Meeting Minutes, Chili Public Library Board of Trustees Meeting-APPROVED
January 26, 2010

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 6:02 PM. Ms. Reece, Mr. Ziblut and Mr. Lechner absent.

Approved minutes of December 15, 2009 meeting by four in favor, none opposed.
Approved abstract: $5,537.47 by four in favor, none opposed.
Approved the meeting agenda adding an item for phase II/III re-lamping by four in favor, none opposed.

Communications

Guests/Public: None.
Town Board Liaison: None.
Friends of CPL Report:
Ms. Roether:
• The next book sale is scheduled for February 5th and 6th.
• Preparations for a fund raising cookbook are progressing targeting availability next summer for sale at the farmer’s market. Solicitations for book themed recipes have been distributed to members of the community at large.

Mr. Baker: the CPL Friend’s have generously agreed to fund the 2010 CPL program expense to the amount of $6,000.

Director’s Report

Discussion and Actions as Noted.

General Information:
• Full Staff Meeting – Friday, March 5th at 9:00am. Jim Myers will attend.

• Friends of the CPL Board Meeting – Tuesday, February 9 12th at 6:30 pm. Jim Myers 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** – In December 2009, circulation increased 3.5% from last year to 32,220 items. Door count increased 10% to 16,622 and reference questions decreased 12% to 2,132.

Over the past five years (2004-2009),
- Program attendance at the library increased 46%
- Reference questions answered increased 24%
- Library visits grew 21%
- Number of items patrons checked out increased by 29%.

• **Town Newsletter** – The Town of Chili Newsletter is available and is on the town’s website. Within it are five pages describing the programs offered by the library during Winter/Spring 2010.  
  *Mr. Baker noted that recreation commissioner Mr. Curley and his staff do an excellent job on this publication.*

• **Library Geocaching** – Chili Public library will be one of several MCLS member libraries taking part in a one month Big Read Library Geocaching activity. The “Your Journey Begins Here” program starts January 25th. Geocaching is a worldwide adventure using GPS technology to find hidden treasures or places. The website [http://geocaching.com/](http://geocaching.com/) contains coordinates of the participating libraries. By using coordinates on GPS systems or Google Earth, patrons will locate the participating libraries. These libraries will have hidden containers called geocaches filled with trinkets patrons will find. This will introduce a new population of users to the library. If proved successful the library will continue the program after March 1st.

**Follow Up Items:**

• **Wickins Memorial Book Fund** – The library director will distribute a letter from Ann Caldwell expressing her family’s appreciation for the action taken by the library trustees in creating a separate Wickins Memorial Book Fund.

• **“Fancy Nancy” Author Signing** – The Fancy Nancy author signing with Jane O’Connor was a smashing success. The program was held at the Chili Town Hall Meeting Room on Tuesday, December 22. Over 200 people were in attendance.

• **Gates-Chili Rotary Club Donation** – The Gates-Chili Rotary Club has donated a new Train Table Top to replace the old one in the Children’s area. The library will formally thank the Rotary Club for the donation at the Rotary’s March 31st meeting to be held the Ireland Room at 7am.
A suggestion was made that a mechanism be put in place to recognize this and the many similar donations being made to CPL as a way to acknowledge them and to encourage others. Mr. Baker proposed a whiteboard in the lobby.

- **Cutter numbers** – Cutter numbers are used as one way to catalog non-fiction material. Typically they are used to distinguish items within a large library collection. The Central Library and the Chili Public Library are the only libraries in MCLS that still use cutter numbers. The director has instructed his staff to no longer use cutter numbers to catalog non-fiction material. This will speed up the processing, linking, and re-shelving of our materials, without affecting patron access to the collection. Retrospective labeling of the non-fiction collection will entail a thorough weeding of the non-fiction collection.

**New Items:**

- **Approval of 2009 Relamping Proposal** – The library replaces all of its lamps in three phases over a three year period. Last year, the library board approved Schuler-Haas Electric Corporation as the vendor for the cleaning and replacing of lamps and ballasts. Work on the Phase 2 area (Stacks) will begin the week of January 20th.

  *Mr. Baker: the three year program initiated with Schuler-Haas was inadvertently authorized only as far as phase I in 2009, a motion was made to authorize both the 2010 and 2011 portions of the activity at this time – *Approved four in favor, none opposed.*

- **Upgraded Telephone System** – The town of Chili owns and manages not only the Town Department’s telephone equipment but the library’s as well. The Town has sent out an RFP to have the telephone system replaced and upgraded early this year.

- **Approval of Proposal for Professional Services by Boychuk & Co to Perform the Library’s 2009 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 $4,650.

**Action requested:** Approve the Proposal for Professional Services by Boychuk & Co to perform the library’s 2009 Audit

*Mr. Baker and Mr. Myers have met with the auditor and requested that 2009 audit capture the existence of the capital improvement reserve requiring Town Council action for disbursements.*

**Approved:** a motion to retain Boychuk and Company to prepare the 2009 financial audit of CPL not to exceed $4,650.00 by four in favor, none opposed.

**2010 CPL Memorial Fund Director’s Request** – The director will distribute the CPL Memorial Fund Director’s Request for 2010.

**Action requested:** Approve the 2010 CPL Memorial Fund Director’s Request as described.

*Mr. Myers: the proposed expenses of $11,162 have been reviewed and approved by Mr. Lechner.*

**Approved:** a motion to fund the items listed from the memorial fund to a total of $11,162 by four in favor, none opposed.

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

**State news:**

- **Governor’s 2010/11 Budget** - The Governor 2010/11 Executive Budget to close the $7.4 Billion State Budget Gap includes the following:
  - Library Aid – reduced from $86.8 million to $84.45 million or 2.8% reduction.
  - School Aid - reduced by $1.1 billion or 5% reduction. (This calculation is based on NYS getting $750 million in federal Race to the Top grant).
  - SUNY Aid – reduced by $72 million or 4.6%
  - CUNY Aid – reduced by $32 million or 4.1%
  - $14 million in public library construction.

- **Assemblymember Susan John** – Assemblymember pronounced Tuesday, January 19th she will not seek re-election.

- **Handbook for New York Public Library Directors in New York State** - This is a new publication by the Mid-Hudson Library System. It is developed as a companion to the *Handbook for Library Trustees of New York State*. Though written for the newest administrator, even those with many years as a director will benefit from this fresh review of the job. The Handbook is freely available for review and download at: [http://midhudson.org/directors_handbook.pdf](http://midhudson.org/directors_handbook.pdf)
Committee Reports

None.

Mr. Baker requested that the Personnel Committee meet soon to discuss policy issues; Mr. Myers asked that he proceed to schedule the meeting.

Old Business

None.

New Business

For information, Mr. Myers requested consideration of moving the CPL Board meeting time to 7PM for May through August. Board members present were amenable – no action taken at this time.

Adjourned at 6:47PM.

Next meeting date/time: February 23, 2010 at 6:00 PM - CPL Ireland Meeting Room.
Meeting Minutes, Chili Public Library Board of Trustees Meeting APPROVED  
February 23, 2010

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 6:00 PM. Ms. Melville and Mr. Lechner absent.

Approved minutes of January 26, 2010 meeting by five in favor, none opposed.  
Approved abstract: $26,732.38 by five in favor, none opposed.  
Approved the meeting agenda five in favor, none opposed.

Communications

Guests/Public: None. (Ms. Forte did not attend as listed in the agenda because of the state of the town address being made by Supervisor Dunning that evening.)

Town Board Liaison:  
Mr. Slattery: I want to tell the library board that I have apologized to the other members of the Town Council for not forewarning them of my 2010 budget proposals in the public meeting as I recognize that it didn’t provide sufficient time for their analysis and consideration.

Friends of CPL Report:  
Ms. Roether:  
• The book sale was a success yielding $2,300 in sales and $340 in new Friends’ memberships.  
• Preparations for a fund raising cookbook are progressing and she encourages the CPL board members to get their recipes submitted.

Mr. Myers: thank you so much for your support.

Director’s Report

Discussion and Actions as Noted.

General Information:  
• Financials – Mr. Baker reviewed the new version of the financial summary which will continue to be shared monthly. It now adds the revenue information to the expense information reported previously. Mr. Baker also circulated a working draft of the CPL Financial Accounting and Reporting Procedures Manual.

In discussion Mr. Myers proposed that the monthly report should report year to date for the most recent closed month rather than including the partial data for the current month as this can be somewhat misleading. This is particularly so at year end when board meetings are moved to earlier dates to accommodate the holidays. A further proposal was to review the data formally at CPL board meetings after quarters are closed as spending patterns are usually consistent and full discussion on a monthly cycle is not warranted. Any significant events can be called out as needed in the intervening months as has been the practice. The board applauds Mr. Baker’s continuing initiatives to improve the financial procedures and reporting.
• **Full Staff Meeting** – Friday, March 5\(^{th}\) at 9:00am. Jim Myers will attend.

• **Friends of the CPL Board Meeting** – Tuesday, March 9\(^{th}\) meeting has been cancelled.

• **CPL Statistics** – Review of January 2010 statistics. In January, circulation decreased 3\% from last year to 31,119 items. Door count decreased 4\% to 15,972 and reference questions increased 5\% to 2,249. The number of programs and program attendance both increased

• **NYLA Lobby Day** - NYLA Library Lobby Day is Tuesday, March 2, 2010. The Monroe County Library System will be disseminating information about sending a bus on Lobby Day to Albany to advocate for library funding. Trustees, library staff, and the public are welcome to attend.

**Follow Up Items:**

• **Improved Communication with the Senior Center** – It was noted at the January library board meeting, the same program was scheduled a week apart at the Chili Senior Center and the library. The director has since spoken to Mary Ann Sears at the Senior Center and both organizations have agreed to keep each other aware of plans for programming so as not to repeat programs in the future.

• **Memorial Fund Director’s Request** – The following items have been purchased from the Memorial Fund as approved at the January Library Board meeting; a staff server, chair repair, Children’s software and programming items, video editing software, book ends, and a vacuum cleaner.

• **Library Geocaching** – It was previously noted the library was taking part in the library system’s geocaching program as part of the Big Read. Due to miscommunication from the System Office, the library has decided not to take part in the program, but rather will introduce components of the program as part of a CPL treasure hunt during this year’s Summer Reading program,

• **Staff Evaluations** – Staff evaluation were completed during January 2010.  
  *Mr. Baker: we have an excellent group meeting or exceeding individual expectations.*

• **Trustee workshops** - MCLS is conducting two trustee workshops: New Trustee Training. Saturday, March 20, 2010, 9:00 am - 12:00 noon, Kate Gleason Auditorium. MCLS Finances Training. Saturday, April 24, 2010. 9:00 am - 12:00 noon. Kate Gleason Auditorium
  *Mr. Myers will attend the MCLS financing meeting. Mr. Ziblut as a new member indicated he will make every effort to attend the new trustee workshop but couldn’t fully commit at the time.*

• **Relamping** – Relamping of Phase 2 lighting over the stacks area is complete.
• **2009-2010 Legislative Initiative Grant** – The library has received $5,000 of the $20,000 legislative initiative grant. Upon matching $20,000 in material purchases, the director will submit a final narrative to the State in order to receive the remaining funds of the grant.

New Items:

• **Approval of New Library Board Meeting Times and Location for April-August, 2010** – A request has been put forward by the library board president to move April-August 2010 library board meetings to 7pm. The director is also asking that the August 24th library board meeting be moved to the Conference Room, to allow for set up of the August CPL Friend’s Booksale.
  Action requested: Approve the new library board meeting times and locations for April-August 2010 as described.
  *A motion to change the April through August CPL board meeting times was approved by five in favor, none opposed. Meeting location does not need a formal vote.*

• **RochesterWorks! Collaboration** - The Chili Public Library has joined with RochesterWorks! to provide six workshops at the library to help local job seekers in their search for new employment. The workshops will be held from 6:30 - 8:30 p.m., on six consecutive Mondays, beginning March 1. The workshops are: March 1 – Job Search Management; March 8 – “Right” Your Resume; March 15 – Interviewing - Beyond the Basics; March 22 – Marketing Plan: The Best Guide to Your Job Search; March 29 – Negotiating Your Job Offer; and, April 5 – Mock Interviews.

• **Greece Public Library Visit** – The director, Jill Sutter, and Terry Spurling visited the Greece Public Library on February 3, 2010 to review their library’s processing of materials. In order to improve workflow, CPL will be moving from typing labels for material to generating labels via a computer.

• **eBooks on OverDrive** - Ebooks and music are available to download from the Monroe County Library System Overdrive website [http://overdrive.libraryweb.org](http://overdrive.libraryweb.org). The ePub format works with the Sony readers and many smartphones but at this time does not work with the Kindle.

• **MCLS Technology Users Group** – The director attended a MCLS Technology Users Group meeting on February 4, 2010 about Ektron Content Management System. MCLS uses Ektron to manage its webpage [www.libraryweb.org](http://www.libraryweb.org). The library system will allow member libraries to use Ektron software to develop their own webpages at minimal cost. The advantage of using Ektron software is that CPL’s webpage is static. The only time content changes is when the webmaster edits the code and saves a new version. Using Ektron software will allow the library’s web pages to be dynamic. Dynamic web pages are pages whose content is dynamically generated whenever the web page is requested. It is the library’s goal to be using Ektron software by the last quarter of this year.
System News:

- **County Legislature** – There has been two general information workshops for County Legislators at Central – Saturday February 20 from 9-12 and Saturday March 20 from 1-4. These workshops will provide general information on MCLS – how the system works, how it’s funded, how it’s used.

  *Mr. Baker: County Legislator Valerio has agreed to attend a session and I will accompany her.*

State News:

- None to report

Committee Reports

None.

Old Business

None.

New Business

CD Renewal: based on input from Mr. Lechner, a motion was made to renew CDxxx-5297 $15,393 expiring March 16, 2010 as follows:

1. $5,000 in a 12 month CD at the Bank of Castile at 1.54% as the Wicken’s Memorial Book Fund;
2. $6,700 in a 12 month CD at the Bank of Castile at 1.54%;

with the balance used to fund the Memorial Fund purchases authorized in the January board meeting. This was approved by five in favor, none opposed.

Adjourned at 6:50PM.

**Next meeting date/time:** March 23, 2010 at 6:00 PM - CPL Ireland Meeting Room.
Meeting Minutes, Chili Public Library Board of Trustees Meeting APPROVED
March 23, 2010

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 6:02 PM. Ms. Reece and Mr. Lechner absent.

Approved minutes of February 23, 2010 meeting by five in favor, none opposed.
Approved abstract: $19,274.96 by five in favor, none opposed.
Approved the meeting agenda by five in favor, none opposed.

Communications

Guests/Public:
Ms. Forte, Administrative Assistant to Supervisor Dunning: I am attending the various Town Board meetings in order to communicate that there is state law that their meeting minutes need to be published within two weeks of a board meeting. We request that the minutes be sent to the Supervisor’s office to comply with this.

Mr. Jack Kosmicki, Auditor, Boychuck & Co.: A draft of the 2009 financial audit is available for CPL Board review and approval by the Library board. In general, the accounts are in order and I received excellent cooperation from both Library and Town staff.
Mr. Myers: insofar as our Treasurer Mr. Lechner is absent this month, we will defer approval until the April meeting and his review.

Mr. Charles Riddick: I complement the Library for its selection of new non-fiction books and for increased communications through the Gates-Chili news.

Town Board Liaison:
Mr. Slattery: nothing today.

Friends of CPL Report:
Not present.

Director’s Report

Discussion and Actions as Noted.

General Information:
• Full Staff Meeting – Friday, May 7th at 9:00am. Jim Lechner will attend.
• **Friends of the CPL Board Meeting** – Tuesday, April 13th. Chris Reece will attend.

• **CPL Statistics** – Review of February 2010 statistics. In February, circulation decreased 2% from last year to 31,804 items. Door count decreased 1% to 17,003 and reference questions increased 10% to 2,396.

• **2010 Trustee Institute** – This year’s 2010 Trustee Institute will be held in Melville, New York April 30th and May 1st

• **Trustee workshops** - MCLS is conducting a trustee workshops: MCLS Finances Training. Saturday, April 24, 2010. 9:00 am - 12:00 noon. Kate Gleason Auditorium

  *Mr. Ziblut: A comment that these sessions are informative and that I found it helpful to participate more than once.*

• **3rd Annual Spring Teen Photo Contest** – The contest will accept entries between April 8 and May 8, 2010, 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 2010 as well as being featured on our website.

• **2nd Annual Homeschooling Fair** – The fair will be held April 17th from 10am – 12 noon. This is an opportunity for families who homeschool to share their knowledge and experiences with families who are considering this worthwhile venture.

• **Volunteers Appreciation Luncheon** – In celebration of Volunteer Week, April 18-24, 2010 library has an appreciation luncheon on Monday, April 19th for those that volunteer their time for the library. Donna Belliveau, who oversees the Dewey Dusters will be sending out invitations.

• **New Databases at CPL** - The library now subscribes to two new databases that are accessible on the library’s website, great for students and those researching biographical information and articles on different viewpoints.

  *Biography Resource Center* is a one-stop, authoritative resource for biographies on notable figures in literature, science, history, government, business, art, gender and multicultural studies, religion, entertainment, sports and much more.

  *Opposing Viewpoints* is a virtual library of resources from Gale designed to aid students in the study of today’s hottest social issues.

  *Ms. Kharbas: A letter to the editor in the morning paper identified a genealogy database as useful, do we have access?*

  *Mr. Baker: we have Heritage Quest for genealogy. While we are considering the one in the letter, we consider these two recent additions as higher priority at this time.*

**Follow Up Items:**

• **Approval MCLS Policy on Computer Use Log Retention** – Based on feedback from member library boards and the Monroe County Library System Library Board the MCLS Policy on
Computer Use Log Retention has been revised. Member Libraries are asked to review and approve the MCLS Policy.

**Action Requested:** Approve the MCLS Policy on Computer Use Log Retention

*The MCLS Policy on Computer Use Log Retention dated March 1, 2010 was approved five in favor, none opposed.*

**New Items:**

- **Ethics Statement for Chili Public Library Trustees** – The director will distribute a draft of the Ethics Statement for Chili Public Library Trustees composed by the CPL Trustees Personnel Policy Committee to be on the Library Board’s April meeting agenda for approval.

  *The draft was circulated. It was decided that action on it should be taken when the full board is present.*

- **Approval Revisions to the CPL Personnel Policy** – The CPL Trustees Personnel Policy Committee met for its annual review the library's personnel policy. Several changes and additions to the personnel policy has been recommended

  **Action Requested:** Approve revisions to the CPL Personnel Policy.

  *The CPL Personnel Policy dated March 23, 2010 was approved by five in favor, none opposed.*

- **Year in Review/2010 Goals Powerpoint** – The director presented his year in review/2010 goals Powerpoint that he gave at the last CPL full staff meeting.

**System News:**

- **County Legislature Visit** – The director will report on the Monroe County Library System information workshop for county legislators, held at the Central Library, Saturday, March 20th.

  *Mr. Baker: Representative Valerio attended and was engaged as the intricacies for MCLS funding were described.*

**State news:**

- None to report

**Committee Reports**

None.

**Old Business**

None.

**New Business**

None.

Meeting Adjourned 7:40PM.

**Next meeting date/time:** April 27, 2010 at 7:00 PM - CPL Ireland Meeting Room.
Meeting Minutes, Chili Public Library Board of Trustees Meeting
April 27, 2010

Board of Trustees: James Myers (President), Glenda Melville (Vice-President), James Lechner (Memorial Fund 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 7:00 PM. All present.

Approved minutes of March 23, 2010 meeting by seven in favor, none opposed.

Approved abstract: $14,613.14 by seven in favor, none opposed.

Approved the meeting agenda by seven in favor, none opposed with the following changes:

- Mr. Myers: add CPL Board member resignation to New Business
- Mr. Lechner: add CD renewal to New Business
- Mr. Baker: strike 2009 State Library report approval

Communications

Guests/Public:
None.

Town Board Liaison:
Mr. Slattery: nothing today.

Friends of CPL Report:
Ms. Romeo:

- The total for the February book sale was $2,674, a very successful event.
- The Friends have started to enter the recipes for the fundraising cookbook; recipes will be accepted up to May anticipating sales starting July. Solicitation of recipes from local celebrities prompted donation of items that will be used for a fundraising raffle.
- Jody Tyler has again donated two Wine Trail tickets that will also be raffled.

Mr. Baker: the efforts of the CPL Friends are appreciated. The Monroe County Friends Council will be holding their semiannual meeting at CPL tomorrow where I will have an opportunity to highlight their contributions.
**Director’s Report**

*Discussion and Actions as Noted.*

- The quarterly financial report was reviewed with the Board. Revenues and expenses are tracking the budget both overall and in the specific subaccounts with two minor exceptions. Material purchases year to date are being held back from the budgeted rate as CPL waits for the receipt of the final $15k from a state grant for that purpose. The audio book spend has been low but this will be corrected going forward. Also note that the reported material purchase account now separates new and replacement items to allow better control of the new item account.

- Ms. Dorothy Yorio (Clerk) and Mr. Jim Tindale (Maintenance) have resigned from CPL in good standing. They will be missed and we wish them well.

- **Friends of the CPL Board Meeting** – Tuesday, May 11th Jim Lechner will attend.

- **CPL Statistics** – Review of March 2010 statistics. In March, circulation increased 2% from last year to 36,873 items. Door count decreased 6% to 18,842 and reference questions increased 9% to 2,750. The number of programs and program attendance both increased.

- **2010 Great Area Library Winner Announced** - Celebrating National Library Week, the Rochester Regional Library Council (RRLC) announced Chili Public library as winner of the 2010 RRLC Public Library of the Year Award, which is offered this year for the first time. The library received $100 in prize money which was used for a Patron Appreciation Day on Thursday, April 15. The library will also receive a plaque at the RRLC Annual Meeting, June 3 at Casa Larga. RRLC 2010.

- **Earth Day** – To celebrate Earth Day, several library staff are took their lunch hour on Monday, April 26 to collect refuse on the eastside of the Town Hall/Library Complex. Terry Spurling and Pat Tindale organized the cleanup.

- **Wegmans Eat Well/Live Well Challenge** – On their own time staff are taking part in the Wegmans’ Eat Well/Live Well Challenge. The goal is to walk 10,000 steps a day, eat five cups of fruits or vegetables a day, and take the half plate challenge.

- **Outreach** – The Children’s librarian attended Chestnut Ridge Literacy Night on March 25. The Teen librarian attended the Churchville-Chili Summer Camp on April 13. Information about upcoming library programs and services was shared with the school children and their parents.

**Old Items:**

- **Painting** – Patching and repainting of worn areas in the library has been completed.
- **Volunteers Appreciation Luncheon** – The volunteer appreciation luncheon took place April 19th. Gift pens were distributed and many thanks were given by the staff.

- **3rd Annual Spring Teen Photo Contest** – The contest will accept entries between April 8 and May 8, 2010, 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 2010 as well as being featured on our website.

**New Items:**

- **Approval of 2009 Financial Audit** – The 2009 financial audit was reviewed at the March 23, 2010 meeting. It was decided to defer approval until the April meeting.

  **Action Requested:** Approve the 2009 Financial Audit

  A motion to approve the 2009 Audit was made and seconded. Mr. Lechner: I was expecting the report to identify opportunities for improvement since no organization is perfect. Mr. Myers: it isn’t that unusual to have an audit with no findings. In the discussion, it was clarified that the CPL charter designates a Treasurer of the Memorial Fund and not the full library. The motion was approved by seven in favor, none opposed.

- **Approval of Ethics Statement for Chili Public Library Trustees** – The director distributed a draft of the Ethics Statement for Chili Public Library Trustees composed by the CPL Trustees Personnel Policy Committee at the Library Board’s March meeting. It was decided to defer approval until the April meeting.

  **Action Requested:** Approve the Ethics Statement for Chili Public Library Trustees.

  A motion to approve the Code of Ethics was made and seconded. Mr. Ziblut: the wording of the expectation to support librarians with respect to potential censorship seems to suggest that we defer our decision responsibility to the librarian. After discussion the statement was modified to:
  
  - Trustees must be prepared to support efforts to resist censorship of library materials by groups or individuals.

  The motion was approved by seven in favor, none opposed.

- **Approval of Resolution to Petition the Board of Regents Requesting the Library’s Charter Be Amended** – A review of the library’s charter was recently completed by the New York State Library. The New York State Library has put forward a petition for amendment of the charter for the library board to approve which will clarify the library’s chartered service area to be the Town of Chili.

  **Action Requested:** Approve the Resolution to Petition the Board of Regents Requesting the Library’s Charter Be Amended.

  A motion was made and seconded to petition the Board of Regents to designate the service area as the Town of Chili and the number of trustees to between 5 and 15 inclusive. Mr. Baker: CPL is one of 17 libraries in Monroe County to receive this request generated by a review by the NY State Library. The motion was approved by seven in favor, none opposed.

**System News:**

- None to report
State news:
• None to report

Committee Reports
None.

Mr. Baker: Supervisor Dunning has indicated that as a result of Monroe County actions, the town budget will need to be approved by November 20 which is a month earlier than previous years. As a result, town department budgets will need to be submitted to the Supervisor by the first week of August. Consequently, a library budget subcommittee meeting was tentatively scheduled for 8AM, May 13th.

Old Business
None.

New Business

CD Renewal:
At the request of Mr. Lechner, a motion was made and seconded to renew CD 4809 for $9,835.89 at ESL for 9 months at 0.09%. 
Approved by seven in favor, none opposed.

Board Member Resignation:
Mr. Myers: Ms. Melville has submitted her resignation effective April 27, 2010.

A subcommittee was formed with Ms. Kharbas, Ms. Reece and Mr. Ziblut to review and interview candidates to prepare a nomination to fill the vacancy. Mr. Slattery noted that Town Council has received inquiries from citizens interested in serving on the CPL Board so the subcommittee took an action item to secure this list to add candidates for review.

At the request of Mr. Myers, Ms. Melville graciously allowed the effective date to be May 25, 2010 so that she can assist the search and selection.

There was Board acclamation that Ms. Melville has been a long and true contributor who will be impossible to fully replace.

2010 RRLC Public Library of the Year Award:
Mr. Baker noted that this award reflects the cooperation and support of the CPL Staff, CPL Friends, CPL Board and Chili Town Council.

Ms. Kharbas suggested that copies of the nominating letters be distributed to Town Council Members as they show tremendous support for the services provided by CPL.
Mr. Myers and Mr. Lechner proposed that this signal accomplishment by the CPL staff should be recognized at the next full staff meeting. A motion was made and seconded to take less than $1,100 from the Memorial Fund to purchase a recognition gift for each staff member. 

Approved by seven in favor, none opposed.

Mr. Lechner volunteered to secure the gifts. Mr. Baker will invite Supervisor Dunning, Town Council Members, Senator Alessi, and Representative John to participate in the presentation.

Meeting Adjourned 8:21PM.

Next meeting date/time: May 25, 2010 at 7:00 PM - CPL Ireland Meeting Room.
Meeting Minutes, Chili Public Library Board of Trustees Meeting
May 25, 2010

Board of Trustees: James Myers (President), Glenda Melville (Vice-President), James Lechner (Memorial Fund 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 7:02 PM. All present.

Approved minutes of April 27, 2010 meeting by seven in favor, none opposed.
Approved abstract: $36,074.03 by seven in favor, none opposed.
Approved the meeting agenda by seven in favor, none opposed with the following changes:
• Mr. Myers: add committee reports for Personnel Committee on CPL Board member replacement process, Budget Committee on plans for 2011 budget preparation.
• Mr. Lechner: add two CD renewals to New Business and the expense report for RRLC award celebration to Old Business.

Communications

Guests/Public:
None. Sam Discavage was introduced as a Gates=Chili student observing as part of a course on government.

Town Board Liaison:
Mr. Slattery: please be sure to get from Ms. Forte the names of people that have expressed interest in serving on the CPL board.

Friends of CPL Report:
Ms. Romeo:
• The fundraising cookbook consisting of 199 recipes has been submitted to the printer after editing by Ms. Kharbas. We will have a preview party August 2nd with sale to follow afterward.
• The next book sale is planned for August.


**Discussion and Actions as Noted.**

- CPL has received $15,000 to complete the $20,000 State Grant arranged by Assemblywoman John.

- **Friends of the CPL Board Meeting** – Tuesday, June 8th Chuck Havens will attend.

- **CPL Statistics** – Review of April 2010 statistics. In April, circulation decreased 6% from last year to 31,596 items. Door count decreased 7% to 17,139 and reference questions decreased 1% to 2,363.

- **NYSALB Changes Name** - The New York State Association of Library Boards has changed its name to Library Trustees Association of New York State.

**Old Items:**

- **2010 Public Library of the Year Recognition Event** – On Friday, May 7th the library trustees held a recognition event for staff at their monthly meeting. The Supervisor attended the event as well as town board members, and assembly member Susan John. The Supervisor presented a certificate of recognition to the library for their accomplishment.

- **3rd Annual Spring Teen Photo Contest** – A reception of the teen photo contest was held on May 22nd. There were 71 wonderful entries. Winners were given gift certificates. All of the photos entered in the contest are on the library’s Flickr account and will be displayed in the library throughout the month of June 2010.

**New Items:**

- **CPL’s Purchase of E-books on Overdrive** – The library now contributes content to OverDrive. This year library to purchase up to $500 of downloadable content accessible from the OverDrive website. Each month the library system will provide circulation figures to CPL of its downloadable collection.

- **Job Information Center** - The library has created a Job Information Center in the same area where Civil Service Exam Books are held. All books in this new area now have a "Job Information" sticker on the spine. The location field in the online catalog for these items are designated ”JIC”. Materials on resume and cover letter writing, and interviewing, and careers are located in the center. Adjacent to the center is a computer with specific job websites on the desktop to assist patrons in their job search.
• **New Telephone System** – The library received all new telephones as part of the town’s new telephone system. This new phone system improves the ability for the library to receive more telephone requests from its patrons.

*Mr. Baker: I should also note the system includes a queuing function for calls to the reference desk eliminating the previous busy signal.*

• **Approval of 2009 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 2009 Chili Public Library System State Annual Report.

*A motion was made and passed by seven in favor, none opposed, to approve the 2009 CPL report.*

• **CPL Storytime Online** – The library has created an online video of a storytime session and has it up on YouTube as well as vimeo.com. The online storytime is also on the library’s webpage under Children’s programs.

**System News:**

• None to report

**State news:**

• None to report

**Committee Reports**

**Personnel**
Ms. Reece reports that the committee has started to identify candidates and have in hand one resume provided by the Town for a person that has expressed interest. Additional candidates will be identified and the committee will proceed from there to present a recommendation to the CPL board.

**Budget**
Mr. Myers reports that the budget committee will meet May 27th to start preparation of the 2011 budget request for submission to the Supervisor in the first week of August.

**Old Business**
Mr. Lechner: the expense for the RRLC Award including the staff recognition was $1,053.71 which was below the amount approved in last month’s board meeting. Feedback from all participants has been very favorable. In particular, letters of appreciation were received from
previous library directors Ms. Dottie Pompa, Ms. Bernadette Foster and Ms. Jennifer Ries-Taggart for their invitation to recognize their earlier contributions.

**New Business**

**CD Renewal:**
At the request of Mr. Lechner, a motion was made and seconded to allow him to renew CD 5565 for $5,662.57 and CD 1149 $8,649.99 at the best terms he can secure for short duration CD's with local banks.
*Approved by seven in favor, none opposed.*

The CPL Board sincerely thanks Ms. Melville for her ten year’s of service on the CPL board and wish her the very best going forward.

Meeting Adjourned 7:46 PM.

**Next meeting date/time: June 22, 2010 at 7:00 PM - CPL Ireland Meeting Room.**
Meeting Minutes-APPROVED
Chili Public Library Board of Trustees
       June 22, 2010

Board of Trustees:  James Myers (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 7 PM, Mr. Havens absent

Approved minutes of May 25, 2010 meeting.
Approved abstract:  $12,504.66 by five in favor, none opposed.
Approved the meeting agenda by five in favor, none opposed

Communications

Guests/Public:  none present
Town Board Liaison:  not present
Friends representative:  none present

Director’s Report

General Information:

Friends of CPL Board meeting – Tuesday, July 13 at 5:30 PM
CPL full staff meeting July 2 – Mr. Lechner will attend

CPL Statistics – Review of May 2010 statistics.  In May circulation decreased 2% from last year to 28,678 items.  Door count increased 2% to 15,000 and reference questions increased 4% to 1,951.

Staff recognition at the 2010 Rochester Regional Library Council annual meeting – On June 3rd library staff attended the RRLC annual meeting and were recognized for the Public Library of the Year award.  In addition, Kathy Miller, Executive Director of RRLC, presented the Library with a State Legislative Resolution recognizing CPL’s achievement.  Mr. Baker said he had written a letter to State Senator James Alesi thanking him for introducing the resolution in the Legislature.

Mr. Baker also noted that the Library has also received the remainder of the $20,000 grant obtained by State Assemblywoman Susan John and he has written to her to thank her for the grant.

Mr. Baker also wrote a letter of thanks to the Wickens family to thank them for their additional gift of $250 to the Wickens Memorial fund.
Junior Friends – The CPL Junior Friends group is publishing a newsletter Chili Teen Cui-Zine which includes poems, stories, and reviews by community teens. The Library’s Teen Services librarian, Cathy Kyle, oversees the project. The Board praised the group for their efforts and support.

Summer Reading Program – Library staff have visited Chestnut Ridge Elementary School, Florence Brasser School, and St. Pius X School to talk to Children and teachers about the summer reading program and encourage participation. On June 10 two second grade classes from the Florence Brasser School had a field trip to the Library. On June 16 library staff performed a monthly storytime at the Childtime Daycare Center in North Chili.

New Items

MCLS 2010 Budget Kit - Mr. Baker distributed the new MCLS budget kit and an analysis he had done of stats for peer libraries and Gates and Henrietta. He also distributed the January to May CPL budget report.

Chili Public Library 50th Anniversary – CPL will celebrate its 50th anniversary on October 15, 2012. In preparation for the celebration Mr. Baker has formed a team of staff (Vangie Morrow, Pat Tindale, Patty Bruno, Lee Ann Sperling, Cathy Kyle, Jeff Baker, Deb Amesbury) to plan events to commemorate the occasion.

Web-Based Proxies - A web-based proxy is a service that allows patrons to bypass the library’s Internet provider and browse using the proxy web-based website. Because the web proxies bypass the library’s filtering software the Director requests that web-based proxies be added to the category list of websites the library filters. Ms. Reece moved approval to add web-based proxies to the category list of websites the library filters. Mr. Lechner seconded and the notion passed by five in favor, none opposed.

New Hire – Mr. Baker has hired Roger Mack as a maintenance worker to fill the position vacated by the retirement of Jim Tindale.

System news – The MCLS budget is due to the County June 25.

CARL X is the next version of the online catalog database. The target for its systemwide implementation is July 2011.

The meeting was adjourned at 7:40 PM and the Board went into Executive Session. A motion was made and seconded to appoint Jill Wynn to fill the remainder of the Board term vacated by the resignation of Glenda Melville. The motion to appoint Ms. Wynn passed five in favor none opposed.

Next meeting date/time: July 27, 2010 at 7:00 PM – CPL Ireland Meeting Room
Meeting Minutes, Chili Public Library Board of Trustees Meeting-APPROVED
July 27, 2010

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

Ms. Wynn was welcomed as a new trustee having been approved by Town Council.

President Myers convened the meeting at 7:00 PM. Mr. Ziblut absent.

Approved the meeting agenda by six in favor, none opposed.
Approved minutes of June 22, 2010 meeting by six in favor, none opposed noting an addendum to record the vote to nominate Ms. Wynn as CPL Board Trustee.
Approved abstract: $11,433.40 by six in favor, none opposed.

Communications

Guests/Public:
None.

Friends of CPL Report:
Ms. Romeo:
- The fundraising cookbooks have arrived and we are pleased with its appearance and content. There is a preview party planned on August 2nd at 5:30PM for contributors which will initiate its sale.
- Preparations for the book sale in August are progressing well.
- We will be the Farmer’s Market to promote awareness and new members for the CPL Friend’s as well as to sell the cookbook.

Town Board Liaison:
Supervisor Dunning, Councilman Slattery, Councilwoman Ignatowski and Councilwoman Sperr were present to hear the CPL board review its budget request for 2011. President Myers made a presentation of the CPL 2011 budget proposal beginning at 7:08PM and ending at 7:28PM.

Discussion followed with members of both boards and Mr. Baker involved to clarify issues around the CPL operations deficit and available CPL surplus accounts.

Ms. Sperr commented on the need to spend the budgeted amounts for the collection and noted CPL’s history of under spending the account although she noted better performance of late. Mr. Baker commented that control of this budget line was improving and came close to target in 2009 at 98% of the book budget. It has been more problematic than might be expected since there are substantial discounts from list price for library purchases and these aren’t transparent at the time of ordering.
There is also some variability in the amount to spend connected to replacements for items lost by patrons. Ms. Sperr and Mr. Dunning noted that the town’s new financial software package should dramatically improve timeliness and accuracy of all expense reports which will help in the near future.

Mr. Dunning expressed the expectation that actions by the town to join a health consortium should mitigate that library expense item. He noted that these are extremely difficult times financially for residents and the Town government and the Town is only in the first steps of constructing what everyone expects to be a difficult budget cycle. Mr. Dunning thanked the CPL Board and Mr. Baker for the open communication and expressed gratitude for CPL performance.

This discussion concluded at 7:47PM when the council members, except Mr. Slattery, departed.

**Director’s Report**

**Discussion and Actions as Noted.**

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

- **Save the Date – CPL Friends Books Sale** - The Summer Booksale of the Friends of the Chili Public Library will be held will be held from August 25 - 27, 2010. Wednesday: Friends Preview Sale 5 pm - 8 pm. (Only members of the Friends of the Chili Public Library will be able to attend. You may join at the door.) Thursday: Open to the public noon - 8 pm. Friday: $2 bag sale 10 am - 2 pm.

- **Save the Date – CPL Friends Cookbook Preview Party** - The CPL Friends Cookbook will be available for sale Monday, August 2, 2010. Those that submitted a recipe will be invited by the Friends to attend a preview party, and to sample several dishes within the cookbook.

- **Chili Public Library Board of Trustees Directory** – The director will distribute the updated Chili Public Library Board of Trustees Directory. *Errors were noted by several people, a corrected version will be provided.*

- **CPL Statistics** – Review of June 2010 statistics. In June, circulation stayed level from last year to 33,177 items. Door count stayed level to 16,518 visits and reference questions increased 22% to 2,809.

- **Chil-E Fest** - The CPL Bookcart Drill Team entered its bookcart drill team in the Chil-E Fest Parade. Thanks goes to staff Patty Bruno, Jill Sutter, Nancy Mack, Jenn Lindsey, and Cathy Kyle and family members, CPL Friends Lucy Flint and Lesley Eich, and CPL Junior Friends Erin and Karley.
• **Children’s Summer Reading Program** – As of July 20th, 750 children have signed up for the Summer Reading Program, an increase of 6%. The program continues until August 13th.

**Old Items:**

**New Items:**

• **Approval of the State Summer Reading Grant** – The Monroe County Library System received State funding for summer reading programs. A $300 grant has been allotted to the Chili Public Library per library board approval for the library’s summer reading program.

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

  *Approved by six in favor, none opposed.*

**System News:**

• **New York State Library NOVEL Databases** - The library has free access to the New York State Library’s NOVEL databases. Three new databases have been added: Gale’s Academic OneFile, Gale’s General OneFile and Gale’s Health Reference Center Academic. Recently cancelled databases are: Health and Wellness Resource Center and ProQuest Platinum. The Chili Public Library also subscribes to two databases: Biography Resource Center and Opposing Viewpoints

**State news:**

• **State Funding** – “From the New York Library Association - The 2010 Legislative Session has ended (or at least come to some sort of conclusion). The bad news is that the $2.4 million in Library Aid cuts were approved, which will reduce Library Aid to $84.4 million or below 1998 levels. Although this year may look bad, it could have been much worse and next year could be much worse as the state is facing an estimated $15 billion budget deficit in the 2011-2012 fiscal year (as opposed to this year’s $9.2 billion deficit). In addition, if Congress does not approve legislation to provide extra funding to the State’s for Medicaid reimbursement, this year’s deficit could widen by another $1 billion.”

**Committee Reports**

None.
Old Business

None.

New Business

A motion was made and seconded to forward to Supervisor Dunning the CPL proposed budget version 1 dated July 27, 2010.

Mr. Lechner voiced concern that the proposal does not adequately fund the collection. The discussion that followed showed the concern was shared by the entire board. There was discussion on ways to close the gap in the short run but these were considered to be less desirable than town funding. Discussion noted that town budget workshops offered a point to raise the issue.

The motion was approved by six in favor, none opposed.

Meeting Adjourned 8:20PM.

Next meeting date/time: August 24, 2010 at 7:00 PM - CPL Conference Room.
President Myers convened the meeting at 7:04 PM. Ms. Wynn and Ms. Reece absent.

Approved the meeting agenda by five in favor, none opposed.
Approved minutes of July 27, 2010 meeting by five in favor, none opposed.
Approved abstract: $17,341.30 by five in favor, none opposed.

Communications

Guests/Public:
Mr. Riddick: there was a nice article in the Gates-Chili post and he noted that the library was very busy when he was there earlier today.

Friends of CPL Report:
Mr. Baker for Ms. Romeo who is out of town:
- An article in the D&C Our Town section highlighted the cookbook fundraiser. Sales of the cookbook are past the breakeven point.
- The August book sale is being set up in the Ireland room.

Ms. Kharbas: I attended the Friend’s booth at the Farmer’s Market this last Saturday and am pleased to report that traffic was brisk. Sales of cookbooks and children’s books were good. The feedback for the library from the visitors was overwhelmingly positive.

Town Board Liaison:
Mr. Slattery: nothing this month.

Director’s Report

Discussion and Actions as Noted.

General Information:

- CPL Full Staff Meeting – Friday, September 3rd at 9am.
- Friends of the CPL Board Meeting – Tuesday, September 21st at 6:30pm.
• **Save the Date – CPL Friends Books Sale** - The Summer Booksale of the Friends of the Chili Public Library will be held will be held from August 25 - 27, 2010. Wednesday: Friends Preview Sale 5 pm - 8 pm. (Only members of the Friends of the Chili Public Library will be able to attend. You may join at the door.) Thursday: Open to the public noon - 8 pm. Friday: $2 bag sale 10 am - 2 pm.

• **CPL Statistics** – Review of July 2010 statistics. In July, circulation decreased 8% from last year to 36,003 items. Door count decreased 8% from last year to 18,158 visits and reference questions decreased 1% to 2,659. This is comparable to usage statistics by the other member libraries.

**Old Items:**

• **Children Summer Reading Program** – As of August 13th the Children's Librarian reports 782 children have signed up for the CPL Summer Reading program. That is the most children that have signed up for the program in Chili. For the second year in a row two brand new bikes donated courtesy of Five Star Bank in North Chili for the library’s Summer Reading Program were awarded to two children who took part in the Summer Reading Program.

• **Adult Summer Reading Contest** - The library’s 2010 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 2,451 ~ East Irondequoit 3,628) all patrons were winners who took part in the Summer Reading program.

• **Teen Summer Reading Contest** - The library’s 2010 Summer Reading program has concluded. The library’s teens came in first to Gates Public Library in the “Great Reading Race” (final counts: Chili 60 teens participated and read 326 books ~ Gates 74 teens participated read 213 books).

**New Items:**

• **Approval of Starting Time of the Chili Public Library Board Meetings** – The Chili Public Board of Trustees will make a motion to keep the time of their board meetings at 6pm or change it to 6:30pm or 7pm.

  *Approve the Agreed Upon Starting Time of the Chili Public Library Board Meeting. A motion was made to continue the 7PM start time through 2010 and it was passed by five in favor, none opposed. The matter will be reconsidered if either Ms. Reese or Ms. Wynn have objections.*

• **New Pages** – Megan Smith and Kameron Lewis are new hired library pages replacing Sarah Talbot, and Christina Salvaros.
• **Approval of the Chili Public Library Wireless Internet Policy** – The library has an Internet Usage Policy but not a policy specifically regarding wireless usage by library patrons. The director requests the Library Board to approve the CPL Wireless Internet Policy as written.

  **Approve the CPL Wireless Internet Policy as written.**

  *A motion was made to approve the Internet Policy and was passed five in favor, none opposed.*

  **Mr. Baker reported that CPL spending through July is on budget.**

  **Finally, the Director shared with the library board a patron letter commending children’s librarian Jenn Lindsey.**

**Committee Reports**

**Budget:** Mr. Myers reported that he and Mr. Baker met with Supervisor Dunning since the last CPL Board meeting to further review the CPL proposal for 2011 funding. They will also participate in the public meeting for the Town Council on the 2011 budget.

**Old Business**

None.

**New Business**

Mr. Lechner reported that $5,000 in the Memorial Fund money market account has been transferred to CD xxx6086 for six months at 0.75% maturing February 18, 2011 as had been previously authorized by the CPL Board. Mr. Lechner asked that the specific transaction be approved; a motion was made to do so and passed by five in favor, none opposed.

Meeting Adjourned 7:36PM.

**Next meeting date/time: September 28, 2010 at 7:00 PM – CPL Barbara Ireland Room.**
Meeting Minutes, Chili Public Library Board of Trustees Meeting-APPROVED  
September 28, 2010

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

President Myers convened the meeting at 7:00 PM with all members present.

Approved the meeting agenda by seven in favor, none opposed.
Approved minutes of August 28, 2010 meeting by seven in favor, none opposed.
Approved abstract: $21,304.89 by seven in favor, none opposed.

Communications

Guests/Public:
None.

Friends of CPL Report:
Ms. Romeo:
- The book sale was successful generating sales of approximately $1,200.
- Sale of the cookbook continues.
- Friends annual meeting October 12th.

Town Board Liaison:
Mr. Slattery: Mr. Myers and Mr. Baker did well in their presentation to Town council for the 2011 budget submission. The Supervisor’s budget proposal is under review with the entire Town Council in preparation for public review.

Director’s Report

Discussion and Actions as Noted.

Mr. Baker reported that spending year to date is on target. Mr. Ziblut asked if there is a mechanism to track future expenses that are committed to but not yet invoiced? Mr. Myers responded that the budget is prepared to the level of detail that accounts for all significant expenses and there are few items not explicitly preauthorized by dollar amount either by Mr. Baker or the CPL Board.
General Information:

- **CPL Full Staff Meeting** – Friday, November 5th at 9am, Chuck Havens to attend.

- **Friends of the CPL Board Meeting** – Tuesday, October 12th at 6:30pm, Jim Lechner to attend.

Given that the October 12 meeting will be general meeting and program and the Friend’s Board will meet very briefly, Mr. Lechner will not need to attend

- **CPL Statistics** – Review of August 2010 statistics. In August, circulation increased 4% from last year to 35,672 items. Door count increased 2% from last year to 15,000 visits and reference questions increased 10% to 2,395 questions answered.

  *Ms. Wynn: is there any demographic information on patrons? She is under the impression there are more students and younger users than in previous years. Mr. Baker responded that the only information is a close to two year old survey tallying self selected respondents. There was discussion about better survey techniques no action was directed by the board.*

- **Donated School Supplies** – Staff of the Chili Public Library delivered eight boxes of donated school supplies to School #19 on Seward Street. This is the 10th year the library collected donations for the school.

- **New Teen Book Discussion Group** – Replacing the Thursday Teen Book Club, teens now will have a new teen book discussion group that meets the fourth Wednesday of each month starting in October. The first book to be reviewed is Mary, Bloody Mary by Caroline Meyer.

- **New Adult Book Discussion Group** - A new adult book discussion group about mysteries meets the 3rd Friday of the month beginning September 17. The first book the group reviewed was *In the Woods* by Tana French. On October 15 the group will review *Bleak Midwinter* by Julia Spencer-Fleming.

- **Using QR Codes** - A QR Code is a matrix barcode (or two-dimensional code), readable by QR scanners, mobile phones with a camera, and smartphones. The code consists of black modules arranged in a square pattern on white background. The information encoded can be text, URL or other data. The QR code is one of the most popular types of two-dimensional barcodes. Our teen librarian has created several QR Codes and had them placed in the YA new book area. When the code is scanned it leads patrons to a booklist of titles which are linked to the online catalog.

- **Veterans Transitioning to Civilian Life Workshop** – The Chili Public Library is holding a workshop on September 22, 2010 for veterans transitioning to civilian life. The Veterans Outreach Center will teach veterans about employment/retraining in environmentally friendly and sustainable industries.
• **Fall Family Fun Day at Davis Park** – The Chili Public Library will have a table set up at the Fall Family Fun Day at Davis Park on Saturday, October 2nd from 11:30pm-2:30pm. At that time we will distribute information about the library, and perform storytime for children.

**Old Items:** The NY Board of Regents has approved the CPL Charter revision identifying the Town of Chili as the area of service.

**New Items:**

• **Approval of Revised Code of Conduct Policy** – The director requests the Library Board approve a revision to the Library’s Code of Conduct to include; no sitting on a table or placing feet on furniture, no selling or soliciting for any purposes, no carrying a weapon into the library unless authorized by law, and no refusing to leave the library at closing time or in an emergency.

  **Board Action Requested:** Approve the Revised Code of Conduct Policy.

  A draft document dated September 28, 2010 incorporating some of the previous CPL Board suggestions was circulated. Mr. Baker stated the Code of Conduct had been previously reviewed by the Town Attorney. Board discussion centered on parent/guardian oversight for minors in different age groups and whether there was potential CPL liability for unsupervised 12 to 18 year old children. Mr. Baker observed that there is liability insurance. There was general agreement that it is appropriate for teenagers to use the library without a parent present. A change was made to the draft, changing “adult” to “parent/guardian” for children under twelve.

  A motion was made to approve the modified draft and it was passed seven in favor, none opposed.

• **Endorsement of an addendum to 2011 MCLS Costshare** – Member libraries pay a costshare to help pay for system services. The MCLS costshare contract ends December 2011. Due to a reduction in State funding, MCLS needs an additional $64,000 in funding in order to continue to provide system services for 2011. Since 2003 the Monroe County Library System has been implementing staff and service reductions and revenue enhancements in response to reductions in State and County funding. Members of the Directors Council have been asked to speak to their library boards to determine if there is support for an addendum to the 2011 MCLS costshare to increase its amount to cover the gap in State funding.

  A list of the actions taken by MCLS since 2003 to respond to drastically reduced county and state funding despite 30% higher patron utilization was circulated by Mr. Baker. Representative of the extent of the actions taken was a 28% reduction in the MCLS workforce as one example. There was general consensus among the CPL Board that the MCLS services are critical to CPL operation. A motion was made to support Mr. Baker’s participation with MCLS representatives to develop and propose for approval an
addendum to the MCLS cost share agreement for 2011. This was approved seven in favor, none opposed.

- **Question of support for increasing holds fees from 50 to 75 cents** - Member library directors have discussed ways to increase revenue for the library system given reductions in State funding. One suggestion is to increase the holds fees from 50 cents to 75 cents. Members of the Directors Council have been asked to speak to their library boards to see if there is support for this method of revenue enhancement. *Board discussion generally favored resolving the funding issue through the cost share approach. If the holds fee were to be increased, several members of the CPL board expressed a preference for an increase to 60 cents.*

- **Approval of Permitting Computer Access Only to Patrons With Unexpired Library Cards** – Currently the present policy allows patrons with expired library cards access to the library’s computers. The director requests the Library Board approve allowing only those patrons with unexpired library cards access to library computers. This will assist in better measuring usage of the library. *Board Action Requested: Approve Allowing Computer Access to Only Patrons with Unexpired Library Cards.*

  A motion was made to allow computer use only for patrons with active library cards and was approved seven in favor, none opposed.

- **Approval of 2010 Fourth Annual Library Assistants’ Day Workshop Training** - The director is presenting a request for library assistants, Jill Sutter, Claire Talbot, Patty Bruno, and Principal Library Clerk Deb Amesbury to attend this year’s Fourth Annual Library Assistants’ Day Training in Syracuse, on November 9, 2010. The cost (not to exceed $440) will cover registration, and mileage. *Board Action Requested: Approve the cost (not to exceed $440) in registration and mileage for Jill Sutter, Claire Talbot, Patty Bruno, and Deb Amesbury to attend the 2010 Fourth Annual Library Assistants’ Day Workshop.*

  A motion was made to approve the expense not to exceed $440 and was approved seven in favor, none opposed.

System News:

- No news to report

State news:

- No news to report

Committee Reports

**Budget:** Mr. Myers reported that he and Mr. Baker met with the Town Council to review the 2011 library proposal and received a generally supportive response from the council.
**Long Range Planning:** Meeting on September 29th.

**Old Business**

None.

**New Business**

None.

Meeting Adjourned 8:32PM.

**Next meeting date/time: October 26, 2010 at 7:00 PM – CPL Barbara Ireland Room.**
Meeting Minutes, Chili Public Library Board of Trustees Meeting-APPROVED
October 26, 2010

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

President Myers convened the meeting at 7:00 PM. Ms. Wynn joined at 7:03 PM. Ms. Reece absent. 
Approved the meeting agenda by five in favor, none opposed adding under new business an item for CPL Board officers proposed by Mr. Myers.
Approved minutes of September 28, 2010 meeting by five in favor, none opposed.
Approved abstract:  $27,334.28 by six in favor, none opposed.

Communications

Guests/Public:
None.

Friends of CPL Report:
Ms. Romeo:
- Good progress on the sale of the cookbook, more than 75% sold.
- The Friend’s purchased materials for Mr. Dave Tyler to fabricate American Girl furniture to be raffled for fund raising.
- Friends annual meeting was held October 12th and among other events officers were elected for 2011: Ms. Romeo – President, Ms. Roether – Vice-President, Ms. Flint – Treasurer, Ms Eich – Secretary.
- Two openings remain on the Friend’s board – they are hoping to find someone different than their current homogeneous board.

Town Board Liaison:
Mr. Slattery: The Town 2011 budget is in discussion, I am hopeful that despite difficult financial times a reasonable outcome will be found for the town departments and library.
Director’s Report

Discussion and Actions as Noted

General Information:

- **CPL Full Staff Meeting** – Friday, November 5th at 9am, Chuck Havens to attend.

- **Friends of the CPL Board Meeting** – Tuesday, November 9th at 6:30pm, Chris Reece to attend.

- **CPL Statistics** – Review of September 2010 statistics. In September, circulation decreased 3% from last year to 31,010 items. Door count decreased 3% from last year to 15,869 visits and reference questions decreased 21% to 1,931. Programs increased 23% to 45 programs, and program attendance increased 54% to 1,085 in attendance. **Mr. Baker: the reference datum is suspect and is likely a miscount that is being checked.**

- **Friends of the Library Week** - The week of October 17-23, 2009 is National Friends of Libraries Week. The Director would like to thank the Friends of the Chili Public Library for their support. **Mr. Baker, seconded by Mr. Myers: CPL is fortunate to have a dedicated and hard working Friend’s group that has helped to close the financial gap over the last two budget cycles with thousands of dollars to purchase items and fund programs essential to the library’s operation.**

Old Items:

- **Gutters** - Within two to four weeks the Town will be working on our gutters in order to fix the problems we’ve been having with them. They will be putting in an additional downspout by the public entrance to siphon water from the gutter next to the staff entrance. They will also increase the size of the gutter. In the back by the Children’s exit they will also be putting in an additional downspout and increasing the size of the gutter. Portions of the sidewalk will need to be dug up during that time.

- **Server Room Air Conditioner**: The new air conditioner in the server room is not operating as it should. It is under warranty and will be exchanged.
New Items:

- **Approval of Chili Public Library Proposed 2011 Closed Dates:** The Director is proposing that the library be closed the following dates for 2011.

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Holiday</th>
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<tbody>
<tr>
<td>January 1</td>
<td>Saturday</td>
<td>New Years Day</td>
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<tr>
<td>January 17*</td>
<td>Monday</td>
<td>Martin Luther King Day</td>
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<tr>
<td>February 21*</td>
<td>Monday</td>
<td>President’s Day</td>
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<tr>
<td>April 22*</td>
<td>Friday</td>
<td>Good Friday</td>
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<tr>
<td>April 23</td>
<td>Saturday</td>
<td>Easter weekend</td>
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<tr>
<td>April 24</td>
<td>Sunday</td>
<td>Easter</td>
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<tr>
<td>May 27**</td>
<td>Friday</td>
<td>Staff Training</td>
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<tr>
<td>May 28</td>
<td>Saturday</td>
<td>Memorial Day weekend</td>
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<tr>
<td>May 30*</td>
<td>Monday</td>
<td>Memorial Day (observed)</td>
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<tr>
<td>July 4*</td>
<td>Monday</td>
<td>Independence Day</td>
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<tr>
<td>September 5*</td>
<td>Monday</td>
<td>Labor Day (observed)</td>
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<tr>
<td>November 24</td>
<td>Wednesday</td>
<td>Close @ 5PM</td>
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<tr>
<td>November 25*</td>
<td>Thursday</td>
<td>Thanksgiving Day</td>
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<tr>
<td>December 24</td>
<td>Saturday</td>
<td>Christmas Eve Day</td>
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<tr>
<td>December 25</td>
<td>Sunday</td>
<td>Christmas Day</td>
</tr>
<tr>
<td>December 26*</td>
<td>Monday</td>
<td>Christmas Day (observed)</td>
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</table>

  Closed Saturdays: June 4 – September 3  
  Closed Sundays: May 1 – September 25

  *Paid holidays for full time employees. Prorated holiday pay for part-time staff who works 18.75 or more hours per week.  
  **Paid staff training day

  Only veterans will have Veteran’s Day off as a paid holiday

**Action Requested:** The Library Board approves the proposed 2011 closed dates for Chili Public Library.

A motion was made and passed to approve the recommended close dates by six in favor, none opposed. Mr. Baker was requested to assess ways to minimize the financial impact of opening summer Saturday’s for half days for future consideration by the board.

- **Approval of Proposed CPL Board of Trustees 2011 meeting dates:**

  Below are the proposed dates for the CPL Library Board meetings for 2011

<table>
<thead>
<tr>
<th>Date</th>
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<tbody>
<tr>
<td>January 25</td>
<td>Barbara M. Ireland Community Room</td>
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<td>February 22</td>
<td>Barbara M. Ireland Community Room</td>
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<td>March 22</td>
<td>Barbara M. Ireland Community Room</td>
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<td>April 26</td>
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<td>August 23</td>
<td>Barbara M. Ireland Community Room</td>
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</table>
September 27  Barbara M. Ireland Community Room
October 25  Barbara M. Ireland Community Room
November 15  Barbara M. Ireland Community Room
December 13  Barbara M. Ireland Community Room

**Action requested:** The Library Board approves the proposed CPL Board of Trustees 2011 meeting dates as presented

A motion was made and passed to approve the CPL Board meeting dates as proposed by six in favor, none opposed.

As part of the discussion, the CPL Board considered the meeting time respecting board members’ work travel and family constraints. As the best accommodation, a motion was made to meet at 6PM starting in November 2010 and forward, at the convenience of the board as determined by vote, subject to the public notification requirements. This was approved, six in favor, none opposed. Mr. Baker was requested to make the necessary notifications for the November meeting and forward.

- **Approval of Recommended Chili Public Library Goals for 2011**
  The Director will review with the Library Trustees the CPL goals accomplished in 2010 and the recommended goals for 2011.
  
  **Board Action Requested:** Approve the Recommended Chili Public Library Goals for 2011 as described.

*The goal statements are attached for reference. The 2011 goals were prepared by the CPL staff and the CPL Board Long Range Planning Subcommittee.*

Mr. Baker reviewed the 2010 accomplishments, noting the following highlights:

- The five county Rochester Regional Library Council Public Library of the Year Award
- **Summer Reading Program** - most children registered, and most books read than any previous year
- **First year the library purchased E-books from OverDrive**
- The library created a Job Information Center
- **A new shelving unit for the Children’s area will be completed at year’s end**
- **Staff took part in the Wegman’s Eat Well/Live Well Challenge**
- **The library collaborated with RochesterWorks! to provide job searching workshops**
- Two new book discussion group programs were initiated
- The library subscribed to two new databases, Biography Resource Center and Opposing Viewpoints
- **The library created a new CPL Facebook page**
- **The library created an online video storytime accessible from the library’s website**
- The library continues to build upon the collection and provide outreach to schools, daycare centers, and senior living centers
Mr. Baker reviewed the objectives for 2011 highlighting these in the discussion:

- Space planning for the children’s section – the shortage of physical space in the children’s section of the current library design requires culling items for every new addition – workarounds need to be developed.
- A staff member will be assigned to seek out new grant opportunities
- Survey users in order to acquire usage data
- Complete removal of cutter numbers from non-fiction collection resulting in more efficient organization of material
- Build upon library’s e-book collection
- Complete a disaster recovery plan
- Update the library’s mission statement
- Implement a six station laptop training lab
- Plan for Library’s 50th anniversary to occur in 2012
- Replace the library’s computers
- Create new CPL website

Ms. Kharbas: I commend Jeff and staff for the challenging goals met in 2010 and proposed for 2011.

A request was made to add succession planning for the Director and senior staff as an additional goal.

A motion was made to approve the 2011 goals as proposed and was passed six in favor and none opposed.

- Approval of Revision to the Bylaws of the Chili Public Library Board of Trustees
  At the September 28, 2010 meeting the Library Board recommended it consider approving the removal of the following statement from the bylaws, “The term of office for an officer shall be one year and no officer may serve more than two years consecutively.”
  
  Board Action Requested: Approve removing the statement from the bylaws.

A motion was made and passed to approve the change in bylaws by six in favor, none opposed.

System News:

- **State Aid** – Member libraries have not yet received their Library Services Aid payment. The state has yet to communicate with the Library System when they will release the money.

In response to a question by Ms. Kharbas, Mr. Baker: this payment is normally received in November so it is premature to conclude it won’t be received.
State news:

- No news to report

Committee Reports

None.

Old Business

None.

New Business

Mr. Lechner: it is proposed that CD 8002 be cashed at maturity November 19, 2010 with $4,697 applied to purchase six laptops with the remaining balance, approximately $5,600, to be applied to the 2011 CPL general fund. A motion was made and passed to do so by six in favor, none opposed.

Mr. Myers reported on CPL officers:

- Ms. Kharbas has, at his request, agreed to run for CPL Board Vice-President in 2011.
- Mr. Havens, Secretary has announced his decision to resign at the conclusion of his term in December 2010. Mr. Myers solicits a volunteer for CPL Secretary in 2011.

Meeting Adjourned 8:02PM.

Next meeting date/time: November 16, 2010 at 6:00 PM – CPL Barbara Ireland Room.
Appendix- 2010 Goals and Accomplishments

Chili Public Library Long Range Planning Team
Review of 2010 Goals

The following is a list of goals that have or will be accomplished in 2010.

<table>
<thead>
<tr>
<th>Building/Equipment</th>
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<tbody>
<tr>
<td>1. Perform annual preventative maintenance</td>
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<tr>
<td>a. Lighting – relamping (phase 2)</td>
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<tr>
<td>b. Carpet cleaning – Also fix frayed edges</td>
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<tr>
<td>c. Heating and cooling</td>
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<tr>
<td>2. Perform annual review of building issues with the Highway Department</td>
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<tr>
<td>3. Perform annual review of interior painting needs.</td>
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<tr>
<td>4. Network staff printing to newly leased photocopiers to improve cost efficiency</td>
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<table>
<thead>
<tr>
<th>1. Furniture</th>
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<tr>
<td>a. Purchase furnishings and materials for new Job Information Center</td>
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<tr>
<td>b. Annual update of furniture and equipment inventory</td>
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<tr>
<td>c. Replace/repair broken staff chairs</td>
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<tr>
<td>d. Purchase additional book truck</td>
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<tr>
<td>2. Continue to evaluate workflow of Friends use of the multipurpose room</td>
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<tr>
<th>Technology</th>
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<tr>
<td>1. Upgrade of Public/Private wireless equipment</td>
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<td>2. Receipt printer migration (replacing current receipt printers)</td>
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<tr>
<td>3. Division of public/private use library networks (purchase router)</td>
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<td>4. Windows 7 evaluation</td>
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<tr>
<td>5. Evaluate feasibility to upgrade/replace CPL data infrastructure</td>
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<table>
<thead>
<tr>
<th>Programs/Services</th>
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<tbody>
<tr>
<td>1. Expand annual CPL Teen Photo Contest to include collaborative organizations (schools, etc.)</td>
</tr>
<tr>
<td>2. Evaluate and improve expanded computer training for the public</td>
</tr>
<tr>
<td>3. Evaluate the feasibility of Saturday summer hours</td>
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<tr>
<td>4. Continue to implement States Summer Reading program</td>
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<tr>
<td>5. Continue to investigate new and innovative pilot programs</td>
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<tr>
<td>6. Continue to work collaboratively with Town’s Recreation Department and Senior Center</td>
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<tr>
<td>7. Develop further collaborations with schools</td>
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</table>
8. Increase Friend’s support for library programs

**Collections/Materials**
1. Continue to review collection and weed as necessary
2. Implement 2009-2010 State grant
3. Continue to evaluate the periodicals and newspaper collection
4. Continue to purchase materials to reflect increase in circulation
5. Evaluate the need to purchase database(s) for use by the community
6. Evaluate materials processing workflow

**Policies and Procedures**
1. Annual review of the personnel manual
2. Annual review of CPL Policy and Procedures manual
3. Develop Board Member Code of Ethics
4. Develop Whistle Blower Policy
5. Develop Record Retention and Destruction Policy
6. Continue to have policies and procedures available on the CPLinPortal and the library’s website

**Publicity/Communications**
1. Continue to submit press releases to local media
2. Continue to upgrade the Chili Public Library website
3. Continue to submit the Chili Public Library ‘Annual Report to the Community’
4. Seek to have the CPL website on other community websites
5. Continue library’s section in Recreation Newsletter

**Advocacy/Funding**
1. Continue to promote patron donations online and in print
2. Continue to foster relationships with legislators and approach them for special grants
3. Continue to keep the Chili Supervisor, Town Board, and State legislators apprised of library trends, accomplishments and needs
4. Seek new funding and naming opportunities for donations
5. Identify potential donors, both individual and corporate
6. Encourage increased participation of CPL Friends, Trustees and staff in CPL’s advocacy efforts

**Staff Development**
1. Continue to evaluate and maintain staff salaries and benefits comparable to benchmarked libraries
2. Provide opportunities and funding for staff training and development
3. Develop staff training day
4. Identify and train potential leaders
5. Encourage and fund reference staff to attend NYLA conference
## Appendix – CPL Library Goals 2011 to 2013

Chili Public Library Long Range Plan - 2011-2013 (Draft)

### 2011

<table>
<thead>
<tr>
<th><strong>Advocacy/Funding</strong></th>
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<tbody>
<tr>
<td>1. Assign staff to seek out new grant opportunities</td>
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<tr>
<td>2. Investigate methods to increase revenue, and supplement the collection</td>
</tr>
<tr>
<td>3. Survey users of the library to acquire usage information</td>
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<tr>
<td>4. Cultivate new State assembly member as an advocate for the library</td>
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<tr>
<td>5. Ongoing: Keep the Chili Supervisor, Town Board, County and State Legislators apprised of library trends, accomplishment and needs</td>
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<tr>
<td>6. Ongoing: Identify potential donors, both individual and corporate</td>
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<thead>
<tr>
<th><strong>Building/Equipment</strong></th>
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<tbody>
<tr>
<td>3. Implement Phase 3 relamping</td>
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<tr>
<td>4. Paint contrasting colors in areas designated by the CPL Staff Decoration Team</td>
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<tr>
<td>5. Investigate ways to maximize space for the Children's area</td>
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<tr>
<td>6. Add an extra row of shelving in the Teen area</td>
</tr>
<tr>
<td>5. Implement quiet area schedule in the Conference Room</td>
</tr>
<tr>
<td>6. Replace upholstery that can’t be cleaned</td>
</tr>
<tr>
<td>7. Fix book drop so books do not get damaged on return</td>
</tr>
<tr>
<td>8. Assess need for carpet replacement</td>
</tr>
<tr>
<td>9. Ongoing: Perform annual preventative maintenance</td>
</tr>
<tr>
<td>10. Ongoing: Perform annual carpet cleaning</td>
</tr>
<tr>
<td>11. Ongoing: Perform annual review of building issues with the Highway Department</td>
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<thead>
<tr>
<th><strong>Collections/Materials</strong></th>
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<tbody>
<tr>
<td>5. Inventory reference collection to determine what items should be updated in 2011 and what should be made circulating</td>
</tr>
<tr>
<td>6. Complete removal of cutter numbers from non-fiction collection resulting in more efficient organization of materials</td>
</tr>
<tr>
<td>7. Utilize computer generated labels</td>
</tr>
<tr>
<td>8. Continue to build upon ebook collection in OverDrive</td>
</tr>
<tr>
<td>9. Build a glass encased shelving unit for high-loss Local History material</td>
</tr>
<tr>
<td>10. Ongoing: Evaluate the periodicals and newspaper collection</td>
</tr>
<tr>
<td>11. Ongoing: Continue to purchase materials to reflect community need</td>
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<tr>
<td>12. Ongoing: Purchase additional homeschooling kits as space allows</td>
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<tr>
<th><strong>Policies and Procedures</strong></th>
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<tbody>
<tr>
<td>1. Complete a well-defined disaster recovery plan</td>
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<tr>
<td>2. Complete updated accounting manual</td>
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</table>
3. Update Library's mission statement  
4. Implement Town’s new financial software (KVC) for the Library  
5. Ongoing: Review Personnel manual when needed  
6. Ongoing: Review policies and procedures when needed  

### Programs/Services  
3. Implement State’s Summer Reading program  
6. Expand computer training sessions for the public by implementing laptop training lab  
7. Investigate feasibility of self-service printing station and scanning service for the public  
8. Plan for Library’s 50 year anniversary for 2012  
9. Increase outreach to daycare centers  
10. Ongoing: Investigate new and innovative pilot programs  
11. Ongoing: Work collaboratively with Town’s Recreation and Senior Center Departments  
12. Ongoing: Develop further collaborations with schools  

### Publicity/Communications  
1. Implement Constant Contact e-mail marketing newsletter  
2. Outline a strategy for developing a marketing plan for the library and identify the resources needed to complete the plan  

### Staff Development  
1. Provide opportunities and financial support for staff to take part in training and development workshops  
2. Implement staff training day  

### Technology  
6. Replace public/staff computers  
7. Create new CPL’s website  
3. Seek means to expand CPL Digital Signage  
4. Scan Library Trustees meeting minutes prior to 2007  
5. Create more online video storytimes  
6. Assess need for security camera upgrade  
7. Perform a network audit  

### Advocacy/Funding  
1. Ongoing: Continue to seek out new grant opportunities  
2. Ongoing: Continue to investigate methods for increasing revenue  
3. Ongoing: Keep the Chili Supervisor, Town Board, County and State Legislators apprised of library trends, accomplishments and needs  
4. Ongoing: Identify potential donors, both individual and corporate
**Building/Equipment**

1. Implement Phase 1 relamping
2. Reassess areas of the library to paint
3. Investigate ways to maximize space in the Teen area
4. Continue to replace upholstery that can't be cleaned
5. Increase the number of accessible outlets for laptop usage
6. Ongoing: Perform annual preventative maintenance
7. Ongoing: Perform annual carpet cleaning
8. Ongoing: Perform annual review of building issues with the Highway Department

**Collections/Materials**

1. Ongoing: Evaluate the periodicals and newspaper collection
2. Ongoing: Continue to purchase materials to reflect community need
3. Ongoing: Purchase additional homeschooling kits as space allows

**Policies and Procedures**

1. Ongoing: Review Personnel manual when needed
2. Ongoing: Review policies and procedures when needed

**Programs/Services**

1. Implement State's Summer Reading program
2. Continue to expand computer training sessions for the public
3. Implement programs throughout the year for the Library's 50 year anniversary
4. Ongoing: Investigate new and innovative pilot programs
5. Ongoing: Work collaboratively with Town's Recreation and Senior Center Departments
6. Ongoing: Develop further collaborations with schools

**Publicity/Communications**

1. Assess success of Constant Contact e-mail marketing newsletter
2. Implement first stage of marketing plan
3. Ongoing: Seek new ways of publicizing the library's achievements

**Staff Development**

1. Ongoing: Provide opportunities for staff to take part in training and development workshops
2. Ongoing: Implement staff training day

**Technology**

1. Investigate purchasing a materials loss prevention security system upgrade
2. Assess need for Information Technology position

2013
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<tr>
<th>Technology</th>
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</thead>
<tbody>
<tr>
<td>1. Ongoing: Project Technology needs for 2013-2016 CPL Long Range Plan</td>
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</table>
Meeting Minutes, Chili Public Library Board of Trustees Meeting-APPROVED
November 16, 2010

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

President Myers convened the meeting at 6:03 PM. Mr. Lechner absent. 
Approved the meeting agenda by six in favor, none opposed adding under new business an item for CPL Board member search by Mr. Myers. 
Approved minutes of October 26, 2010 meeting by six in favor, none opposed. 
Approved abstract: $8,209.88 by six in favor, none opposed.

Communications

Guests/Public:
None.

Friends of CPL Report:
Ms. Romeo:
• Cookbook sales have generated about $2,100 in profit, she encourages everyone to find additional sales as practical.
• On-line book sales have generated $1055.
• Mr. Larry Spikes has joined as a Friend’s board member.
• New ideas for spring fund raising have been generated and will be communicated in the future.
• The next book sale will take place the first week in February.

Ms. Wynn: Would it be possible to have a regular contribution about the Friend’s in the CPL newsletter as a way to increase their visibility for generating new members as well as fund raising?
Mr. Baker: There have been items in the newsletter timed for the book sales but a regular feature would be a good idea.

Town Board Liaison:
Mr. Slattery: I noticed that the Town calendar wasn’t correct for tonight.
Mr. Baker: The town clerk was notified, of the new time I’ll follow up again.
Mr. Slattery: Town budget vote is tomorrow evening. I recommend Holiday events on December 3rd and 4th in the recreation department.
Director’s Report

Discussion and Actions as Noted

General Information:

- **CPL Full Staff Meeting** – January 7, 2011 at 9am.

- **Friends of the CPL Board Meeting** – The Friend’s Board will not be meeting in December.

- **CPL Statistics** – Review of October 2010 statistics. In October, circulation decreased 4% from last year to 33,438 items. Door count increased 2% from last year to 17,436 visits and reference questions decreased 12% to 2,228. Programs increased 10% to 44 programs, and program attendance decreased 12% to 971 in attendance.

  *Mr. Baker: while the recent decreases are in line with other libraries that I have checked, I am starting to see that circulation is more of an issue than visits. I suspect this may be the result of the decreased spending on new items for the collection.*

- **Save the Date** – The 10th annual Christmas Holiday Party is Friday, December 10, 2010 from 5:30pm – 7:30pm.

- **CPL Board 2011 Sign-Up Sheets** - The library director will distribute the CPL Board sign-up sheets for the 2011 full staff meetings and the upcoming 2011 CPL Friends Board meetings.

Old Items:

- **Library Assistant’s Day Conference** - The library director will distribute at the library board meeting a report by Patty Bruno, Deb Amesbury, Jill Sutter and Claire Talbot about the workshops they attended at the Library Assistant’s Day Conference on November 9, 2010.

- **Computer Access Update** – The director will give an update regarding the new policy allowing computer access only to patrons with unexpired library cards. There have been no complaints and additional revenue has been collected.

- **Gutter Fixes** - Mr. Lindsay has received two quotes so progress towards resolution of the ice issue is being made.
New Items:

- **New CPL Facebook Page** – The library has created a new Facebook page that is easier to manage because it is under an organization profile rather than the personal profile we had before. Fans are moving to the new page. To become a Facebook Fan of CPL just go to [http://www.facebook.com/chililibrary](http://www.facebook.com/chililibrary).

- **New Shelving in Children’s Area** – Dave Tyler completed the new shelving project in the children’s area. It allows more room on the shelves for music CD’s, audiobooks on CD and Easy Readers.

- **New Library Page** – Miranda McGrath has been hired to replace Kameron Lewis as a new library page.

- **Fifty Year Anniversary** – We are starting to brainstorm ideas for the celebration in 2012 and will start regular meetings in January 2011 as we will need the time to secure authors and other external participants. It is hoped that the planning group can include Town and CPL board members as well as citizens as we hope to make this a memorable event.

System News:

- **State Aid** – State Library Development has not determined the final amount for Local Library Support Aid for 2010-2011, and at this time MCLS is not sure when a decision will be made. MCLS has the necessary paperwork and will process the documents for payment as soon as a final determination is made.

  Mr. Baker: we have received word that there is a 2.38% reduction providing $7,519 to CPL.

State news:

- No news to report

Committee Reports

None.

Old Business

None.

New Business

Ms. Reece: the search for a new CPL board member will be started; are there candidates available from the Town lists?

Mr. Slattery: I will find out, there are interviews scheduled for other committees and boards so it is possible.
Meeting Adjourned 6:43 PM.

Next meeting date/time: December 14, 2010 at 6:00 PM – CPL Barbara Ireland Room.
Meeting Minutes, Chili Public Library Board of Trustees Meeting-APPROVED
December 14, 2010

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

President Myers convened the meeting at 6:02 PM. Mr. Ziblut and Ms. Wynn absent. 
Approved the meeting agenda by five in favor, none opposed adding under new business items for CD renewal and a requested leave of absence by Mr. Lechner.
Approved minutes of November 16, 2010 meeting by five in favor, none opposed. 
Approved abstract: $9,160.90 by five in favor, none opposed.

Communications

Guests/Public:
None.

Friends of CPL Report:
None.

Town Board Liaison:
None.

Director’s Report

Discussion and Actions as Noted

General Information:

• CPL Full Staff Meeting – Friday, January 7th at 9am, Jim Myers to attend.

• Friends of the CPL Board Meeting – Tuesday, January 11th at 6:30pm.
Mr. Myers indicated he will attend if no other board member does.

• CPL Statistics – In November, the library circulated 31,595 items. The library had 16,297 visits and answered 2,2,24 reference questions. The library held 44 programs and had 1,058 in attendance.
Mr. Myers asked that a trailing twelve month or year-on-year report be included to better monitor trends.

• MCLS Director’s Retreat – The member library Directors will be attending a full day MCLS Director’s retreat January 24, 2010. The Rochester Regional Library Council will provide a ‘Visioning Your Library’ exercise which RRLC used for their strategic plan.
• **Mr. Baker added that he has received training in the town’s new financial reporting software that will provide live current status on accounts. He is looking forward to the capability. Modifications to connect the town and library servers are planned so as to preserve security requirements for both systems while allowing the CPL Director and his designated finance personnel access to the town database for the CPL data.**

• **A review of CPL finances indicated an expected favorable variance at yearend on the order of $10,000 as a result of lower than expected medical insurance costs. A discussion on the advisability of using the variance to purchase material for the collection was held. No action was taken.**

**Old Items:**

• **Gutters** – When the weather allows the Highway Department will put extra downspout receptors on the north and south sides of the Library. The crew will need to excavate sidewalks in order to pipe the new receptors to the storm sewer. Patrons will be able to enter the library during this time. Once the work is done they will patch up the sidewalk and pavement. If the weather is too cold, they will fill the areas with gravel and perform the patching when the weather improves. The library will be getting larger gutters that will replace the smaller gutters on Dec. 23.

• **Server Room Air Conditioner**: The new air conditioner in the server room will be exchanged the week of December 12.

• **Window Cleaning** - Rochester Windows completed the cleaning of the interior windows of the library on November 18th.

• **Revenue Enhancements** - During the month of November, the library recorded the number of patrons who asked to have their library cards renewed and the amount in fines and fees they paid because they found out using the time-out software that their library card expired. 88 patrons renewed their library card and 35 of them paid $466 in fines and fees during this time. It has been a year that the library has sold 'Hold Cards' at the Check Out Desk. To date 186 hold cards have been sold for $930 in revenue.

• **A discussion was held concerning the feasibility of opening the library on Saturdays in the summer. Mr. Baker reported that 12 of 22 county libraries have some form of summer hours, most as fours hours in mid-day. He reported that the cost for four hours on thirteen summer Saturdays at CPL would be approximately $3,000 out of pocket. There was discussion on the potential patron utilization of summer hours, the impact on CPL staff, and potential funding sources. Mr. Baker was asked to survey the other Directors with summer hours to ascertain its popularity in those communities.**
New Items:

- **Authorization to Use Reserve Funds**
  BE IT RESOLVED, that the library board has under consideration the purchase of computer equipment at an estimate cost of $35,072.53 with said purchase intended to be paid from the Library Capital Reserve (subject to permissive referendum); and

  BE IT FURTHER RESOLVED, the pursuant to Section 81 of the Town Law within ten (10) days of the date of this Resolution, the Library Director shall post and publish a notice which shall set for the date of the adoption of the portion of the resolution to use the Library Capital Reserve, shall contain an abstract of such Resolution, shall specify that this Resolution was adopted subject to permissive referendum and shall publish such notice in the Gates-Chili Post, the official newspaper of the Town of Chili, and in addition thereto, the Town Clerk shall post or cause to be posted on the sign board of the Town, a copy of said notice within 10 days of the adoption of this Resolution.

  **Board Action Requested:** Approve the resolution to authorize the use of reserve funds.

  *In discussion, Mr. Baker stated that the expense covers 51 units. A motion was made and approved to authorize the use of the reserves funds as described by five in favor, none opposed.*

- **Approval of an Amendment to the 2011 Cost Share Agreement** – The Director’s Council agreed at their last meeting to support an amendment of the 2011 cost share agreement to support a $64,000 increase distributed among the members using a per capita formula. The Library Board is requested to approve this amendment.

  **Board Action Requested:** Approve the Amendment to the 2011 Cost Share Agreement.

  *In discussion, Mr. Baker stated that the per capita formula is favorable to Chili compared to others considered. The expected cost to CPL in 2011 is $2,062. A motion was made and approved to amend the cost share agreement as described by five in favor, none opposed.*

**Committee Reports**

Personnel: Ms. Reece reported that one candidate for CPL trustee has been identified with possibly others as well.

**Old Business**

None.
New Business

Mr. Lechner requested a leave of absence for the first three months of 2011.

Mr. Lechner requested renewal of CD xxx1149 for $8,823 at the Bank of Castile for six to eight months at 0.6% as the best rate available. A motion was made and approved for the renewal by five in favor, none opposed.

Meeting Adjourned 7:04 PM.

Next meeting date/time: January 25, 2011 at 6:00 PM – CPL Barbara Ireland Room.