Sick Leave Donation Bank as discussed in executive session. Made by Andrew; 2nd by Karen
In favor - 6; Opposed -0; Abstained -0

Adjourned: 7:02

Next meeting date/time: July 28, 2015 @ Chili Public Library Barbara Ireland Community Room.
Approved
Meeting Minutes, Chili Public Library Board of Trustees Meeting
July 28, 2015

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

Library Director: Jeff Baker
Town Liaison: Mary Sperr

Present: Jill Wynn, Judith Kharbas (arrived at 6:15), James Lechner, Susan Ackerman, Lorraine Ahearn, Andrew Lucyszyn, Karen Reifenstein
Library Director: Jeff Baker
Town Board Liaison:

Absent: Mary Sperr
Excused:

Jill Wynn convened the meeting at 6:04pm

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

Approval of minutes of June 23, 2015: Motion made by Andrew 2nd by Karen
In favor- 6; opposed- 0; abstained- 0

Approval of abstract amt $14,793.89: Motion made by Lori 2nd by Karen
In favor- 7; opposed- 0; abstained- 0

Approval of donations to the Memorial Fund; amt $1,350: Motion made by Jim 2nd by Judith
In favor- 7; opposed- 0; abstained- 0

Communications
- Guests/Public: none
- Town Board liaison: none
- Friends representative--- A representative will attend the April, August and December board meetings. Bob Pacer mentioned that the recent spring book sale raised about $2500, which is the largest amount in 10 years. He also reminded people that the golf tournament is Aug 3; there are 18 more golfers than last year; 5pm is cocktails and silent auction, 6pm is dinner.
Director’s Report

General Information:

- **Friends of the CPL Board Meeting** – The next Friend’s Board meeting is Tuesday, August 11, Sue Ackerman has volunteered to attend. The Gates Chili Chamber of Commerce Golf Tournament and Dinner Auction is Monday, August 3rd. Library Board members, Friends Board members, staff, volunteers, and patrons are all welcome to attend the dinner/auction which begins at 5pm in support of the library.

- **CPL Statistics** –

<table>
<thead>
<tr>
<th>Month</th>
<th>June 2015</th>
<th>June 2014</th>
<th>% of change</th>
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<tr>
<td>Circulation</td>
<td>24,646</td>
<td>24,635</td>
<td>.04%</td>
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<tr>
<td>Library Visits</td>
<td>12,800</td>
<td>11,639</td>
<td>9.98%</td>
</tr>
<tr>
<td>Reference</td>
<td>1,601</td>
<td>2,073</td>
<td>-22.77%</td>
</tr>
<tr>
<td>Programs</td>
<td>30</td>
<td>22</td>
<td>36.36%</td>
</tr>
<tr>
<td>Program Attendance</td>
<td>2,839</td>
<td>2,310</td>
<td>22.90%</td>
</tr>
<tr>
<td>Overdrive</td>
<td>1,449</td>
<td>1,112</td>
<td>30.31%</td>
</tr>
<tr>
<td>Meeting Room</td>
<td>45</td>
<td>40</td>
<td>12.50%</td>
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<tr>
<td>Website Visits</td>
<td>5,116</td>
<td>2,257</td>
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<tr>
<td>Website Pageviews</td>
<td>9,162</td>
<td>4,351</td>
<td>110.57%</td>
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<thead>
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<th>Month</th>
<th>July 2014-June 2015</th>
<th>July 2013-June 2014</th>
<th>% of change</th>
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<td>Circulation</td>
<td>305,640</td>
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<td>Library Visits</td>
<td>155,546</td>
<td>157,376</td>
<td>-1.16%</td>
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<tr>
<td>Reference Questions</td>
<td>19,904</td>
<td>24,025</td>
<td>-17.15%</td>
</tr>
<tr>
<td>Programs</td>
<td>522</td>
<td>540</td>
<td>-3.33%</td>
</tr>
<tr>
<td>Program Attendance</td>
<td>16,995</td>
<td>22,839</td>
<td>-25.59%</td>
</tr>
<tr>
<td>Overdrive</td>
<td>15,981</td>
<td>13,909</td>
<td>14.90%</td>
</tr>
</tbody>
</table>

- **Chil-E Fest** – The library had a vendor booth at this year’s Chil-E Fest and showcased our new CPL on the Go! service. At the booth patrons signed up for the summer reading program, signed up for library cards, learned about our library services and programs. We also gave away 40 books to children, teens and adults to promote literacy.

New Items:

- **Approval of the 2016 Chili Public Library Proposed Budget** – The CPL Budget Committee recommends the library board approve a proposed 2016 CPL Budget. Once approved the budget will be forwarded to the town Supervisor.

**Action item:** Approve the 2016 Chili Public Library Proposed Budget as distributed.
Discussion: It was stated and discussed that the Memorial Fund not be considered as a source of funding in the permanent budget and should be moved out of the budget, using money from the surplus fund instead. A conversation also involved the differences between the job descriptions of pages and clerks and if there should be a more significant difference in the pay rates of these positions.

A motion was made to approve the 2016 Chili Public Library Proposed Budget as amended.

Motion made by Jim; 2nd by Andrew
In favor- 7; opposed- 0; abstained- 0

• Related to the budget discussion:

A motion was made to permanently moving the Memorial Fund line out of the budget. Discussion: the library is accruing ~$10,000/year from the Friends, grants, and donations. This money should be put towards special projects such as a "teen room" and materials and not considered part of the budget.

Motion made by Jim; 2nd by Judith
In favor- 7; opposed- 0; abstained- 0

A motion was made to increase the minimum pay rate for part time clerks to $10/hour effective January 1, 2016. Discussion: Currently there is little difference between the pay rates for pages and starting clerks. The job descriptions are different, with clerks working at the circulation desk and working with patrons. It was felt that the pay rates should reflect this difference in responsibility.

Motion made by Jim; 2nd by Judith
In favor- 7; opposed- 0; abstained- 0

• Approval of the CPL Code of Ethics Policy – It was recommended that libraries have a code of ethics policy. The Library Director requests the Library Board approve the draft policy.

Action item: Approve the Chili Public Library Code of Ethics Policy as distributed.

Discussion: Some grammatical rewording of the policy as distributed occurred.

A motion was made to approve the Chili Public Library Code of Ethics Policy as amended

Motion made by Lori; 2nd by Karen
In favor- 7; opposed- 0; abstained- 0
- **State of New York Office of the Comptroller Draft Report of Examination** – The Library Director received the draft report of examination from the State of New York Comptroller’s Office. The Library Board has until August 20th to respond to the content of the report. An example of a minor deficiency that was verbalized but not in the report: they suggest that for the library in-house book sale each sale contain a receipt. It was suggested in the report that a new process be developed for the Memorial Fund to show transactions similarly to how the library fund is handled, with specific invoices documented.

- **CPL Memorial Fund Approval Process** – The Library Director will review with the Library Board a recommended process for approving donations and expenditures from the CPL Memorial Fund.

  **Action item:** Approve the presented response letter for corrective action to the OSC audit as adjusted for reporting donations to Memorial Fund

  **Discussion:** It was agreed that the proposed process seemed logical and could be easily implemented.

  **A motion was made** to approve the presented process for approving donations and expenditures from the CPL Memorial Fund.

  Motion made by Andrew; 2nd by Judith
  In favor- 7; opposed- 0; abstained- 0

  Please Take Note: the July donations to the Memorial Fund were discussed and approved per the above procedure approved tonight; the motion appears at the start of these minutes after the approval of the abstract.

- **2015 NYLA conference Approval:** The director is requesting the library board approve adult librarian, Jennifer Lindsey's attendance to this year's New York Library Association (NYLA) conference in Lake Placid, NY, October 21-24, 2015. The cost is not to exceed $830 to cover registration, mileage, two night's hotel stay and meals. This is part of the NYLA Leadership Management Academy Ms. Lindsey has been attending.

  **Action item:** Approve the cost (not to exceed $830) in registration, mileage, lodging, and meals for librarian Jennifer Lindsey to attend the 2015 NYLA Annual conference.

  **Discussion:** it was noted that this is to allow Ms. Lindsey to continue with the Leadership Management Academy that takes place during the conference.

  **A motion was made** to approve the cost (not to exceed $830) in registration, mileage, lodging, and meals for librarian Jennifer Lindsey to attend the 2015 NYLA Annual conference.

  Motion made by Judith; 2nd by Andrew
  In favor- 7; opposed- 0; abstained- 0
System News:
  - None to report

State news:
  - None to report

Meetings and Workshops and Outreach:
  - Wizard Nerd Rock Concert - 7/24/15
  - Gates Chili Chamber of Commerce Golf Tournament Meeting – 7/30/15
  - Directors’ Council Meeting – 7/1/15
  - Chil-E Fest – 7/4/15
  - Gates Chili Chamber of Commerce Golf Tournament Meeting – 7/7/15
  - Town Library Director’s Council – 7/9/15
  - Gates Chili Chamber of Commerce Golf Tournament Meeting – 7/14/15
  - CPL Friends Board Meeting – 7/14/15
  - Gates Chili Chamber of Commerce Golf Tournament Meeting – 7/21/15
  - Comptroller’s Audit Meeting – 7/27/15
  - Gates Chili Chamber of Commerce Golf Tournament Meeting – 7/28/15

Committees: none

Old Business: none

New Business: Jill Wynne announced she is resigning from the Board; her last day will be August 15, 2015. She has submitter her letter to the Town Board; her letter to Jeff is forthcoming. Susan Ackerman has been nominated as president; a vote will occur at the August meeting. Judith thanked Jill for her services to CPL and wished her well. The Personnel committee will pursue filling the open Board position.

Adjourn: 7:47pm

Next meeting date/time: August 25 @ Chili Public Library Barbara Ireland Community Room. 6pm.
Chili Public Library Board of Trustees Meeting
Approved Minutes for for August 25, 2015

Board of Trustees: Judith Kharbas (Vice President), Susan Ackerman (Secretary), James Lechner (Memorial Fund Treasurer), Lori Ahearn, Andrew Lucyszyn, Karen Reifenstein
Library Director: Jeff Baker
Town Liaison: Mary Sperr

Present: Judith Kharbas (arrived 6:25), Sue Ackerman (Acting President), James Lechner, Lori Ahearn (Acting Secretary), Andrew Lucyszyn
Library Director: Jeff Baker
Town Liaison: Mary Sperr

Excused: Karen Reifenstein

Approval of agenda: Motion made by Andrew, 2nd by Jim
In favor: 4; opposed 0; abstained 0

Approval of minutes of July 28, 2015: Motion made by Jim, 2nd by Lori
In favor: 4; opposed 0; abstained 0

Approval of abstract amt. of $10, 025.57: Motion made by Andrew, 2nd by Lori
In favor: 5; opposed 0; abstained 0

Approval of donations to the Memorial Fund; amt $100. Motion made by Jim, 2nd by Andrew
In favor: 5; opposed 0; abstained 0

Approval of Memorial Fund expenditures amt. $83.94 for books; Motion made by Judith: 2nd by Lori. In favor: 5; opposed 0; abstained 0

Communications
- Guests/Public - none
- Friends President: not present.
- Town Board liaison: The Town is beginning the budget process for 2016. Mary said Jeff is always well prepared when presenting the CPL budget request to the Town Board.
- Gates-Chili Chamber of Commerce: Mary Sperr reported as the President of the Chamber of Commerce. Jeff is now on the Chamber of Commerce Board as is Gates Director Greg Benoit. The Golf Tournament was a big success. The final accounting is not finished but we are looking at a quick estimate of $6,500 or more for each library. The Golf Committee is in the process of writing thank you notes to donors. Mary said the Tournament was a group effort. Bob Pacer was a huge contributor to the effort. Checks will be presented to the libraries during the November 19th Chamber meeting. (See Jeff if you would like to attend.) The 2016 tournament will be at Brook Lea Country Club on August 1st.
General Information:

- **Friends of the CPL Board Meeting** – The next Friend’s Board meeting is Tuesday, September 8, Judith Kharbas has volunteered to attend.

- **CPL Statistics** –

<table>
<thead>
<tr>
<th>Month</th>
<th>July 2015</th>
<th>July 2014</th>
<th>% of change</th>
</tr>
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<tbody>
<tr>
<td>Circulation</td>
<td>28,671</td>
<td>32,604</td>
<td>-12.1%</td>
</tr>
<tr>
<td>Library Visits</td>
<td>15,812</td>
<td>16,660</td>
<td>-5.09%</td>
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<tr>
<td>Reference Questions</td>
<td>1,979</td>
<td>2,463</td>
<td>-19.7%</td>
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<tr>
<td>Programs</td>
<td>66</td>
<td>49</td>
<td>34.7%</td>
</tr>
<tr>
<td>Program Attendance</td>
<td>1,649</td>
<td>1,889</td>
<td>-12.7%</td>
</tr>
<tr>
<td>Overdrive</td>
<td>1,485</td>
<td>1,149</td>
<td>29.2%</td>
</tr>
<tr>
<td>Meeting Room</td>
<td>92</td>
<td>72</td>
<td>27.8%</td>
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<tr>
<td>Website Visits</td>
<td>5,039</td>
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</tr>
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<td>Website Pageviews</td>
<td>8,928</td>
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<td>300,153</td>
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<td>-5.9%</td>
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<tr>
<td>Library Visits</td>
<td>154,698</td>
<td>157,887</td>
<td>-2.0%</td>
</tr>
<tr>
<td>Reference</td>
<td>19,420</td>
<td>23,469</td>
<td>-17.3%</td>
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<tr>
<td>Programs</td>
<td>539</td>
<td>539</td>
<td>0.00%</td>
</tr>
<tr>
<td>Program Attendance</td>
<td>16,755</td>
<td>22,930</td>
<td>-26.9%</td>
</tr>
<tr>
<td>Overdrive</td>
<td>16,317</td>
<td>14,213</td>
<td>14.8%</td>
</tr>
</tbody>
</table>

Discussion: Reference questions decline is probably due to the availability of information on the internet. The Children’s Librarian was unavailable during this time period.

- **New Homeowners Welcome Package From CPL** – The Friends of the Chili Public Library have developed a letter to send to new homeowners in the Chili community. It is proposed that
the letter be signed by the CPL Friends Board President, the CPL Board President and the Director. The letter will invite the new residents of the community to visit the library and take advantage of its many programs, materials and services. The letter will also invite the residents to join the Friends of the CPL. Marcia Johnson, PT Library Clerk, previously reported to Jeff that according to the D&C there are about 13 new homeowners in Chili each week. The draft of the letter was discussed. In addition to the letter the packet will also include the “State of the Library Report” and a schedule of upcoming library events. Suggestions from the Board were to include the CPL website address and Facebook link in the letter. It was also suggested the letter be written on Chili Public Library letterhead along with the Friends logo. Jeff will emend the letter as needed.

- **CPL Friends Booksale** - September 30 from 4pm-8pm (members preview), October 1st from Noon to 8pm, October 2nd from 11am-4pm, October 3rd from 9am – 4pm, and a $3 bag sale October 4th from 1 pm-4pm. Discussion: Bookmarks, with the booksale information, will be distributed as patrons check out library books.

- **Town Budget Workshop** - The Library’s Town Budget Workshop is scheduled for Wednesday, September 9th at 5pm.

- **CPL on the Go! Form on the Library’s Website** - The Library now has a new CPL on the Go! form on its website. Local organizations can now fill out the form and request the library’s new service to attend a community event and/or location. Discussion: This information will be included in the on-line newsletter.

**Old Items:**

- **State of New York Office of the Comptroller Draft Report of Examination Update** – The Comptrollers Report of Examination is on the Comptrollers website. Discussion: Trustees were emailed a request to complete a voluntary evaluation of the examination process.

- **Review of the Summer Reading Program** - The Library had another successful year of the Summer Reading Program. 632 children and 55 teens participated in the Summer Reading Program. 180 Teens and 1,658 children took part in the summer reading events.

<table>
<thead>
<tr>
<th>TEENS SUMMER READING EVENTS STATISTICS</th>
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<tr>
<td>6/24/2015 Summer Kick Off Concert</td>
</tr>
<tr>
<td>7/9/2015 Super hero Gadgets</td>
</tr>
<tr>
<td>8/7/2015 Tie Dye</td>
</tr>
<tr>
<td>8/7/2015 Pre-Comicon</td>
</tr>
<tr>
<td>8/7/2015 Comicon</td>
</tr>
<tr>
<td>Teen Summer Reading Events Participants</td>
</tr>
<tr>
<td>Teen Summer Reading Program Participants</td>
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<thead>
<tr>
<th>CHILDRENS SUMMER READING EVENTS STATISTICS</th>
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<tr>
<td>7/6/2015 4H STEM</td>
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<tr>
<td>7/9/2015 Butterfly Garden</td>
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</tbody>
</table>
Discussion: Jim would like to recognize the CPL Staff for the successful summer reading program, with a special note to youth services who, Judith commented, had one less staff member during this time. It will be part of the Board minutes to be read at the next Staff meeting. The following statement was developed:

The Chili Library Board of Trustees commends the CPL Staff for providing a successful Summer Reading Program. We recognize all the work by the entire staff that went into this success. We especially commend the providing of a quality children's summer program with one less available staff member.

New Items:

- **Gates Chili Chamber of Commerce Board Member** - The Library Director has recently joined the Board of the Gates Chili Chamber of Commerce. The Director will attend his first meeting of the Board in September.

- **Personnel Update** – Stacey Martin resigned on July 31st as the library’s Children’s Librarian. The Director has changed the job description of Cathy Kyle from Teen Librarian to Youth Services Librarian, where she now oversees the library’s Youth Services Department. Valerie Scheg has been hired as a part-time librarian in the Youth Services Department. She had been working as a part-time Librarian Trainee. Valerie’s start date is September 6, 2015. See discussion under New Business.

- **Gates Chili Chamber of Commerce State of the State Address Event** – Senator Michael Ranzenhofer and Senator Joseph Robach will be giving a State of the State Address at the next Gates Chili Chamber of Commerce event on Friday, September 18th. Online registration is
available on the chamber’s website. Senator Ranzenhofer is not able to attend this event. See Jeff if you would like to attend this event.

- **Approval of Purchase of Two New Lounge Chairs to be Located by the Library’s Fireplace**
  - The two lounge chairs that are presently located at the Library’s fireplace are worn and in need of replacement. The Library’s Decorating Team recommends the chairs be replaced with library furniture from Demco for a total cost of $1,715. $1,200 of the cost has been donated to the Library’s Memorial Fund from a generous patron for this purchase. The CPL Friends Board approved at their last meeting to pay the remainder of $515.
  
  **Action item: Approve the Chili Public Library’s Purchase of Two Lounge Chairs to be Located by the Fireplace for the amount of $1,715**

  Discussion: Jim noted the funds were donated by Ms. Henderson to help purchase the chairs as well as $100 to purchase “Lassie” DVDs, The Hendersons have been generous supporters of the library for many years. He suggested we send a thank you note to Ms. Henderson signed by the Board of Trustees. Jeff will purchase a card for the next meeting.

  **Motion:** Approve the Chili Public Library’s Purchase of Two Lounge Chairs to be located by the fireplace for the amount of $1,715. Motion made by Jim; 2nd by Andrew
  
  In favor - 5; Opposed - 0; Abstained - 0

**System News:**
- None to report

**State news:**
- None to report

**Meetings and Workshops and Outreach:**
- Gates Chili Chamber of Commerce Golf Tournament – 8/3/15
- Chili Supervisor Meeting – 8/4/15
- Gates Chili Chamber of Commerce Golf Tournament Meeting – 8/11/15
- CPL Friends Board Meeting – 8/11/15
- Gates Chili Chamber of Commerce Golf Tournament Meeting – 7/21/15
- Comptroller’s Audit Meeting – 7/27/15
- Gates Chili Chamber of Commerce Golf Tournament Meeting – 7/28/15

**Committees**
- The Nominating Committee nominated Susan Ackerman to fill the remainder of the term of the Library Board President. Sue was unanimously elected to fill the remainder of the term of the Library Board President.
- The Nominating Committee nominated Lorraine Ahearn to fill the remainder of the term of the Library Board Secretary. Lori was unanimously elected to fill the remainder of the term of the Library Board Secretary.
The Nominating Committee will publicize the seeking of applicants for the opening on the CPL Board of Trustees in the CPL newsletter and in the Gates Chili Post.

**Old Business:**

**New Business:**

**Adjourn to Executive Session:** 7:04

**Return to General Session:** 7:33

**Creation of Youth Services Department Discussion:** A reorganization has placed Children's and Teen Services under the new Department of Youth Services. This was precipitated by the resignation of the Children's Librarian which led to the Teen Librarian successfully facilitating both departments. Having taken the new position of Youth Services manager, the Teen Librarian is taking the Librarian II civil service exam and is expected to have a raise in title by the year's end. The Trustees met in Executive Session to discuss the effect of this and developed the following motion:

**Motion** to have the pay rate of the Youth Services manager changed to reflect the performance of additional duties, including supervision, as discussed in Executive Session.

Motion made by Judith; 2nd by Andrew
In favor - 5; Opposed - 0; Abstained - 0

Adjourn: 7:35

**Next meeting date/time:** September 22, 2015 @ Chili Public Library Barbara Ireland Community Room. 6:00pm.
Chili Public Library Board of Trustees Meeting
Approved Minutes for September 22, 2015

Board of Trustees: Sue Ackerman (President) Judith Kharbas (Vice-President), Lori Ahearn (Secretary), James Lechner (Memorial Fund Treasurer), Andrew Lucyszyn, Karen Reifenstein
Library Director: Jeff Baker
Town Liaison: Mary Sperr

Present: Sue Ackerman, Judith Kharbas, Lori Ahearn, James Lechner, Andrew Lucyszyn, Karen Reifenstein
Library Director: Jeff Baker
Town Liaison: Mary Sperr

Meeting convened: 6:01

Approval of agenda with items added by Jeff: Motion made by Andrew; 2nd by Judith.
In favor 6; opposed 0; abstained 0

Approval of minutes of August 25, 2015: Motion made by Jim; 2nd by Karen.
In favor 6; opposed 0; abstained 0

Approval of abstract amt $9,512.65: Motion made by Jim; 2nd by Judith.
In favor 6; opposed 0; abstained 0

Approval of Memorial Fund Expenditures amt. $1,915.01: Motion made by Lori; 2nd by Andrew.
In favor 6; opposed 0; abstained 0

Approval of Memorial Fund Donations amt, $500: Motion made by Jim; 2nd by Karen.
In favor 6; opposed 0; abstained 0

Information:
• The Library Memorial Fund spreadsheet will use the previous month’s data. This will align with the format of the budget spreadsheet. It also will reflect items that are approved.
• On the budget spreadsheet August shows an increase in fines, charges and fees. This is compared to what was budgeted.
• Jeff supplied the Board with an updated staff organizational chart. Jeff and Lee Ann will be interviewing candidates to fill a PT Library Assistant position.
• Jeff gave us a list of the “Top 100 Banned/Challenged Books: 2000-2009” to highlight Banned Book Week, September 27-October 3, 2015. Patty Bruno is setting up a display with some of the books and reasons they have been banned in various locations throughout the U.S.
• Jeff had cards for us to sign for Sue Henderson and Senator Ranzenhofer as per Jim’s suggestion.

Communications
• Guests/Public
• Friends President: Not present.
· Town Board liaison: Mary reported the buildings burned on Chili near Union need to be razed. New structures will be built. Legacy is planning to build a facility across from the Town Hall complex for individuals in good physical condition with failing cognitive ability.

Director’s Report

General Information:

· Friends of the CPL Board Meeting – The Friends have a new memorial board located in the lobby, as the old one was filled up. The library’s talented clerk David Tyler made the memorial board for the Friends. At the Friends Board September meeting Judith Kharbas recommended that the Friends Board’s meeting minutes be sent to the Library Board. The Friends reported that 40 new library card pouches for children are given out each month. The annual meeting of the Friend’s Board is Tuesday, October 20 at 6:30pm. Andrew Lucyszyn has volunteered to attend. During the month of October the Friends will have a membership Drive. The Friends Board will be at the Library on the following dates in order to inform the public of the benefits of being a Friend of the library. Oct 5 American Girl Program, Oct 14 Library Lobby, Oct 15 Simply Stories, Oct 21 Library Lobby, Oct 24 Trick or Treat Program. The membership drive coincides with National Friends of the Library Week (October 16-24).

· CPL Statistics –

<table>
<thead>
<tr>
<th>Month</th>
<th>August 2015</th>
<th>August 2014</th>
<th>% of change</th>
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<tr>
<td>Circulation</td>
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<tr>
<td>Library Visits</td>
<td>13,552</td>
<td>13,452</td>
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<td>Reference Questions</td>
<td>1,550</td>
<td>1,764</td>
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<tr>
<td>Programs</td>
<td>33</td>
<td>44</td>
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<td>Program Attendance</td>
<td>2,346</td>
<td>3,484</td>
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<td>Overdrive</td>
<td>1,509</td>
<td>1,372</td>
<td>10%</td>
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<td>Meeting Room</td>
<td>51</td>
<td>43</td>
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<td>Website Visits</td>
<td>4,740</td>
<td>2,455</td>
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<td>Website Pageviews</td>
<td>8,523</td>
<td>4,322</td>
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<td>154,798</td>
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<td>Reference Questions</td>
<td>23,202</td>
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<tr>
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<td>528</td>
<td>550</td>
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<td>22,518</td>
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<td>Overdrive</td>
<td>16,454</td>
<td>14,637</td>
<td>12%</td>
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Jeff has asked Jen to look at the way statistics for “Program Attendance” are reported. Under the current method we combine outreach, in Library active programs, and in Library passive programs together. It should give a more detailed picture of the Library’s activities to separate these statistics for the Library Board. Our Library on the Go has been part of many off campus events. The Gates Chili School District’s “Be a Reading Hero” event is an example of this.

- **Feedback Form on the Library’s Website** – In order to elicit patron feedback regarding the library, the library’s comment card has been put up on the library homepage.

- **4th Annual Legislative Thank You Breakfast** – Staff, trustees, volunteers, and friends are invited to attend a legislative thank you breakfast at the Henrietta Public Library on Friday, October 30 from 8:30 - 10 am. The theme is "Libraries Are Education". This event is sponsored by RRLC, Monroe County Library System, Pioneer Library System, the area’s five School Library Systems, and the Friends and Foundation of Rochester Public Library. Jeff will take care of registering Trustees for the breakfast.

**Old Items:**

- **Executive Sessions Review** – Following up on the Library Board’s request, the Director will share with the library board relevant parts of the Open Meetings Law as it pertains to the proper procedure of when executive session meeting minutes should be taken. When going into executive session there has to be a reason given for doing so. Individuals with a particular area of expertise may be invited into the session. Motions are voted on in regular session and become part of the minutes. No other notes are needed from an Executive Session.

**New Items:**

- **Approval** of $500 Donation to the Chili Public Library Memorial Fund for September 2015.
  
  **Action item:** Approve $500 Donation to the Chili Public Library Memorial Fund for September 2015.

  **Motion:** Approve $500 Donation to the Chili Public Library Memorial Fund for September 2015. Motion made by Jim; 2nd by Karen.
  
  In favor 6; opposed 0; abstained 0
Approval of the 2015-2016 Bullet Aid in the Amount of $11,000 Received from the Office of Senator Michael H. Ranzenhofer – The Monroe County Library System has received $11,000 in bullet aid for the Chili Public Library from the Office of Senator Michael H. Ranzenhofer. The director requests the library approve the voucher of this payment from MCLS to the Chili Public Library.

Action Requested: The Library Board approves the MCLS voucher of $11,000 in 2015-2016 Bullet Aid for the Chili Public Library received from the Office of Senator Michael H. Ranzenhofer.

Discussion: This is the 3rd year in a row that we have received Bullet Aid. Jeff gave us a chart showing the amount received by other area libraries. Our state senator does not represent all these libraries.

Motion: Approve the MCLS voucher of $11,000 in 2015-2016 Bullet Aid for the Chili Public Library received from the Office of Senator Michael H. Ranzenhofer. Motion made by Jim; 2nd by Andrew
In favor 6; opposed 0; abstained 0

Approval of Chili Public Library Collection of Fines and Fees Policy. – Library materials at the Chili Public Library are purchased for the use of all library cardholders. Cardholders are responsible and accountable for the materials they borrow. The Director has developed a policy and guidelines that ensure the collection of fines and fees is fair and consistent.

Action item: Approve the Chili Public Library Collection of Fines and Fees Policy as presented.

Discussion: The board had some questions and suggestions. It is felt that an addendum listing the cost and types of fees and fines at the library should be included as part of the Fines and Fees Policy. The process for retrieving materials and fines should be attached to the policy. The waived overdue fines statement should include the need for documentation from the person asking for the waiver. The fee rates are not set by the MCLS. There is consistency among many, but not all, libraries.

Approval of the Fines and Fees Policy is tabled until the policy is rewritten to include the suggestions as discussed.

Grants and Aid - We received our Library Service Aid from the state. It was up 5.81% but is still below what is required by law. We also received our 2015-2016 Family and Adult Literacy Grant. $393 is for family literacy and was used for visiting artists during our summer program. $253 will be used for adult work force materials. Aid and grant money become part of the library fund. After we have approved the motions they go before the Town Board as resolutions.

Motion: Approve $7,960 for the Chili Public Library as our part of the Library Services Aid. Motion made by Jim; 2nd by Karen
In favor 6; opposed 0; abstained 0
Motion: Approve $646 for the Chili Library from The Family and Adult Literacy Grant.  
Motion made by Karen; 2nd by Lori  
In favor 6; opposed 0; abstained

- **New Teen Area** – The Director has been meeting with staff to discuss how to best spend the money raised by the Gates Chili Chamber of Commerce Golf Tournament and Auction Dinner fundraiser and the NYS Senate Bullet Aid. MCLS mid-size to large public libraries have a dedicated Teen area. The Chili Public Library does not. It would benefit the area’s teen population and the community for the library to have a dedicated area for Teens. The director will discuss this need with the Library Board.

  Discussion: The Director included a graphic showing several reasons why the existing Teen Area does not satisfy the needs of the teen population. Using Golf Tournament funds and Bullet Aid to develop a more appropriate Teen Area would be a good use of these monies. Brainstorming is taking place to come up with practical ideas that can be accommodated within the existing CPL space and can be accomplished in a timely manner. Judith inquired about the use of a Space Consultant to help facilitate a plan. Jeff will research the cost and timeframe of using a consultant.

**Kudos to the Highway Department**: The Highway Department rebuilt the retaining wall in the Children’s Garden. Finishing touches will be made soon.

**Meetings and Workshops and Outreach:**
- Vail Insurance Meeting – 8/27/15
- Directors’ Council – 9/2/15
- Full Staff Meeting – 9/4/15
- Gates Chili Chamber of Commerce – 9/8/15
- CPL Friends Board Meeting – 9/8/15
- Town Library Directors Council – 9/10/15
- Town Board Budget Meeting – 9/10/15
- Gates Chili School District Coordinator of Professional Development and Community Engagement – 9/16/15

**Committees**
- Trustees Nominating Committee: There are five excellent candidates for the Board vacancy. The positive interest in becoming a CPL Trustee is a credit to Jeff and the staff. Interviews begin next week.

**Old Business**

**New Business:**

Sue asked when in each meeting we want to approve the Memorial Fund expenditures and donations. Currently we have been doing so after New Business following the abstract approval in the minutes. There was a consensus to continue in this manner. Jeff has also been putting the
Memorial Fund motions in the Director’s Report so we have approval of the same motions twice within a meeting. In the future Jeff will follow the same format as we use for the abstract and will not place the motions in his report.

Adjourn: 7:15

**Next meeting date/time: October 27, 2015 @ Chili Public Library Barbara Ireland Community Room. 6:00pm.**
Meeting convened by President Ackerman @ 6:00.

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

Approval of minutes of September 27, 2015: Motion made by Andrew; 2nd by Judith.
In favor 6; opposed 0; abstained 0

Communications

· Town Board liaison/Gates Chili Chamber of Commerce liaison: Mary shared the completed 2016 Golf Tournament brochure with the Board. Copies will be available at the library. The Tournament Committee is actively looking for 10-12 companies to sponsor the event.

Director’s Report

General Information:

· Friends of the CPL Board Meeting – The next CPL Full Staff meeting is Friday, November 6 at 9am and the next Friend’s Board meeting is Tuesday, November 10 at 6pm. Jim Lechner has volunteered to attend both meetings. At their October meeting the Town Board approved a resolution proclaiming October 18-25, 2015 as Friends of Libraries week in Chili, New York and thanking the Friends Board for all they do to make our library and community so much better. Bob Pacer volunteered his services to help staff clean every upholstered chair in the Ireland and Conference Rooms with a professional grade carpet cleaning machine. The recent Friends Booksale raised $2,413.

Discussion: Jeff included a copy of the resolution in our packets. He gave kudos to Bob Pacer for his help in cleaning all the upholstery. Our librarian Richard and Jeff also cleaned upholstery.

· CPL Statistics –

<table>
<thead>
<tr>
<th>Month</th>
<th>September 2015</th>
<th>September 2014</th>
<th>% of change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circulation</td>
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<td>24,778</td>
<td>-8%</td>
</tr>
<tr>
<td></td>
<td>October 2014 - September 2015</td>
<td>October 2013 – September Month 2014</td>
<td>% of change</td>
</tr>
<tr>
<td>---------------------------</td>
<td>------------------------------</td>
<td>-----------------------------------</td>
<td>-------------</td>
</tr>
<tr>
<td>Library Visits</td>
<td>12,101</td>
<td>13,321</td>
<td>-9%</td>
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<tr>
<td>Reference Questions</td>
<td>1,447</td>
<td>1,686</td>
<td>-14%</td>
</tr>
<tr>
<td>Programs</td>
<td>43</td>
<td>35</td>
<td>23%</td>
</tr>
<tr>
<td>Program Attendance</td>
<td>934</td>
<td>574</td>
<td>63%</td>
</tr>
<tr>
<td>Overdrive</td>
<td>1,440</td>
<td>1,259</td>
<td>14%</td>
</tr>
<tr>
<td>Meeting Room</td>
<td>70</td>
<td>60</td>
<td>17%</td>
</tr>
<tr>
<td>Website Visits</td>
<td>4,459</td>
<td>2,754</td>
<td>62%</td>
</tr>
<tr>
<td>Website Pageviews</td>
<td>8,474</td>
<td>4,609</td>
<td>84%</td>
</tr>
<tr>
<td>Circulation</td>
<td>292,082</td>
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<tr>
<td>Library Visits</td>
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<tr>
<td>Reference Questions</td>
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<td>23,006</td>
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</tr>
<tr>
<td>Programs</td>
<td>536</td>
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<td>Program Attendance</td>
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<td>Program Contest Attendance</td>
<td>55</td>
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<td>--</td>
</tr>
<tr>
<td>Overdrive</td>
<td>16,635</td>
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</tr>
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</table>

Jeff further broke down Program Attendance into Program Attendance and Program Contest Attendance to give a clearer picture of what occurs. Comparing Program Attendance figures in 2015 to 2014 will not show an accurate % of change because of the differences in reporting.

- **4th Annual Legislative Thank You Breakfast**: Staff, trustees, volunteers, and friends are invited to attend a legislative thank you breakfast at the Henrietta Public Library on Friday, October 30 from 8:30 - 10 am. The theme is "Libraries Are Education". This event is sponsored by RRLC, Monroe County Library System, Pioneer Library System, the area's five School Library Systems, and the Friends and Foundation of Rochester Public Library.

- **Barnes and Noble Greece – Chili Public Library Bookfair Fundraiser**: The Greece Barnes and Noble Bookstore will be hosting a Bookfair on Saturday, November 21st from 1pm-4pm. A
percentage of the net sales which utilize the Library’s Bookfair ID number during the bookfair (in-store sales, including Café sales, and cheesecake/dessert sales paid during 11/21-11/25) will be contributed to the Friends of the Chili Public Library. At the Bookfair the library will be having a storytime for children, an Art Ross style demonstration, Civil War Reenactors, and Happy the Clown Magic Show.

Discussion: The Bookfair ID number, which is only good for the specified dates, should be on our website. Jeff will take care of doing this. The CPL will receive gift cards based on sales using the ID number. In addition to the Bookfair, cheesecakes from the Cheesecake Factory are being sold to be picked up at the Greece Barnes and Noble during the fair as a fundraiser.

· **Gates Chili Rotary Club Fundraiser** – The Library is selling tickets to the Sunday, November 15th Gates Chili Rotary Italian Pasta Dinner to be held Sunday, November 15th. The Club will donate $1 to the Chili Public Library and Gates Public Library for each ticket sold in advance at the libraries.

· **Holiday Parties** – The CPL holiday party is Friday, December 18th at 5:30pm. Library Board, Town Board, CPL Friends Board, staff and volunteers are welcome to attend. The Town’s Staff Annual Holiday Party is Friday, December 11th from 12pm-2pm at the Senior Center. Library Board and library staff are welcome to attend.

**Old Items:**

· **2015 CPL Staff Retreat Feedback** – The CPL staff had their annual staff retreat on October 12th. It was very well received. The theme was twofold. In the morning staff undertook a SWOT analysis in order to provide feedback on the Library’s strengths, weaknesses, opportunities, and threats. The outside facilitator that was to lead the analysis was unable to attend the retreat due to an unforeseen circumstance. Cindy Flynn, our part-time clerk, was familiar with the SWOT analysis process and did an excellent job taking over the facilitation of the morning’s activity. The director will present this feedback to the CPL Long Range Planning Committee to help formulate the Library’s long range plan. In the afternoon April McCloud, who works for the Wilmot Library at Nazareth College presented a Safety and Security at the Library workshop. Discussion: Jeff feels a retreat is more successful when activities can be combined with lectures. The Board agreed that it would be beneficial for us to participate in a SWOT analysis. Jeff and Sue will work out when this should occur. Staff input strongly suggested next year’s retreat should not be on Columbus Day. As a result next year’s retreat will be on the first Friday in March. The library is already scheduled to be closed in the morning for the monthly staff meeting. An additional afternoon library closing will provide a full day for the retreat.

**New Items:**

· **Personnel Update** – Marcia Johnson has been hired as a part-time library assistant at a rate of $18 per hour. She had been working as a part-time library clerk. Marcia’s start date was October 5, 2015. Lacy Stagles has been hired as a part-time library clerk at a rate of $10 per hour to fill the vacancy left by Marcia Johnson. Her start date was October 19, 2015.

· **Action Item: Endorse Personnel Updates.**

**Motion to Endorse Personnel Updates.** Motion made by Jim; 2nd by Judith
In favor - 6; opposed - 0; abstained - 0
Approval of Chili Public Library Collection of Fines and Fees Policy. – Library materials at
the Chili Public Library are purchased for the use of all library cardholders. Cardholders are
responsible and accountable for the materials they borrow. The Director has updated the draft
policy and guidelines as recommended by the Library Board.
Action item: Approve the Chili Public Library Collection of Fines and Fees Policy as
presented.
Discussion: The Board felt that we should state only CPL fines and fees and not fees and
fines of exceptions in the system. It was agreed to delete non CPL fees and fines from the
policy.

Motion to Approve the Chili Public Library Collection of Fines and Fees Policy presented
with changes agreed upon in our discussion.
Motion made by Andrew; 2nd by Karen.
In favor - 6; opposed - 0; abstained - 0

Approval of Chili Public Library Proposed 2016 Closed Dates: The Director is proposing
that the library be closed the following dates for 2016.

January 1* - Friday - New Year’s Day
January 18* - Monday - Martin Luther King Day
February 15* - Monday - President’s Day
March 4** - Friday - Staff Retreat
March 27 - Sunday - Easter
May 28 - Saturday - Memorial Day weekend
May 30* - Monday - Memorial Day
July 4* - Monday - Independence Day
September 5* - Monday - Labor Day
November 11*** - Friday - Veterans Day
November 23 - Wednesday - Close @ 5PM
November 24* - Thursday - Thanksgiving Day
November 25 - Friday - Day after Thanksgiving
December 24 - Saturday - Christmas Eve
December 25 - Sunday: Christmas Day
December 26* - Monday: Christmas (observed)
Closed Saturdays: June 4 – September 3
Closed Sundays: May 1 – September 25
*8 paid holidays
**Staff Training Day
*** paid holiday for staff who are veterans

Action Requested: The Library Board approves the proposed 2016 closed dates for Chili
Public Library.

Motion to approve the proposed 2016 closed dates for Chili Public Library.
Motion made by Judith; 2nd by Karen
In favor - 6; opposed 0; abstained 0

- **Approval of Proposed CPL Board of Trustees 2016 meeting dates:**
  - January 26  Barbara Ireland Community Room
  - February 23 Barbara Ireland Community Room
  - March 22 Barbara Ireland Community Room
  - April 26 Barbara Ireland Community Room
  - May 24 Barbara Ireland Community Room
  - June 28 Barbara Ireland Community Room
  - July 26 Barbara Ireland Community Room
  - August 23 Barbara Ireland Community Room
  - September 27 Barbara Ireland Community Room
  - October 25 Barbara Ireland Community Room
  - November 15 Barbara Ireland Community Room
  - December 13 Barbara Ireland Community Room

**Action requested:** The Library Board approves the proposed CPL Board of Trustees 2016 meeting dates as presented

**Motion to approve the proposed CPL Board of Trustees 2016 meeting dates as presented.**

**Action requested:** Motion made by Jim; 2nd by Lori

In favor - 6; opposed 0; abstained 0

**Meetings and Workshops and Outreach:**

- Tech Tutoring – 9/25/15
- Full Staff Meeting – 10/2/15
- Gates Chili Chamber of Commerce Golf Fundraiser Committee Meeting – 10/6/15
- Full Staff Meeting – 9/4/15
- Rochester Regional Library Council – Public Libraries Focus Group – 10/7/15
- Directors Council = 10/7/15
- Visit to New Irondequoit Public Library - 10/8/15
- MCLS Metrics Analysis Workshop – 10/9/15
- Gates Chili Chamber of Commerce Board Meeting – 10/13/15
- Town Board Meeting – 10/14/15
- Chili Town Wellness Fair – 10/15/15
- CPL Friends Board Meeting – 10/20/

**Committees**

- **Trustees Nominating Committee:**

**Action requested:** Board approves the selection of Jeffrey Stoiber to complete the term ending In December, 2017 of resigned Trustee Jill Wynn.

Jeff has both his BA in Media Studies and his Masters of Library Science from the State University of New York at Buffalo. He is an assistant curator of The L. Jeffrey School of Film Preservation at the George Eastman Museum. Jeff is in charge of the operating budget for the school. Jeff develops the curriculum used in Museum classes and school visitation programs.
The board approved the selection of Jeffrey Stoiber to complete the term ending in December, 2017 of resigned Trustee Jill Wynn by a vote of 6 in favor and none opposed.

- Action Requested: The Library Board will endorse the reappointment of new terms for Judith and Andrew.

  Motion: Endorse the reappointment of new terms for Judith and Andrew.
  Made by Jim; 2nd by Karen
  In favor - 6; opposed 0; abstained 0

  Reappointments are made by the Town Board.

Old Business:
- Jeff will be meeting with Space Planner Scott Bova from the MRB Group to get information on cost of consultation to develop a teen area and placement of library computers within the library. He has other names of Space Planners to contact as well.

New Business:
- Jim thanked the Board for the well wishes sent to him during his recent illness. We all expressed our happiness at having him looking well at our meeting.

Additional Comments from Audience:

Approval of Library Fund Abstract of $15,296.48: Motion made by Judith; 2nd by Lori
In favor - 6; opposed 0; abstained 0

Approval of Memorial Fund Expenditures of $255.32: Motion made by Lori; 2nd by Jim
In favor - 6; opposed 0; abstained 0

Approval of Memorial Fund Donations of $755: Motion made by Andrew; 2nd by Judith
In favor - 6; opposed 0; abstained 0

Sue called for a motion to adjourn at 6:45

Motion to Adjourn: Made by Karen; 2nd by Lori
In favor - 6; opposed 0; abstained 0

Next meeting date/time: November 24, 2015 @ Chili Public Library Barbara Ireland Community Room. 6:00pm.
Chili Public Library Board of Trustees Meeting
Approved Minutes for November 17, 2015

**Board of Trustees:** Susan Ackerman (President) Judith Kharbas (Vice-President), Lorraine Ahearn (Secretary), James Lechner (Memorial Fund Treasurer), Andrew Lucyszyn, Karen Reifenstein, Jeffrey Stoiber

Library Director: Jeff Baker
Town Liaison: Mary Sperr

Absent:
Excused: Karen Reifenstein, Jeffrey Stoiber, Mary Sperr

**Meeting convened** by President Ackerman @ 6:05

Jim raised a Point of Order for the agenda item changing the location of the September 27, 2016 meeting. This can be authorized by Sue and does not require a motion. The item will be taken off the agenda.

**Approval of agenda as emended in our discussion:** Motion made by Judith; 2nd by Jim
In favor: 5; opposed 0; abstained 0

**Approval of minutes** of September 27, 2015 Motion made by Judith; 2nd by Jim
In favor: 5; opposed 0; abstained 0

**Communications**

- Guests/Public: None
- Town Board liaison: Absent

**Director’s Report – November 2015**

**General Information:**

- **Friends of the CPL Board Meeting** – The next Friend’s Board meeting is Tuesday, December 8 at 6pm. Sue will attend the meeting.

- **2015 Gates chili Chamber of Commerce Golf Tournament and Dinner Auction Update** - At the November 17th Chamber of Commerce Annual Meeting, Friends of the Chili Public Library Board President Bob Pacer and the Library Director accepted a check for $6,587, proceeds of the fundraiser, an increase of over $2,000 from the previous year! Jeff shared a large scale mock up of the check with the Board.

**CPL Statistics –**

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<th>October 2015</th>
<th>October 2014</th>
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<td>November 2014 - October 2015</td>
<td>November 2013 – October 2014</td>
<td>% of change</td>
</tr>
<tr>
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<td>------------------------------</td>
<td>------------------------------</td>
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<tr>
<td>Circulation</td>
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<td>Reference Questions</td>
<td>1,472</td>
<td>1,546</td>
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<td>Programs</td>
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<tr>
<td>Program Attendance</td>
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<tr>
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<td>16,820</td>
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New 2015 Edition of the Handbook for Library Trustees of New York State – The Library Director will hand out to the Library Board a new edition of the handbook. The 2015 edition has been greatly expanded and includes many new features and additional resources. New to the Handbook are the following features:

- links to the State Library’s recorded webinars for trustees embedded throughout the new Handbook.
- a new chapter on Board Development
- updated chapters on Technology and Public Relations and Advocacy,
- more details about fiduciary responsibilities
- expanded information about Civil Service
- updated lists of essential policies and more
A Free Webinar for Library Trustees - The free webinar "The Role of Trustees in Planning and Evaluation: Effective Strategies to Utilize All Your Resources for Success" by Jerry Nichols will be held on November 18th from 10 am-11:30 am. The Library Director will email Library Board members instructions to register for those interested.

Discussion: Jerry Nichols was instrumental in updating the handbook. Jeff will show the webinar after a future meeting if requested.

Old Items:

- Barnes and Noble Greece – Chili Public Library Bookfair Fundraiser – The Greece Barnes and Noble Bookstore will host the Chili Public Library Bookfair on Saturday, November 21st from 1pm-4pm. A percentage of the net sales of the Bookfair will go to the Friends of the Chili Public Library.

- 4th Annual Legislative Thank You Breakfast- From the Rochester Regional Library Council, “Over 100 representatives from libraries and library systems of the greater Rochester area met with local legislators and their staff at the 4th Annual Legislative Thank You Breakfast, sponsored by the Library Systems of the Greater Rochester Area and the Friends and Foundation of the Rochester Public Library, to thank them for being “True Library Supporters”. Legislators who attended included Assemblymen Harry Bronson and Mark Johns; Senators Patrick Gallivan, Robert Ort, and Joseph Robach. Also attending were Spencer Bernard, Deputy Director for the Finger Lakes Regional Office of the NYS Assembly; Barbara Collins, Assemblyman Bill Nojay’s office; Aaron Baker, Assemblyman Peter Lawrence’s office; Tad Mack, Assemblyman Joe Morelle’s office, and Annie Chwiecko, Senator Patrick Gallivan’s office.” Photos of the event are at the following link.
  
  http://rrlc.org/blog/2015/11/06/2015-legislative-thank-you-breakfast/

Discussion: MCLS will host an Advocacy Meeting with Harry Bronson in January or February at CPL. Jeff hopes Congressman Bronson will be able to attend a Story Hour before the advocacy session.

New Items:

- Approval of $500 from the Memorial Fund to cover the cost for the 2015 CPL Holiday Party - The CPL Holiday Party is Friday, December 18th at 5:30pm. Library Board, Town Board, CPL Friends Board, staff and volunteers are welcome to attend. In the past $200 from the Memorial Fund covered the cost of food and supplies for the CPL Holiday Party. For the last several years this amount has not been enough to cover expenses. The party is a venue whereby the Library has an opportunity to thank everyone involved for a productive and successful year.
  
  Action Item: Approve $500 from the Memorial Fund to cover the cost for the 2015 Holiday Party

Motion called for by Sue to approve $500 from the Memorial Fund to cover the cost for the 2015 Holiday Party. Motion made by Judith; 2nd by Andrew

In favor: 5; opposed 0; abstained 0
• Approval for the Library to be Closed 12pm-2pm on Friday, December 11th in Order for the Library Staff to Join the Town Staff Holiday Party – The Town’s Staff Annual Holiday Party is Friday, December 11th from 12pm-2pm at the Senior Center. Library Board and library staff are welcome to attend. In the past all Town Departments are closed with the exception of the Library. The Library Director requests that the Library also be closed during that time so staff may participate in the event.

Action Item: Approve the Library being closed from 12pm-2pm on Friday, December 11th in order for the Library Staff to join the Town Staff Holiday party.

Motion called for by Sue to approve the Library being closed from 12pm-2pm on Friday, December 11th in order for the Library Staff to join the Town Staff Holiday party.

Motion made by Jim; 2nd by Judith
In favor: 5; opposed 0; abstained 0

• Approval Two Year Subscription for the EnvisionWare MobilePrint Service for the amount of $1,658 – The Library utilizes the product EnvisionWare for its timeout and printing service on the public terminals. The Library has not have in place a way that patrons can print from their wireless device. A service requested by our patrons. EnvisionWare MobilePrint Service allows patrons to print from virtually any patron device via App, Email or Custom Web Portal and pick up their print at a LPT:One Print Release Terminal. The cost for an initial one year subscription rate is $725. A two year subscription is $1,358. There is a $150 Professional Services installation fee for the service.

Action Item: Approve a two year subscription for the EnvisionWare MobilePrint Service for the amount of $1,658.

Discussion: This new service should be publicized through our newsletters and signs in the library. The cost of the copies will help defray the cost of the service. The money for the subscription has become available due to Personnel changes that resulted in savings.

Motion called for by Sue to approve a two year subscription for the EnvisionWare MobilePrint Service for the amount of $1,658. Motion made by Judith; 2nd by Andrew
In favor: 5; opposed 0; abstained 0

• Approval of the Purchase of Six Lenovo ThinkPad Laptops with SSD Drives for the amount of $3,799.62 – The library’s current six laptops are eight years old. Their age makes them slower and sluggish. It’s harder for them to keep up with current programs. The laptops are used for public and staff training and youth programs such as Minecraft Madness. Replacing these laptops with six Lenovo ThinkPad laptops with SSD drives will make them make the whole user experience easier and smoother for our patrons and staff. In the spring 2016 the Library’s Youth Services Librarian would like to start a family makerspace group. The new laptops would be used for some entertaining (and free) coding youth programs that are available online.

Action Item: Approve the purchase of six Lenovo ThinkPad laptops with SSD drives for the amount of $3,799.62.

Discussion: Cathy Kyle felt the technology needed to be updated to best serve our teens and other patrons. Pinpoint IT Service will facilitate the changes. The software is compatible with
existing software. Future possibilities include using the laptops for CPL On The Go and patron in building check out of laptops.

Motion called for by Sue to approve the purchase of six Lenovo ThinkPad laptops with SSD drives for the amount of $3,799.62.
Motion made by Jim; 2nd by Lori
In favor: 5; opposed 0; abstained 0

Accomplished 2015 Goals – The Library Director showed the Library Board a Powerpoint of Library goals accomplished in 2015.

CHILI PUBLIC LIBRARY GOALS ACHIEVED IN 2015

- Developed CPL on the Go! service bringing the Library to offsite events and locations
- Implemented Carl Connect to allow off-site live patron library card registration
- Refined new website to improve patron’s use of the Library’s programs and services
- Created dedicated space in Library to hang rotating collection of artwork from local artists
- First time steam cleaning of the Library’s floor tiles
- First time upholstery cleaning of the Library’s chairs in the Ireland and Conference rooms
- Implemented the State’s ‘Every Hero has a Story Summer Reading Program’
- Newly subscribed to the readers advisory database Novelist
- Provided to patrons new feature from OverDrive – Downloadable popular magazines
- Replaced VHS cassettes in homeschooling kits with DVDs
- Took part in the Writers and Books ‘If Everyone in Rochester Read the Same Book’
- Upgraded software and hardware on the public terminals
- Created the Library’s Twitter account
- Implemented second year of the State Library’s Workforce Development grant
- Hosted the library’s 9th Annual Teen Photo Contest
- Built upon Tech Tutor training service
- Undertook a successful Comptroller’s audit
- Received $10,000 in bullet aid for 2014-2015 and $11,000 in bullet aid for 2015-2016 from SenatorMichael Razenhofer
• Raised $6,587 in funds for the CPL Friends via the Gates Chili Chamber of Commerce Golf Tournament Fundraiser

• Successfully Advocated for increased state aid to the Monroe county library system

• In conjunction with Friends Board, information packages sent to new homeowners welcoming them to CPL

• Set up Westside Express Senior Transportation Service in conjunction with Chili and Gates organizations

• The Library took part in Town’s Chil-E Fest and the Festival of Lights

• Developed Procurement policy

• Developed Cash Handling policy

• Reviewed library patron and staff policies (social media, cell phone, etc.)

• Combined the Children’s and Teen departments into a Youth Services Department to better utilize staff efficiency

• Took part in an Annual Staff Training Day

• Utilized use of library school student for special intern projects.

Discussion: Jeff will introduce a new process for long range planning at our next meeting. It is a process already in use by the Pioneer Library System. Andrew suggested we commend the staff for their attainment of goals.

The CPL Board of Trustees commends the CPL Director and Staff for their forward looking attitude and their striving to meet the needs of all patrons as demonstrated by the wide range of accomplishments in 2015.

Meetings and Workshops and Outreach:
Scott Bova, MRB Group – 10/28/15
MCLS Legislative Thank You Breakfast – 10/30/15
CPL Communications Team Meeting – 11/2/15
MCLS Imagine Create Workshop – 11/4/15
Full Staff Meeting – 11/6/15
Gates Chili Chamber of Commerce Golf Fundraiser Committee Meeting – 11/10/15
Gates Chili Chamber of Commerce Board Meeting – 11/10/15
CPL Friends Board Meeting – 11/10/15
Laura Landers, CPA – 11/11/15
Town Library Directors Council – 11/12/15
Gates Chili Chamber of Commerce Golf Fundraiser Annual Committee Meeting – 11/17/15

Committees: None
**Old Business:** Jim said we need to transfer $10,000 from a line item to the library operating fund as approved during the budget process. It was agreed this money would be a money market transfer rather than cashing in our CDs.

Sue called for a motion to approve a money market transfer of $10,000 from the Memorial Fund to the Library Operating Fund. Motion made by Jim; 2nd by Judith
In favor: 5; opposed 0; abstained 0

**New Business:** None

**Additional Comments from Audience:** None

**Approval of Library Fund abstract of $11,338.10:** Motion made by Judith; 2nd by Andrew
In favor: 5; opposed 0; abstained 0

**Approval of Memorial Fund Expenditures of $153.25:** Motion made by Lori; 2nd by Jim
In favor: 5; opposed 0; abstained 0

**Approval of Memorial Fund Donations of $450.00:** Motion made by Jim; 2nd by Judith
In favor: 5; opposed 0; abstained 0

Sue called for a motion to adjourn at 6:45. Motion made by Andrew; 2nd by Lori
In favor: 5; opposed 0; abstained 0

**Next meeting date/time:** December 15, 2015 @ Chili Public Library Barbara Ireland Community Room. 6:00pm.
Board of Trustees: Susan Ackerman (President) Judith Kharbas (Vice-President), Lorraine Ahearn (Secretary), James Lechner (Memorial Fund Treasurer), Andrew Lucyszyn, Karen Reifenstein, Jeffrey Stoiber

Library Director: Jeff Baker
Town Liaison: Mary Sperr

Absent: None
Excused: Mary excused herself to attend a wake after she gave her report.

Meeting convened by President Ackerman @ 6:04

Jeff added an agenda item, Roc the Day, under new business.

Approval of agenda as modified: Motion made by Jim; 2nd by Lori
In favor 7; opposed 0; abstained 0

Approval of minutes of September 27, 2015. Motion made by Jim; 2nd by Andrew
In favor 7; opposed 0; abstained 0

Communications

- Guests/Public: None

- Town Board liaison/Chamber of Commerce liaison: The Golf Tournament Committee is up and running. In addition to the D&C and the Post, the event has been submitted to the Rochester Business Journal. Presenting Sponsors for the lunch and dinner have been contacted. The Chamber receives 10% of the proceeds with the remainder evenly divided between Chili and Gates libraries. The tree lighting was attended by an estimated 1,000 people. Paul Wazenried, former member of the planning board will now be working with the Building Department in the area of customer service.

Standing Committees and meeting sign up

- Jeff S. will join the Personnel Committee.

- A sheet was sent around to sign up to attend staff meetings and Friends meetings.

Director’s Report
General Information:

- **Friends of the CPL Board Meeting** – The next Friend’s Board meeting is Tuesday, January 12, 2016 at 6pm.

- **CPL Statistics** –

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<th>November 2014</th>
<th>% of change</th>
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<td>Circulation</td>
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<td>Library Visits</td>
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<td>Reference Questions</td>
<td>1,325</td>
<td>1,556</td>
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<td>Programs</td>
<td>47</td>
<td>41</td>
<td>15%</td>
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<td>Program Attendance</td>
<td>870</td>
<td>1,028</td>
<td>-15%</td>
</tr>
<tr>
<td>Overdrive</td>
<td>1,430</td>
<td>1,259</td>
<td>14%</td>
</tr>
<tr>
<td>Meeting Room</td>
<td>60</td>
<td>61</td>
<td>-2%</td>
</tr>
<tr>
<td>Website Visits</td>
<td>4,455</td>
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<td>Website Pageviews</td>
<td>7,843</td>
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<th>December 2013 - November 2014</th>
<th>% of change</th>
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</thead>
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<td>Programs</td>
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<td>Overdrive</td>
<td>16,991</td>
<td>15,265</td>
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· **MCLS Strategic Planning Process** - In preparation of developing a five year MCLS Strategic Plan, on January 9th at the Brighton Library from 8:30am-11:00am, MCLS staff will meet with member library trustees in a focus group to ask them questions to determine what issues are facing the libraries, what decisions are facing our libraries, and what aspirations do they have for our libraries. MCLS is looking for no more than two trustees from each library. A save the date email will be sent out to directors and trustees. The questions will be sent out ahead of time so people can think them through. Directors may discuss with the trustees ahead of time to help them focus their responses. The information from this focus group session will come back to the February Directors’ Council Retreat so that the Director’s Council may choose the priorities for the plan. Once the priorities are chosen, the MCLS planning team will begin drafting the plan with the aim of having the draft to the Directors’ Council in May 2016. Andrew and Lori have volunteered to attend.

Old Items:

· **Free Webinar for Library Trustees - Archived Webinars by Jerry Nichols, presented by The New York State Library in partnership with LTA.**
  - Basic Library Law for Trustees. 11/8/13
  - Basics for New Public Library Directors 9/12/14 (Length: 1:03:24)
  - The Critical Partnership: Public Library Trustees and Directors. 6/10/14 1:03:24)
  - The Role of Trustees in Planning and Evaluation: Effective Strategies to Utilize All Your Resources for Success” 11/18/15 (Length: 1:21:55)
  - What Every Trustee Should Know. 6/11/13

After the December Library Board meeting the Director will show the Library Board the webinar “The Role of Trustees in Planning and Evaluation: Effective Strategies to Utilize All Your Resources for Success”

New Items:

· **Approval of Proposal for Professional Services by FreedMaxick to Perform the Library’s 2015 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 proposal by FreedMaxick not to exceed $3,850 for audit year 2015,
  - Bonn, Dioguardi & Ray $4,500
  - EFP Rotenberg, LLP Declined
  - FreedMaxick $3,850

**Action requested:** Approve the Proposal for Professional Services by FreedMaxick to perform the Library’s 2015 audit.

Discussion: This firm has experience with other libraries within the MCLS.

**Motion called for by Sue to** Approve the Proposal for Professional Services by FreedMaxick to perform the Library’s 2015 audit. Made by Judith; 2nd by Jim
In favor 7; opposed 0; abstained 0

· **NYLA Membership** - At the December Directors’ Council meeting, a proposal to have the Monroe County Library System coordinate a bulk purchase of organizational NYLA
memberships for member libraries. NYLA has offered a 15% discount to systems willing to do this. The system will pay $1,800 of that, bringing the amount to be divided among member libraries to $7,500. The total cost for the Chili Public Library with the discount for year 2016, is $291. MCLS will re-bill each member using the per capita formula. This gives MCLS 136 free individual NYLA memberships plus memberships for all trustees. Each member library will be:

- Recognized as an organizational member of NYLA,
- Allocated a set number of personal memberships to assign to individuals of your choosing,
- CPL will have 7 staff memberships,
- Eligible to register your Board of Trustee members for complimentary membership, with all the rights and privileges of membership, with the exception of voting in NYLA Council elections. Registering your trustees will provide them with Advocacy Alerts and let them know how they can become engaged as a library advocate.
- Entitled to NYLA member rates for all NYLA sponsored events, and
- Eligible for NYLA credit card processing services.

**Monroe County Library System Proposal for My Branch Only** – The Library Director will discuss with the Library Board the Directors’ Council decision have the entire library system participate in a test that will eliminate the My Branch Only for holds for a period of three months starting January 2016. This test will help determine if the elimination of My Branch Only improves or hinders borrowing at the member library level. Discussion: This subject has been discussed many times at the Directors’ Council. The test will give the Directors specific information concerning borrowing at the member library level.

**Meetings and Workshops and Outreach:**
- Gates Chili Chamber of Commerce Board Meeting – 12/1/15
- Directors’ Council Meeting – 12/2/15
- Full Staff Meeting – 12/4/15
- Town 2nd Annual Festival of Lights – 12/4/15
- Gates Chili Chamber of Commerce Holiday Luncheon – 12/8/15
- CPL Friends Board Meeting – 12/8/15
- Town Holiday Party – 12/11/15

**Committees:**
- Personnel Committee: Director Evaluation.
  The same format will be used to evaluate the Director as used previously. Evaluations can be done on line or on a hard copy. Each trustee should complete an individual evaluation. It was deemed as too much to have the entire staff do a yearly evaluation so the staff evaluation will be done by the full time librarians, the head of circulation services and the bookkeeper. Evaluations should be returned to the Personnel Committee by the February 23rd Trustee meeting.
Old Business:
Fee policy change:
Jeff reported that we currently have a tiered fee cost for faxes; those within the 585 area code and those outside of the 585. Most other libraries charge a flat $1.00 per page for any area code within the US. International faxes cannot be sent. Jeff would like us to be in line with other libraries.
Action Requested: A fee of $1 per page will be charged for any fax within the US.
Discussion: There will be a minor loss of revenue.

Sue called for a motion to set the fee of $1 per page for any fax sent within the US.
Motion made by Judith; 2nd by Jeff S.
In favor 7; opposed 0; abstained 0

New Business:

ROC: Rock the Day is a county wide day of giving, usually occurring around December 1st. Jeff would like us to provide a link on our website for patrons that wish to participate in this event. We could also use our newsletter to inform our patrons about this day. There was a consensus for Jeff to investigate this further.

Jim requested and was approved to be excused from the January, February and March meetings.

Sue requested and was approved to be excused from the February meeting.

Additional Comments from Audience: None

Approval of Library Fund abstract amt. $31,626.43: Motion made by Judith; 2nd by Karen
In favor 7; opposed 0; abstained 0

Approval of Memorial Fund Expenditures amt.$390.25: Motion made by Andrew; 2nd by Jim
In favor 7; opposed 0; abstained 0

Approval of Memorial Fund Donations: No donations were made.

Sue called for a motion to adjourn at 7:45. Motion made by Judith; 2nd by Karen
In favor 7; opposed 0; abstained 0

Next meeting date/time: January 26, 2016 @ Chili Public Library Barbara Ireland Community Room. 6:00pm.