Meeting Minutes, Chili Public Library Board of Trustees Meeting APPROVED
January 27, 2009

Board of Trustees: James Myers (President), Glenda Melville (Vice-President), James Lechner (Treasurer), Charles Havens (Secretary), Judith Kharbas, Christina Reece, Steven Ziblut
Library Director: Jeff Baker
Town Liaison: Michael Slattery
Friends representative: Sandy Roether

President Myers convened the meeting at 6:02 PM. Mr. Lechner, Ms. Kharbas absent, Mr. Baker by telephone with Ms. Sperling in attendance.

Approved minutes of December 16, 2008 meeting by five in favor, none opposed.
Approved abstract: $12,308.84 by five in favor, none opposed.
Approved the meeting agenda by five in favor, none opposed.

Communications

Guests/Public:
Ms. Borgus: I have been a library supporter and believe the library is generally doing well in meeting its objectives. However, I have a concern that a recent class in crochet/knitting is off target for the library and should be rightly placed in the recreation department. There are additional concerns that the instructor is paid a stipend and that the course is available to non-residents.

Mr. Baker: Thanks for the comment and your support of the library. The majority of programs are directly connected to reading and computing as related to information collection. The course mentioned and others such as ones on travel expose the community to portions of the library collection. The total cost of programs in 2008 was approximately $9,000 with a total attendance of 9,000 which seems to be fair value. These costs are currently underwritten 50% by the Friends of the Chili Library. The Town tax support for programs have been reduced by 18% from 2008 as a result. Historically, the Recreation Department has been focused on fee based sports activities, there may be an opportunity going forward for more participation by the Recreation Department and we will look into this.

Mr. Myers: I respectfully disagree with Ms. Borgus and think that courses such as this are appropriate activities for the library.

Town Board Liaison:
Mr. Slattery: I have a concern that the CPL Board is conducting too many Executive Sessions.

Mr. Havens: The CPL Board meeting minutes document the reasons for the Executive Sessions that have been held during my time as secretary. These have been nearly 100% connected to personnel issues associated with staff and are appropriately confidential. A
summary of Board actions taken in Executive Session have been included in the published minutes when these have occurred but actions are relatively rare. Most issues have been employee specific and involve clarification and implementation of the published CPL personnel policy. Minutes of the Executive Sessions are maintained separately by the President and the Secretary of CPL so there is a record to refer to if it is ever needed.

Friends Representative:
Ms. Roether: Book sale this weekend!

Presentation by Mr. Eric Vail on a proposal to provide short term disability insurance for full time CPL staff with the information provided in separate hand out.
The Board thanked Mr. Vail for his time and will consider the proposal in its February meeting.

Director’s Report – January 2009

Board, Director, Public Officials and Guest’s discussion as noted.

General Information:
- CPL Statistics – Distribution of December 2009 statistics. Distribution of January – December statistics. The most recent month continues the dramatic increase in usage with it at 18 to 25% over December 2007. All of 2008 was 7 to 8% ahead of 2007.

Mr. Ziblut: is there data for internet and electronic use? Mr. Baker: possible but not implemented yet.

- Full Staff Meeting – Friday, March 6th at 9:00. Chuck Havens to attend.

- Friends of the CPL Board Meeting – Tuesday, February 10th at 6:30 pm – Judith Kharbas to attend.

- Friends of the Chili Public Library Winter Book Sale – The Friends of the Chili Public Library Winter Book Sale is Saturday, January 31, 2009 from 9am to 4pm. The “Friends Only” Preview Sale is on Friday, January 30, 2008 from 2:30-4:30pm.

Follow Up Items:
- 2008 In Review –

Improvements to the Library’s Website
In January, a ‘Staff Picks’ feature was added to the library’s homepage. Library staff now offer suggestions of material owned by the library for patron’s reading and listening enjoyment. The list is updated regularly.
In March, an online story hour for children was added to the library’s website.

In July, the library created an online virtual tour of the library.

In October, the library began to provide to the community a new way to register for library programs by providing Evanced, the library’s online program registration module.

A teen blog was created in November to improve its communication with the teenage population that uses the library. New teen materials, events and activities are communicated through the blog.

**CPL Outreach**
The library took part in the Gates-Chili Middle School Career Fair, the Chil-E Fest, and Family Fun Day at Davis Park.

**CPL Collection**
The library began to provide audiobooks in the new ‘Playaway’ format which has become very popular. In order to reduce the need for plastic bags the library also began circulating tote bags to patrons.

**CPL Programs**
This summer proved to be the most successful Summer Reading Program yet for Chili with over 670 children registered. The library increased the number of programs for children, teens, and adults overall and held its’ first Teen Photo Contest was in May.

**Facility Improvements**
To improve upon our patron’s use of the facility, the library added new attractive oak shelving and display unit in the library’s New Books section. The library and town renamed the library’s multipurpose room, the ‘Barbara M. Ireland Community Room’. A new gas furnace was installed there to better heat the room for programs and community events. The library installed an additional T1 circuit in order to improve bandwidth. To better guide patrons to appropriate areas within the library new signs were made to provide a unified look.

**Survey of the Community**
The Chili Public Library surveyed the community and received a total of 560 completed responses. The survey will be used to better understand the needs of the community and improve services.

**New Items:**
- **Approval of Proposal for Professional Services by Boychuk & Co to Perform the Library’s 2008 Audit** - The Chili Public Library received a proposal by Boychuk & Co to serve as an independent auditor for the Chili Public Library. The director is recommending the Library Board approve the proposal by Boychuck & Co not to
exceed $4,500. **Action requested:** Approve the Proposal for Professional Services by Boychuk & Co to perform the library’s 2008 Audit

**Approved five in favor, none opposed.**

- **Approval of Updated Display Case Policy** – The display case in the Chili Public Library is highly used. In order to allow for more local, visually pleasing displays to be accepted for display the director recommends the display case policy be revised. **Action requested:** Approve the updated Display Case Policy as presented.

  *Ms. Reece: how are these various policies communicated and enforced? Mr. Baker, Ms. Sperling: policies are provided electronically and in paper from as appropriate. Enforcement is generally not an issue with patrons but it is useful in some circumstances to have them documented.*

  **Approved five in favor, none opposed.**

- **Approval of Updated Children’s Programming Policy** – Due to the popularity of the children’s programming at CPL and the use of the new online registration module, the director recommends the Children’s Programming Policy be updated to account for pre-registration, lateness to programs, and program age restriction. **Action requested:** Approve the updated Children’s Programming Policy as presented.

  *Mr. Ziblut: being new to the board, how is appropriate content managed for children? Mr. Baker, Ms. Sperling: there are filters provided by MCLS that are upgraded regularly and there are no known issues as the monitors are visible to staff. There is a documented procedure for access to blocked sites when deemed appropriate.*

  **Approved five in favor, none opposed.**

- **Approval of Updated Internet Usage Policy** – The director recommends the Internet Usage Policy be updated in light of the need to specify patrons not use multiple cards or other people’s cards to access the internet. **Action requested:** Approve the updated Internet Usage Policy as presented.

  *Mr. Ziblut: being new to the board, how is appropriate content managed for children? Mr. Baker, Ms. Sperling: there are filters provided by MCLS that are upgraded regularly and there are no known issues as the monitors are visible to staff. There is a documented procedure for access to blocked sites when deemed appropriate.*

  **Approved five in favor, none opposed.**

- **Action Item: Approval of the 2009 CPL Employee Salaries and hourly rates** – The 2009 CPL merit based salaries were presented to the Library Board for approval for implementation on February 1. The increase represents an average increase of 2% from 2008. The item was taken to Executive Session because of employee specific information.
• **Winter/Spring Town Brochure** – The Town Newsletter is available on the town’s website. Within it are four pages describing the programs offered by the library during Winter/Spring 2009.

**System News:**
• **State Aid To Library Systems in 2009** - The MCLS Legislative Committee is developing a petition in light of the Governor's proposed 20% reduction in state aid to libraries. The petition campaign will be held February 14-21. There will be more information and materials on this.

**State News:**
• No news to report

**Committee Reports**

**Budget**

Mr. Meyers presented a preliminary financial summary for 2008:

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<th>Description</th>
<th>Amount</th>
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<tr>
<td>Accumulated Surplus January 1, 2008</td>
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</tr>
<tr>
<td>2008 Reported Revenue</td>
<td>$1,026,214</td>
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<tr>
<td>Less Grant Accrued to 2007</td>
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<td>2008 Corrected Revenue</td>
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<td>2008 Reported Expense</td>
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<td>Utilities Accrual</td>
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<tr>
<td>Accumulated Surplus December 31, 2008</td>
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</table>

**Old Business**

None.
New Business

None.

Comments from Guests

None.

President Myers adjourned the public meeting at 6:58PM to executive session to discuss the specifics of the proposed salary increase and an employee health issue. Actions taken:

- The rate increase by individual was approved by five in favor, none opposed.
- The employee health issue was delegated to the personnel committee for their consideration in the context of the CPL personnel policy.

The executive session was adjourned at 8:18PM.

Next meeting date/time: February 24, 2009 at 6:00 PM CPL Conference Room.
Meeting Minutes, Chili Public Library Board of Trustees Meeting-APPROVED
February 24, 2009

Board of Trustees: James Myers (President), Glenda Melville (Vice-President), James Lechner (Treasurer), Charles Havens (Secretary), Judith Kharbas, Christina Reece, Steven Ziblut
Library Director: Jeff Baker
Town Liaison: Michael Slattery
Friends representative: Sandy Roether
Guests/Public: Patty Uttaro, Dorothy Borgus:

President Myers convened the meeting at 6:03 PM. Mr. Lechner, Ms. Reece and Mr. Havens absent.

Approved minutes of January 27, 2009 meeting by 4 in favor, none opposed.
Approved abstract: $27,442.14 by 4 in favor, none opposed.
Approved the meeting agenda by 4 in favor, none opposed.

Communications

Mr. Baker introduced Ms Patty Uttaro, director of the Monroe County Library System and the Rochester Public Library.

Ms Uttaro gave an informative presentation of the financial situation facing MCLS in the coming months. The governor’s budget proposes a 22% decrease in state aid and there will be flat funding from Monroe County. System wide databases will probably be discontinued, including Heritage Quest, and Biography-Resource Center, and Opposing Viewpoints, all frequently used by library patrons. Individual libraries will be required to purchase their own subscriptions to these databases if they want to continue to make them available.

Delivery, automation systems, and staffing should remain unchanged.

The city branches have been divided into 4 quadrants with one main branch and satellite libraries in each. Ms Borgus asked about the benefits of the quadrant system. There is one main branch overseen by a Librarian IV director and satellite branches with Librarian II directors. Previously there were (10) branches with Librarian II directors.

Cuts of $425,000 will be made, with cuts of $600,000 necessary.

Mr Slattery asked if MCLS has a Friends Group. None exists but there is a Rundel Foundation and Friends of the Rochester Public Library.

Ms Kharbas commented that the population definitely needs library services for computer use and job search.

Mr Slattery asked what the library might receive from the federal Economic Stimulus Package. Building projects for the Mendon and Gates libraries have been requested as well
as funds to repair the infrastructure beneath the Rundel building.

Lobby Day is March 10th. Petition to protest cuts in library funding will be presented in Albany March 10th. Signatures will be collected through the end of the month.

Library branches in Rochester are “safe places”. There are Homework Helpers (staffed by volunteers – mostly city school teachers), 4 days per week from 3 PM to 6 PM in some of the branches.

**Director’s Report – February 2009**

**General Information:**
- **New Budget Spreadsheets** – We will now have separate monthly and YTD spreadsheets.
- **Full Staff Meeting** – March 6 at 9 AM. Mr. Havens to attend.
- **Friends of CPL Board Meeting** – March 10 at 6:30 PM. Ms Melville to attend.

**Follow Up Items:**
- **New MCLS Director** – Patty Uttaro is the new Director of the MCLS and the Rochester Public Library. She previously had been assistant director of the Rochester Public Library and Director of the Ogden Farmers’ Library.
- **Job Hunt Workshop** – CPL is partnering with Rochester Works to provide (7) workshops at the library to help local job seekers with their search for new employment. Programs will run weekly through April 15. (37) people attended the program on Feb 23 and 35 have signed up for next Monday. Rochester Works will help with additional programming if more than (50) people sign up. Brochures are in the library and on the MSCL and Rochester Works websites. Chili is the only west side library to provide this service. Additional publicity will be through the Gates-Chili News, Suburban News and information placed at the Chili Town Hall.
- **Friends Wish List** – The Friends have graciously approved the following donations for the 2009 year: book discussion group refreshments, programming (adult, teen and child), online registration yearly subscription, book trucks, staff chair, teen bulletin board, reference area bulletin board, community table in lobby, digital photo frame, dry erase board for teen area, aquarium maintenance, children’s items (big books, computer software, chalkboard table, Ellison Dies, storytelling kits, and toy accessories). This represents a combined total of $8,000.
- **Library Trustee Subcommittees** – At the March meeting membership of subcommittees will be revaluated and a chair to each will be named.
- **MCLS Petition** – Petition signatures are being collected supporting increase in state funding to library systems. Signatures will be collected at CPL through the end of February. The petitions will be presented to our state legislators on Lobby Day March 10, 2009.
State News:

The following facts are from the MCLS Legislative Committee:

- Between 1998 and 2006 library systems received no increases in state funding though other educational institutions did. Proposed cuts in the state budget will trigger a loss of $2 million in Federal funds for NY State libraries.
- State aid for libraries represents less than one tenth of one percent of the state budget.

Comments from Guests:

Ms Borgus:

- Inquired as to the number of public use computers (26CPL; 690 MCLS)
- Were pay increases approved? (Yes, as discussed at the January meeting).
- Were any decisions made on disability insurance? (This was tabled to a later meeting)

Ms Roether said that the Friends Book Sale raised $1,600 in book sales and $255 in new memberships ($400 more than 2007).

Mr Ziblut suggested that if there is a need for cutting databases perhaps there could be cooperation with other west side libraries.

President Myers adjourned the meeting at 7:29 PM.

Next meeting date/time: March 24, 2009 at 6:00 PM CPL Conference Room.
President Myers convened the meeting at 6:03 PM. Mr. Lechner and Mr. Havens absent.

Approved agenda by 5 in favor none opposed.
Approved abstract: $18,267.19 by 5 in favor none opposed
Approved minutes of 24 February 2009 meeting by 5 in favor none opposed

**Town Liaison Report** – Michael Slattery
Earth Day will be Saturday April 25 and Mike is the contact person. He asked if information could be placed on the Library website. He is asking for volunteers to participate in a neighborhood cleanup project for Earth Day. Jeff Baker said he would be interested in placing the information on the Library website and also said he is sure Library staff will want to participate. Mr Slattery also reported that Charles Havens has requested to report on the Library at the April 15 Town Council meeting.

**Director’s Report** – Jeff Baker
The Friends are planning a summer book sale for Friday 28 August with a “Friends Only” preview sale on Thursday 27 August.

Jeff distributed the February statistics and noted that both circulation and door count were up 6% over February 2008. The number of programs and program attendance also increased significantly.

The audit by Boychuk & Co. started on March 23.

**2008 Grant awarded through Senator James Alesi** – Senator Alesi has communicated to the Library that the Library should not expend any funds against the $5,000 grant awarded in 2008 until the State budget is finalized. A deficit-reduction plan to close the current fiscal year’s budget gap announced by the Governor, Senate majority leader, and Assembly speaker on February 2nd includes a plan to transfer all remaining funds dedicated to Senate legislative initiatives to the State’s general fund. Jeff said he had received a message from NYLA an hour ago that said it looks as if the State budget process will conclude soon and urged Board members to go to the NYLA web site and send messages to our legislators asking them to support funding for libraries.

**Volunteer Appreciation Luncheon** – In celebration of Volunteer Appreciation Week April 19-25 the Library will host a pizza luncheon on Monday April 20 for those who
volunteer their time for the Library. This year members of the Friends Board and the Board of Trustees will be included. Donna Belliveau who coordinates the Dewey Dusters will send out invitations.

**New Children’s Shelving** – Dave Tyler is building a shelving unit that will allow consolidation of the children’s magazine collection, multimedia kits, and puzzles and allow for increased shelving space for children’s books. The total cost for materials and labor is $1,400. Of that $1,000 will come from the Library budget and $400 as a gift from the Friends.

**Chili Public Library News** – The Library’s newsletter has been updated to include a Director’s report, program highlights, and new acquisitions to the Library. It has been expanded to four pages and is sent out by email monthly. Jeff was commended by the Board for the excellent content and format of the newsletter.

Jeff mentioned two upcoming programs – on April 13 the Ringling Brothers circus clowns are coming to the Library to do a story time and on May 16 the Library will host a homeschooling fair which will give families a chance to talk to other homeschooling families and to browse materials that are part of the Library’s homeschooling collection.

**Committee List** – President Myers asked Board members to review the list of Board committees and members and get back to Jeff on committee assignments and chairmanships so the list can be finalized at the April Board meeting. Chris Reece expressed interest in serving on the Personnel Committee and will replace Glenda Melville on that group. Jim Lechner was added to the Expansion Committee.

Jeff mentioned that the CPL web page has been revised and photos have been made available on Flickr. Jim Myers asked about the job programs by Rochester Works and Jeff said they are still going strong with full participation at each.

**New Business**
Steve Ziblut said he had brought a friend to the Library recently and recommended that we all bring friends to the Library so they can see what a great place it is. He also mentioned that he had been invited to an evening with an author at the Brockport Library and said maybe we should consider doing something similar. Jeff said he had been thinking about having such an event and will bring ideas to the Board at a future meeting. Glenda asked about including the CPL banking sheet totals in the minutes and the Board agreed that was a good idea. Chris Reece mentioned the Extreme Hope project to raise money for home renovation for a Chili family with two children stricken with cancer.

President Myers adjourned the meeting at 6:48 PM.

Next meeting date/time: 28 April 2009 at 6 PM in the CPL Conference Room
Meeting Minutes, Chili Public Library Board of Trustees Meeting-APPROVED
April 28, 2009

Board of Trustees: James Myers (President), Glenda Melville (Vice-President), James Lechner (Treasurer), Charles Havens (Secretary), Judith Kharbas, Christina Reece, Steven Ziblut
Library Director: Jeff Baker
Town Liaison: Michael Slattery
Friends Representative:
Guests/Public: Mr. Jack Kosmicki, Boychuk & Co.

President Myers convened the meeting at 6:00 PM. Mr. Ziblut absent.

Approved minutes of March 24, 2009 meeting by six in favor, none opposed.
Approved abstract: $22,954.33 by six in favor, none opposed.
Approved the meeting agenda by six in favor, none opposed with the following items added:
- CD Renewal,
- Discussion of Mr. Havens submitted resignation,
- Meeting room for CPL Board meetings.

Communications

The draft of the 2008 CPL financial audit was reviewed by Mr. Kosmicki of Boychuk & Co.

- The 2008 report can be compared to 2007 as they were prepared on the same basis.
- No significant problems were identified but three potential process improvements are noted in a letter to the CPL board for their consideration.

Questions and discussion, with the response from Mr. Kosmicki:
- Are there guidelines for an appropriate surplus account? An amount equal to 3 to 4 months of operating expenses is a typical target plus additional capital funding accounts deemed necessary.
- The basis for the $31,000 depreciation item? This report consolidates all of the depreciation schedules to five years whereas previously there were a range of schedules with some longer than typical for such assets.
- Allocation of salary to fund raising? One per cent of the total salary was an estimate generated to reflect that some degree of fund raising does occur by the staff and this needs to be reflected for IRS compliance.
- The line item for unrestricted net assets includes the Library Memorial Fund? Yes.
- Mr. Baker: the Boychuk & Co. recommendation to increase the insured value of the CPL computer system from $20,000 is thought to be unnecessary as there is additional coverage from the Town policy. Mr. Baker will secure documentation to this effect.
Friends of CPL Report:
- Two tickets for the Keuka wine trail were donated and will be raffled to raise money.
- The Friends have decided to participate in this year’s Chil-E Fest parade.

**Director’s Report**

**General Information:**
- **CPL Statistics** – Distribution of February 2009 statistics.
  - 15 to 17% growth year on year in circulation, door count and reference requests.
  - 500% increase in adult program attendance to 360 due to RochesterWorks employment programs.

_The CPL Board pays special thanks to Ms. Patti Bruno for organizing the RochesterWorks programs._

- **Full Staff Meeting** – Friday, May 1st at 9:00. Jim Myers to attend.
- **Friends of the CPL Board Meeting** – Tuesday, May 19th at 6:30 pm – Chris Reece to attend.
- **Distribution of Spring & Summer 2009 Town of Chili Newsletter**
- **Earth Day** – To celebrate Earth Day, several library staff are taking their lunch hour on Wednesday, April 29 to collect refuse on the eastside of the Town Hall/Library Complex. Terry Spurling and Pat Tindale are organizing the cleanup.

**Follow Up Items:**
- **Volunteers Appreciation Luncheon** – The volunteer appreciation luncheon took place April 20th. Gift pens were distributed and many thanks were given by the staff.
- **Executive Carpet Cleaning** – Over the Easter holiday weekend the library had its carpet’s cleaned.

**New Items:**
- **2009 Legislative Initiative Grant** – In response to the cut in State funding for libraries, Assemblymember Susan John has secured a $20,000 Legislative Initiative Grant for the Chili Public Library covering the State fiscal year 2009-2010. The purpose of the grant is for the library to acquire or maintain books, software, subscriptions and related items.
• Online Reference Chat - Patrons can now chat online with our reference librarians during hours the library is open to the public. By visiting our webpage www.chililibrary.org, on the right hand-side there is a Reference chat box. The patron types in the question they have and the librarian will respond in kind. Typical questions the library answers are if the library owns a particular item and questions of a factual nature.

• Approval of 2008 Chili Public Library State Annual Report - Every year, the Chili Public Library must submit a System State Annual Report to the Division of Library Development. The assurance that this “Annual Report” was reviewed and approved by the System Board is required. A system report summary document will be distributed at the meeting and a copy of the full report will be available for review.
  
  **Action Requested:** Approve the 2008 Chili Public Library System State Annual Report.
  
  *Approved: six in favor, none opposed.*

• Approval of CPL Internet Usage Policy Update – In order to improve upon our patron’s ability to use the library’s public computers, the library is using a combination of Group Policies, Windows Vista and the software Deep Freeze. Deep Freeze protects workstation software from accidental or malicious damage without restricting user access. This will allow patrons to burn CD’s, download software such as resume templates from Office online, and modify the desktop during the patron’s PC-reservation session. When a patron closes a session or their time runs out, the terminal automatically reboots, and returns to the original hard drive image. This allows for a consistent configuration of all pubic computers. The Internet Usage Policy needs to be updated to reflect that patron’s may download software from the Internet onto the Library’s computers.
  
  **Action Requested:** Approve CPL Internet usage policy update by removing statement ‘download software from Internet onto library’s computers’.

  *After discussion, a motion was made and approved six in favor, none opposed to authorize a pilot study of the new software with the expectation to change the internet policy if the pilot goes well.*

• Computer Use Survey - The Chili Public Library is participating in a nationwide Internet survey from May 4-18 to find out how people use the free computers and Internet connections in public libraries. RPL and CPL are two of 30 NYS public libraries chosen for the survey. The U.S. IMPACT web survey is being conducted by the University of Washington Information School with support from the Bill & Melinda Gates Foundation. Until now, there has been no nationwide research about how library computing services fit into peoples’ lives. Some believe that library computers are used mostly for entertainment, but librarians report that people use them to find jobs, stay connected with family and friends, or to get health information. This information will be used to improve these services and to inform policy makers about how best to fund and support them.

• The 2nd Annual Spring Teen Photo Contest – The contest will accept entries between April 27 and May 15 2009, for children ages 12-18 living in Monroe County. The contest is divided into two sections: ages 12-15 years and 16-18 years. There will be prizes supported by the CPL.
Friends, an awards reception at the end of May, and all photos will be displayed in the library throughout the month of June 2009 as well as being featured on our website.

**System News:**

- **New Library Trustee Orientation** - There is a New Library Trustee Orientation on Saturday May 9, 2009, 9:00 am - 12:00 noon in the Rundel Memorial Building, 3rd Floor Board Room. This introduction to the Monroe County Library System is intended for all new trustees at MCLS member libraries, although veteran trustees are also invited. Topics covered will include a brief history of MCLS, introduction to the budget process, the member library contract, advocacy efforts, and system services. Any library trustee may attend by registering at the following website [http://www.libraryweb.org/REGISTRATION/](http://www.libraryweb.org/REGISTRATION/).

**State news:**

From the MCLS Director’s Blog:

As many of you know, the State budget has been released. The news was better than we expected, but still not 100% positive. The information we’ve received so far is:

- **State Funding for libraries and library systems** - $91.081 million for 2009-2010. The Legislature restored $10.581 million to the $80.5 million originally proposed by the Executive.
- The $91 million is roughly an 8% reduction from last year’s funding levels for each program, library system and library (including a roughly 8% reduction to the system supplementary aid). All library aid, including the “one-time” system supplementary aid program of $8 million will be reduced by the same percentage to achieve the $91 million funding level. If funding were available for all of the formulas in the law, including the supplementary system aid, the total library aid for 2009-2010 would have been $102 million.

- **Public Library Construction Grants** – $14 million in Capital Funds for 2009-2010. The Executive and Legislature eliminated the $800,000 annual public library construction grant program.

**Committee Reports**

- **Budget**: reported that the budget committee met and reviewed the current year spending and that we are on budget year to date. A revision of the monthly interim financial report is in progress to simplify analysis of the data.

- **Library Building**: reported that the CPL status presentation to the Town Council meeting on April 15 led the Town Council to direct the CPL Board and Director to develop a proposal for studying the expansion to be presented to the Town Board. This was delegated to Mr. Baker.
Old Business

None.

New Business

- Mr. Lechner was authorized by a vote of six in favor, none opposed to renew CD xxx7536 for up to 18 months at the best terms available in the local bank community.
- Mr. Myers asked Mr. Havens to withdraw his resignation and request a formal leave of absence when and if it becomes necessary for him to miss three consecutive meetings.
- The Board agreed to use the Barbara Ireland room when available for future meetings as the small conference room has been cramped in recent board meetings.

President Myers adjourned the meeting at 7:30 PM.

Next meeting date/time: May 26, 2009 at 6:00 PM - CPL Conference Room.
Meeting Minutes, Chili Public Library Board of Trustees Meeting- APPROVED
May 26, 2009

Board of Trustees: James Myers (President), Glenda Melville (Vice-President), James Lechner (Treasurer), Charles Havens (Secretary), Judith Kharbas, Christina Reece, Steven Ziblut
Library Director: Jeff Baker
Town Liaison: Michael Slattery
Friends Representative: Sandy Roether
Guests/Public: Chuck Rettig

President Myers convened the meeting at 6:04 PM. Mr. Havens absent.

Approved minutes of April 28, 2009 meeting by six in favor, none opposed.
Approved abstract: $37,618.51 by six in favor, none opposed.
Approved the meeting agenda by six in favor, none opposed with the following items added:
- CD Renewal,
- Summer hours, potentially opening library on Saturday

Communications

Guests/Public:
Mr. Rettig – likes that the Career workshops are so well attended and that the library is busy. Also feels that the new books that have recently been added are good choices for the library.

Friends of CPL Report:
Ms. Roether – wine tour tickets will be available until June 3rd. Barnes & Nobel in Greece is having a book sale on June 12; proceeds will benefit the Chili Public Library “Friends”. Some “Friends” and library staff will participate in Chili-Fest parade on July 4th – 5:00pm.

Director’s Report

General Information:
• Parking Lot repaved by Town. Looks great!

• Friends book sale scheduled for August 28th, preview August 27th.

• Staff picnic scheduled August 29th at 12:00 noon at Union Station Park. Trustees invited to attend.

• Thank You to Trustees for memorial donation to Lifetime Health in Mrs. Baker’s name
• Final Audit report from Boychuk provided. Auditors’ recommended additional insurance coverage be acquired to cover additional computer equipment. Replacement coverage is available from Town to cover our shortfall.

• CPL Statistics – distribution of April 2009 statistics.
  ➢ 8-9% increase in attendance year over year in all programs.
  ➢ Greatest increase in adult programs due to Career Search Workshops.

Follow-up Items
• New teen photo contest was announced (details on CPL website). Mr. Baker and two staff photographers from Democrat & Chronicle will be contest judges.

• New shelving in Children’s area, built by CPL staffer David Tyler, is completed and installed. Shelving was designed to accommodate media, puzzles, magazines and books.

• Full Staff Meeting – Friday, September 4th at 9:00.

• Friends of the CPL Board Meeting – Tuesday, June 16th at 6:30 pm – Jim Lechner to attend. (Meetings have been moved to 3rd Tuesday of each month).

• Approval of 2009 Relamping Proposal – Mr. Baker reviewed the three phase project for relamping of the library. Mr. Lechner highlighted the need to relamp. Over time, fluorescent lamps deteriorate. Maintaining recommended lighting levels is very important to the library. When the library was first constructed, extra lamps were added to specific areas to provide proper lighting levels. Fluorescent lamps gradually deteriorate over time; between the 3-4 years of lamp life, the lamps could be at 50% of their light potential. Periodic changes of lamps/lighting levels must be performed and maintained properly. Mr. Baker reviewed all proposals, and recommended Shuler-Haas as contractor – they are highly recommended and were “lowest priced” bidder. Action Requested: Approve the Shuler-Haas as contractor for Relamping vendor.
  Approved: six in favor, none opposed.

• Approval of increasing Per Cash Transaction for Petty Cash Fund – current per cash transaction amount is $12.00. If amount exceeds $12.00, a voucher must be used to redeem at month’s end.
  Action Requested: Per Case transaction to be raised to $20.00.
  Discussion was had around monitoring of proper petty cash usage.
  Approved: six in favor, none opposed.

System News:
• MCLS Website revised – The main website has been updated and made more “user friendly”. Mr. Baker wants to train one CPL staff member to see if these modifications will benefit the CPL website.
Committee Reports

- **Budget**: new meeting scheduled – Thursday, June 4, 8:00am in small conference room.
- **Long Range Planning**: new meeting scheduled Thursday, June 11th, at 4:00 pm in small conference room.

Old Business

None.

New Business

- Mr. Lechner informed board that CD, approved last month for renewal, was split into 2 parts:
  - $10,000 for renewal in 18 months at 2.2%.
  - $9,835.89 for renewal in 11 months at 2%
- Two additional CD’s will be due for renewal soon
  - Acct ending in #5565, $5,497.68, due for renewal June 7
  - Acct ending in #1149, $5,000, due for renewal June 25

**Action Requested**: Approve the renewal of CDs.

**Approved: six in favor, none opposed**

- **Extending summer hours to include opening Saturday’s** – request for discussion by Mr. Havens. Mr. Baker reviewed 19 other Monroe County libraries summer hours to offer comparisons. Two are open 9-5:00 on Saturdays: Greece & Fairport. Nine mid-sized/small libraries are open for 3 hours on Saturdays during summer months. It would cost CPL $3,000, primarily for labor, to open for 3 hours during summer months; July & August. Opening 9:00-5:00 would cost an additional $11,000. Even though our town survey indicated 30% of respondents would like the library to extend the hours of operation, it would be an additional cost that has not been budgeted for and adds additional risk to the budget. Recent discussions with the town supervisor indicated a “hold” or decrease in funding for 2010. The director said he does not currently receive complaints or objections about not being open on Saturdays. Mr. Meyers agreed that since the board hasn't budgeted for the extra money, he doesn't feel we should risk an expense shortfall this year. Further, Mr. Meyers suggests the Budget committee investigate for hours expansion in 2010, but not 2009. The Director added that staffing issues could also arise, since this potential extra work time was not planned. Board agreed to re-open/discuss expanded summer hours for year 2010.

President Myers adjourned the meeting at 6:59 PM to executive session.

**Next meeting date/time:** June 23, 2009 at 6:00 PM - CPL Conference Room.
Board of Trustees: James Myers (President), Glenda Melville (Vice-President), James Lechner (Treasurer), Charles Havens (Secretary), Judith Kharbas, Christina Reece, Steven Ziblut
Library Director: Jeff Baker
Town Liaison: Michael Slattery
Friends Representative: Nancy Stein
Guests/Public: none

President Myers convened the meeting at 6:20 PM. Mr. Havens, Ms. Reece, Mr. Ziblut, and Mr. Slattery absent.

**Approved** minutes of May 26, 2009 meeting by 4 in favor none opposed.

**Approved** abstract: $14,331.24 by 4 in favor none opposed.

**Approved** agenda with the change that the review of CPL’s computer network infrastructure by Justin Russell is rescheduled to the July Board meeting.

**Communications**

**Friends of CPL report:** Ms. Stein reported that the Friends are planning a book sale for August 28 with a Friends preview sale on August 27. The Friends are also raffling wine-trail tickets which are available at the Circulation Desk.

**Director’s Report**

Mr. Baker distributed brochures for summer programs for adults, children, and teens. The latest relamping phase is to start Monday. The second annual teen photo contest reception was held on May 30th and was well attended. The photos are on display in the lobby display cases and patrons may vote for their Viewers Choice. The Barnes and Noble book fair was held on Saturday June 13. There was musical entertainment, a therapy dogs storytime, and a crafts program. CPL staff modeled costumes from different time periods within the American Girl series. Bonnie Moore, Town Historian, presented “The Cobblestone Buildings of Chili”. The final Rochester Works program took place on June 10. Plans are underway for Chil-E Fest. The Friends will have 22 children and their parents marching in the parade dressed as literary characters. The Library will have a table where staff will hand out information about the Library. Mr. Baker reviewed the May statistics noting in particular a 4% decrease in door count, and 3% increase in reference questions. There was also a significant increase in children’s program attendance.
New Items:

Mr. Baker requested Board approval to increase patron computer usage from 90 minutes to 120 minutes per day. Though the average time a patron uses the Library’s computers is currently 45 minutes, more patrons are asking the reference staff for extended time due to job searching related activities such as writing resumes, making online applications, and searching the web for employment opportunities. By increasing the time allowable to 120 minutes patrons would be better able to use the Library’s computer equipment. Ms. Kharbas moved approval and Ms. Melville seconded. The motion passed by four in favor and none opposed.

Mr. Baker reviewed the room use policy and requested Board approval to update the policy to include the Library’s Conference Room. Due to the popularity of the Community Room and the infrequent use of the Conference Room, the director would like to open up the Conference Room to groups when it is not occupied. The Board discussed the proposed policy and changed one statement to read “A $50.00 charge will be assessed if the rooms require cleaning and a replacement charge will be assessed for any damage to the room or its contents”. Mr. Lechner moved approval of the updated policy and Ms. Melville seconded. The motion passed by four in favor and none opposed.

Committee Reports

The Budget Committee will meet next on July 10 at 8 AM and expects to have a preliminary budget ready soon after. The Long-Range Plan Committee has had two meetings and meets next on July 9 at 4 PM. The Committee will report to the Board at its July meeting.

Old Business

Mr. Lechner reviewed the CD’s which are due for renewal soon. CD #1149 will be renewed this week. When CD #5297 comes due half of it may be spent. Gifts to the memorial fund in memory of Jerry Roether total $1375 to date. Mr. Baker is considering purchase of a table for the reading area with a plaque with Mr. Roether’s name on it.

President Meyers adjourned the meeting at 6:50 PM.

The next meeting will be on July 28, 2009 at 6:00 PM.
President Myers convened the meeting at 6:02 PM. Ms. Reece absent. Ms. Kharbas and Mr. Ziblut arrived as noted in the meeting minutes.

**Approved** minutes of June 23, 2009 meeting by four in favor, none opposed.
**Approved** abstract: $19,244.59 by six in favor, none opposed.
**Approved** the meeting agenda including an executive session to discuss a personnel issue as requested by Mr. Myers, four in favor, none opposed.

**Communications**

**Guests/Public:** None.
**Town Board Liaison:** None.
**Friends of CPL Report:**

Ms. Romeo:
- Twenty “Friends” and library staff participated in the Chili-Fest parade on July 4th dressed to represent books and well known literary characters to promote the library.
- A table at three of the Farmer’s market succeeded in selling a number of books to raise cash and generated three new memberships.
- The next book sale will be August 27th and 28th.

**A Report and Discussion on CPL’s Information Technology Platform:**
Mr. Justin Russell, CPL Staff.

A powerpoint presentation was made describing the library’s capabilities from 1996 to the present. This will be made available on the CPL website. Ms. Kharbas and Mr. Ziblut arrived shortly after the presentation began at 6:09PM.

To summarize the presentation:
- The CPL system has been created economically using the NY state buying system to reduce equipment costs by over 40%.
- The funding is nearly 100% from the state grant initiated by Representative John in 2007.
The system is as advanced as any in the county library system and provides internet bandwidth and desktop applications for patrons.

Library information security is provided by a substantially isolated server for the staff.

There is a multiple camera recording system installed as suggested by the Sheriff’s Department and an internal messaging system for staff security alerts when needed.

Future needs: additional router capacity, upgrades to the wireless system, improved IT wiring, expansion of the CPL-in-Portal, Windows 7 in the spring of 2010, and an additional server.

The CPL Board expressed its thanks to Mr. Russell and Mr. Baker for assembling a model system very economically.

**Director's Report**

*Board Discussion and Actions as Noted.*

**General Information:**

- **Full Staff Meeting** – Friday, September 4th at 9:00. Ms. Kharbas to attend.

- **Friends of the CPL Board Meeting** – Tuesday, August 18th at 6:30 pm. Judith Kharbas to attend.

- **Save the Date – CPL Books Sale** - The Summer Booksale of the Friends of the Chili Public Library will be held on Friday, August 28 from 9am-4pm. On Thursday, August 27 from 5-7pm there will be a Friends Only Preview Sale.

- **CPL Statistics** – Review of June statistics. In June circulation increased 14% from last year, door count increased 14%, and reference questions increased 22%. Children’s program attendance stayed steady, with adult program tripling.

- **RochesterWorks! 50+ Career Workshops** – At the June library board meeting the library board requested the total number Career Workshops and attendance that have been held at CPL. Since February 2009, the library has held 11 workshops with 382 people attending. RochesterWorks! is planning to have a Resume Review workshop at the library as well.

**Follow Up Items:**

- **Relamping** – The Relamping Phase 1 project is completed.

- **Chil-e Fest** – This year the library had a booth at the Chil-E Fest and introduced many people to the library's summer reading program. The library was also represented in the Chil-E Fest Parade. Many thanks go to the staff and patrons that manned the booth and those who organized our participation in the parade.
50s Day at the Library - Following the Summer Reading theme - Create @ Your Library, the library had a 50's Day on July 14th at the Library, ending with a showing of the movie Grease.

- Summer Reading Incentive By Five Star Bank - Two brand new bikes have been donated courtesy of Five Star Bank in North Chili for the library's Summer Reading Program. The bikes (a girl's bike and a boy's bike) are now on display in the library. We will be holding a raffle on Friday, August 14th and two lucky children selected will win the bikes. Tickets from all six weeks submitted by kids during the Summer Reading program will be used towards the bike drawing in August.

- Adult Summer Reading Contest - The library's 2009 Adult Summer Reading started on June 26 and runs until August 14. For every book read during this time, adults may fill out and submit one coupon for weekly prize drawings. There will be a grand prize drawing on Friday, August 14. We are also having a friendly “Great Reading Race” with the East Irondequoit Public Library to see which library has the most books read by adults as evidence by the number of coupons submitted at the end of the summer reading program. The Summer Reading program is sponsored by the Friends of the Chili Public Library.

- 2008-09 Legislative Project Grant – The library has received the final payment of $3,750 of the Legislative Project grant for 2008-09. This completes the $5,000 that was awarded to the library by Senator James Alesi to help cover increases in MCLS cost share that resulted in limits in state funding.
New Items:

- **Approval of the 2010-2012 CPL Long Range Plan:** The CPL Long Range Plan Committee is recommending the 2010-2012 CPL Long Range Plan be approved by the Library Board.

  **Action Requested:** Approve the 2010-2012 CPL Long Range Plan as submitted

  *Approved by six in favor, none opposed.*

- **NYLA Conference Approval:** The director is presenting a request for three staff members, Jeff Baker, Jeanne Austin, and Cathy Kyle to attend this year’s New York Library Association (NYLA) Conference in Niagara Falls, NY, October 14-17. The cost (not to exceed $900) will cover registration, mileage and meals.

  **Board Action Requested:** Approve the cost (not to exceed $900) in registration, mileage and meal fees for Jeff Baker, Jeanne Austin, and Cathy Kyle to attend the 2009 NYLA Annual Conference.

  *Approved by six in favor, none opposed. Ms. Kharbas noted that she will attend the Friends portion of the NYLA conference.*

System News:

- The library system has obtained a $20,000 Big Read grant, an initiative of the National Endowment for the Arts, designed to restore reading to the center of American culture. Jack London’s *Call of the Wild* has been chosen, with member libraries events taking place in January/February 2010.

State news:

- Nothing to Report

**Committee Reports**

- **Budget:**

  Mr. Baker reported that he needs to provide the proposed 2010 budget to the Supervisor’s office by August 14th. There will be two public meetings where the Town budget will be reviewed. Mr. Baker and Mr. Myers will represent the Library at those meetings.

  Mr. Baker presented to the CPL Board a proposed budget for CPL Board approval that evolved from the work product previously generated by the budget subcommittee. He reduced expenditures based on a decrease in the surplus available for unrestricted use. He has been told by the Chili Finance Director, that because of previous CPL board action to create an Equipment/Capital reserve in that amount of $53,222, that Town Council would need to approve expenditures from the account for the restricted uses. In the face of the reduced surplus for unrestricted use and in order to comply with the Supervisor’s request to have no
increase in the Town supplied funds, Mr. Baker took these actions with the previous sub-committee budget:

- Eliminated the staff merit increase
- Reduced the materials expense by $10,000.

Mr. Baker also noted that he is beginning to curtail materials purchases in 2009 to conserve funds for future use.

In discussion, the analysis of the CPL Board is that while this latest proposed budget might be financially acceptable for 2010, it would then put the Board in the position of asking for an increase for the Town’s contribution in 2011 approaching 10% as the surplus that has been applied to close the difference in expenses and revenue in 2008, 2009 and 2010 would be depleted by 2011. Without additional Town 2011 funding, CPL would need to reduce its operating hours and possibly staff levels starting January 2011. There was a consensus that this would be undesirable as the growth in the use of CPL has been in excess of 10% for each of the last two years and growth in demand is expected to carry into the future. It seems most prudent to request smaller increases starting with the 2010 budget rather than postpone the issue to 2011.

A second issue by consensus of the CPL Board is the desirability of a merit increase. CPL is pleased with the performance of the staff. Furthermore, the Board is concerned about retention with new libraries coming on line in nearby communities and a scarcity of qualified librarians in Monroe County. Finally, CPL has historically been conservative in its pay increases so to propose a year with no increase would be inconsistent for the CPL Board in its view of its responsibilities to the community and CPL staff.

A third issue for the CPL Board is reducing the purchase of lending materials in the face of the substantially increased demand seen in recent years.

In consideration of these points, a motion was made to direct Mr. Baker to add back to the budget as proposed the $10,000 in materials and to apply an average aggregate staff rate increase the smaller of either 3% or a percentage such as to approach $25,000 in total personnel expenses. This motion was approved by six in favor, none opposed.

**Old Business**

None.

**New Business**

Mr. Lechner: Mr. Lindsey, Chili Highway Supervisor is pursuing additional air conditioning for the server room.

President Myers adjourned the meeting at 8:32 PM to executive session.

**Next meeting date/time:** August 25, 2009 at 6:00 PM - CPL Ireland Meeting Room.
Meeting Minutes, Chili Public Library Board of Trustees Meeting APPROVED
August 25, 2009

Board of Trustees: James Myers (President), Glenda Melville (Vice-President), James Lechner (Treasurer), Charles Havens (Secretary), Judith Kharbas, Christina Reece, Steven Ziblut
Library Director: Jeff Baker
Town Liaison: Michael Slattery
Friends Representative: Loretta Kalamaroff

Vice-President Melville convened the meeting at 6:00 PM. Mr. Myers and Ms. Kharbas absent.

Approved minutes of July 28, 2009 meeting by five in favor, none opposed.
Approved abstract: $20,227.31 by five in favor, none opposed.
Approved the meeting agenda adding a CD renewal to New Business and an executive session to discuss a personnel issue as requested by Ms. Melville, five in favor, none opposed.

Communications

Guests/Public: None.
Town Board Liaison: None.
Friends of CPL Report:
   Ms. Kalamaroff:
      • For Friends President Sandy Roether - thanks the board for their donations in Jerry’s memory.
      • The next book sale will be August 27th and 28th.

Director’s Report

Board Discussion and Actions as Noted.

General Information:

• Full Staff Meeting – Friday, September 4th at 9:00am. Judith Kharbas to attend.

• Friends of the CPL Board Meeting – Tuesday, September 15th at 6:30 pm. Glenda Melville to attend.

1. Save the Date – CPL Books Sale - The Summer Booksale of the Friends of the Chili Public Library will be held on Friday, August 28 from 9am-4pm. On Thursday, August 27 from 5-7pm there will be a Friends Only Preview Sale.

2. Staff Picnic - Union Station Park - Saturday, August 29 at 12 noon.
• **CPL Statistics** – Review of July statistics. In July, circulation increased 5% from last year to 39,263 items, the highest in circulation for a month ever at the library. Door count increased 1%, and reference questions increased 5%.

**Follow Up Items:**

• **Adult Summer Reading Contest** - The library’s 2009 Adult Summer Reading program has concluded. Though the library came in second to East Irondequoit Public Library in the “Great Reading Race” (final counts: Chili 3,839 ~ East Irondequoit 4,938) we had by far the most adult participation in the Summer Reading program ever. Last year the total books read/entered was 742. Many thanks go to our adult programmer Patty Bruno and the circulation clerks for their enthusiasm and cheerleading.

• **Summer Reading for Teens** – The library’s 2009 Teen Summer Reading has concluded. 62 teens participated this year and read 313 books as compared to 55 teens participating in 2008 reading 381 books.

• **Summer Reading for Children** – We had another successful Children's Summer Reading program. 706 children took part, more than any other year. 207 of the participants were between the ages of 2-5, and 491 were between the ages of 6-12. 52% were girls and 47% were boys. In total the children read 234,020 minutes of reading. Last year the library had 672 children participate, reading 196,745 minutes.

• **School Supplies Donations** - The library is once again collecting donations of school supplies. The library will take donations throughout the second week of September. The donations will then be taken to School #19 on Seward Street in Rochester.

**New Items:**

• **Approval of the 2009-2013 Photocopier Lease:** The lease for the public and staff photocopiers is to expire on October 31, 2009. The Library Director has received four proposals for copier replacement and recommends the Library Board authorize the library to enter into a photocopier lease agreement with IKON Office Solutions, Inc. for the supply and maintenance of photocopier equipment for a term of 60 months.
### Staff and Public Black and White Photocopiers

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<th>Color per click for color copier</th>
<th>Estimated Monthly Maintenance</th>
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**Action Requested:** Approve the authorizing the Library Director to enter into a photocopier lease agreement with IKON Office Solutions, Inc. for the supply and maintenance of photocopier equipment for a term of 60 months.

**Mr. Baker:** the Ikon bid is preferred over the Toshiba because the printer is capable of doing envelopes. Ikon’s service history with the library has also been excellent. The printer will be configured to limit the staff generated color copies per month to control costs.

**Approved, five in favor none opposed.**

**System News:**
- Nothing to Report

**State news:**
- Nothing to Report

**New Items:**

Mr. Baker reported that as requested by the CPL Board, he has submitted a budget request for 2010 increasing the Town’s allocation by 3.08% from 2009, approximately $27,000. Mr. Myers and Mr. Baker reviewed this with Supervisor Dunning in preparation for the public hearing on September 20th. The feedback from Supervisor Dunning suggests that the budget will at best be flat from 2009.
Board Discussion: this would set the stage for a CPL budget gap in 2011 between 5 and 10% which would prompt services reductions no later than 2011 and possibly sooner. These would be recommended by the CPL budget committee and would likely include reductions in purchases of lending materials and reduced operating hours. Mr. Lechner asked that the statistics on the 30% increase in library use in the last five years be communicated to the Town Council.

Committee Reports

None.

Old Business

Mr. Baker: the additional air conditioning for the server room is in process.

New Business

Mr. Lechner: CD #xxx5297 for $11,352.47 is coming due. Requests approval to increase the amount with $3,647.53 of general funds to $15,000 and to secure a CD under the best terms he can find locally for six months. 

Approved, five in favor, none opposed.

Adjourned at 6:30PM to executive session for discussion of Mr. Baker’s performance review. No action was taken in the session.

Next meeting date/time: September 22, 2009 at 6:00 PM - CPL Ireland Meeting Room.
Meeting Minutes, Chili Public Library Board of Trustees Meeting - APPROVED
September 22, 2009

Board of Trustees: James Myers (President), Glenda Melville (Vice-President), James Lechner (Treasurer), Charles Havens (Secretary), Judith Kharbas, Christina Reece, Steven Ziblut
Library Director: Jeff Baker
Town Liaison: Michael Slattery
Friends Representative: None.

President Myers convened the meeting at 6:03 PM. Ms. Kharbas absent.

Approved minutes of August 25, 2009 meeting by six in favor, none opposed.
Approved abstract: $18,914.40 by six in favor, none opposed.
Approved the meeting agenda six in favor, none opposed.

Communications

Guests/Public: None.
Town Board Liaison: None.
Friends of CPL Report: None.

Director's Report

Discussion and Actions as Noted.

General Information:

- Full Staff Meeting – Friday, November 6th at 9:00am. Glenda Melville to attend.

- Friends of the CPL Board Meeting – Tuesday, October 20th at 6:30 pm. Glenda Melville to attend.

- CPL Statistics – Review of August statistics. In August, circulation increased 9% from last year to 34,333 items. Door count decreased 18% to 14,188 visits, and reference questions increased 2% to 2,186 reference questions answered.

  Mr. Havens: The door count and circulation data are inconsistent. For CPL and other libraries, these metrics historically are in a ratio of one to two. It is very unlikely that circulation would increase if visits were down; suspicious there is a problem with the door count device as the circulation data is consistent with trends in recent months.

Follow Up Items:

- Library Services Aid – The library has received its claim voucher for the 2009 LSA payment in the amount of $7,742. The library should be receiving payment in about four weeks.

  Mr. Baker: new information - this may still be at risk as the state has delayed payment.
New Items:

- Approval of CPL Board Designated Computer Reserve Fund in the amount of $34,000 into the General Fund.
  
  **Action requested:** Approve the transfer of $34,000 from the CPL Board Designated Computer Reserve Fund into the General Fund.

  **Approved, six in favor, none opposed.**

- New Speakers in the Ireland Room - A pair of in-wall Boston Acoustic speakers have been installed in the Ireland Room as the ceiling speakers were no longer working and proved ineffective for the library’s needs. The speakers were paid via the Memorial Fund.

  **Mr. Baker:** the cost was about $500 including the wiring. *A more expensive surround system was deemed unnecessary.*

- New Pages - Nick Bruno, Sarah Talbot, and Ben Lewis have been hired as a new pages replacing Patrick Chamberlain, Hannah Dale, and Christopher Gartley.

- Fall Family Fun Day at Davis Park – The Chili Public Library will have a table set up at the Fall Family Fund Day at Davis Park on Saturday, September 26th from 11:30pm-2:30pm. At that time we will distribute information about the library, and perform storytime for children.

- Gates-Chili Healthy Family Festival – The Chili Public Library will have a table set up at the Gates-Chili Healthy Family Festival on Saturday, October 3rd from 11am-2pm. At that time we will distribute information about the library.

- MCLS Technology Planning Session - The Director will be attending a full day MCLS Technology Planning session of September 24th. The library directors will be formulating a five year plan for the system.

- Town brochure – The library is included in the Town of Chili Fall & Winter 2009 Brochure. Within the brochure is the description of the children’s, teen’s, and adult programs for the fall and winter, as well as a Friend’s membership form.

- CPL Website – The library has included a link on its homepage developed by the New York State Library on information relating to the H1N1 virus.

System News:

- Nothing to Report

State news:

- State Funding – The Monroe County Library System has yet to receive its remaining funds from the State. The director has been asked to advocate to State legislators that the money be released.
Committee Reports

Budget:
Mr. Myers reported that the budget committee has met and prepared a number of alternative budgets for 2010 anticipating flat or declining support from the Town Council in response to the CPL Board request for a 3% increase. A priority has been placed on maintaining staff in the different alternatives. It is anticipated that there will not be a merit increase and a decrease in operating hours with the expected Town allocation. In response to a question from Mr. Ziblut, Mr. Baker informed the board that certification requires 55 hours per week which is about the hours in CPL’s summer schedule.

Old Business
None.

New Business
None.

Adjourned at 6:32PM.

Next meeting date/time: October 27, 2009 at 6:00 PM - CPL Ireland Meeting Room.
Meeting Minutes, Chili Public Library Board of Trustees Meeting APPROVED
October 27, 2009

Board of Trustees:    James Myers (President), Glenda Melville (Vice-President), James Lechner (Treasurer), Charles Havens (Secretary), Judith Kharbas, Christina Reece, Steven Ziblut
Library Director: Jeff Baker
Town Liaison:  Michael Slattery
Friends Representative:  None.

President Myers convened the meeting at 6:00 PM.

Approved minutes of September 22, 2009 meeting by seven in favor, none opposed.
Approved abstract:  $11,099.95 by seven in favor, none opposed.
Approved the meeting agenda by seven in favor, none opposed.

Communications

Guests/Public:  None.
Town Board Liaison:  None.
Friends of CPL Report:
Ms. Roether:
  • The Friends held their 2009 annual meeting and elected Ms. Diana Romeo as President for 2010.
  • A baby quilt has been received as a donation and will be raffled for fund raising.

Ms. Kharbas: I attended the NY State Library conference and learned that CPL is fortunate to have such a supportive and involved Friend’s group as some others have more strained relationships with Directors and Boards.

The entire Board sincerely thanked Ms. Roether for her years as Friend’s president as they recognize her personal commitment and the valuable contribution she made to CPL.

Director’s Report

Discussion and Actions as Noted.

General Information:

• Full Staff Meeting – Friday, November 6th at 9:00am. Glenda Melville to attend.

• Friends of the CPL Board Meeting – Tuesday, November 10th at 6:30 pm. Jim Myers to attend.

• CPL Statistics – Review of September statistics. In September, circulation increased 5% from last year to 32,128 items. Door count decreased 1% to 16,341, and reference questions increased 6% to 2,440.
Follow Up Items:


- **Friends of the Library Week** - The Monroe County Legislature recognized the week of October 18-25, 2009 as Friends of the Library Week. The Director would like to thank the Friends of the Chili Public Library for their support of the library.

- **New Photocopiers** - The library has a new Ricoh staff and public photocopier under a five year lease.

- **Fall Family Fun Day at Davis Park** – The Library took part in the Chili Fall Family Fun Day at Davis Park, Saturday, September 26th. There were plenty of families that came to listen to stories from Deb and Jenn who brought scores of books from the Children's Area.

- **Gates-Chili Healthy Family Festival** - Saturday, October 3rd the library greeted families at the Gates-Chili Healthy Family Festival. This year it was held at the Fieldhouse at the Gates-Chili High School. It was a wonderful opportunity to share our story with regular and soon to be new users.

- **School Supply Donations** - Chili Public Library dropped off nine boxes of new school supplies donated by staff and patrons to School #19 on Seward Street on September 30th.

New Items:

- **New items to the CPL Webpage** –
  2. A widget to the Facebook page and to Google.
  3. A link to a page that has comments from patrons. Patrons may also submit comments via email on the same page.

- **Cataloging of DVD Sets Project** - The library director has volunteered to be on an MCLS committee to evaluate the methods available for cataloging sets of DVDs and make a recommendation to the MCLS Special Services Operations Committee as to whether these items should be cataloged as sets or individual DVDs.

- **Endorse the MCLS Electronic Records Retention Policy** - On July 8, 2009, the Director’s Council approved a new MCLS Policy on Electronic Records Retention. MCLS policies need to be endorsed by member library boards prior to approval by the MCLS
Library Board. The Director will review the policy in light of recent feedback by the MCLS Library Board.

**Action request:** The Library Board reviews and endorses the MCLS Electronic Records Retention Policy

*Action was tabled at the request of Mr. Baker as the proposed policy is under review by Monroe County’s legal department and is not finalized.*

- **Approval of Proposed CPL Board of Trustees 2010 meeting dates:**
  Below are the proposed dates for the CPL Library Board meetings for 2009.

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<tr>
<th>Date</th>
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<tr>
<td>January 26</td>
<td>Barbara M. Ireland Community Room</td>
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<td>December 21</td>
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*Action requested: The Library Board approves the proposed CPL Board of Trustees 2010 meeting dates as presented*

*In discussion, it was suggested that the December meeting be moved to the 14th – with this change the schedule was approved by seven in favor and none opposed.*

- **Approval of CPL Proposed 2010 Closed Dates:** The Director is proposing that the library be closed the following dates for 2010.

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Closed Saturdays (June 5 – September 4)
Closed Sundays (May 2 – September 26)

*Paid holidays for full time employees
**Non-paid holidays for scheduled staff
Only veterans will have Veteran’s Day off as a paid holiday

**Action Requested:** The Library Board approves the proposed closed dates for 2010 as presented.

*Concerns were raised by members of the Board concerning potential scheduling inequities in the impact of the unpaid holidays and alternatives were discussed. It was decided to table the issue to a future meeting when the 2010 Town Budget has been approved and further providing Mr. Baker time to consider other options.*

- **Approval of designating the library’s Certificate of Deposit in the amount of $5,662.57 as the Wickens Book Fund** – It has come to the attention of the library director, in 1991 a Wickens Book Fund was established in honor of Constance (McCoy) Wickens (past library board member) and her husband Ralph E. Wickens in the amount of $5,828. In 1992, $952.12 of the fund was spent on the *Contemporary Authors* series and bookplates. The Library Board president and the Treasurer recommend an additional $848.00 from the Memorial Fund be used in 2009 to purchase books on behalf of the Wickens Book Fund, and that the library’s Certificate of Deposit in the amount of $5,662.57 be designated as the Wickens Book Fund. The library director has informed Constance Wickens daughter, Ann Caldwell, of the recommendation and she gives her consent.

**Action Item:** The Library Board approves designating the library’s Certificate of Deposit in the amount of $5,662.57 as the Wickens Book Fund.

**Mr. Baker circulated the letter from Ms. Caldwell authorizing the release of the Wicken’s restricted contribution to the general fund.**

**Mr. Lechner made a motion that $5,000 from CDxx5568 due June 7, 2010 be placed in a CD labeled as the Wicken’s Book Fund and that the remaining value of the CD, $662.57 plus accrued interest, be placed in the memorial fund. This was approved by six in favor with Mr. Havens opposed. He felt that the original intent of the gift was well considered and heartfelt and that the CPL Board should attempt to comply with that intent.**

**The Board directed Mr. Baker to consider some means to visibly recognize this significant contribution through a plaque or other means.**

**System News:**
- Nothing to Report
State news:

- **State Funding** – From the State Librarian, Bernard Margolis: “Typically by this time in the fiscal year, over 95% of the State Appropriation for library aid would have been paid to libraries and library systems. This year is different. The State's cash flow challenges and shrinking revenue have delayed the distribution process. We just received approval (known as certification) to pay an additional $15 million of the total of $91.08 million approved in the 2009-10 budget. This means that 63% of the appropriated funding has now been paid. My understanding is that another $15 million (about 16%) will be provided by our control agencies at the beginning of November and the balance will be approved and hopefully fully distributed by the end of December. I know that this late distribution poses many challenges. I know that the calls of many library supporters to legislators urging the speedy payout of library aid made a difference. I wish there was a way to insulate libraries from the dreary economic picture. Education of public policy makers on all the issues of delayed aid payments is very important.”

*Mr. Baker believes that the library services aid is still intact but is concerned that MCLS items are at risk with unknown consequences at this time. There is an MCLS Director’s meeting in the following week where more information may be provided.*

**Committee Reports**

**Budget:**
Mr. Myers shared the Supervisor’s proposed 2010 budget for the library of $1,074,701 funded by $917,378 from the tax levy, $97,323 from library revenue and $60,000 from the library’s accumulated surplus. Mr. Myers reported the October 26 review with the full Town Board included Council discussion on means to find additional funds for purchase of lending materials but this was not resolved at the meeting.

**Old Business**

Mr. Lechner reported the Mr. Lindsey the Highway and Facilities Superintendent is continuing to secure a package air conditioning unit for the CPL server room.

**New Business**

None.

Adjourned at 7:36PM.

Next meeting date/time: November 17, 2009 at 6:00 PM - CPL Ireland Meeting Room.
Meeting Minutes, Chili Public Library Board of Trustees Meeting APPROVED
November 17, 2009

Board of Trustees:   James Myers (President), Glenda Melville (Vice-President), James Lechner (Treasurer), Charles Havens (Secretary), Judith Kharbas, Christina Reece, Steven Ziblut
Library Director: Jeff Baker
Town Liaison: Michael Slattery
Friends Representative: Diane Romeo.

President Myers convened the meeting at 6:01 PM. Ms. Kharbas absent.

Approved minutes of October 26, 2009 meeting by six in favor, none opposed.
Approved abstract: $17,768.53 by six in favor, none opposed.
Approved the meeting agenda by six in favor, none opposed.

Communications

Guests/Public: None.
Town Board Liaison: None.
Friends of CPL Report:
Ms. Romeo:
  • The Friends group has established a new goal to make the group more visible in the community to help raise its membership and effectiveness.
  • The Friends will be selling a book lover’s calendar over December.
  • The next book sale will be the first weekend in February.
  • The Friends are planning to have a cookbook for next summer as a fundraiser.
  • They are recruiting for a new Friend’s board member.

Mr. Baker expressed his appreciation and thanks to the Friend’s for their significant support.

Director’s Report

Discussion and Actions as Noted.

General Information:

  • Full Staff Meeting – Friday, March 5th at 9:00am.

  • Friends of the CPL Board Meeting – Tuesday, December 8th at 6:30 pm.
    Ms. Reece agreed to attend.

  • Save the Date – The 9th annual Christmas Holiday Party is Friday, December 11, 2009 from 5:30pm – 7:30pm.
• **CPL Statistics** – Review of October statistics. In October, circulation increased 4% from last year to 33,708 items. Door count decreased 1% to 17,051 and reference questions increased 12% to 2,532.

• **CPL Board 2010 Sign-Up Sheets** - The library director will distribute the CPL Board sign-up sheets for the 2010 full staff meetings and the upcoming 2010 CPL Friends Board meetings.

**Follow Up Items:**

• **New York Library Association Conference** – The library director will distribute at the library board meeting a report by Jeanne Austin and Cathy Kyle about the workshops they attended at the NYLA Conference on October 16, 2009.

• **Library Assistant’s Day Conference** - The library director will distribute at the library board meeting a report by Patty Bruno, Deb Amesbury and Jill Sutter about the workshops they attended at the Library Assistant’s Day Conference on November 3, 2009.

• **Accomplishments for 2009** – The library director will review the 2009 highlights of the library.

  *Mr. Myers asked about attendance at the Home Schooling fair listed in the accomplishments; Mr. Baker responded that about 30 people participated which he felt could be improved next time with more publicity.*

• **CPL Board of Trustees 2010 April meeting Date**: At the October 26th library board meeting, the library director incorrectly listed a meeting date as April 17, when the date actually is April 27, 2010.

• **LLSA**: The Chili Public Library has received all of its Library Services Aid ($7,742) for 2009. This has allowed the library to complete its purchase of books, videos and audiobooks that was budgeted for 2009.

  *Mr. Baker: this action means that MCLS has accepted the risk for potential reductions in the State’s current year funding.*

• **Server Room Air Conditioner**: The director has spoken with the Commissioner of Public Works/Superintendent of Highways who is purchasing an air conditioner for the server room. Monroe Piping will be doing the installation.

• **Approval of CPL Proposed 2010 Closed Dates**: The Director is proposing that the library be closed the following dates for 2010.

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December 24*  Friday  Christmas (Observed)
December 25  Saturday  Christmas Day
December 26  Sunday  Day after Christmas

Closed Saturdays (June 5 – September 4)
Closed Sundays (May 2 – September 26)

*Paid holidays for full time employees

**Unpaid furlough for all staff. Part-timers who typically do not work the day of the week the library is closed, will work one day less that week. Only veterans will have Veteran’s Day off as a paid holiday.

All staff will take off one day without pay before December 20, 2010.

Action Requested: The Library Board approves the proposed closed dates for 2010 as presented.

Mr. Baker: Town Council action on the 2010 budget has not been completed, there is some potential for additional funding but he is not optimistic. Given this, a motion was made to table the item until the December meeting which passed six in favor, none opposed.

New Items:

- Overdrive - The Overdrive Media Console is now installed on all public terminals. This improves the ease of patron use in downloading audio books from the library’s website.

System News:

- Freedom Calls Center - The Central Library unveiled a new Freedom Calls Center on Monday November 9. The Call Center provides free videoconferencing calls for local families and friends of military personnel serving at selected camps in Iraq, Kuwait and Afghanistan. It is located on the lower level of Bausch & Lomb Public Library Building, and is equipped with a 52” flat screen monitor, computer, and a web camera. Callers must know when their soldier can be available to call, and then will schedule use of the Center with Deborah Nevin, the library’s Program
Coordinator. Calls may be made between 9:00 am and 1:00 pm Monday-Friday, although weekend calls may be scheduled as requested. This service is provided free of charge by the Freedom Calls Foundation, a non-profit organization working to connect families and friends to soldiers at no cost.

State news:

- **State Funding** - The library director will have attended a November 13th meeting with Susan John and MCLS and RRLC staff in order to discuss the proposed 10% cut across the board in state spending. These cuts are on undisbursed funds, so Library Aid will be cut $3.375 (approximately $33 million in Library Aid has yet to be released). The message to be presented is that libraries/systems have already done their fair share towards reducing the state’s budget deficits having been cut three times in the last 18 months, twice in 2008 for total of $3 million, and this past April 2009 by $8 million for a total of $11 million. Library Aid has gone from $102 million in 2007 to $91 million in 2009 (so far). Library services are in greater demand due to the economy as the unemployed/underemployed use libraries to search for jobs and new careers and people of all ages use library services to improve their literacy, computer and internet skills, and families use libraries to save money by borrowing books/dvds and participating in free cultural educational events.

**Committee Reports**

None.

**Old Business**

None.

**New Business**

Mr. Lechner asked about an article in the NY Library Trustees Newsletter detailing new training requirements in 2010 for professional librarians and asked if this will lead to additional training expenses. Mr. Baker said that the requirement is 60 hours in five years, that many courses are provided locally for free by the Rochester Regional Library Council, that it can be accommodated with the existing budget and that it is good as it formalizes expectations.

Mr. Myers reported that he attended the recent MCLS review of Library Board Member legal obligations. He asked if Mr. Baker would be able to circulate the presentation to the CPL Board. Mr. Myers believes the CPL Board is satisfying its legal requirements with its existing policies and procedures.

Adjourned at 6:58PM.

**Next meeting date/time:** December 15, 2009 at 6:00 PM - CPL Ireland Meeting Room.
Meeting Minutes, Chili Public Library Board of Trustees Meeting APPROVED
December 15, 2009

Board of Trustees:  James Myers (President), Glenda Melville (Vice-President), James Lechner (Treasurer), Charles Havens (Secretary), Judith Kharbas, Christina Reece, Steven Ziblut
Library Director: Jeff Baker
Town Liaison: Michael Slattery
Friends Representative: Diana Romeo.

President Myers convened the meeting at 6:01 PM. Ms. Reece and Mr. Lechner absent.

Approved minutes of December 15, 2009 meeting by five in favor, none opposed.
Approved abstract: $9,990.16 by five in favor, none opposed.
Approved the meeting agenda by five in favor, none opposed.

Communications

Guests/Public: None.
Town Board Liaison:
Mr. Myers – thank you Mr. Slattery for your effort to increase the 2010 library budget by $30,000.

Mr. Slattery – I am sorry it didn’t pass. I also regret the way my vote was reported in the Gates-Chili news which missed important issues in the town council discussion:
  • that the money would have come from existing town budget items and would not have increased 2010 taxes
  • that specific town budget items were identified as the funding source; these items are historically under spent and have accrued to the town surplus year after year
  • that any transfers into the library budget needed to be done in the 2010 town budget unlike town departments where budget transfers can be made during the fiscal year
  • that most of the money was directed to support the purchase of materials for the library collection.

Friends of CPL Report:
Ms. Romeo:
  • The calendar sale continues for fund raising, thirty have been sold to date.
  • Preparations for a fund raising cookbook are progressing targeting availability next summer for sale at the farmer’s market.
  • Ms. Roether will be attending the library board meeting in my place for the next three months.
Director’s Report

Discussion and Actions as Noted.

General Information:

- **Full Staff Meeting** – Friday, March 5th at 9:00am.
- **Friends of the CPL Board Meeting** – Tuesday, January 12th at 6:30 pm. Judith Kharbas to attend.

- **Friends of the Chili Public Library Booksale**: The next Friends book sale will be held on February 5 and 6, 2010. Friends Preview Sale will be on Friday, February 5 from 2pm-5pm. The sale will be open to the general public on Saturday, February 6 from 9am-4pm. There will be a $2 Bag Sale on Sunday, February 7, 1-4pm.

- **CPL Statistics** – Review of November statistics. In November, circulation increased 4% from last year to 33,708 items. Door count increased 1% to 17,051. Reference questions increased 30% to 2,532: about half of this are the increase in patron contacts and half reflecting better counting of the requests per patron contact.

Follow Up Items:

- **Approval of CPL Proposed 2010 Closed Dates**: The Director is proposing that the library be closed the following dates for 2010.

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*Closed Saturdays (June 5 – September 4); Closed Sundays (May 2 – September 26)

*Paid holidays for full time employees
**Unpaid furlough for all staff. Part-timers who typically do not work the day of the week the library is closed, will work one day less that week. Only veterans will have Veteran’s Day off as a paid holiday. All staff will take off one day without pay before December 20, 2010.

**Action Requested**: The Library Board approves the proposed closed dates for 2010 as presented.
Mr. Myers: I asked Mr. Baker in the last week to reconsider the proposed staff five day unpaid furlough and to see if there were ways to recover the $12,000 in targeted savings from other items in the budget. I made this request since there were no furloughs in town departments in the budget approved by Town Council.

Mr. Baker: these steps are proposed to close the gap:
- asking the CPL Friends to support 100% of the programming budget for $5,000
- reducing custodial supplies by $1,000
- absorbing the remainder in purchases for the collection - as a result these purchases would decrease 25% compared to 2009 as compared to 20% in the original budget
- we will institute an “adopt a book” program for donations to help close the materials purchase but this relies on good will in a time when charitable giving is decreased generally

Board discussion:
- it would be desirable to eliminate the furlough in the view of fairness and with staff facing increased health expenses
- the CPL Friends contribution is generous and is sincerely appreciated
- it is noted that the Ms. Susan John $20,000 grant for in materials is still budgeted but we will need to closely monitor this given the state financial crisis
- concern was expressed that reduced materials purchases will result in an increasingly worn and tattered collection; at first it may go un-noticed but at some point it will become apparent that the collection is being allowed to degrade
- given the information in hand today, it would be desirable to be flexible on the materials purchases starting the first months of the year at something approaching 20% of the 2009 rate and hold off the additional reduction in hopes of generating additional cost savings or revenues before year end

The motion tabled in the November meeting to approve the library calendar including the furlough was defeated by none approving, five opposed.

The library calendar without staff furloughs was approved five in favor, none opposed.

- Wickens Memorial Fund – The library director will review material purchases that have occurred on behalf of the Wickens Fund.
A copy of the letter to the Wickens daughter detailing the purchases was circulated by Mr. Baker.

- Server Room Air Conditioner: An air conditioner has been installed in the server room. This will ensure the computers in the server room do not overheat during the warm summer months.

New Items:
- Holds Gift Card – The library has introduced a Hold Gift Card. For $5.00, patrons get a card that entitles them to 11 holds for the price of ten. A similar card has successfully
been used at the Seymour-Brockport Library as well as the Henrietta Library as a means of increasing revenue.

- **"Fancy Nancy" Author Signing** - Chili Public Library welcomes children’s author Jane O’Connor, known for her *Fancy Nancy* books, who will speak in the Chili Town Hall Meeting Room on Tuesday, December 22 at 4:30 p.m. She will discuss her books and how she created Fancy Nancy, one of children’s literature’s most memorable characters. Ms. O’Connor will be signing only her name to people’s personal copies afterward in the Ireland Room of the Chili Public Library. This program is made possible by Florence Brasser Elementary School librarian, Janet Algase.

- **Gates-Chili Rotary Talk** – The library director was invited by the Gates-Chili Rotary to be their guest speaker at their December 9th meeting.

- **The Big Read** – The Monroe County Library System is taking part in the Big Read in January and February. This year’s Big Read book is *The Call of the Wild* by Jack London. The Big Read is an initiative of the National Endowment for the Arts, designed to restore reading to the center of American culture. It provides citizens with the opportunity to read and discuss a single book within their communities. CPL has several programs planned for the Big Read including a family book discussion on January 12.

- **NYSALB Membership** – The library board’s New York State Association of Library Boards (NYSALB) membership has been renewed. New members will be receiving the NYSALB Trustee’ newsletter.

- **Shifting in the Fiction Books Area** - For the last several months, a number of Fiction shelves in regular stacks were packed full, making it difficult to reshelving books. Responding to feedback from staff and patrons, the library is now using the bottom rows in Fiction. Books on the bottom shelves are now faced down, making it easier to look at the spines.

**System News:**
- No news to report

**State news:**
- **State Funding** - The library director will share information from New York Library Association regarding the State legislature’s approval of a 12.5% reduction in aid to library systems.
Committee Reports

None.

Old Business

None.

New Business

A motion to approve Mr. Lechner’s absence for the January, February and March 2010 CPL board meetings was approved by five in favor, none opposed.

Adjourned at 7:08PM.

Next meeting date/time: January 26, 2010 at 6:00 PM - CPL Ireland Meeting Room.