Meeting Minutes, Chili Public Library Board of Trustees Meeting-APPROVED
January 25, 2011

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

President Myers convened the meeting at 6:00 PM. Mr. Ziblut absent.
Approved the meeting agenda by five in favor, none opposed.
Approved minutes of December 14, 2010 meeting by four in favor, one abstained.
Approved abstract: $10,954.05 by five in favor, none opposed.

Communications

Guests/Public:
None.

Friends of CPL Report:
Sandy Roether reported updates on cookbook sale fundraiser.

Town Board Liaison:
Michael Slattery. Mike has been reappointed the Library Liaison from the town board.

Director’s Report

Discussion and Actions as Noted

General Information:

- **CPL Full Staff Meeting** – Friday, March 4th at 9am, Judith Kharbas is scheduled to attend.

- **Friends Board Information** – The next Friends Board meeting is Tuesday, February 8, 2011 from 6:00-7:00pm. Jim Myers is scheduled to attend. The next book sale will be held February 4 - 6, 2011. Friday: Friends Preview Sale 2 pm - 5 pm. Saturday: Open to the public 9 am - 4 pm. Sunday: Bag sale 1 pm - 4 pm. The Friend’s Board has approved a $5,000 Director’s request to support full funding for programming in 2011.

- **CPL Statistics** – Review of year end 2010 statistics. In 2010, circulation decreased 2.5% from last year to 386,330 items. Door count decreased .7% from last year to 199,843 visits and reference questions increased 5% to 278,911. Program attendance increased 3% from last year to 13,745.
- **Statistics** – The Director lead the board through an analysis of December 2010 and 12 month financials.

- **Senator Alesi Visit** – The Monroe County Library System Office has scheduled a meeting to meet with Senator Alesi on February 4, from 1:30pm-2:30pm. The Director is scheduled to attend.

**Old Items:**

- *A brief discussion was held on 2011 summer hours. Agreement that this topic will be considered in budget discussions for 2012.*

**New Items:**

- **Authorize Memorial Fund Expenditure for a New Library Logo Design** – The current library logo was created by staff from clip art. As part of the library’s 2011 goal to develop a new library webpage and in preparation of the Library's 50th anniversary in 2012, a new Library logo should be designed. The director has arranged for Maureen Manley, a graphic artist to design a new library logo at a cost of $250. Upon Library Board approval she will create 3 initial concepts for review, up to 4 revision rounds on the chosen concept, and a final ‘packaging of files provided on CD.  

  *Board Action Requested: Authorize Memorial Fund expenditure in the amount of $250 for a new library logo design.*

  *A motion was made and approved to authorize the expenditure not to exceed $250, as described by five in favor, none opposed.*

- **Authorize Memorial Fund Expenditure for a Conceptual Study of the Children’s Area** – It is accepted that the current configuration in the Children’s area is limiting and does not accommodate an expanding collection. Lothrop Associates will complete a conceptual Children's Library Study at a cost of $750. Upon Library Board approval they will verify the existing children’s library floor plan; prepare a current floor plan of the area in CAD format; prepare up to three design schemes; and meet with the Library representatives to present the design schemes. The deliverable will be in an 11x17 format.

  *Board Action Requested: Authorize the use of Memorial Fund expenditure in the amount of $750 for a conceptual study of the Children’s area.*

  *A motion was made and approved to authorize the expenditure not to exceed $750, as described by five in favor, none opposed.*
• **Authorize Memorial Fund Expenditure for a Conceptual Study of the Teen Area and the Conference Room** – The library has a Teen Area but it lacks identifying elements, and flexible furnishings. Also the Conference Room is underutilized and is under consideration to be used as a patron quiet room. Lothrop Associates will complete a conceptual study of the Teen Area and Conference Room at a cost of $500. Upon Library Board approval they will verify the existing conditions of the Teen Area; prepare a current floor plan of the area in CAD format; prepare a design concept for a reconfigured Teen Area; prepare a design concept to redefine the Conference Room as a part-time quiet room; and meet with the Library representatives to present the design schemes.

**Board Action Requested:** Authorize the use of Memorial Fund expenditure in the amount of $500 for a conceptual study of the Teen Area and the Conference Room.

*A motion was made and approved to use the Memorial Fund for the amount not to exceed $500, as described by five in favor, none opposed.*

• **Authorize Staff Training Event in May** – Off-site training event scheduled for Friday, May 27, to cover security, first aid, office decluttering, etc.

**Board Action Requested:** Authorize the use of Memorial Fund expenditure in the amount not to exceed $1,000.

*A motion was made and approved to authorize the expenditure for training as described by five in favor, none opposed.*

• **Special Trustee Meeting on Budgets** – February 5, 2011, from 1:00 – 5:00, at the Henrietta Library, trustees are invited to a special meeting to discuss budget issues, system services, etc.

**Committee Reports**

None

**Old Business**

None.

**New Business**

James Meyers has been named Board President
Judith Kharbas has been named board Vice President
James Lechner has been named Treasurer of Memorial Fund
Chris Reece has been named Secretary

Mr. Meyer requested renewal of CD xxx4809 for 18 months. A motion was made and approved for the renewal by five in favor, none opposed.
Meeting Adjourned 7:34 PM.

Next meeting date/time: February 22, 2011 at 6:00 PM – CPL Barbara Ireland Room.
Board of Trustees: James Myers (President), Judith Kharbas, Vice-President, James Lechner (Memorial Fund Treasurer), Christina Reece (Secretary), Steven Ziblut, Jill Wynn, Steve Grogan
Library Director: Jeff Baker
Town Board Liaison: Michael Slattery
Friends President: Diana Romeo

President Myers convened the meeting at 6:00 PM. Mr. Lechner, Mr. Ziblut, and Ms. Reece absent.

Approved the meeting agenda by four in favor, none opposed.
Approved minutes of the January 25, 2011 meeting as amended to show that Mr. Lechner was absent by four in favor, none opposed.
Approved the abstract: $56,276.59 by four in favor, none opposed.

Communications

Guests/Public: None
Town Board Liaison: None
Friends of CPL Report: Mr. Baker reported for the Friends. The winter book sale was a success with $2434 raised from sales and $320 in memberships. The American Girl furniture raffle continues to be very popular with about $120 raised to date for each item. Dave Tyler is building three additional items: an American Girl stove, sink, and icebox. Proceeds from the raffles go to help fund children’s programming. The Board commended Mr. Tyler for his generosity in donating his time and expertise for this project.

Director’s Report

General Information:
• **CPL Full Staff Meeting** – Friday, March 4th at 9am, Judith Kharbas is scheduled to attend.

• **NYLA Lobby Day** - NYLA Library Lobby Day is Tuesday, March 2, 2011. The Monroe County Library System is sending a van on Lobby Day to Albany to advocate for library funding.

• **Trustee workshop** - MCLS is conducting the next trustee workshop: Saturday, March 5 from 1:00 PM – 5:00 PM, at the Chili Public Library Ireland Community Room. Mr. Baker and Mr. Myers encouraged the Trustees to attend.

• **2011 RRLC Library of the Year Contest** - The Rochester Regional Library Council (RRLC) will again recognize three great libraries in the Rochester area: one public library; one academic or special library; and one school library. Patrons may nominate our library
online at the library’s website. There are also paper nomination forms in the library. Submission deadline is Friday, March 25.

- **NYLA’s SnapshotNY** - CPL took part in NYLA’s SnapshotNY of the week. SnapshotNY documents a day in the life of the libraries that participate during the week of February 13-19th. The purpose of the initiative is to provide the public, administrators, state and local funders with both factual data and testimonials that detail the essential nature of libraries to our communities, schools and colleges. Each library collects info/testimonials and fills out an online survey. The day the Library documented was Thursday, February 17.

- **CPL Statistics** –

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<th>2011</th>
<th>% change</th>
</tr>
</thead>
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<td>31,352</td>
<td>31,119</td>
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</tr>
<tr>
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<td>15,972</td>
<td>+2.5%</td>
</tr>
<tr>
<td>Reference questions</td>
<td>2,467</td>
<td>2,249</td>
<td>-9.7%</td>
</tr>
<tr>
<td>Programs</td>
<td>38</td>
<td>43</td>
<td>+13.0%</td>
</tr>
<tr>
<td>Program attendance</td>
<td>894</td>
<td>1,002</td>
<td>+12.0%</td>
</tr>
</tbody>
</table>

Old Items:
- **Staff Evaluations** – The Director completed all staff evaluations during January/February.

- **Relamping** - The library replaces all of its lamps in three phases over a three year period. Phase 3 lighting over the Check-out desk area is complete.

New Items:

- **Approval of Proposal for Professional Services by Boychuk & Co. to perform the Library’s 2010 Audit** – The Chili Public Library received a proposal by Boychuk & Co. to serve as an independent auditor for the CPL. The Director recommended that the Library Board approve the proposal by Boychuk & Co. not to exceed $4700. This will be the third year for Boychuk to perform the audit. Last year’s cost was $4650.

Board Action requested: Approve the Proposal for Professional Services by Boychuk & Co. to perform the Library’s 2010 audit.

A motion was made to approve the Proposal for Professional Services by Boychuk & Co. to perform the Library’s 2010 audit at a cost not to exceed $4700. The motion passed by four in favor, none opposed.

- **Teen Librarian** – Cathy Kyle the Library’s Teen Librarian will give an overview of the library’s teen materials, programs, and services at the Board’s April meeting.
• **Nook Demonstration** - The Director gave a demonstration of the Barnes and Noble Nook eReader and he and the Trustees discussed the provision of E-books as part of the Library’s services.

• **Guest Pass for Internet Use** – The Library Director will be introducing a new procedure whereby patrons who are unable to pay off their fines in full, in order to renew their expired library cards, still can access the Internet by purchasing a two dollar guest pass which will go toward paying off their debt. The Board supported introducing this policy.

**System News:**

• **Advocacy** - The Director along with members of MCLS paid a visit to Senator Alesi’s office to advocate for library system State aid.

• **State news:**

  • **Governor’s 2011/12 Budget** - The Governor’s Executive Budget for 2011-2012 proposes the following:
  
  o 10% reduction in Library Aid from $83 million to $76 million
  o $1.5 billion reduction in School Aid
  o 10% or $3.9 million reduction in Bundy Aid to private colleges
  o $115 million cut to SUNY
  o $70 million cut to CUNY

Mr. Baker distributed a document summarizing the history of State funding for libraries since 2003 and the Board discussed the need for advocating for libraries to help mitigate this latest proposal for a cut in State support. CPL gets about $7800 in State aid but is also affected by the decreases in funding for the Monroe County Library System which means that the Library’s cost share fees will have to increase to offset at least some of the decrease in State funding for the System.

**Committee Reports**

The Mission Statement Committee will meet on Thursday February 24 and report to the Board at its March meeting.

**New Business**

Mr. Baker requested renewal of CD xxxx6086 and CDxxxx5004 for a period of 12 to 14 months at a rate of 1 percent and CDxxxx5565 and CDxxxx5297 for a period of 15 to 18 months at a rate of 1.25 percent. A motion was made and seconded to authorize the renewals. The motion passed by four in favor, none opposed.

The meeting was adjourned at 7:05 PM.

Next meeting date/time: March 22, 2011 at 6 PM at the Chili Public Library Barbara Ireland Community Room.
Meeting Minutes, Chili Public Library Board of Trustees Meeting-APPROVED
March 22, 2011

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

Vice President Kharbas convened the meeting at 6:00 PM. Mr. Myers and Mr. Lechner were absent.
Approved the meeting agenda by five in favor, none opposed.
Approved minutes of February 22, 2011 meeting by five in favor, none opposed.
Approved abstract: $16,153.62 by five in favor, none opposed.

Communications

Guests/Public:
None.

Friends of CPL Report:
Diana reported the Friends Annual Meeting will be held October 18th. Ed Evans will be guest speaker. The American Girl furniture raffle continues to be a great fundraiser. Dave Tyler does a wonderful job building these pieces – proceeds from the raffle will go to help fund children’s programs. Diana confirmed the Friends will be at the Chili Farmer’s Market every Saturday selling children’s books and paperback books for fundraising.

Town Board Liaison:
Nothing to report.

Director’s Report

Discussion and Actions as Noted

General Information:
- **CPL Full Staff Meeting** – Friday, May 6th at 9am, Jill Wynn is scheduled to attend.

- **Budget Review** - The director pointed out that under the equipment line in the budget spreadsheet, the $35,052 was for the purchase of computer equipment. This was noted in previous board meeting minutes.

- **Volunteers Appreciation Luncheon** – In celebration of Volunteer Week, April 10-16, 2010 the library is having an appreciation luncheon on Monday, April 11, 2011 at 12 noon for those that volunteer their time for the library. The Library Trustees, Friend’s of the Chili Public Library Board, and volunteers who assist library staff are invited. If you plan to attend please let Jeff know.
• **4th Annual Spring Teen Photo Contest** – The contest will accept entries between April 4 and May 2, 2011, for children ages 12-18 living in Monroe County. The contest is divided into two sections: ages 12-15 years and 16-18 years. There will be prizes supported by the CPL Friends, an awards reception on the afternoon of May 21, and all photos will be displayed in the library throughout the month of June 2011 as well as being featured on our website.

• **CPL Statistics** –

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<td>Library visits</td>
<td>17,003</td>
<td>15,710</td>
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<tr>
<td>Reference questions</td>
<td>2,396</td>
<td>2,055</td>
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<tr>
<td>Programs</td>
<td>44</td>
<td>36</td>
<td>-18%</td>
</tr>
<tr>
<td>Program attendance</td>
<td>895</td>
<td>894</td>
<td>0%</td>
</tr>
</tbody>
</table>

**New Items:**

• **Approval of 2010 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 2010 Chili Public Library System State Annual Report.

*A motion was made and approved to Approve the 2010 Chili Public Library System State Annual Report by five in favor, none opposed.*

**System News:**

• **Trustee Workshop Recap** - The Director will distribute to the Library Trustees the PowerPoint presentation and discussion points that were given at the MCLS Library Trustee workshop on Saturday, March 5. Three CPL trustees attended, along with Mr. Baker.

**State news:**

• **Legislatures 2011/12 Budget proposal** – The following is from Michael Borges, Executive Director of the New York Library Association. The Legislature unveiled their respective budget proposals yesterday. The Senate has proposed to restore $4.2 million and the Assembly has proposed no restoration of the $8.45 million in Library Aid cuts. The Assembly has rejected the Governor’s proposal to divert Library Materials Aid for computer software and textbook purchases by school districts and the Senate has accepted the Governor’s proposal.
The results are definitely a mixed bag for libraries. The next step in the process is the convening of Legislative Conference Committees, where the Assembly and Senate are expected to resolve the differences in their budget proposals. Because the Assembly did not include any restoration of Library Aid in their budget proposal, it will make more difficult for the Senate to keep their partial restoration included in a final budget agreement.

Please contact your state legislators – Senate to both thank and urge them to keep the restoration in the final budget and the Assembly to castigate them for abandoning libraries and to amend their budget proposal to match the Senate’s $4.2 million restoration. Visit www.nyla.org to new revised letter by fax or email.

Old Items:
None

Committee Reports
• Mission Statement Committee reviewed the Draft of the newly written Mission Statement:

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

Board Action Requested: Approve the Draft mission statement as the new Mission Statement for CPL.

A motion was made to approve the Draft Mission Statement and confirm it as the new Mission Statement for CPL. The motion was passed by five in favor, none opposed.

Old Business
None.

New Business
• Feedback from May 5, 2011 MCLS Trustee Workshop. The director asked for feedback in regards to the Trustees Workshop that was held on May 5th. Ideas were brainstormed as to ways in which to raise revenue in light to cuts in State funding. The possibility of raising fines and holds fees was discussed.

Meeting Adjourned 7:04 PM.
Next meeting date/time: April 26, 2011 at 6:00 PM – CPL Barbara Ireland Room.
Meeting Minutes, Chili Public Library Board of Trustees Meeting-APPROVED
April 26, 2011

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

President Myers convened the meeting at 6:04 PM.
Approved meeting agenda by seven in favor, none opposed.
Approved minutes of March 22, 2011 meeting by seven in favor, none opposed.
Approved abstract: $17,690.05 by seven in favor, none opposed.

Communications

Guests/Public:
Tyler Wegman, Churchville-Chili student

Friends of CPL Report:
Diana confirmed the Friends will be at the Chili Farmer’s Market several Saturday’s selling children’s books and paperback books for fundraising.

Town Board Liaison:
Nothing to report.

Director’s Report

Discussion and Actions as Noted

General Information:
- **Friends of the CPL Board Meeting** – Tuesday, May 10th, Judith Kharbas will attend.
- **CPL Full Staff Meeting** – Friday, May 6th at 9am, Jill Wynn is scheduled to attend.
- **Volunteers Appreciation Luncheon** – National Volunteer Week was April 10 - 16, 2011 and in celebration of our volunteers, the library staff had a volunteer appreciation luncheon on April 11, 2011. Library's volunteers come in many forms. The library has a volunteer that mend materials, another helps re-shelve DVD’s, another helps with the delivery of materials. We have volunteers who are on the Friends of the Chili Public Library Board, as well as volunteers who are on the Library Board.
- **MCLS Trustees Mailing List** - As promised at the March 6 Trustee workshop held at CPL, the MCLS Office has created a mailing for MCLS Trustees that will be used to share important information regarding system issues and services. The address for the list is mclstrustees@libraryweb.org.
• **CPL Statistics** –

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<th>March 2011</th>
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<tr>
<td>Circulation</td>
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<td>-5%</td>
</tr>
<tr>
<td>Library visits</td>
<td>18,845</td>
<td>17,636</td>
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<tr>
<td>Reference questions</td>
<td>2,750</td>
<td>2,499</td>
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<tr>
<td>Programs</td>
<td>59</td>
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<tr>
<td>Program attendance</td>
<td>1,774</td>
<td>2,150</td>
<td>21%</td>
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Old Items:

• **CARL X** – In preparation for the CARL X upgrade the library will be closed May 27- May 30, in conjunction with the Memorial Day holiday.

• **Staff Training Day** – The CPL Staff Training Day will be Friday, May 27. The theme of the day is “Feeding your Mind, Body and Soul”. On that day staff will take part in safety training by the Monroe County Sherriff’s Department, and the Chili Volunteer Ambulance Service. There will be a de-cluttering workshop as well as a program on chair yoga.

• **Gutter Project** – The gutter project is complete. There are now two extra downspouts in the front of the library and one in the back of the library. The gutters are larger as well. We have experienced a heavy rain since the gutter project was completed and I am happy to say there was no water overflow.

• **New Computers** – The new computer migration has gone smoothly and the old computers have been traded in.

• **CPL Logo Design** – Now that the library has developed a new mission statement, graphic artist Maureen Manley will create three new draft library logos designs for the Library Board to review and provide feedback. The target date for the draft logo designs is set for June 1.

• **4th Annual Spring Teen Photo Contest** – The contest will accept entries between April 4 and May 2, 2011, for children ages 12-18 living in Monroe County. The contest is divided into two sections: ages 12-15 years and 16-18 years. There will be prizes supported by the CPL Friends, an awards reception on the afternoon of May 21, and all photos will be displayed in the library throughout the month of June 2011 as well as being featured on our website.

New Items:

• **Outreach** – In March/April, the Children’s staff gave eight tours to A Time to Grow and St. Pius Tenth preschools. The Teen librarian also attended the Churchville-Chili Summer Camp on April 5. She provided information about upcoming library programs and services with the school children and their parents.
• **2011 Trustee Institute** - This year’s 2010 Trustee Institute will be held in Albany, New York, April 29th and 30th.

• **2010 MCLS Budget Kit** – The Director will distribute the 2010 Budget Kit to the Library Board.

• **2010 Annual Report to the Community** – The Director will distribute the 2010 Annual Report to the Community to the Library Board.

• **Town Newsletter** – The Spring/Summer 2011 Town of Chili Newsletter is available and is on the town’s website. Within the newsletter are four pages describing the programs offered by the library.

• **Summer Reader Software** – The Summer Reading Program will be July 5 – August 12 for children and teens, and June 27 – August 12 for adults. In order to build on the past successes of the program, the Library will utilize the new State Library online registration tool, “Summer Reader”. The online tool allows children and teens to report online their own reading progress throughout the program.

• **IRS Audit** - The Library underwent a random IRS audit for budget year 2008. The findings were satisfactory and a report should be available in 60 days.

• **The 2010 Financial Audit** – The 2010 financial audit will be reviewed at the May 24, 2011 meeting.

**System News:**

• No news to report.

**State news:**

• **2011 Budget Synopsis** - The Governor proposed a 10% or $8.4 million cut in Library Aid, which would have reduced funding to $76 million or below 1994 levels. The 10% cut was in comparison to a 7.3% cut in School Aid and a 2% cut in Municipal Aid. The Senate proposed a $4.2 million restoration in Library Aid and the Assembly proposed no restoration. The Senate was only able to get the Assembly to agree to a $3 million Library Aid restoration. In the end, Library Aid was reduced by 6%, or $5.4 million, leaving $79 million left intact. The Governor’s proposal to make permanent the supplemental system aid and the Education Commissioner’s ability to grant waivers from local maintenance of effort requirements was accepted by the Legislature.

**Meetings and Workshops:**

CPL Emerging Technology Meeting – 3/28/11
New York Summer Reader Webinar – 3/28/11
RRLC Disaster Planning Workshop – 3/30/11
CPL Reference/Circulation Staff Meeting – 4/1/11
Director’s Council Meeting – 4/6/11
MCLS Book Discussion Group Policy Meeting – 3/3/11
Tri- Delta Meeting - 4/13/11
Lothrop Associates Meeting – 4/14/11
MCLS Systems Services Operations Committee Meeting – 4/15/11
CPL Emerging Technology Meeting – 4/18/11

**Report from Teen Librarian, Cathy Kyle** – Ms Kyle introduced the Junior Friends and overview of activities of the group.

**Old Items:**

None

**Committee Reports**

- President Myers is looking for volunteers for two standing committees; Budget and Grant committees both need trustee volunteers. Steve Grogan volunteered for Budget committee.

**Old Business**

None.

**New Business**

- Feedback from May 5, 2011 MCLS Trustee Workshop – Steve Grogan volunteered to summarize fund-raising topics from the workshop for the board to review and discuss about incorporating at CPL.
- Suggestion was made to reduce costs by re-using envelopes containing Trustee monthly meeting packages, and minimize printing costs of some items, if appropriate.

Meeting Adjourned 7:15 PM to executive session for personnel matters. No action was taken in the session.

**Next meeting date/time:** May 24, 2011 at 6:00 PM – CPL Barbara Ireland Room.
Meeting Minutes, Chili Public Library Board of Trustees Meeting- APPROVED
May 24, 2011

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

Vice President Kharbas convened the meeting at 6:01 PM.  Mr. Myers and Mr. Grogan were absent.  
Approved meeting agenda by five in favor, none opposed.  
Approved minutes of April 26, 2011 meeting by five in favor, none opposed.  
Approved abstract:  $31,219.86 by five in favor, none opposed.

Communications

Guests/Public:  
None

Friends of CPL Report:  
Diana confirmed the Friends will be at the Chili Farmer’s Market on August 27th and September 10th, selling children’s books and paperback books for fundraising.  Book sale is scheduled for August 17-19th.  Friends have approved request for supplying prize money for Teen photo contest.  American Girl raffle continues as great fundraiser and is well received.

Town Board Liaison:  
Not present.

Director’s Report

Discussion and Actions as Noted

• **Friends of the CPL Board Meeting** – Tuesday, June 14th, Jim Lechner will attend.  The Monroe County Library System has entered into agreements with local museums and GEVA, thereby allowing libraries to purchase passes so that patrons can get discounted tickets.  The Friends have agreed to pay the purchase of passes to the following museums: Memorial Art Gallery, Genesee Country Museum, Rochester Museum and Science Center, GEVA and the George Eastman House.

• **CPL Full Staff Meeting** – Friday, July 1st at 9am, Steven Ziblut is scheduled to attend.

• **CPL Statistics** –

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<th>2011</th>
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### Reference questions

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<td>1,175</td>
<td>1,390</td>
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<td>499</td>
<td>511</td>
<td>2%</td>
</tr>
<tr>
<td>Program attendance</td>
<td>13,712</td>
<td>14,212</td>
<td>4%</td>
</tr>
</tbody>
</table>

### Old Items:

- **CARL X** – In preparation for the CARL X upgrade, the library will be closed May 27 - May 30, in conjunction with the Memorial Day holiday.

### New Items:

- **Approval of 2010 Financial Audit** – A report by Boychuk and Co, given by Jack Kazmicki, on the 2010 CPL financial audit will be given and reviewed at the May 24, 2011 meeting.

**Board Action Requested:** Approve the 2010 Financial Audit.

A motion was made to approve the 2010 Financial Audit. The motion was passed by five in favor, none opposed, with one change to the report – to add “Friends” contribution for programming.

- **Approval of Agreement between the Library and Lothrop Associates for the Children’s Area Interior Renovation Project** – Because the current configuration in the Library’s Children’s area does not accommodate the department’s expanding collection, the Library Board authorized Lothrop Associates to provide a conceptual design for improvement of the area and to present their findings to the Library Board. Scott Bova, from Lothrop Associates, presented the conceptual design at the meeting.

  The Library Director recommends the Library Board enter into an agreement with Lothrop Associates for a lump sum fee of $3,148 to include the following consulting services:

  The architect will prepare Construction Documents and shall coordinate its services with any consulting services the Library provides. The Architect shall assist the Library in filing documents required for the approval of governmental authorities, in obtaining proposals and in awarding contracts for construction. The Architect shall provide administration of the Contract between the Library and Contractor. They will assist in interpreting the Contract Documents, reviewing Contractor’s submittals, visiting the site, reviewing and certifying payments and rejecting nonconforming work.
Board Action Requested: Approve the Agreement between the Library and Lothrop Associates for a lump sum fee of $3,148 for the Children’s Area Interior Renovation Project

A motion was made to approve the agreement between the Library and Lothrop Associates for a lump sum fee of $3,148 for the Children’s Area Interior Renovation Project. The motion was passed by five in favor, none opposed.

- Approval of the 2011 State Summer Reading Grant – The Monroe County Library System has received State funding for the Summer Reading Program and has allotted the Chili Public Library $300 of the grant per approval of the Library Board.

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

A motion was made to approve the $300 State Summer Reading grant allotted to the Chili Public Library. The motion was passed by five in favor, none opposed.

- Approval of increasing the fine amount from $.25 to $.35, effective September 1, 2011 – Recognizing that member library boards have the authority to set fines and fees for their libraries, and that the MCLS contract language strongly encourages members to work towards standardizing fines and fees, the Directors’ Council endorsed the recommendation that the per diem fine amount increase from $.25 to $.35, effective September 1, 2011. The Library Director requests the Chili Public Library Board to approve this recommendation.

Board Action Requested: Approve increasing the fine amount from $.25 to $.35, effective September 1, 2011

A motion was made to approve increasing the fine amount from $.25 to $.35, effective September 1, 2011. The motion was passed by five in favor, none opposed.

- Approval of increasing the fee to reserve an item from $.50 to $1.00, effective September 1, 2011 – Recognizing that member library boards have the authority to set fines and fees for their libraries, and that the MCLS contract language strongly encourages members to work towards standardizing fines and fees, the Directors’ Council endorsed the recommendation that the fee to reserve an item increase from $.50 to $1.00, effective September 1, 2011. The Library Director requests the Chili Public Library Board to approve this recommendation.
Board Action Requested: Approve increasing the fee to reserve an item from $.50 to $1.00, effective September 1, 2011.

A motion was made to approve increasing the fee to reserve an item from $.50 to $1.00, effective September 1, 2011. The motion was passed by three in favor, two opposed.

- Approval of utilizing Pinpoint Group for network and hardware support – In that the Library’s IT personnel is leaving June 10, 2011, the director recommends the Library utilize PinPoint Group to provide network services and hardware support to the Library for the rest of the year. The following are the vendor’s hourly rates for IT services.
  - Fusion Digital $125 Ad hoc
  - Pinpoint Group $100 per hour
  - Tri-Delta Resources - $65 per hour for hardware support
    $125 per hour for network services

Board Action Requested: Approve utilizing PinPoint Digital to provide network services and hardware support for the Library until the end of the year.

A motion was made to approve utilizing PinPoint Digital to provide network services and hardware support for the Library until the end of the year. The motion was passed by five in favor, none opposed.

Other updates:

- Board would like to thank Steve Grogan for documenting and distributing fund-raising ideas from the MCLS meeting conducted 2 months ago. The board will review and discuss.
- Board members agreed to print meeting minutes and bring to Board meetings – to cut down on CPL expenses.

Committee Updates:

- Committee members have been appointed to existing committees.
  - Jill Wynn will join Long Range Planning and Grant committees.
  - Steve Ziblut asked to be removed from Grant committee.

Meeting Adjourned 8:01 PM

Next meeting date/time: June 28, 2011 at 6:00 PM – CPL Barbara Ireland Room.
Meeting Minutes, Chili Public Library Board of Trustees Meeting APPROVED
June 28, 2011

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

President Myers convened the meeting at 6:05 PM. Mr. Ziblut was absent.
Approved meeting agenda by five in favor, none opposed. (Ms. Wynn arrived late)
Approved minutes of May 24, 2011 meeting by five in favor, one abstained. (Ms. Wynn arrived late)
Approved abstract: $15,552.23 by six in favor, none opposed.

Communications

Guests/Public:
None

Friends of CPL Report:
Sandy Roether said the American Girl continues as great fundraiser and more furniture is being made to support this program. The Friends will be at the Chili Farmer’s Market on August 27th and September 10th, selling the remaining cookbooks. The book sale is scheduled for August 17-19th.

Town Board Liaison:
Mike Slattery suggests the Friends think about selling cookbooks at Chili-E Fest to reach new audience.

Director’s Report

Discussion and Actions as Noted

• Friends of the CPL Board – The Friend’s Board next meeting is Tuesday, July 12th Jim Lechner will attend.

• CPL Full Staff Meeting – Friday, July 1st at 9am, Steven Ziblut is scheduled to attend.

• The Top High School Seniors Have Library Cards - The top 20 high school seniors based on grade point average from the Churchville-Chili High School and Gates-Chili High School were recently listed in the Gates-Chili Post. 100% of the seniors on the list from Churchville-Chili High School have library cards, 80% of the seniors on the list from the Gates-Chili High School have library cards. Congratulations to our seniors who Read to Succeed.
- **CPL Statistics –**

<table>
<thead>
<tr>
<th></th>
<th>May 2010</th>
<th>2011</th>
<th>% change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circulation</td>
<td>28,678</td>
<td>*26,511</td>
<td>-7.6%</td>
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<tr>
<td>Library visits</td>
<td>15,000</td>
<td>*14,134</td>
<td>-5.8%</td>
</tr>
<tr>
<td>Reference questions</td>
<td>1,951</td>
<td>*2,198</td>
<td>12.7%</td>
</tr>
<tr>
<td>Programs</td>
<td>45</td>
<td>*52</td>
<td>15.6%</td>
</tr>
<tr>
<td>Program attendance</td>
<td>1,050</td>
<td>*1,067</td>
<td>1.6%</td>
</tr>
</tbody>
</table>

- Due to upgrade of CARL X, Library was closed an extra day, and the circulation statistics was run only up to May 27th.

<table>
<thead>
<tr>
<th></th>
<th>June 2009- May 2010</th>
<th>June 2010- May 2011</th>
<th>% change</th>
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<tbody>
<tr>
<td>Circulation</td>
<td>396,102</td>
<td>379,979</td>
<td>-4.1%</td>
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<tr>
<td>Library visits</td>
<td>201,300</td>
<td>195,231</td>
<td>-3.0%</td>
</tr>
<tr>
<td>Reference questions</td>
<td>27,676</td>
<td>27,588</td>
<td>-.3%</td>
</tr>
<tr>
<td>Programs</td>
<td>506</td>
<td>518</td>
<td>2.4%</td>
</tr>
<tr>
<td>Program attendance</td>
<td>13,313</td>
<td>14,229</td>
<td>6.9%</td>
</tr>
</tbody>
</table>

- **CPL Booth at Chil-E Fest –** The Chili Public Library will have a booth at this year’s Chil-E Fest. It is a great opportunity to inform patrons of the programs and services of the library and introduce them to the Library’s Summer Reading Program.

- **Successful staff training day –** The Director will distribute comments from staff regarding what they learned from the staff training day retreat.

- **CARL Web and Catalog Plus –** The Monroe County Library System catalog has been upgraded to CARL X. The new upgrade offers our patrons an enhanced version of the Classic Catalog, and an entirely new searching option with CatalogPlus. Catalog Plus is an entirely new, enhanced catalog featuring a more visual, dynamic, and interactive experience. Catalog Plus is used to create a personalized username and password to access your account, search for materials, find recommendations, read and write reviews, and create and save lists. There is also a LS2 Mobile Library App now available which allows you to search our catalog and renew materials using an iPod Touch, iPad and Smartphone. The Director gave a demonstration of the new CatalogPlus.

- **Summer Reader Software –** The Summer Reading Program will be July 5 – August 12 for children and teens, and June 27 – August 12 for adults. The online Summer Reader software is in place and is now accessible online.

- **Summer Reading Visits by the Children’s Staff -** On Thursday, June 9, library staff went to Chestnut Ridge Elementary School in the Churchville Chili School District to talk about the upcoming summer reading program and do storytime. Two large assembly style presentations, each containing about 350 students were given.
On Thursday, June 10, two second grade classes from the Florence Brasser School had a field trip to the library.

On Monday, June 13, summer reading presentations were conducted at the St. Pius X School in Chili. This was the second year the library has done outreach to this school and it was extremely successful and well received. The morning was spent visiting individual classrooms from preschool to third grade. About 300 children attended, and flyers were left for the remaining grades that were not visited.

On Thursday, June 16, staff spent the entire day at the Florence Brasser School in the Gates Chili School District where they received individual classes. Over the course of the day staff saw all of the 300 students at that school from kindergarten to fifth grades.

On Wednesday, June 15 and Friday, June 17, staff spent time at the Paul Road Elementary School in the Gates Chili School District visiting various classrooms as they came to the media center for their library time. Overall, eight classrooms were talked to and flyers were distributed for the remaining students at that school.

On Tuesday, June 8, staff performed a monthly storytime at the Childtime Daycare Center in North Chili.

Old Items:

- **Distribution of the 2010 Financial Audit** – The Library director distributed the final copy of the 2010 financial audit.

- **2009 Financial Audit Update** – Last year the Library Director inadvertently filed late the Form 990 which covered tax period ending December 31, 2009. The IRS has notified the Library in a March 28, 2011 letter that the Library would not incur a penalty.

- **Carpet Cleaning** - The carpets were cleaned by Executive Carpets on May 28th. The company will be also cleaning the Library’s upholstery.

- **CPL Logos** - The Director asked the Library Board for feedback regarding five possible CPL logos that a graphic artist has rendered for the Library. Feedback suggests additional work should be done to better represent CPL.

New Items:

- **Approval of the Monroe County Library System Document of Understanding January 1, 2012-December 31, 2012**
  The Monroe County Library System Library Board contract with member libraries has been updated and reviewed by the Director’s Council. It will be approved by the MCLS
Library Board at their November meeting. Member libraries are asked to approve the document. The contract covers January 1, 2012 – December 31, 2012.

**Board Action Requested:** Approve the Monroe County Library System Document of Understanding January 1, 2012-December 31, 2012.

A motion was made to approve the Monroe County Library System Document of Understanding January 1, 2012-December 31, 2012. The motion was passed by six in favor, none opposed.

- Approval of the Budget Amendment to increase Operations/Programs budget line by $300 to account for 2011 State Summer Reading Grant

  **Board Action Requested:** Approve the Budget Amendment to increase Operations/Programs budget line by $300 to account for 2011 State Summer Reading Grant.

  A motion was made to approve amending the Operations/Programs budget line by $300 to account for 2011 State Summer Reading grant. The motion was passed by six in favor, none opposed.

- Approval of the Budget Amendment to increase Equipment budget line by $2,778 to account for sale of Hewlett Packard replaced computer equipment.

  **Board Action Requested:** Approve the Budget Amendment to increase Equipment budget line by $2,778 to account for Hewlett Packard trade-in of replaced computer equipment.

  A motion was made to approve the budget amendment to increase the Equipment budget line by $2,778 to account for sale of Hewlett Packard replaced computer equipment. The motion was passed by six in favor, none opposed

**Committee Updates:**

- Budget committee met this month. Goal is to bring realistic budget proposal to July board meeting. President Myers has scheduled a meeting with Supervisor Dunning to discuss budget process/plans.

Meeting Adjourned 7:20 PM

**Next meeting date/time:** July 26, 2011 at 6:00 PM – CPL Barbara Ireland Room.
Meeting Minutes, Chili Public Library Board of Trustees Meeting-APPROVED
July 26, 2011

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

President Myers convened the meeting at 6:10 PM. Mr. Ziblut, Ms. Wynn, and Ms. Reece absent.

Approved the meeting agenda by four in favor, none opposed.
Approved minutes of the June 28, 2011 meeting by four in favor, none opposed.
Approved the abstract: $12,718.39 by four in favor, none opposed.

Communications

Guests/Public: None

Town Board Liaison: Mr. Slattery asked if there had ever been consideration given to having library employees wear name tags. A couple had mentioned to him that they thought it desirable to know if a person is a library employee. Mr. Baker noted some concerns staff have about their names being displayed. After discussion he agreed to survey other town libraries to determine their policies re name tags.

Friends of CPL Report: Ms. Romeo reported that the Friends will hold a summer book sale in August. The Friends preview sale will be Wednesday August 17 from 5pm to 8pm. The sale will be open to the public on Thursday August 18 from 9am to 4pm. The $3.00 bag sale will be Friday August 19 from 10am to 2pm. The Friends continue the very popular raffle of American Girl doll furniture made by Dave Tyler. Friends will have a booth at the Chili Center Farmers Market on August 27 and September 17 and will sell children’s books, paperbacks, and their cookbook. Their next fundraising effort will be selling Wendy’s coupon books which will help support purchase of equipment for the library. The books will sell for $2.00 The Board thanked Ms. Romeo and the Friends for their continued support of the library.

New York State Property Tax Cap legislation
Chili Town Supervisor David Dunning reported to the Board on the recently passed two percent property tax cap. Mr. Dunning said the calculations of the cap are quite confusing and new information is still coming in. The 2% cap is on the Town’s tax levy which is made up of the general fund, the highway fund, and the library. He suggested that the Board needs to look at opportunities for increasing revenues. He is not sure yet how the surplus may be impacted. Mr. Dunning said he needs the library’s budget request by mid-August and Mr. Myers said the Board would pass it at its August meeting.
Director’s Report

General Information:

- **Friends of the CPL Board** – The next meeting of the Friend’s Board is Tuesday, August 9th – Steve Ziblut is scheduled to attend.

- **CPL Full Staff Meeting** – The next CPL Full Staff meeting is Friday, September 2nd at 9am, Jim Lechner is scheduled to attend.

- **CPL Statistics** –

<table>
<thead>
<tr>
<th></th>
<th>June 2010</th>
<th>June 2011</th>
<th>% change</th>
</tr>
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<tr>
<td>Circulation</td>
<td>33,177</td>
<td>33,735</td>
<td>1.8%</td>
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<tr>
<td>Library visits</td>
<td>16,518</td>
<td>15,145</td>
<td>-8.3%</td>
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<tr>
<td>Reference questions</td>
<td>2,809</td>
<td>2,397</td>
<td>-14.7%</td>
</tr>
<tr>
<td>Programs</td>
<td>25</td>
<td>29</td>
<td>16.0%</td>
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<tr>
<td>Program attendance</td>
<td>1,688</td>
<td>1,593</td>
<td>-5.6%</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>July 2009-June 2010</th>
<th>July 2010-June 2011</th>
<th>% change</th>
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<tbody>
<tr>
<td>Circulation</td>
<td>392,538</td>
<td>380,586</td>
<td>-3.1%</td>
</tr>
<tr>
<td>Library visits</td>
<td>198,411</td>
<td>194,869</td>
<td>-1.8%</td>
</tr>
<tr>
<td>Reference questions</td>
<td>28,802</td>
<td>27,176</td>
<td>-5.7</td>
</tr>
<tr>
<td>Programs</td>
<td>504</td>
<td>522</td>
<td>3.7%</td>
</tr>
<tr>
<td>Program attendance</td>
<td>14,220</td>
<td>14,134</td>
<td>-.6%</td>
</tr>
</tbody>
</table>

Old Items:

- **CPL Logos** – At the June Library Board meeting, the Library Board selected one of six designs as a possible new Library logo. The board recommended certain changes need to occur to that design before the Library Board approves the design. The Director deferred discussion of the logo to the Board’s August meeting.

- **Generator** – In the beginning of July, the Library was successfully connected to the new Library’s generator.

- **Children’s Area Renovation** – Lothrop Architects has completed the construction documents for the Children’s Area renovation. It is the intent of the Director to present the Children’s area renovation plan to the Town Board at their August meeting. Mr. Baker reported that the total cost of the project will be $30,000 to $33,000. We will use $18,000 from the capital fund and additional monies from the Memorial Fund. Mr. Baker will apply for a State Library construction grant for fifty
percent of the project costs and he is optimistic about the probability of the grant being approved. He expects to have the exact dollar amount needed for the project to present to the Board at its August meeting.

New Items:

- **Personnel Changes** - Claire Talbot, part-time Library Assistant has resigned in order to take on a new position at the Greece Public Library. Library Page Claire Elling has given her notice for mid-August and will be replaced by Veronica Gartley.

- **Approval of the Updated Monroe County Library System Document of Understanding January 1, 2012-December 31, 2012**
  Due to feedback received from Library Board’s, MCLS has recently updated the Monroe County Library System Library Board contract with member libraries. The updated contract needs to be approved by the Library Board. The final revision will be approved by the MCLS Library Board at their November meeting.
  
  *Action requested: Approve the Updated Monroe County Library System Document of Understanding January 1, 2012-December 31, 2012*
  The Board approved the Document of Understanding by a vote of four in favor and none opposed.

- **Approval of the CPL Budget Subcommittee proposed 2012 Library Budget to be submitted to the Supervisor**
  The CPL Budget Subcommittee presented its proposed 2012 Library Budget for submittal to the Supervisor.
  
  *Action requested: Approve the CPL Budget Subcommittee 2012 Library Budget to be submitted to the Supervisor*
  The Board discussed the budget proposal and Mr. Myers said it would be presented for Board approval at the August meeting.

System News:

- **Talking Points** - The Library Director shared a document on talking points developed by the library system which explains why the majority of public libraries are increasing overdue fines and hold fees on September 1, 2011.

State news:

- No news to report.

The meeting was adjourned at 7:25 PM.

Next meeting date/time: August 23, 2011 at 6 PM at the Chili Public Library Barbara Ireland Community Room.
Board of Trustees: James Myers (President), Judith Kharbas (Vice-President), James Lechner (Memorial Fund Treasurer), Christina Reece (Secretary), Steven Ziblut, Jill Wynn, Steve Grogan
Library Director: Jeff Baker
Town Board Liaison: Michael Slattery
Friends President: Diana Romeo

President Myers convened the meeting at 6:00 PM. Mr. Ziblut, and Ms. Reece were absent. Mr. Grogan indicated he will need to leave the meeting early.

Approved the meeting agenda by five in favor, none opposed.
Approved minutes of the July 26, 2011 meeting by five in favor, none opposed.
Approved the abstract: $15653.80 by five in favor, none opposed.

Communications

Guests/Public: None

Town Board Liaison: Mr. Slattery mentioned that there would be a ground breaking for the new Highway/DPW Facility on September 2nd.

Friends of CPL Report: Ms. Romeo reported that the Friends held a summer book sale, which generated $1780 in revenue. There were 59 boxes of books left that will be donated to the Veterans Association. Additional donations were made to a variety of local community organizations. The Friends will have a booth at the Chili Center Farmers Market on August 27 and September 17. They will sell children’s books, paperbacks, and their cookbook. The Friends will have their Business Meeting on October 18th at 6pm followed by their Annual Meeting at 7pm. Mr. Myers thanked Ms. Romeo for an excellent report and all that the Friends do to support the library.

Directors Report

Discussions and Actions as Noted

General Information:

- **Friends of the CPL Board** – The next meeting of the Friend's Board has been changed to Tuesday, October 18th. Judith Kharbas is scheduled to attend.

- **CPL Full Staff Meeting** – The next CPL Full Staff meeting is Friday, September 2nd at 9am. Jim Lechner is scheduled to attend.
- **CPL Statistics** –
  Mr. Baker mentioned, (and the Board agreed) that the lower stats are likely due to the opening of the new Gates Public Library.

<table>
<thead>
<tr>
<th></th>
<th>July 2010</th>
<th>2011</th>
<th>% change</th>
</tr>
</thead>
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<tr>
<td>Circulation</td>
<td>36,003</td>
<td>30,864</td>
<td>-14%</td>
</tr>
<tr>
<td>Library visits</td>
<td>18,158</td>
<td>14,998</td>
<td>-17%</td>
</tr>
<tr>
<td>Reference questions</td>
<td>2,659</td>
<td>2,302</td>
<td>-13%</td>
</tr>
<tr>
<td>Programs</td>
<td>51</td>
<td>42</td>
<td>-18%</td>
</tr>
<tr>
<td>Program attendance</td>
<td>1,303</td>
<td>1,088</td>
<td>-17%</td>
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<table>
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<th></th>
<th>August 2009-</th>
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<th>% change</th>
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<tr>
<td>Circulation</td>
<td>389,395</td>
<td>375,447</td>
<td>-3.6%</td>
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<tr>
<td>Library visits</td>
<td>196,859</td>
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<td>-3.1%</td>
</tr>
<tr>
<td>Reference questions</td>
<td>28,765</td>
<td>26,819</td>
<td>-6.8%</td>
</tr>
<tr>
<td>Programs</td>
<td>510</td>
<td>495</td>
<td>-2.9%</td>
</tr>
<tr>
<td>Program attendance</td>
<td>14,093</td>
<td>14,954</td>
<td>6.1%</td>
</tr>
</tbody>
</table>

**Old Items:**

- **Staff Name Tags** – At the last Library Board meeting the Library’s Town Liaison suggested the staff wear name tags to facilitate customer service. The Library Board liked the idea and asked the Director to survey what other libraries are doing in regards to using name tags. The Director surveyed other libraries and discovered that name tags were commonly used to enhance customer service. The library staff was also comfortable with the idea. The CPL staff will begin using name tags in the near future. The staff prefers magnetic name tags. Mr. Baker will have a name tag with his first and last name as well as his title. Mr. Slattery suggested that Mr. Baker speak to Chris Levy to discuss the possibility of having the name tags made.

- **Approval of the CPL Budget Subcommittee proposed 2012 Library Budget to be submitted to the Supervisor**
  The Library Board approved its proposed 2012 Library Budget to be submitted to the Supervisor with a letter explaining the notable details of the budget. The Library Board thought this was a lean budget with a modest increase of 1.88%. The majority of the increase stems from mandated and personnel costs. The subcommittee understood that the 2% property cap restricted the amount of money that can be allocated for the budget. The Library Board agreed that the important issue of adding to the library’s collection will need to be addressed in the future.

*Action requested:* Approve the CPL Budget Subcommittee 2012 Library Budget to be submitted to the Supervisor.
A motion was made to approve the CPL Budget Subcommittee’s 2012 Library Budget to be submitted to the town Supervisor. The motion was passed by five in favor, none opposed.

- **Public Library Construction Grant Application Approval** – The Public Library Construction Grant Application was presented to the Library Board. The project cost minus architectural fees is estimated to be $36,612. It is requested that the grant be duly adopted by the Library Board. The cost of the project will be paid for with monies from the Capital Fund (estimated to be 18,481), a Will donation ($5000), and the Memorial Fund (16,279). If awarded, the grant for $18,263 will replenish money from the Capital Fund. Mr. Baker feels strongly that the grant will be awarded to the library.

  Board Action Requested: Approve the Public Library Construction Grant Application as described.

A motion was made to approve the submission of the Public Library Construction Grant Application for the amount of $36,525. The motion was passed by five in favor, and none opposed.

- **Authorization to Use Reserve Funds**
  BE IT RESOLVED, that the library board has under consideration a Children’s Area Renovation project involving the construction of a new office area, and the purchase of shelving, furniture, display units and computer equipment at an estimate cost of $36,612 with $18,481 of 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.

A motion was made to approve the resolution to authorize the use of reserve funds for the Children’s Area Renovation Project. The motion was passed by five in favor, and none opposed.

- **CPL Logos** – At the June Library Board Meeting a logo was picked among five logos a graphic artist had rendered as a possible logo CPL would use. Feedback suggested additional work be done on the logo to better represent CPL. The Director shared
three options of the revised logo to the Library Board. The Board was pleased with the changes and unanimously preferred the third logo option. Jeff will poll the staff on their preference at the next staff meeting.

- **NYLA Conference Approval**: The Director presented a request for staff member, Cathy Kyle to attend this year’s New York Library Association (NYLA) Conference in Saratoga Springs, NY, November 2-5, 2011. The cost from the Memorial Fund (not to exceed $590) will cover registration, mileage and one night’s hotel. There was concern expressed by the Library Board that the money was coming from the Memorial Fund. Mr. Slattery suggested the use of Town Vehicles by the library for future training or conference opportunities. This will alleviate mileage expense. Mr. Baker will follow up with the Town Supervisor to discuss the library using Town Vehicles for local travel. Mr. Baker also added that he thought the conference was worthwhile and Cathy Kyle will report to the staff on what she learned at the conference.

  **Board Action Requested**: Approve the cost (not to exceed $590) in registration, mileage and one night’s hotel for Cathy Kyle to attend the 2011 NYLA Annual Conference.

A motion was made to approve the cost (not to exceed $590) in registration, mileage and one night’s hotel for Cathy Kyle to attend the 2011 NYLA Annual Conference. The motion was passed by four in favor, and none opposed. (Mr. Grogan left the meeting before the Library Board considered this motion.)

**New Items:**

- **Children’s Workshop Summary** – The Director shared a summary of a workshop the Children’s Reference staff attended on July 27th which was given by Dr. Peggy Sharp.

- **Public Officers Law** - The Director reviewed the revised Public Officers Law which was passed by the Legislature and is waiting for the Governor’s signature. This law spells out how certain records, which are scheduled to be the subject of discussion at an open meeting, are made available prior to the meeting. The Library Board thought it was appropriate to discuss this matter further after the law was signed by the Governor.

- **Library Video** – Chili Librarian, Richard Gagnier, filmed an information video that is available to view on our website documenting the pick-up and delivery of books to and from the library. The Board thought the video was very informative and well done.
System News:

- No news to report.

State News:

- No news to report.

Meetings and Workshops:
  - Utica National Insurance – 7/29/11
  - Lothrop Associates – 7/29/11
  - Director’s Council Meeting – 8/3/11
  - CPL Reference and Circ Staff Meetings – 8/5/11
  - Friends of the Chili Public Library – 8/9/11
  - Five Star Bank Grand Opening – 8/17/11
  - MCLS Special Services Operations Committee – 7/15/11
  - Supervisor Meeting – 7/21/11
  - Lothrop Associates – 6/17/11

Meeting Adjourned at 7:15 PM

Next meeting date/time: September 27, 2011 at 6:00 PM – CPL Barbara Ireland Room.
Meeting Minutes, Chili Public Library Board of Trustees Meeting-Approved
September 27, 2011

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

President Myers convened the meeting at 6:02 PM. Mrs. Kharbas and Ms. Wynn were absent.
Approved meeting agenda by four in favor, none opposed. (Mr. Grogan arrived late)
Approved minutes of August 23, 2011 meeting by four in favor, none opposed. (Mr. Grogan arrived late)
Approved abstract: $17,688.42 by five in favor, none opposed.

Communications

Guests/Public:
Jane Ives and Matthew Zelak – students from Churchville-Chili High School, attended as part of their Participation in Government class requirements.
Mrs. Ives attended with the students.

Friends of CPL Report:
Diana Romero reported fundraising profits from various efforts; $2,875 from selling cookbooks; $223 from the Wendy’s coupon fundraiser; $17.18 from the Book Sale and $1,257 from the on-line Book Sale which is on-going. The Friends will discontinue book sales at the Chili Farmer’s Market, as it has not netted much profit.
October 18 is their annual meeting. The Friends Officers have all agreed to remain in office for another year.
Diana Romero – President
Sandy Roether – Vice President
Leslie Ike – Treasurer
Lucy Flint - Secretary

Town Board Liaison:
Mike Slattery informed the board that the Town budget workshops are scheduled for October 12 & 18th. The Library time slot is scheduled for October 18th. Also, the Town Board has received the Supervisor's budget and is reviewing it now.

Director’s Report

Discussion and Actions as Noted

- Friends of the CPL Board – The next meeting of the Friend's Board is Tuesday, October 18th at 6pm. Jim Myers is scheduled to attend. It is the Friends Annual Membership Meeting. Steve Grogan will attend also.
- **CPL Full Staff Meeting** – The next CPL Full Staff meeting is Friday, November 4th at 9am, Jim Lechner is scheduled to attend.

- **Town of Chili Newsletter Fall/Winter 2011** – The Library has a section (pages 22-26) in the Fall/Winter 2011 Town of Chili Newsletter

- **Donated School Supplies** – Staff of the Chili Public Library delivered eleven boxes of donated school supplies to School #19 on Seward Street. This is the 11th year the library collected donations for the school.

- **Staff Exchange** - Cathy Kyle Teen Librarian took part in a Staff Exchange program at the Wheatley Branch Library. The purpose of the Staff Exchange is to allow staff to experience how other libraries perform their duties.

- **CPL Statistics** –

<table>
<thead>
<tr>
<th></th>
<th>August 2010</th>
<th>August 2011</th>
<th>% change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circulation</td>
<td>35,672</td>
<td>32,171</td>
<td>-9.8%</td>
</tr>
<tr>
<td>Library visits</td>
<td>18,629</td>
<td>17,516</td>
<td>-5.9%</td>
</tr>
<tr>
<td>Reference questions</td>
<td>2395</td>
<td>2463</td>
<td>2.8%</td>
</tr>
<tr>
<td>Programs</td>
<td>27</td>
<td>38</td>
<td>40.7%</td>
</tr>
<tr>
<td>Program attendance</td>
<td>828</td>
<td>694</td>
<td>-16.1%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Sep 2009- Aug 2010</th>
<th>Sep 2010- Aug 2011</th>
<th>% change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circulation</td>
<td>392,655</td>
<td>380,586</td>
<td>-3.0%</td>
</tr>
<tr>
<td>Library visits</td>
<td>198,411</td>
<td>193,858</td>
<td>-2.2%</td>
</tr>
<tr>
<td>Reference questions</td>
<td>28,802</td>
<td>27,176</td>
<td>-5.6%</td>
</tr>
<tr>
<td>Programs</td>
<td>504</td>
<td>524</td>
<td>3.9%</td>
</tr>
<tr>
<td>Program attendance</td>
<td>14,220</td>
<td>14,137</td>
<td>-0.6%</td>
</tr>
</tbody>
</table>

**Old Items:**

- **Approval of the Updated Proposed 2012 Library Budget submitted to the Supervisor**

  Ever since the Library Board approved the proposed 2012 Library Budget at their August meeting, new figures have been determined for pension and medical. The Director requests the Library Board approve the updated proposed 2012 Library Budget submitted to the Supervisor.

  **Board Action Requested:** Approve the updated proposed 2012 Library Budget submitted to the Supervisor
A motion was made to approve the updated proposed 2012 Library Budget submitted to the Supervisor. The motion was passed by five in favor, none opposed.

- **Public Library Construction Grant**–The MCLS Library Board has approved the Chili Public Library’s grant application of $18,481 for the Children’s Area Renovation. The next step is final approval by the State Library.

- **Summer Reading** - Experts in the field of child brain development and reading research agree on the value of strengthened literacy skills gained by children who read during the summer months. To that end, the Library has taken part in the State’s Summer Reading Program ‘One World, Many Stories’ for children, and ‘You are Here’ for teens. The Library also utilized for the first time the online registration tool, “Summer Reader,” which made the logging of one’s reading progress a breeze. All in all it was a very successful summer reading program at CPL.
  - This year, 655 children signed up for summer reading and read 203,670 minutes! 1,571 children also took part in 41 summer reading events at the Library. Nathan Micillo and Rachel Kerr were the two lucky winners of the Five Star Bank Bike Raffle.
  - 49 teens registered for the program and read 99 books. 114 teens also took part in 24 summer reading events at the Library and Sara Wright won an iPod shuffle.
  - Adults who took part in the program read 749 books and Ella Trenton was the winner of the Wegmans $50 gift card raffle.

**New Items:**

- **LLSA Aid** - Because last year the State Library Development did not determine the final amount for Local Library Support Aid for 2010-2011 until after the end of the MCLS fiscal year, estimated payments were made to system members. As a result, members were paid an amount above what was actually received from the State by the System. The amount of overpayment is being deduction for the library’s current year level. The original payment was $6,704. $621 will be deducted from this payment – the actual amount to be received is $6,083.

- Mr. Lechner notified the Library Board, the CD account 1149 in the amount of $8,856.05 has been transferred to the money market account.

**Other updates:**

- Discussion around NYS and Pennsylvania libraries that have been impacted by hurricane floods. Mr. Ziblut will query our board members for ideas on how we could help.

**Committee Updates:**
Long Range Planning committee meeting is being scheduled for October.

Meeting Adjourned 6:46 PM

Next meeting date/time: October 25, 2011 at 6:00 PM – CPL Barbara Ireland Room.
Meeting Minutes, Chili Public Library Board of Trustees Meeting - APPROVED
October 25, 2011

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

President Myers convened the meeting at 6:01 PM.
Approved meeting agenda by six in favor, none opposed. (Mr. Grogan arrived late)
Approved minutes of September 27, 2011 meeting by six in favor, none opposed. (Mr. Grogan arrived late)
Approved abstract: $17,656.00 by seven in favor, none opposed.

Communications

Guests/Public:
None.

Friends of CPL Report:
Diana Romeo reported their annual meeting was well attended, and that they had a guest speaker. She also reported that fundraising from the Wendy’s coupon fundraiser has concluded, and the proceeds will go toward a new DVD cabinet for the library. The annual Friends membership reminder drive begins next week. Library board trustees are encouraged to join Friends.

Town Board Liaison:
Mike Slattery – no update.

Director’s Report

Discussion and Actions as Noted
- Friends of the CPL Board – The next meeting of the Friend’s Board is Tuesday, November 8th at 6pm. Chris Reece will attend.

- CPL Full Staff Meeting – The next CPL Full Staff meeting is Friday, November 4th at 9am, Jim Lechner is scheduled to attend.

- Save the Date – The annual Christmas Holiday Party is Friday, December 9, 2010 from 5:30pm – 7:30pm.

- Staff Exchange – Nancy Mack and Deb Amesbury took part in the MCLS Staff Exchange program. Nancy visited the Central Library’s Circulation Desk, and Deb visited the Central Library Children’s Division. The purpose of the Staff Exchange is to allow staff to experience how other libraries perform their duties.
• **CPL Statistics** –

<table>
<thead>
<tr>
<th></th>
<th>September 2010</th>
<th>September 2011</th>
<th>% change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circulation</td>
<td>31,173</td>
<td>27,314</td>
<td>-12%</td>
</tr>
<tr>
<td>Library visits</td>
<td>15,869</td>
<td>14,369</td>
<td>-9%</td>
</tr>
<tr>
<td>Reference questions</td>
<td>1,931</td>
<td>2,066</td>
<td>7%</td>
</tr>
<tr>
<td>Programs</td>
<td>46</td>
<td>38</td>
<td>-17%</td>
</tr>
<tr>
<td>Program attendance</td>
<td>1,132</td>
<td>1,008</td>
<td>-11%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Oct 2009- Sep 2010</th>
<th>Oct 2010- Sep 2011</th>
<th>% change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circulation</td>
<td>389,779</td>
<td>368,087</td>
<td>-6%</td>
</tr>
<tr>
<td>Library visits</td>
<td>200,828</td>
<td>188,085</td>
<td>-6%</td>
</tr>
<tr>
<td>Reference questions</td>
<td>28,465</td>
<td>27,022</td>
<td>-5%</td>
</tr>
<tr>
<td>Programs</td>
<td>513</td>
<td>518</td>
<td>1%</td>
</tr>
<tr>
<td>Program attendance</td>
<td>14,261</td>
<td>13,664</td>
<td>-4%</td>
</tr>
</tbody>
</table>

• **Donations to CPL** – Recently the Library received two generous donations. The Chili Grange #383 having disbanded donated $1,000 to the Library. The funds will be used to purchase a needed digital wall display unit. The estate of David F. Henderson, Jr. donated $5,000 to the Library. This donation will go toward the purchase of new end caps for the Children’s Area Renovation Project.

**Old Items:**

• **Timeline of the Children’s Area Renovation Project** – The Director will present the expected timeline of the Children’s Area Renovation Project.

**New Items:**

• **Approval of Proposed CPL Board of Trustees 2012 meeting dates:**

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

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

**Board Action Requested:** The Library Board approves the proposed CPL Board of Trustees 2012 meeting dates as presented

A motion was made to approve the proposed CPL Board of Trustees 2012 meeting dates. The motion was passed by seven in favor, none opposed.

**Approval of Chili Public Library Proposed 2012 Closed Dates:** The Director is proposing that the library be closed the following dates for 2012.

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 1</td>
<td>Sunday</td>
<td>New Years Day</td>
</tr>
<tr>
<td>January 2*</td>
<td>Monday</td>
<td>New Years Day (observed)</td>
</tr>
<tr>
<td>January 16*</td>
<td>Monday</td>
<td>Martin Luther King Day</td>
</tr>
<tr>
<td>February 20</td>
<td>Monday</td>
<td>President’s Day</td>
</tr>
<tr>
<td>April 6</td>
<td>Friday</td>
<td>Good Friday</td>
</tr>
<tr>
<td>April 7</td>
<td>Saturday</td>
<td>Easter weekend</td>
</tr>
<tr>
<td>April 8</td>
<td>Sunday</td>
<td>Easter</td>
</tr>
<tr>
<td>May 26</td>
<td>Saturday</td>
<td>Memorial Day weekend</td>
</tr>
<tr>
<td>May 28*</td>
<td>Monday</td>
<td>Memorial Day (observed)</td>
</tr>
<tr>
<td>July 4*</td>
<td>Wednesday</td>
<td>Independence Day</td>
</tr>
<tr>
<td>September 3*</td>
<td>Monday</td>
<td>Labor Day (observed)</td>
</tr>
<tr>
<td>October 8**</td>
<td>Monday</td>
<td>Staff Training Day (Columbus Day)</td>
</tr>
<tr>
<td>November 21</td>
<td>Wednesday</td>
<td>Close @ 5PM</td>
</tr>
<tr>
<td>November 22*</td>
<td>Thursday</td>
<td>Thanksgiving Day</td>
</tr>
<tr>
<td>December 24*</td>
<td>Monday</td>
<td>Christmas Eve</td>
</tr>
<tr>
<td>December 25*</td>
<td>Tuesday</td>
<td>Christmas Day</td>
</tr>
<tr>
<td>December 31</td>
<td>Monday</td>
<td>Close @ 5PM</td>
</tr>
</tbody>
</table>

Closed Saturdays: June 2 – September 1  Closed Sundays: May 6 – September 30

Only veterans will have Veteran’s Day off (Monday November 12th) as a paid holiday
*Paid holidays for full time employees. Prorated holiday pay for part-time staff who works 18.75 or more hours per week.
**Paid staff day.

**Board Action Requested:** The Library Board approves the proposed 2012 closed dates for Chili Public Library.

A motion was made to approve the proposed 2012 closed dates for Chili Public Library. The motion was passed by seven in favor, none opposed.

**Approval of Revised CPL Children’s Programming Policy** – The director requests the Library Board approve a revision to the Library’s Children’s Programming Policy which includes; a statement regarding patrons who repeatedly fail to attend programs they
have registered, and requiring a peanut free environment at programs for children with allergies.

- The policy was reviewed and a minor wording change was suggested as an amendment.

**Board Action Requested:** Approve the Revised CPL Children’s Programming Policy with amendments.

A motion was made to approve the Revised CPL Children’s Programming Policy as described. The motion was passed by seven in favor, none opposed.

- **Approval of a New Chili Public Library Logo** – The director requests the Library Board approve a new CPL logo that will be presented at the meeting.

**Board Action Requested:** Approve the New Chili Public Library Logo as Presented.

A motion was made to approve the New Chili Public Library Logo as Presented. The motion was passed by seven in favor, none opposed.

- **eBooks Discussion** – The Director will discuss current and future Library activities as regarding eBooks. The Director will participate in a Director’s Council in January on eBooks. He will provide feedback to the board in February 2012.

**Other updates:**

- Mr. Ziblut thanked Diana Romeo and Friends for their support of a down-state library devastated by the recent flood.

- **50\textsuperscript{th} Anniversary Plans** – Director informed the board that the staff has been meeting to decide on programs to celebrate the 50\textsuperscript{th} anniversary. The Supervisor has offered some financial support from the town to go toward the celebration. More details to follow.

Meeting Adjourned 7:07 PM

**Next meeting date/time:** November 15, 2011 at 6:00 PM – CPL Barbara Ireland Room.
Meeting Minutes, Chili Public Library Board of Trustees Meeting-APPROVED
November 15 27, 2011

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

President Myers convened the meeting at 6:02 PM. Mr. Ziblut was absent. Approved meeting agenda by five in favor, none opposed. (Ms. Wynn arrived late)
Approved minutes of October 25, 2011 meeting by five in favor, none opposed. (Ms. Wynn arrived late)
Approved abstract: $5,960.97 by six in favor, none opposed.

Communications

Guests/Public: None present
Town Board Liaison: Not present
Friends representative: Not present

Director’s Report

Discussion and Actions as Noted

- **Friends of the CPL Board** – The next meeting of the Friend’s Board in December is cancelled.

- **CPL Full Staff Meeting** – The next CPL Full Staff meeting is Friday, January 6, 2012. Jim Myers to attend.

- **Save the Date** – The annual Christmas Holiday Party is Friday, December 9, 2011 from 5:30pm – 7:30pm.

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

- **CPL Statistics** –

<table>
<thead>
<tr>
<th></th>
<th>2010</th>
<th>2011</th>
<th>% change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circulation</td>
<td>32,550</td>
<td>27,648</td>
<td>-15%</td>
</tr>
<tr>
<td>Library visits</td>
<td>17,346</td>
<td>14,888</td>
<td>-14%</td>
</tr>
<tr>
<td>Reference questions</td>
<td>2,228</td>
<td>2,195</td>
<td>-1%</td>
</tr>
<tr>
<td>Programs</td>
<td>44</td>
<td>47</td>
<td>7%</td>
</tr>
<tr>
<td>Program attendance</td>
<td>971</td>
<td>1,050</td>
<td>8%</td>
</tr>
</tbody>
</table>
Old Items:

- **Children’s Area Renovation Project Update** – The Director presented the expected timeline of the Children's Area Renovation Project.

New Items:

- **Authorization of Entering into an Agreement with the Monroe County Library System Designating its Current Director, to Act as Its Sole Agent in Providing Services as MCLS Town Liaison**

  The Town Library Directors from the Monroe County Library System nominate a Town Director for a three year term to act on behalf of the Town Libraries as MCLS Town Liaison. The CPL director Jeff Baker has been nominated to serve as the next MCLS Town Liaison serving a three year term beginning January 1, 2012.

  **Board Action Requested:** Authorize Entering into an Agreement with the Monroe County Library System Designating its Current Director, to Act as Its Sole Agent in Providing Services as MCLS Town Liaison as Described

  A motion was made to authorize Entering into an Agreement with the Monroe County Library System Designating its Current Director, to Act as Its Sole Agent in Providing Services as MCLS Town Liaison as Described. The motion was passed by six in favor, none opposed.

- **Front of the Library Landscaping** –The Director met with the Head of the Highway Department to discuss ways to make the front of the Library looks as nice as the Library's Interior.

- **Library Street Signs** –The Director has asked the Head of the Highway Department to get agreement from the State to place Library Symbol Street signs on Chili Avenue and Scottsville-Chili Roads. This will make it much easier for patrons to find the Library.

- **Review of Chili Public Library 2011 Goals**

  The Director reviewed with the Library Trustees the CPL goals accomplished in 2011.

System News:
• No news to report.

Meetings and Workshops:
  Directors Council Meeting – 11/3/11
  Highway Dept Head Meeting – 11/3/11
  CPL Full Staff Meeting – 11/4/11
  Town Library Director's Council Meeting – 11/10/11

Meeting Adjourned 7:11 PM

Next meeting date/time: December 13, 2011 at 6:00 PM – CPL Barbara Ireland Room.
Meeting Minutes, Chili Public Library Board of Trustees Meeting - APPROVED
13 December 2011

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

President Myers convened the meeting at 6:00 PM. Mr. Grogan, Ms. Reece, and Ms. Wynn were absent.

Approved meeting agenda by four in favor, none opposed.
Approved minutes of Nov. 15, 2011 meeting by four in favor, none opposed.
Approved abstract: $24,644.24 by four in favor, none opposed.

Communications

Guests/Public:
None

Friends of CPL Report:
Diana Romeo reported that the Friends made $305 on the sale of Wendy’s coupon booklets as of the end of November. They are seeking other fundraising ideas and will discuss at future Friends Board meetings. A book sale is scheduled for the second week of February.

Town Board Liaison:
Mike Slattery said that the Town had had some available funds for the 2011/2012 budget and he and the Supervisor suggested that they be given to the Library. Council members agreed and the funds in the amount of $9918 will be added to the materials budget. The Library Trustees all thanked Mr. Slattery for his support of the Library.

Director’s Report

General Information:

- **Friends of the CPL Board** – The next meeting of the Friend’s Board in January 10 at 6pm. Chris Reece and Steve Grogan are signed up to attend.

- **CPL Full Staff Meeting** – The next CPL Full Staff meeting is Friday, January 6 at 9am. Jim Myers is scheduled to attend.
CPL Statistics –

<table>
<thead>
<tr>
<th></th>
<th>November 2010</th>
<th>November 2011</th>
<th>% change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circulation</td>
<td>31,708</td>
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<td>-10%</td>
</tr>
<tr>
<td>Library visits</td>
<td>16,297</td>
<td>14,282</td>
<td>-12%</td>
</tr>
<tr>
<td>Reference questions</td>
<td>2,224</td>
<td>2,049</td>
<td>-8%</td>
</tr>
<tr>
<td>Programs</td>
<td>45</td>
<td>39</td>
<td>-13%</td>
</tr>
<tr>
<td>Program attendance</td>
<td>1,170</td>
<td>1,138</td>
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</tr>
<tr>
<td>Reference questions</td>
<td>27,960</td>
<td>26,814</td>
<td>-4%</td>
</tr>
<tr>
<td>Programs</td>
<td>512</td>
<td>518</td>
<td>1%</td>
</tr>
<tr>
<td>Program attendance</td>
<td>13,934</td>
<td>13,711</td>
<td>-2%</td>
</tr>
</tbody>
</table>

Mr. Baker noted that the regional library directors are looking into the circulation statistics provided by the new LAS system to determine if the circ figures being generated are accurate.

New Items:

- **Approval of Testa Construction’s bid for the construction component of the Children’s Area Renovation Project**
  Bid documents were made available at the Chili Public Library from October 28 – November 18 requesting for sealed bids for a single general contract for construction of alterations in accordance with the documents entitled “Alterations to Chili Public Library, Rochester, New York”. The Library received the following two sealed bids for the construction component of the Children’s Area Renovation Project.

<table>
<thead>
<tr>
<th>Company</th>
<th>Bid Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Testa Construction</td>
<td>$18,000</td>
</tr>
<tr>
<td>Kuitems Construction Inc</td>
<td>$22,486</td>
</tr>
</tbody>
</table>

The director recommends the Library Board approve the Testa Construction’s bid for the construction component of the Children’s Area Renovation Project.

*Action requested: Approve Testa Construction’s bid for the construction component of the Children’s Area Renovation Project.*

A motion was made and seconded to approve Testa Construction’s bid for the construction component of the Children’s Area Renovation Project. The motion passed by four in favor, none opposed.
• **Approval of 2011 Budget Transfer of Library Funds**
  Request to transfer $500 from account 03.7410.4000.000 (Contractual) to account 03.7410.4081.000 (Telephone).
  *Action requested: Approve 2011 Budget Transfer*

• **Approval of 2011 Budget Transfer of Library Funds**
  Request to transfer $1,500 from account 03.7410.4000.000 (Contractual) to account 03.7410.4083.000 (Travel/Conference).
  *Action requested: Approval 2011 Budget Transfer*

• **Approval of 2011 Budget Transfer of Library Funds**
  Request to transfer $500 from account 03.7410.4000.000 (Contractual) to account 03.7410.4087.000 (Custodial).
  *Action requested: Approval 2011 Budget Transfer*

• **Approval of 2011 Budget Transfer of Library Funds**
  Request to transfer $900 from account 03.7410.4000.000 (Contractual) to account 03.7410.4089.000 (Other Operations).
  *Action requested: Approval 2011 Budget Transfer*

A motion was made and seconded to approve the four action items authorizing budget transfers of library funds. The motion passed by four in favor, none opposed.

**System News:**

• No news to report.

**State news:**

• No news to report.

Mr. Lechner requested approval for his three month absence from Board meetings and the Board President approved the request.

Meeting Adjourned 6:30 PM

**Next meeting date/time: January 24, 2012 at 6:00 PM – CPL Barbara Ireland Room.**