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

Library Director: Jeff Baker

Town Liaison: Mary Sperr

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

Library Director: Jeff Baker

Town Board Liaison: Mary Sperr

Absent: none

Excused: Jim Lechner

President Jill Wynn convened the meeting at 6:02

Approval of agenda: Motion made by Lori; 2nd by Barbara

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

Approval of minutes of December 17, 2013: Motion made by Judith; 2nd by Andrew

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

Approval of abstract amt $ 19,319.57: Motion made by Susan; 2nd by Barbara

In favor- 7; opposed- 0; abstained- 0

Communications

- Guests/Pulic: none

- Town Board liaison: Mary gave information about the Chamber golf tournament; August 4, 2014 at Brooklea Country Club. Non-golfers can participate by attending the dinner after golfing is complete. Jill encouraged Board members to try to participate in some way.

- Friends representative--- A representative will attend the April, August and December board meetings. Bob Pacer reiterated the importance of the golf tournament; the funds raised will be donated to the CPL and Gates library Friends groups. Volunteers are needed for many tasks. The winter book sale is February 6-9; the leftover books will be donated to the Salvation Army and a group assisting Vietnamese families.

Director’s Report

General Information:

- Friends of the CPL Board Meeting – The next meeting of the Friend’s Board is Tuesday, February 11th at 6pm. Andrew Lucyzyn to attend. The Friends Board book sale is February 6-9, 2014.
Jenn Lindsey Adult Reference Librarian Report – The Director will be having different staff members introduce themselves and give reports to the library board throughout the year. Jenn Lindsey, th Adult Reference Librarian for the library, spoke at this meeting.

Jenn talked about herself and her position at the library for a few minutes. She has been at CPL for 11 years; she was the Children’s librarian and is now the Adult librarian. She purchases the nonfiction and biographies. She organizes the adult and “new adult” programs. Jenn assists Jeff with statistics and revision of policies, outreaches monthly to a senior center and the community, and is on the decorating and long range planning committees. She is the point person for the “collection development project: and just took over the supervision of the pages. Jenn has attended “emerging leaders” workshops and hope to participate in a 3 year NYLA leadership academy which includes taking 10 classes offered in June and at the NYLA fall conference.

CPL Statistics –

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<th>December 2013</th>
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<td>Library visits</td>
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<td>Reference questions</td>
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<tr>
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<tr>
<td>OverDrive</td>
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<td>OverDrive</td>
<td>11,478</td>
<td>7,794</td>
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CPL 2013 Audit - The 2013 audit will be completed the first week of February and results reported by Bonn, Dioguardi & Ray, LLP at the library board’s April meeting.

Seventh Annual Spring Teen Photo Contest – Between February 1 and March 31, 2014, the Chili Public Library will be accepting photos for our Seventh Annual Teen Photo Contest. This contest is open to all teens ages 12-18 years of age and living in Monroe County. The contest will be divided into two age divisions: 12-15 years and 16-18 years. Photos will be available for public viewing during the month of April and winners will be announced in May.

2014 SnapShotNY: The library will be joining New York’s libraries in SnapShotNY: A Day in the Life of a Library by collecting photographs and videos on Thursday, January 23rd. On that day we will track the following statistics: How many patron visits?, How many people used our public computers?, How many reference questions did our staff answer?, How many children participated in programs (including school visits as well as library-sponsored programs)?, How many adults
participated in programs?, What was the total circulation for the day?, How many hits did our website receive? This information will be uploaded to the protectnylibraries.org website.

- **State Aid:** State aid from the Governor may be cut by 4.7%. Community members are encouraged to contact elected representatives now to support restoring library aid funding in the FY14-15 budget. See this web site for information: http://www.nyla.org/max/4DCGI/cms/review.html?Action=CMS_Document&DocID=58&MenuKey=advocacy

**New Items:**
- **Chili Public Library Lost and Found Policy.**
The library does not have a lost and found policy. The director distributed CPL Lost and Found Policy for review and discussion. Discussion items included: should “flash drives” be addressed and what happens to books that belong to other libraries? Jeff will make some changes and bring it back to the Board next month.

- **Authorization of funds for Staff Training Day on October 13, 2014** – The Library Board has approved a training day for staff to be held on October 13th when the Library is closed to the public. The director requests funds to pay for this training.

**Board Action Requested:** Authorize the use of Memorial Fund expenditures for Staff Training Day to be held on October 13, 2014 in the amount not to exceed $1,000.

Discussion: Jeff said that the staff training committee will start making plans in March/April for the training event.

A motion was made to approve the use of Memorial Fund expenditures for Staff Training Day to be held on October 13, 2014 in the amount not to exceed $1,000.

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

- **Approval of use of the Wickins Fund** - Approval of use of the Wickins Memorial Fund to purchase two new Virco Text Mobile Tilt-Top Tables in the amount of $1,432 to compliment the four tables purchased from bullet aid last year, and to purchase 1,000 checkpoint Discmate single DVD security cases in the amount of $2,500 for the Children’s area for a total of $3,932.

**Board Action Requested:** Approve the use of Wickins Memorial Fund in the amount of $3,932 to purchase two new tables and 1,000 DVD security cases.

Discussion: Jeff let the Board know that these items are not in the standing library budget. The remaining old tables will be put out for sale at the Friends book sale in February. The Wickins Memorial Fund is currently a $5,000 CD that is not due yet; taking the funds early will incur a $6.00 fee for early withdrawal.

A motion was made to the use of Wickins Memorial Fund in the amount of $3,932 to purchase two new tables and 1,000 DVD security cases.
Motion made by Judith, 2nd by Barbara
In favor- 6; opposed- 0; abstained- 0

Committee Reports:

The Personnel committee has organized an evaluation procedure for the CPL Director. It will gather information from CPL employees, the Board, and the Director. The committee asked Board members to evaluate the CPL director in hard copy or electronically. A hard copy of the evaluation was handed out at the meeting, to be completed and returned by the February 25th meeting.

System News: None to report

State news: None to report

Meetings and Workshops:
- MCLS Special Services Operations Committee Meeting – 12/20/13
- CPL Full Staff Meeting – 1/3/14
- Gates-Chili Chamber of Commerce Golf Fundraiser Meeting– 1/6/14
- Oversaw Adult Book Discussion Program – 1/7/14
- Directors’ Council Meeting – 1/8/14
- MGM Meeting – 1/12/14
- CPL Friends Board Meeting – 1/14/14
- PinPoint Meeting – 1/15/14
- MCLS Director’s Retreat – 1/16/14
- CPL Personnel Committee Meeting – 12/17/13
- MCLS Special Services Operations Committee Meeting – 1/17/14
- CPL Friends President Meeting – 1/21/14
- RPL/MCLS Joint Board Meeting – 1/22/14
- Gates-Chili Chamber of Commerce Golf Fundraiser Meeting– 1/23/14
- MGM Meeting – 1/27/14

Adjourn 6:46pm

Next meeting date/time: February 25, 2014 @ Chili Public Library Barbara Ireland Community Room. 6pm.
President Jill Wynn convened the meeting at 6:04

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

Approval of minutes of January 28, 2014: Motion made by Andrew; 2nd by Judith
In favor- 6; opposed- 0; abstained- 0

Approval of abstract amt $13,511.82 : Motion made by Lori; 2nd by Barbara
In favor- 7; opposed- 0; abstained- 0

Communications
- Guests/Pulic: none
- Town Board liaison: Golf tournament planning is moving along. Non-golfers may be interested in the dinner and/or auction; this is a nice fund opportunity.
- Friends representative--- A representative will attend the April, August and December board meetings.

Director’s Report

General Information:
- **Friends of the CPL Board Meeting** – The next meeting of the Friend’s Board is Tuesday, March 11th at 6pm. Judith Kharbas has volunteered to attend.
• **Cathy Kyle Teen Librarian Report** – Throughout the year the Director will be having different staff members introduce themselves and give reports to the library board.

  Cathy is the teen librarian; she feels they need a strong voice. At this time there is no dedicated space for teens; staff are trying to find a solution. Cathy works with the Churchville-chili middle school librarian; she goes to the school on occasion. Cathy is on the “teen book festival committee”; 30 authors from around the country will attend this system-wide event on Sat. May 17 at Nazareth College. The photo contest for teens will be the first Saturday in May this year. Cathy is interested in technology; she is in charge of the CPL web site and is interested in using social media with patrons. Cathy also: presented on usability to MCLS staff; is a “15 minute tech tutor” at CPL; and is in the MCLS “emerging leaders” group.

• **CPL Statistics** –

<table>
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<th></th>
<th>2014</th>
<th>2013</th>
<th>% change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circulation</td>
<td>25,994</td>
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<td>-9%</td>
</tr>
<tr>
<td>Library visits</td>
<td>12,151</td>
<td>13,729</td>
<td>-11%</td>
</tr>
<tr>
<td>Reference questions</td>
<td>1,947</td>
<td>2,028</td>
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</tr>
<tr>
<td>Programs</td>
<td>60</td>
<td>59</td>
<td>2%</td>
</tr>
<tr>
<td>Program attendance</td>
<td>1,065</td>
<td>986</td>
<td>8%</td>
</tr>
<tr>
<td>OverDrive</td>
<td>1,531</td>
<td>955</td>
<td>60%</td>
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</table>

• **MCLS Support Staff Conference** – MCLS is offering a Support Staff Conference for support staff (pages, clerks and library assistants) to be held February 26-28. On February 26th Donna Belliveau, the library’s principal library clerk, will be presenting the topic “Navigating UMS with Patrons” in the Barbara Ireland Community Room. On February 28th Library Assistant Jill Sutter, Principal Library Clerk Deb Amesbury, and Page Valerie Scheg will be performing a skit “Direct(or) Communication at the Webster Public Library. These are half-day sessions; locations are: 26th: CPL; 27th: Webster; 28th: Pittsf ord.

• **CPL 2013 Audit** - The 2013 draft Library audit by Bonn, Dioguardi & Ray, LLP will be distributed at the February meeting. The auditors will give their report to the Library Board at the March meeting.

• **Closing Procedure Due to Weather Conditions, Loss of Electricity or Loss of Water** - The director will share with the Library Board the closing procedure that is currently in place for closing the library due to weather conditions, loss of electricity, or loss of water.

• **Results of Impact Survey** - The library put on its website an online impact survey from the University of Washington Information School and the Bill and Melinda Gates Foundation from January 27 – February 11, 2014. The free online tool is used to find out how residents benefit
from access to the technology resources the library offers. The library director will share the results of the survey. A total of 111 patrons completed the survey.

New Items:

- **Approval of the Chili Public Library Lost and Found Policy.**

  The library currently does not have a lost and found policy. The director updated the draft of the policy based on suggestions from the library board at the January meeting. The director requests the library board approve the distributed CPL Lost and Found Policy. **Approve the Chili Public Library Lost and Found Policy as written.**

  Discussion: none

  **A motion was made** to Approve the Chili Public Library Lost and Found Policy as written.

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


  **Action Request: Approve the Chili Public Library Long Range Plan 2014-2018 as presented.**

  Discussion: goal 1 of brainstorming for fundraising is an important topic.

  **A motion was made** to Approve the Chili Public Library Long Range Plan 2014-2018 as presented.

  Motion made by Andrew, 2nd by Barbara
  In favor- 6; opposed- 0; abstained- 0

- **Approval of 2013 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 2013 Chili Public Library System State Annual Report.**

  Discussion: none
A motion was made to Approve the 2013 Chili Public Library System State Annual Report.

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

- Approval of Tuition Reimbursement for Adult Services Librarian Attending the NYLA Leadership and Management Academy - The New York Library Association's Library Leadership and Management Academy is an educational program for emerging leaders in the library profession. Participants will gain the skills and knowledge they need to advance up the career ladder in library management. Enrollment in the Library Leadership and Management Academy is limited initially to 40 students each year. Enrollees are required to complete ten courses over a three year period to receive a Leadership and Management Academy Certificate. Qualifying courses are generally offered around the Annual Conference (Oct. - Nov.) and during June in Saratoga Springs. The program cost $800. The director requests that the library reimburse Jennifer Lindsey up to $500 from the Memorial Fund to attend the Academy.

Action Requested: Approve Tuition Reimbursement of Adult Services Librarian Attending the NYLA Leadership and Management Academy an amount up to $800 from the CPL Memorial Fund.

Discussion: The director requested reimbursement of up to $500; the Board discussed the importance of supporting the development of staff and voiced interested in funding the total amount of $800. This is a 3 year commitment involving attendance at annual conferences for a total of 6 training sessions. The Director gave his assurance that the Librarian could commit to all sessions. The certificate will provide good training for possible future advancement. Librarian will be required to submit a report to the Board after each training.

A motion was made to Fund Tuition Reimbursement of Adult Services Librarian Attending the NYLA Leadership and Management Academy an amount up to $800 from the CPL Memorial Fund.

Motion made by Judith, 2nd by Barb
In favor- 6; opposed- 0; abstained- 0

- Approval of increasing prices of items for in-house book sale. Currently hard cover books sell for $1.50 and paperbacks are $.75. It is requested the prices are raised to $2 and $1 respectively. All other items will remain the same price. The change would become effective March 11, 2014.

Action Requested: Increase the prices of the hardcover and paperback books from the inhouse booksale as described.

Discussion: It was noted that this is different than the Friends’ book sale.

A motion was made to: Increase the prices of the hardcover and paperback books from the inhouse booksale as described.
Motion made by Judith, 2nd by Barb
In favor- 6; opposed- 0; abstained- 0

System News:

- **Advocacy Visit on February 24th** - The Director and Library Board President are scheduled to meet with Senator Ranzenhofer and other library administrators he represents on February 24th to advocate for State funding for libraries. Senator Ranzenhofer will visit CPL on March 15, 2014.

State news:
- None to report

Meetings and Workshops:
- Chili Town Department Heads Meeting – 1/29/14
- MGM Meeting – 2/3/14
- Directors’ Council Meeting – 2/5/14
- CPL Full Staff Meeting – 2/7/14
- MGM Meeting – 2/10/14
- CPL Friends Board Meeting – 2/11/14
- MCLS Special Services Operations Committee Meeting – 2/21/14
- Gates-Chili Chamber of Commerce Golf Fundraiser Meeting– 2/24/14
- Senator Ranzenhofer Advocacy Meeting – 2/24/14
- MCLS Board Meeting – 2/24/14
- Gates-Chili Chamber of Commerce State of the Town Address – 2/25/14

Committees
- Personnel committee: thanked members for submitting Director evaluations; committee will proceed with evaluation.

Old Business

New Business
- Barbara and Jill asked to be excused from the March meeting.

Adjourn 7:15

Next meeting date/time: March 25, 2014 @ Chili Public Library Barbara Ireland Community Room. 6pm.
Draft
Meeting Minutes, Chili Public Library Board of Trustees Meeting
March 25, 2014

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

Present: Judith Kharbas, Susan Ackerman, Lorraine Ahearn, Andrew Lucyszyn
Library Director: Jeff Baker
Town Board Liaison: Mary Sperr

Absent: none
Excused: Jim Lechner, Jill Wynn, Barbara Sickles

Judith Kharbas convened the meeting at 6:03

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

Approval of minutes of Feb 25, 2014: Motion made by Andrew; 2nd by Lori
In favor- 4; opposed- 0; abstained- 0

Approval of abstract amt $24,908.33 : Motion made by Andrew; 2nd by Lori
In favor- 4; opposed- 0; abstained- 0

Communications
- Guests/Pulic: none
- Town Board liaison: Mary thanked Jeff and Jill for hosting Senator Razenhoffer at the library on March 15. Preparations for the August golf tournament is moving along. They are getting the brochure ready to send out. Details will be posted on the Chamber web site.
- Friends representative--- A representative will attend the April, August and December board meetings.

Director’s Report

General Information:
- **Friends of the CPL Board Meeting** – The next meeting of the Friend’s Board is Tuesday, April 8th at 6pm. Lori Ahearn has volunteered to attend.
- **Stacey Martin Children's Librarian Report** – Throughout the year the Director will be having different staff members introduce themselves and give reports to the library board. Stacey Martin visited with the Board for a few minutes and talked about what she does, including the following:
  - Story time with Deb and Jill
  - Special programs
  - Purchasing materials
  - Outreach into the community: 1x/month story time at local day cares; to St. Pius for book talks; nursery schools come to the library for story time
  - Summer reading program; promote this at nursery schools, day cares and St Pius--- this summer’s theme is “Fizz, Boom, and Read” to promote STEM/STEAM programing and critical thinking skills. Introducing “Bed time math” - do a problem every day before bed.
  - Preschool Open House in January at CPL; 7 or 8 preschools had tables where parents could obtain information
  - Open Houses at Churchville Chili and Gates Chili kindergartens to promote CPL
  - Early childhood initiatives in Wheatland Chili and Gates Chili schools
  - Girl scouts and boy scouts meetings- to do crafts
  - Involved in “Read Across America”
  - Acts a consultant and partner to public school librarians

- **CPL Statistics** –

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<th></th>
<th>February 2014</th>
<th>February 2013</th>
<th>% of change</th>
</tr>
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<tbody>
<tr>
<td>Circulation</td>
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<td>-10.94%</td>
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<tr>
<td>Library Visits</td>
<td>12,815</td>
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<tr>
<td>Reference Questions</td>
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<td>11,816</td>
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<td>800.61%</td>
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- **Senator Ranzenhofer's Visit to the Library** – The Library hosted the Senator's Budget Forum on Saturday, March 15th. The crowd was overflowing and the venue was moved to the Town Meeting Room.
**Virtualization Project Progress Report** – The first phase of the Library’s Virtualization Project has been completed. PinPoint Group has built a new server that now functions as the Virtualization Host for the library’s virtualized staff desktops. Thin client desktops have been setup for each user and system upgrades have occurred.

**Rotary Club of Gates-Chili** – The Rotary Club of Gates-Chili donated $100 to the Library for a Teen Summer Writing Program. It has been shown that the Library’s Summer Reading program helps children maintain their reading levels during the summer. It is our goal to do the same for our resident teens as it relates to writing. The program will assist teens during the summer months to maintain and improve upon their writing skills. The donation will allow us to do this by providing writing kits for teens attending the group, help pay for a presenter from the Rochester Area Literacy Council, and produce a book of writings by the teens.

**Book Supports Donated** – The Library recently received 288 free book supports to be used as bookends from the State University at Brockport.

- **Consumer Reports** – The Monroe County Library System is now subscribing to the systemwide database Consumer Reports to which the Chili Public Library has access.

- **Volunteers Appreciation Luncheon** – In celebration of our volunteers, the library staff is having a volunteer appreciation luncheon on Wednesday, April 9th at 12 noon.

**New Items:**

- **Approval of 2013 Financial Audit** – A report by Missy Empey of Bonn, Dioguardi & Ray, LLP on the 2013 CPL financial audit will be given and reviewed at the March 2013 meeting.

  **Action Requested:** Approve the 2013 financial Audit as presented.

  Discussion: on page 2- unrestricted assets separated out info operating and furniture/equipment was done before so this report continued with this. Page 7- agency transactions was added this year. Page 9- note that copier lease is almost up.

  **A motion was made** to Approve the 2013 financial Audit as presented.

  Motion made by Lori : 2nd by Andrew
  In favor- 4; opposed- 0; abstained- 0
- **Approval of 2014-2015 Relamping Proposal** – In order to maintain proper lighting standards, the library will replace all of its lamps in two phases over a two year period. The director recommends the Library approve the lowest two year bid.

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<tr>
<td>Schuler-Hass Electric Corp</td>
<td>$4,260</td>
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<td>Lighting Darkness</td>
<td>$2,642</td>
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<td>$6,522</td>
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<tr>
<td>Electrical Contractors</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Hewitt Young</td>
<td>Combined</td>
<td>quote</td>
<td>$15,000</td>
</tr>
</tbody>
</table>

**Action requested:** Approve Lighting Darkness quote for relamping the library. Over two phases (2014/2015) in the amount of $2,642 in 2014 and $3,880 in 2015.

Discussion: Lighting Darkness’ quote seems low; Jeff confirmed that the quoted price is accurate and they are confident that they can complete the work satisfactorily.

**A motion was made** to Approve the Lighting Darkness quote for relamping the library. Over two phases (2014/2015) in the amount of $2,642 in 2014 and $3,880 in 2015.

Motion made by Lori; 2nd by Andrew
In favor- 4; opposed- 0; abstained- 0

**System News:**

- None to report

**State news:**

- **Governor’s Budget Update** – As of mid-March the Senate has proposed to adjust the Governor’s budget by $8 million for libraries - the $4 million cut by the Governor, plus an additional $4 million. The Assembly has proposed to adjust the Governor’s budget by $2 million for libraries – $2 million of the $4 million cut by the Governor.

**Meetings and Workshops:**

- MCLS Support Staff Conference 2/26/14 and 2/28/14
- Directors’ Council Meeting – 3/5/14
- CPL Grants Meeting – 3/5/14
- Full Staff Meeting – 3/7/14
- Golf Tournament Meeting – 3/10/14
- CPL Friends Board Meeting – 3/11/14
- Town Library Directors Meeting – 3/13/14
- Senator Ranzenhofer Budget Forum – 3/15/14
Committees
none

Old Business
none

New Business
none

Adjourn 6:44pm

Next meeting date/time: April 22, 2014 @ Chili Public Library Barbara Ireland Community Room. 6pm.
Meeting Minutes, Chili Public Library Board of Trustees Meeting APPROVED
April 22, 2014

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

Library Director: Jeff Baker
Town Liaison: Mary Sperr

Present: Judith Kharbas, Susan Ackerman, Lorraine Ahearn, Andrew Lucyszyn, Jim Lechner, Jill Wynn, Barbara Sickles
Library Director: Jeff Baker
Town Board Liaison: Mary Sperr

Absent: none
Excused: none

Jill Wynn convened the meeting at 5:59pm

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

Approval of minutes of March 25, 2014: Motion made by Jim; 2nd by Barbara
In favor- 7; opposed- 0; abstained- 0

Approval of abstract amt $ 26,926.33: Motion made by Lori; 2nd by Judith
In favor- 7; opposed- 0; abstained- 0

Communications

• Guests/Public: none

• Town Board liaison: Mary thanked Bob Pacer for his enthusiasm with the golf tournament work. At the Chamber dinner on April 30 awards were given out including the Civic Beautification award to the Town. Adam and Tom in the Recreation dept also was awarded attendance in programs has increased. The Summer 2014 Town of Chili Newsletter arrived in home today and looks good.

• Friends representative--- A representative will attend the April, August and December board meetings. Bob Pacer asked for continued support on the big 5 events for the year (2 book sales, golf tourney, recruitment to Friends, and July 4 parade.) Golf tourney volunteers still needed as well as donations for raffles and prizes. Jill thanked the Friends; Jim thanked Bob and Mary for such a spirited and enthusiastic report.

Director’s Report
General Information:

- **Friends of the CPL Board Meeting** – The next meeting of the Friend’s Board is Tuesday, May 13th at 6pm. Jim Lechner has volunteered to attend.

- **CPL Statistics** –

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<th>March 2014</th>
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<td>27,201</td>
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<td>Reference Questions</td>
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<td>1,870</td>
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<td>Programs</td>
<td>40</td>
<td>59</td>
<td>-32.20%</td>
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<td>Program Attendance</td>
<td>2,131</td>
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<td>Overdrive</td>
<td>1,354</td>
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<tr>
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<th>Month 2013 - Month 2014</th>
<th>Month 2012 - Month 2013</th>
<th>% of change</th>
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<td>Circulation</td>
<td>326,006</td>
<td>332,789</td>
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<tr>
<td>Library Visits</td>
<td>158,655</td>
<td>163,003</td>
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<td>Reference Questions</td>
<td>24,031</td>
<td>24,228</td>
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<td>Programs</td>
<td>559</td>
<td>520</td>
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<tr>
<td>Program Attendance</td>
<td>18,090</td>
<td>14,297</td>
<td>26.53%</td>
</tr>
<tr>
<td>Overdrive</td>
<td>12,498</td>
<td>8,803</td>
<td>42%</td>
</tr>
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- **Conversations in Race** - Last year the Friends & Foundation of the Rochester Public Library in collaboration with interested organizations provided the program “A Conversation on Race: A Process of Discovery” at selected libraries. The program is happening again this year and the date the Chili Public Library will be its host is Thursday, May 29 from 6pm-8pm. The program is meant to raise awareness about the impact of race in our everyday lives. Members of the community are invited to an open dialogue about race and its impact on all of us.

- **The New York Library Association’s Library** – [Jenn Lindsey has been chosen to be one of 40 students statewide accepted to the NYLA Leadership and Management Academy.](URL) Enrollees are required to complete ten courses over a three year period to receive a Leadership and Management Academy Certificate.

- **Windows washed** – The Town has washed the exterior windows of the Town Hall/Library Complex.

- **Outreach** - Children’s Librarian Stacey Martin along with Cathy Henderson from the Greece Public Library presented a workshop to Monroe 2-Orleans BOCES library staff and teachers on best new children’s books. Everyone greatly enjoyed the program and came away with great new titles.
• **Seventh Annual Teen Photo Contest** – The Chili Public Library has accepted final entries to the Teen Photo Contest. The awards ceremony will be Saturday, May 3rd from 10-11am. Currently the public can vote for their favorite photo. The photos are being displayed above the in-house book sale.

**New Items:**

• **MCLS Document of Understanding Committee** – The director will be on a newly created Library System committee to develop a draft MCLS Document of Understanding for the years covering 2015-2017.

• **MCLS ILS Research Team** – Cathy Kyle will be on a newly recreated team that will identify and research ILS vendors currently offering products suitable for use by a system the size of MCLS in preparation for a Request for Proposal process to replace the current ILS beginning in 2016. (Currently using CARL.)

• **Barring Procedures from the Library** – The director will review with the Library Board the barring policies and procedures the library currently implements. Jill suggested that CPL staff create a policy and bring this to the Board for approval; they are the front line and know what’s needed; use RPL as a reference.

**System News:**

• **Systemwide Contract for Constant Contact** – Due to the success of the Constant Contact online newsletters at the Chili and Fairport public libraries, MCLS will be implementing a systemwide contract to Constant Contact for its member libraries. When the new contract takes place, the Chili Public Library will be reimbursed funds left on our subscription. ($300-$400)

• **OverDrive Standing Order Plan** – The Director will review how the systemwide standing order plan for OverDrive has progressed of which the library supports.

**State news:**

• **FY2014-15 NYS Budget** – From the New York Library Association. “The budget is now finalized. Governor Cuomo’s Executive Budget Proposal cut Library Aid by $4M to FY2012-13 levels of $81.6M. The Assembly proposed increasing the Executive’s proposal by $2M to $83.6M. The Senate proposed increasing Library Aid beyond the Executive’s proposal by $8M to $89.6M. As the three proposals were reconciled into a final budget, **Library Aid has been set at $86.6M**, an increase of $5M over the Executive Budget, and $1M above FY2013-14. The $5M Legislative add to Library Aid is the largest since 2007 and the second largest in well over a decade. The FY2014-15 Budget also once again includes $14M for the Library Construction Aid Program.” Jim requested that a letter be sent from CPL Board to Senator and Assemblymen thanking them for their support. Jeff offered to do this.
Meetings and Workshops:
  MGM Meeting - 3/31/14
  Gates Chili Chamber Golf Tournament Meeting – 3/31/14
  Directors’ Council Meeting – 4/1/14
  CPL Reference and Circulation Staff Meetings – 4/4/14
  Constant Contact Conference Call – 4/7/14
  MGM Meeting - 4/7/14
  CPL Friends Board Meeting – 4/8/14
  CPL Volunteer Luncheon – 4/10/14
  MCLS Board Meeting – 4/21/14
  CPL Personnel Committee Meeting – 4/22/14

Committees
Jeff will get the budget committee together soon.

Old Business

New Business

Adjourn 6:53

Next meeting date/time: May 27, 2014 @ Chili Public Library Barbara Ireland Community Room. 6pm.
Meeting Minutes, Chili Public Library Board of Trustees Meeting APPROVED
May 27, 2014

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

Present: Judith Kharbas, Susan Ackerman, Lorraine Ahearn, Andrew Lucyszyn, Jim Lechner, Jill Wynn, Barbara Sickles
Library Director: Jeff Baker
Town Board Liaison: Mary Sperr

Absent: none
Excused: none

Jill Wynn convened the meeting at 6:15 (Board photograph taken beforehand)

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

Approval of minutes of April 22, 2014: Motion made by Lori; 2nd by Andrew
In favor- 7; opposed- 0; abstained- 0

Approval of abstract amt $43,251.78: Motion made by Judith; 2nd by Barbara
In favor- 7; opposed- 0; abstained- 0

Communications
• Guests/Public: none
• Town Board liaison: Mary reported that Jim Martin resigned as planning board chair
• Friends representative--- A representative will attend the April, August and December board meetings.

Director’s Report

General Information:
• Friends of the CPL Board Meeting – The next meeting of the Friend’s Board is Tuesday, June 10th at 6pm. Jim Lechner has volunteered to attend.

• CPL Statistics –
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<th>Month</th>
<th>April 2014</th>
<th>April 2013</th>
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<td>Circulation</td>
<td>27,266</td>
<td>29,713</td>
<td>-8.24%</td>
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<tr>
<td>Library Visits</td>
<td>14,081</td>
<td>14,983</td>
<td>-6.02%</td>
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<td>Reference Questions</td>
<td>1,947</td>
<td>2,090</td>
<td>-6.84%</td>
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<td>Programs</td>
<td>63</td>
<td>62</td>
<td>1.61%</td>
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<td>Program Attendance</td>
<td>2,017</td>
<td>1,418</td>
<td>42.24%</td>
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<tr>
<td>Overdrive</td>
<td>1,321</td>
<td>860</td>
<td>53.60%</td>
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<tr>
<td>Meeting Room</td>
<td>79</td>
<td>64</td>
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<td>Website Visits</td>
<td>2,331</td>
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<td>Website Pageviews</td>
<td>3,935</td>
<td>4,738</td>
<td>-16.95%</td>
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<table>
<thead>
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<th>April 2013</th>
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<tbody>
<tr>
<td>Circulation</td>
<td>323,561</td>
<td>334,107</td>
<td>-3.16%</td>
</tr>
<tr>
<td>Library Visits</td>
<td>157,753</td>
<td>164,268</td>
<td>-3.97%</td>
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- **Chili Public Library 2014 Rochester Regional Library Council (RRLC) Public Library of the Year Award** - RRLC is a multi-faceted library network serving libraries and library systems in the five county Rochester region including, Livingston, Monroe, Ontario, Wayne and Wyoming counties. Forty public libraries, with a total of 338 nominations, were considered for this year's award. The judges remarked on the Chili Library's large number of heartfelt nominations and all agreed that, “The staff and the library are loved by their community.” The Chili Library was also bestowed this honor in 2010. Judges for this year’s award were Sara Kelly Johns, President of the New York Library Association (NYLA); Geoff Kirkpatrick, President Elect, NYLA; and Todd Butler, President and CEO of the Ad Council of Rochester. The Chili Library, along with the University of Rochester River Campus Libraries (2014 RRLC Academic Library of the Year) and the Brockport High School Library (2014 RRLC School Library of the Year) will be honored at the RRLC’s Annual Meeting at Casa Larga on June 5. Jill and the Board thanked Jeff and his staff for all their work.

- **CPL Teen Photo Contest** – Cathy Kyle, Chili Public Library’s Young Adult Librarian and program coordinator, announced the winners of the library's Seventh Annual Teen Photo Contest at the award ceremony held on May 3rd. Thirty-one teens from all over Monroe County submitted 59 photos to the contest, which ran from February 1 – March 31. The judging panel, comprised of local photographers, selected winners for each age division and special categories. The winning photographers in the age 12-15 division are: Tirzah Schneider, First Place; Robert Cook, Second Place; and Jagger Proietti, Third Place. Winners in the age 16-18 division are: Juliana Cole, First Place; Jeanie Wolfs, Second Place; and Kaela Sittig, Third Place. Special awards went to Juliana Cole for Best Altered Photo and to Olivia Wehle, winner of the Viewer's Choice Award. There were also ten Honorable Mention winners.
• **The 2013 Annual Report to the Community** – The director distributed the 2013 Annual Report to the Community at the May Library Board meeting. Jen Lindsey created the hard copy trifold; the information will also be posted on the web site.

• **Computers and Libraries Conference Report** – The Teen Librarian attended the Annual Computers and Libraries Conference. Her report will be distributed at the May Library Board meeting.

• **MCLS Trustee Training** – There will be a MCLS trustee training at the Penfield Public Library on Wednesday, June 11 and at the Ogden Farmer’s Library on Thursday, June 12. The training begins at 7pm. These are open to all trustees; Sally Snow will present; no reservation is required.

• **Legacy at Parklands Book Club** – To celebrate the five years that the library has held a book club at Legacy, members of Legacy held their May book club at the library. Chili staff Deb Amesbury has led the book club for the past five years.

**New Items:**

• **Approval of the Chili Public Library Art Exhibit Policy** – The CPL Decorating Team recommended to the Director that the wall adjacent to the staff workroom in the public area would be an appropriate location to hang artwork within the library. The artwork would add to the library’s welcoming atmosphere and would give the public the opportunity to showcase its local artists. An Art Exhibit Policy has been written that defines the policy and procedures for an art exhibit area in the library.

  **Action item:** Approve the Chili Public Library Art Exhibit Policy as written.

  Discussion: Jeff stated that the Town attorney gave his approval as written. Barbara requested that we add “by the exhibitor” to the second point in the “period of display” bullet. It should read: “If a piece of work is removed before the end of the exhibition period, it should be replace by another piece by the exhibitor.”

  **A motion was made** to Approve the Chili Public Library Art Exhibit Policy as amended.

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

• **Approval of the CPL Barring Policy** – The library board is requested to approve a barring policy that spells out the guidelines and procedures used for barring from the library patrons for minor and serious offenses.

  **Action item:** Approve the Chili Public Library CPL Barring Policy as written.
Discussion: There were some suggestions for changes in wording throughout the document. It was requested that this item be put on hold until next meeting; Jeff modify the wording and share with Town attorney.

- **Meeting with Gates Chili School District Superintendent** – The Director recently had a positive meeting with Gates-Chili School District Superintendent Kim Ward; the director of the Gates Public Library, the heads of Recreation Departments for both Chili and Gates. An outgrowth of the meeting is that the school will help promote library events and programs. There will be another meeting scheduled for June.

**System News:**
- None to report

**State news:**
- None to report

**Meetings and Workshops:**
- Director Evaluation Meeting with the Library Board President - 5/1/14
- Full Staff Meeting – 5/2/14
- Gates Chili Chamber of Commerce Golf Tournament Fundraising Meeting – 5/5/14
- Gates Chili School District Superintendent Meeting – 5/6/14
- Directors’ Council Meeting – 5/7/14
- MGM Meeting - 5/12/14
- CPL Friends Board Meeting – 5/13/14
- Town Board Meeting – 5/14/14
- Town Library Directors Council Meeting – 5/15/14
- MCLS Special Services Operations Committee Meeting – 5/16/14
- Gates Chili Chamber of Commerce Golf Tournament Fundraising Meeting – 5/19/14
- MGM Meeting - 5/19/14
- Workplace Violence Training/Sexual Harassment Training – 5/22/14

**Old Business**

Personnel Policy- Jeff will send the revised policy out in email again; we will discuss it at the June meeting.

**New Business**

Adjourn 6:47pm (Executive session 6:49pm – 7:20pm)

Next meeting date/time: June 24, 2014 @ Chili Public Library Barbara Ireland Community Room. 6pm.
Meeting Minutes, Chili Public Library Board of Trustees Meeting APPROVED
June 24, 2014

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

Present: Judith Kharbas, Susan Ackerman, Lorraine Ahearn, Andrew Lucyszyn, Jim Lechner, Jill Wynn, Barbara Sickles (arrived 6:05)
Library Director: Jeff Baker
Town Board Liaison: Mary Sperr

Absent: none
Excused: none

Jill Wynn convened the meeting at 6:01

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

Approval of minutes of May 27, 2014: Motion made by Andrew 2nd by Jim
In favor- 6; opposed- 0; abstained- 0

Approval of abstract amt $ 14,561.13: Motion made by Judith 2nd by Barbara
In favor- 7; opposed- 0; abstained- 0

Communications
  • Guests/Public: none

  • Town Board liaison: Mary reported that the next golf tournament meeting is tomorrow; chili Fest on July 4th will be 25th year.

  • Friends representative--- A representative will attend the April, August and December board meetings.

Director’s Report

General Information:
  • **Friends of the CPL Board Meeting** – The next meeting of the Friend’s Board is Tuesday, July 8th at 6pm. Susan Ackerman has volunteered to attend. The Friends will be having a float in this year's Chil-E Fest parade. The public is welcome to join the library in the parade.
**CPL Statistics –**

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<td>913</td>
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- **Rochester Regional Library Council (RRLC) Annual Meeting** - The Library Staff attended the RRLC Annual Meeting on June 5th and accepted the 2014 RRLC Public Library of the Year Award. At the meeting the library received a plaque, a banner, a State legislative resolution from Senator Ranzenhofer congratulating the library, and a $100 gift card.

- **Town Board Recognition** – At the June 18th Town Board meeting, Jill Wynn, Lori Ahearn and the Director accepted a certificate of recognition on behalf of the library for the 2014 Rochester Regional Library Council Public Library of the Year Award.

- **Davis Park Day of Play Event Saturday June 14th** – Deb Amesbury and Jill Sutter represented the library at the Davis Park Day of Play event on June 14th. 75 people came to their area where they handed out tattoos and provided storytime. It was a nice event overall.

- **NYLA Leadership and Management Academy Report**– Jennifer Lindsey attended the first of three workshops from the NYLA Leadership and Management Academy on June 2-6, 2014. Her report is as follows:

**Budgeting Workshop** - Instructor: Tom Lawrence, Poughkeepsie Public Library District

In this six-hour class, we gained knowledge of the basics of budgeting, reading a financial statement, creating a budget document, and the usefulness of a program budget versus a line item budget. We learned the importance of aligning your budget to your strategic plan and that a budget is one of the biggest
communication pieces a library will ever produce. We learned how various types of libraries are funded and where the biggest areas of expense lie for public libraries. We examined sample budgets and balance sheets that are given to library boards each month. We also talked about the importance of having a financial policy in place to ensure that the library is in compliance with auditing standards.

**Partnerships, Collaborations and Relationships Workshop** - Instructors: Claudia Depkin, Haverstraw King's Daughters Public Library and Cassie Guthrie, Pioneer Library System

This six-hour class focused on emotional intelligence, conflict management, and internal and external partnerships. With emotional intelligence we need to have self-awareness in order to manage distressing emotions and situations and therefore have effective relationships with those we work with. We have to also be aware of the emotions that motivate us and that is what drives us to reach goals. Conflict happens due to a variety of reasons and we need to see the constructive value in airing differences to hopefully reach a mutual understanding involving trust and respect. We discussed internal partnerships as the relationships we have with our Boards and Friends groups. We also discussed external partnerships that we have achieved with other libraries, school districts, historical societies, and businesses in our communities. These external partnerships are important for raising awareness of what libraries do and for helping continue our mission.

- **2014 Summer Reading Program at the CPL** – The library will be offering a variety of programs and events all summer long. Below is a description of the Summer Reading Program themes for each age group at the library.

  - **Adult Summer Reading Program** – “Literary Elements” - June 30-August 8.
    
    For every book read during the Summer Reading Program, patrons can fill out and submit one coupon for weekly drawings on Fridays. The first drawing will be on Thursday, July 3. The grand prize drawing will be on Friday, August 8.

  - **Teen Summer Reading Program** – "Harry Potter"Summer School" - June 30-August 15.
    
    Each week throughout the summer teens can win gift cards by doing things based on certain popular "classes" in the seven Harry Potter books. They can enter a raffle by completing each week's a Hogwarts-themed activity and/or by reading a book and submitting an entry form.

  - **Children's Summer Reading Program** - "Fizz, Boom, READ!" - June 30-August 15.
    
    Children ages 12 and under, including toddlers and preschoolers, can participate. For every 5 days that children read or are read to for 15 minutes or more, they will earn a special prize. Each week that a child earns a prize they may also enter into a raffle for several grand prizes to be awarded at the end of the program in August. Children will also be encouraged to enter Assemblyman Bronson's Summer Reading Program as well. The Children's Librarian has visited St. Pius School, Florence Brasser Elementary School, T. J. Connor Elementary, and Paul Road Elementary to spread the word about the library's summer reading program. Next week she will visit Chestnut Ridge Elementary, and provide flyers to Caledonia-Mumford Elementary & Fairbanks Road Elementary.

- **Teen Creative Writing Group** – The library will be hosting a weekly Teen Creative Writing Group every Friday from July 11 through August 15. Teens who participate will get a chance to explore creative writing across a variety of genres. Each member of the group will receive their own tote bag with a special notebook, pen, and book about creative writing.

**New Items:**
• **Approval of the CPL Barring Policy** – Based on feedback received from the May 2014 library board meeting, the Barring Policy that was previously submitted for approval has been rewritten. The director requests the library board approve the updated draft CPL Barring Policy.

**Action item:** Approve the Chili Public Library CPL Barring Policy as written.

Discussion: Town attorney was given this; Jeff has not yet heard back but wants to vote tonight. May need to revisit.

A motion was made to approve the Chili Public Library CPL Barring Policy as written.

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

• **Approval of the CPL Revised CPL Personnel Policy** – The CPL Policy Team is recommending to the library board that it approve the recommended revisions of the CPL Personnel Policy as was distributed to the library board.

**Action item:** Approve the Chili Public Library Revised CPL Personnel Policy.

Discussion: Extensive update was done by Jeff and personnel committee. Lori and Jill thanked Jeff and committee for work done.

A motion was made to approve the Chili Public Library Revised CPL Personnel Policy

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

**System News:**
- None to report

**State news:**
- None to report

**Meetings and Workshops:**
- MCLS Contract Committee – 5/28/14
- Conversations on Race – 5/29/14
- MGM Meeting - 6/2/14
- Gates Chili Chamber Golf Tournament Fundraiser Meeting – 6/3/14
- Directors’ Council Meeting – 6/4/14
- RRLC Annual Meeting – 6/5/14
- CPL Staff Meeting – 6/6/14
- MCLS Circulation Policies Meeting – 6/9/14
Old Business- none

New Business
1. Budget subcommittee met on June 19; Jill mentioned that the committee wants to be fiscally responsible but wants to make sure funds are available for materials and staff compensation. Jeff will gather information from other libraries to find out how they manage their limited funds. Proposal should be sent to Town supervisor by end of July. Jim mentioned that it might be advantageous to meet with county legislator Mary Valerio and Jeff Addair.
2. Jim mentioned that at the Trustees training he recently attended they discussed that it is recommended that Board members be covered by liability insurance. Mary said she thinks the Town has this coverage in place.
3. Jim also suggested that we have a written policy for donations and endowments.

Adjourn 6:42

Next meeting date/time: July 22, 2014 @ Chili Public Library Barbara Ireland Community Room. 6pm.
Meeting Minutes, Chili Public Library Board of Trustees Meeting APPROVED
July 22, 2014

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

Library Director:    Jeff Baker
Town Liaison:       Mary Sperr

Present: Judith Kharbas, Susan Ackerman, Lorraine Ahearn, Andrew Lucyszyn, Jim Lechner, Jill Wynn, Barbara Sickles
Library Director:    Jeff Baker
Town Board Liaison: Mary Sperr

Absent: none
Excused: Judith Kharbas, Lori Ahearn

Jill Wynn convened the meeting at 6:10

Approval of agenda: Motion made by Barbara 2\textsuperscript{nd} by Andrew
In favor- 5; opposed- 0; abstained- 0

Approval of minutes of June 24, 2014: Motion made by Andrew; 2\textsuperscript{nd} by Barbara
In favor- 5; opposed- 0; abstained- 0

Approval of abstract amt $11,964.13 : Motion made by Barbara ; 2\textsuperscript{nd} by Andrew
In favor- 5; opposed- 0; abstained- 0

Communications

- Guests/Public: none

- Town Board liaison: Mary reported that there are 15 foursomes for the golf tournament; each hole is sponsored; there are nice door prizes

- Friends representative--- A representative will attend the April, August and December board meetings.

Director’s Report

General Information:

- **Friends of the CPL Board Meeting** – The next meeting of the Friend’s Board is Tuesday, August 12\textsuperscript{th} at 6pm. Andrew Lucyszyn has volunteered to attend. Membership drive will be in October.

- **CPL Statistics** –
<table>
<thead>
<tr>
<th>Month</th>
<th>Jun-14</th>
<th>Jun-13</th>
<th>% of change</th>
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<tr>
<td>Circulation</td>
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<td>25,858</td>
<td>-4.73%</td>
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<tr>
<td>Library Visits</td>
<td>11,639</td>
<td>12,156</td>
<td>-4.25%</td>
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<tr>
<td>Reference Questions</td>
<td>2,073</td>
<td>2,009</td>
<td>3.19%</td>
</tr>
<tr>
<td>Programs</td>
<td>22</td>
<td>31</td>
<td>-29.03%</td>
</tr>
<tr>
<td>Program Attendance</td>
<td>2,310</td>
<td>2,183</td>
<td>5.82%</td>
</tr>
<tr>
<td>Overdrive</td>
<td>1112</td>
<td>801</td>
<td>38.83%</td>
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<tr>
<td>Meeting Room</td>
<td>40</td>
<td>54</td>
<td>-25.93%</td>
</tr>
<tr>
<td>Website Visits</td>
<td>2,257</td>
<td>2,867</td>
<td>-21.28%</td>
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<tr>
<td>Website Pageviews</td>
<td>4,351</td>
<td>5,000</td>
<td>-12.98%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Month</th>
<th>Month 2013 - Month 2014</th>
<th>Month 2012 - Month 2013</th>
<th>% of change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circulation</td>
<td>319,807</td>
<td>332,839</td>
<td>-3.92%</td>
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<tr>
<td>Library Visits</td>
<td>157,376</td>
<td>163,511</td>
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<td>Reference Questions</td>
<td>24,025</td>
<td>23,743</td>
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<tr>
<td>Programs</td>
<td>540</td>
<td>551</td>
<td>-2.00%</td>
</tr>
<tr>
<td>Program Attendance</td>
<td>22,837</td>
<td>14,166</td>
<td>61.21%</td>
</tr>
<tr>
<td>Overdrive</td>
<td>13,695</td>
<td>9,136</td>
<td>49.90%</td>
</tr>
</tbody>
</table>

- **Chil-E Fest Parade** – The Library had a very successful day at Chil-E Fest on July 4th. We had a vendor booth where we gave away close to 100 donated children's books. The library also had a float pulled by a tractor by past library board member Steven Ziblut. Over 30 people marched on behalf of the library in the Chil-E Fest Parade.
- **Summer Reading Update** – As of mid-July the library has signed 694 children up for the summer reading program. The Fizz, Boom, Read! Summer Reading Kick Off was on June 30th. So many children registered for it the program was moved to the Town’s meeting room. We had a beautiful day for the Tie Dye T-shirt program on July 11th. 125 children signed up for the program. Two other programs that will be in the Town Meeting Room due to popularity is Fizz, Boom Read! With Moreland the Magician on July 21st and Airigami with Larry Moss on July 28th. The Teen Writers Group program has had a successful start with six teenagers signing up for the program.

- **Constant Contact Newsletters** – Two new online newsletters have been created and are now being sent to patrons who signed up for them. ‘Chili Teen Ink’ is a newsletter specifically designed for those interested in teen services at the library. That newsletter is sent the third week of each month. ‘Chili Kids Crossing’ is a newsletter sent the second week of the month. It is specifically designed for patrons interested in children’s services at the library.

- **New materials:** 14 “Broadway Bags” containing items for specific musicals such as DVD, book, cast recording, and vocal readings. Gratefully donated by Sue Henderson. See CARL catalog for titles.

**New Items:**

**Approval of the 2015 Chili Public Library Proposed Budget** – The CPL Budget Committee recommends the library board approve a proposed 2015 CPL Budget to be forwarded to the town Supervisor.

**Action item: Approve the 2015 Chili Public Library Proposed Budget as distributed. Discussion:**

Jill reported that the budget committee and Jeff met. Priorities were:
- To get the allotted funding for materials up to at least the 2009 amount.
- The CPL staff is outstanding; have received the “library of the year” award twice; committee thought it was important to “reward staff”.

Mary commented that the 2% tax cap is generally adhered to.

Jill commented that hopefully the supervisor and board can be creative in meeting each department’s budgetary needs.
Jim asked Mary to educate her peers on the board about the library's needs: technology, materials, and the high quality of service to our patrons. Mary stated that she would advocate for the library during the budget meetings; also that the decision to allocate the golf tournament funds to the CPL and Gates library was deliberate; the libraries offer quality service.

**A motion was made** to approve the Chili Public Library CPL Barring Policy as written.

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

- **Library Subscribes to Ancestry Library Edition** – Due to the community’s interest in the topic of family history the library has subscribed to the Ancestry® Library Edition, one of the most important genealogical collections available today. The database will be available at the library in August. It has unparalleled coverage of the United States including census, vital statistics, church, court, and immigration records, etc. This collection, with over 200 billion images in more than 7,000 unique databases, is essential to having a broad genealogy collection. Much of the content include images of primary source documents or transcriptions, in addition to the indexed information for each record.
  - **Historical Records**
    - Birth, Marriage, & Death
    - Census & Voter Lists
    - Immigration & Travel
    - Military
    - Schools, Directories, & Church Histories
    - Tax, Criminal, Land, & Wills
    - Reference, Dictionaries, & Almanacs
  - **Stories, Memories, & Histories, Newspapers, Periodicals & Magazines**
  - **Photos & Maps**

**System News:**
- None to report

**State news:**
- None to report

**Meetings and Workshops:**
- MCLS Contract Committee – 5/28/14
- Conversations on Race – 5/29/14
- MGM Meeting - 6/2/14
- Gates Chili Chamber Golf Tournament Fundraiser Meeting – 6/3/14
- Directors’ Council Meeting – 6/4/14
Committees:

**Budget** - the committee reported that they worked to try to arrive at a compromise between needed funds and 2% tax cap with using too much of the Memorial fund and surplus monies.

**Old Business** - none

**New Business** - none

**Adjourn** 6:50 pm

**Next meeting date/time:** August 26, 2014 @ Chili Public Library Barbara Ireland Community Room. 6pm.
Meeting Minutes, Chili Public Library Board of Trustees Meeting APPROVED
August 26, 2014

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

Library Director: Jeff Baker
Town Liaison: Mary Sperr

Present: Judith Kharbas, Susan Ackerman, Lorraine Ahearn, Andrew Lucyszyn, Jim Lechner, Barbara White
Library Director: Jeff Baker
Town Board Liaison: Mary Sperr

Absent: none
Excused: Jill Wynn

Judith Kharbas convened the meeting at 6:01

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

Approval of minutes of June 24, 2014: Motion made by Jim ; 2nd by Barbara
In favor- 6; opposed- 0; abstained- 0

Approval of abstract amt $10,950.61 : Motion made by Barbara ; 2nd by Lori
In favor- 6; opposed- 0; abstained- 0

Communications
• Guests/Public: none

• Town Board liaison: Golf tournament was a nice success; each library will probably receive around $4,000 in a check presentation at November Council meeting. Mary thanked Jeff for his time and help; Bob Pacer was also extremely helpful. Jim wondered if council should/could send a letter to the Governor’s office about the contribution; Jeff and Mary will discuss.

• Friends representative--- A representative will attend the April, August and December board meetings. No rep was present tonight.

Director’s Report
General Information:

- **Friends of the CPL Board Meeting** – The next meeting of the Friend’s Board is Tuesday, September 9th at 6pm. Jill Wynn has volunteered to attend. The Gates-Chili Chamber of Commerce Golf Tournament Fundraiser was a huge success. The director expresses his gratitude to the Golf Tournament Committee and volunteers; to the golfers and those that took part in the day’s event.

- **CPL Statistics** –

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<th>Month</th>
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<th>July 2013</th>
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<td>33,339</td>
<td>-2.20%</td>
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<tr>
<td>Library Visits</td>
<td>16,660</td>
<td>16,149</td>
<td>3.16%</td>
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<tr>
<td>Reference Questions</td>
<td>2,463</td>
<td>3,019</td>
<td>-18.42%</td>
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<td>Programs</td>
<td>49</td>
<td>50</td>
<td>-2.00%</td>
</tr>
<tr>
<td>Program Attendance</td>
<td>1,889</td>
<td>1,798</td>
<td>5.06%</td>
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<tr>
<td>Overdrive</td>
<td>1,149</td>
<td>845</td>
<td>35.98%</td>
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<tr>
<td>Meeting Room</td>
<td>72</td>
<td>84</td>
<td>-14.29%</td>
</tr>
<tr>
<td>Website Visits</td>
<td>2,715</td>
<td>3,126</td>
<td>-13.15%</td>
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<tr>
<td>Website Pageviews</td>
<td>5,052</td>
<td>5,271</td>
<td>-4.15%</td>
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</tbody>
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<table>
<thead>
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<th>Month</th>
<th>August 2013 – July 2014</th>
<th>August 2012 – July 2013</th>
<th>% of change</th>
</tr>
</thead>
<tbody>
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<td>Circulation</td>
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<td>-4.64%</td>
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<td>Library Visits</td>
<td>157,887</td>
<td>164,486</td>
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<td>Reference Questions</td>
<td>23,469</td>
<td>24,281</td>
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<tr>
<td>Programs</td>
<td>539</td>
<td>563</td>
<td>-4.26%</td>
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<tr>
<td>Program Attendance</td>
<td>22,928</td>
<td>14,858</td>
<td>54.31%</td>
</tr>
<tr>
<td>Overdrive</td>
<td>14,237</td>
<td>5,272</td>
<td>170.05%</td>
</tr>
</tbody>
</table>

- **CPL Friends Booksale** - September 11 from 4pm-8pm (members preview), September 12th and 13th from 9am-4pm for the public, and a $3 bag sale September 15th from 9am-5pm.
• **Practice Fire Drill** – The Library/Town Hall Complex had a successful practice fire drill on August 19th.

• **3rd Annual Legislative Thank You Breakfast** – Library supporters (staff, trustees, volunteers) are invited to attend a legislative thank you breakfast at the Henrietta Public Library on Friday, October 24 from 8:30 - 10 am. RRLC is working cooperatively with the Monroe County Library System, Pioneer Library System, and area school library systems on this event. Over 100 library advocates attended the breakfast last October! RSVP at [www.rrlc.org](http://www.rrlc.org), email rrlc@rrlc.org, or call the RRLC Office at 585-223-7570. RRLC hopes to have a good crowd again this year to show our NYS Senators and Assembly Members how important libraries and library systems are to their constituents. Board members can let Jeff know if they can attend.

• **Town Budget Workshop** - The Library’s Town Budget Workshop is scheduled for Wednesday, September 10th at 5pm. A 'budget prep' report hand-out was reviewed; tax cap is 2% or rate of inflation (this yr that is 1.56%).

• **Gates Chili Chamber of Commerce State of the State Address Event** – Senator Michael Ranzenhofer and Senator Joseph Robach will be giving a State of the State Address at the next Gates Chili Chamber of Commerce event on Friday, September 19th. Online registration is available on the chamber's website. Board members can get library member price of $18.00.

• **Town of Chili Bicycle and Pedestrian Planning Study** – The Town of Chili is in the process of developing a Bicycle and Planning Study in order to develop a more complete transportation network for residents of all ages. In order to better understand the needs of our residents, the Town has prepared a short on-line survey. The survey is on the library's website.

• **Summer Reading Statistics** – The theme for this year’s Summer Reading Program was ‘Fizz Boom Read’. It was a particularly successful program for our patrons of all ages.
  - 750 children signed up for the Summer Reading Program and they read over 118,000 minutes of reading (that's over 82 straight days of reading!
  - Nicole, our page, constructed a six foot tall robot made of cardboard, filled with books and goodies for kids who entered our Summer Reading weekly reading raffles.
  - Not only did we present reading opportunities for the children but we had 45 children’s programs which 2,500 participated.
  - The children's programs which were particularly popular were the Fizz, Boom Read! With Moreland the Magician, Larry Moss of Airigami, Fizz, Boom Read! Science Experiments with Chris Amesbury, Tie Dye Program, and the Truck Show.
  - The Children's staff visited six schools and reached over 1,900 children to promote the library's summer program.
  - 98 children registered for new library cards during the summer reading months.
  - The library had 26 teen programs which 671 teens participated.
  - There were 357 teen summer reading raffle entries for the library’s teen Harry Potter themed summer weekly activities.
  - The adults read 305 books as part of the Summer Reading Program.

• **CPL Staff Training Day** – The theme of the upcoming CPL staff training day is team building. The agenda for the October 13th training day is as follows:
8:30-9:00 Registration
9:00-9:45 Patty Uttaro (MCLS Director) and Sally Snow (MCLS Assistant Director)
9:45-10:00 Morning break
10:00-12:00 Peak Performance workshop by Randal Simonetti from Ignition Consulting
12:00-1:00 Lunch
1:00-3:00 Team building exercise
3:00-3:30 Recap and evaluations

The objective of the Peak Performance workshop is to build effective teams by providing individual and team competencies required to effectively manage the challenging situations that occur in the daily course of doing business. This workshop will introduce participants to a set of skills they can immediately use to enhance team effectiveness. The workshop will:

- Help participants understand how individual values influence team outcomes
- Identify and maximize each team member’s personal impact style
- Help team members effectively managing conflict
- Provide the skills required to negotiate win-win solutions

New Items:

- **60 Month Photocopier Lease:** The five year lease for the library’s public photocopier and staff photocopier will expire on October 6, 2014 (through Ricoh). At the August Library Board meeting the Library Director will present three vendor quotes for copier replacement.

Approval of 60 Month Photocopier Lease: The lease for the public and staff photocopiers is to expire October 6, 2014. The Library Director has received three proposals for copier replacement and recommends the Library Board authorize the library to enter into a photocopier lease agreement with Toshiba for the supply and maintenance of photocopier equipment for a term of 60 months.

### Staff (Color) and Public (Black and White) Photocopiers

<table>
<thead>
<tr>
<th></th>
<th>Public or Staff Copier</th>
<th>Model Proposed</th>
<th>60 Month Lease Cost</th>
<th>Cost per Page BW</th>
<th>Cost per Page Color</th>
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<tbody>
<tr>
<td>Eastern</td>
<td>Staff</td>
<td>W7830P</td>
<td>$153.71/month</td>
<td>$.0076</td>
<td>$.071</td>
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<tr>
<td></td>
<td>Public</td>
<td>WC5330P</td>
<td>$109.27/month</td>
<td>$.0080</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Total = $262.98/month</td>
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<tr>
<td>Ricoh</td>
<td>Staff</td>
<td>MPC3003</td>
<td>Staff and public copier lease quotes combined</td>
<td>$.0065</td>
<td>$.049</td>
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<td></td>
<td>Public</td>
<td>MPC3053</td>
<td>Total = $252.31/month</td>
<td>$.006</td>
<td>n/a</td>
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<tr>
<td></td>
<td>Staff</td>
<td>e-studio 3055c</td>
<td>$123.57/month</td>
<td>$.0045</td>
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<td>----------------</td>
<td>------------------</td>
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<tr>
<td>Public</td>
<td>e-Studio 307</td>
<td>$ 73.57/month</td>
<td>$.0045</td>
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<tr>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
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<td><strong>Total</strong></td>
<td></td>
<td></td>
<td><strong>$197.14/month</strong></td>
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**Action Requested:** Approve the Library Director entering into a photocopier lease agreement with Toshiba for the supply and maintenance of photocopier equipment for a term of 60 months.

Discussion: Jeff stated that by signing with Toshiba, it is estimated that CPL will save $473 over the next 5 years.

**A motion was made** to approve the Library Director entering into a photocopier lease agreement with Toshiba for the supply and maintenance of photocopier equipment for a term of 60 months.

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

- **2014 NYLA Conference Approval:** The director is requesting the library board approve two librarians attend this year’s New York Library Association (NYLA) Conference in Saratoga Springs, NY, November 6-8, 2014. The cost is not to exceed $1,325 to cover registration, mileage, food and one night’s hotel.  
**Board Action Requested:** Approve the cost (not to exceed $1,325) in registration, mileage, food and lodging for two librarians (Jennifer Lindsey, and Cathy Kyle) to attend the 2014 NYLA Annual Conference.

**Action item:** Approve the cost (not to exceed $1,200) in registration, mileage and lodging for two librarians (Jennifer Lindsey, and Cathy Kyle) to attend the 2014 NYLA Annual Conference.

**Discussion:** the original request did not include food; Lori suggested food be included as it was last year.

**A motion was made** to approve the Approve the cost (not to exceed $1,325) in registration, mileage, food and lodging for two librarians (Jennifer Lindsey, and Cathy Kyle) to attend the 2014 NYLA Annual Conference.

Motion made by Andrew; 2nd by Jim  
In favor- 6; opposed- 0; abstained- 0
**CPL Leave Donation Program Policy Update Approval** – The director recommends besides sick time, staff can also donate ‘an unlimited number of vacation hours per year to the Leave Donation Program.

**Board Action Requested:** Approve Updating the CPL Leave Donation Program Policy as described.

**Action item:** Approve the Leave Donation Program Policy Update Approval

**Discussion:** the purpose of this is to afford employees the ability to share sick and/or vacation leave with others that need it.

A motion was made to approve the Leave Donation Program Policy Update Approval.

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

**System News:**
- None to report

**State news:**
- None to report

**Meetings and Workshops:**
- MCLS Circulation Policies Meeting – 7/22/14
- Gates Chili Chamber Golf Tournament Volunteers Meeting – 7/28/14
- Gates Chili Chamber Golf Tournament Fundraiser Meeting – 7/29/14
- CPL Reference and Circulation Staff Meeting – 8/1/14
- Gates Chili Chamber Golf Tournament Fundraiser – 8/4/14
- MGM Meeting - 8/5/14
- MGM Meeting - 8/11/14
- Gates Chili Chamber Golf Tournament Fundraiser Meeting – 8/11/14
- CPL Friends Board Meeting – 8/12/14
- Vail Insurance Meeting – 8/13/14
- MCLS Special Services Operations Council Meeting – 8/15/14
- MGM Meeting - 8/18/14
- OverDrive Streaming Webinar – 8/21/14
- MGM Meeting - 8/25/14
- Gates Chili School District/Recreation Departments/Libraries Newsletter Meeting – 8/27/14

**Committees:** none

**Old Business** - none
New Business- none

Adjourn 6:46

Next meeting date/time: September 23, 2014 @ Chili Public Library Barbara Ireland Community Room. 6pm.
Jill Wynn convened the meeting at 6:05

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

Approval of minutes of August 26, 2014: Motion made by Judith ; 2\textsuperscript{nd} by Barbara
In favor- 7; opposed- 0; abstained- 0

Approval of abstract amt $14,271.03: Motion made by Judith; 2\textsuperscript{nd} by Barbara
In favor- 7; opposed- 0; abstained- 0

Communications
  • Guests/Public: none

  • Town Board liaison: Mary reported the following:
    • CPL and Gates libraries will receive about $4,450 each from the golf tournament. There will be a check presentation at the Nov 18 Chamber annual meeting. The libraries will be the recipients of funds for next year’s tournament as well.
    • Jeff and Jill attended the recent Board meeting: they discussed that the materials budget is still the 2009 amount (due to cuts) and that we use the memorial fund and surplus to make up funds. Mary voiced that it is important to verbalize to Board how the CPL contributes to the community.

  • Friends representative--- A representative will attend the April, August and December board meetings.

Director’s Report
• **Friends of the CPL Board Meeting** – The next meeting of the Friend’s Board is Tuesday, October 14th at 6pm. Jim Lechner has volunteered to attend. The Friends Board is concentrating on the month of October for a Membership Drive. Plan is to have Friends participation at all CPL events in the month of October to tout the Friends and inform the public of what they do. Following is a list of dates of events: Oct 7 Book Discussion, Oct 17 Family Forts (J), Oct 17 Mystery Book Club, Oct 21 Pinterest, Oct 23 Senior Center, and Oct 25 Trick or Treat (J). Oct 27 is scheduled for the Friends Annual meeting. The Friends Council Regional Meeting is scheduled for October 20th to be held at the Chili Public Library.

The September book sale proceeds were $2,252.

• **CPL Statistics** –

<table>
<thead>
<tr>
<th>Month</th>
<th>August 2014</th>
<th>August 2013</th>
<th>% of change</th>
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<tr>
<td>Circulation</td>
<td>26,382</td>
<td>29,145</td>
<td>-9.48%</td>
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<td>Library Visits</td>
<td>13,452</td>
<td>14,339</td>
<td>-6.19%</td>
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<tr>
<td>Reference Questions</td>
<td>1,764</td>
<td>2,031</td>
<td>-13.15%</td>
</tr>
<tr>
<td>Programs</td>
<td>44</td>
<td>33</td>
<td>33.33%</td>
</tr>
<tr>
<td>Program Attendance</td>
<td>3,484</td>
<td>3,896</td>
<td>-10.57%</td>
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<tr>
<td>Overdrive</td>
<td>1,372</td>
<td>948</td>
<td>44.73%</td>
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<tr>
<td>Meeting Room</td>
<td>43</td>
<td>82</td>
<td>-47.56%</td>
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<tr>
<td>Website Visits</td>
<td>2,455</td>
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<tr>
<td>Website Pageviews</td>
<td>4,322</td>
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<thead>
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<th>Month</th>
<th>September 2013 – August 2014</th>
<th>September 2012 – August 2013</th>
<th>% of change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circulation</td>
<td>316,309</td>
<td>332,427</td>
<td>-4.85%</td>
</tr>
<tr>
<td>Library Visits</td>
<td>157,000</td>
<td>163,142</td>
<td>-3.76%</td>
</tr>
<tr>
<td>Reference Questions</td>
<td>23,202</td>
<td>24,132</td>
<td>-3.85%</td>
</tr>
<tr>
<td>Programs</td>
<td>550</td>
<td>568</td>
<td>-3.17%</td>
</tr>
<tr>
<td>Program Attendance</td>
<td>22,516</td>
<td>18,338</td>
<td>22.78%</td>
</tr>
<tr>
<td>Overdrive</td>
<td>14,637</td>
<td>6,220</td>
<td>135.32%</td>
</tr>
</tbody>
</table>
• **3rd Annual Legislative Thank You Breakfast** – Library supporters (staff, trustees, volunteers) are invited to attend a legislative thank you breakfast at the Henrietta Public Library on Friday, October 24 from 8:30 - 10 am. RRLC hopes to have a good crowd again this year to show our NYS Senators and Assembly Members how important libraries and library systems are to their constituents.

• **Navigators** – November 15, 2014 – February 15, 2015 is open enrollment for the healthcare exchange. To help facilitate the process libraries have arranged navigators to be on location to help patrons through the enrollment process. The Chili Public Library has scheduled Trillium Health to come on the following dates for health care enrollment assistance: Tuesday, November 18 from 10am-12pm, Tuesday, December 9 from 10am-12pm and Tuesday, January 13 from 12pm-2 pm. This is to sign up for the “Affordable Care Act”.

• **Monroe County Child Protective Workshop** – Eric Worl from Monroe County Child Protective spoke to staff at the September full staff meeting on September 5, 2014. He reviewed the programs and services of the agency and advised staff on ways to approach conflict situations that may arise at the library.

• **Library Card Month** - September is Library Card Month and MCLS has been celebrating that throughout the system in a number of ways, most visibly MCLS has provided staff with Got Library Card t-shirts to promote the month. A photo of staff wearing the t-shirts is on the library’s Facebook page.

• **New Thomas the Train Table** – The Children’s Room has a new Thomas the Train table due to generous patron donations.

• **Personnel Update** - Judy Cross has resigned as a part-time library clerk. Sue Hosken’s has been hired as a part-time clerk to replace Ms. Cross. Ms. Hosken’s start date was September 11, 2014.

• **Library Trustee’s Association Website** - The Library Trustee’s Association of New York State has given MCLS the honor of being the featured system on their web page this month. LTA is a great resource for trustees. It’s updated monthly. Here’s the link to the story [http://librarytrustees.org/blog/2014/09/the-monroe-county-library-system/](http://librarytrustees.org/blog/2014/09/the-monroe-county-library-system/). It includes a photo of the CPL director accepting an award from RRLC on behalf of the library.

• **Not for Profit Revitalization Act- Keeping It Legal Workshop** - In June 2014 the NYS Legislature passed the first significant changes in laws governing nonprofits in 40 years. Many of the changes have made it easier for these organizations to function, but others require stricter standards for compliance. To help navigate these new rules MCLS has invited Anita L. Pelletier, attorney at Nixon
Peabody LLP to inform library trustees, directors and friends about changes in the laws governing not for profits on Tuesday, October 28th at 7:00 pm at the Henrietta Public Library.

*This date is our next Board meeting; our meeting will start at 5:30pm to make time for attendance at this meeting*.

New Items:

- **Approval of Chili Public Library Proposed 2015 Closed Dates:** The Director is proposing that the library be closed the following dates for 2015.

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 1*</td>
<td>Thursday</td>
<td>New Years Day (observed)</td>
</tr>
<tr>
<td>January 19*</td>
<td>Monday</td>
<td>Martin Luther King Day</td>
</tr>
<tr>
<td>February 16</td>
<td>Monday</td>
<td>President’s Day</td>
</tr>
<tr>
<td>April 5</td>
<td>Sunday</td>
<td>Easter</td>
</tr>
<tr>
<td>May 23</td>
<td>Saturday</td>
<td>Memorial Day weekend</td>
</tr>
<tr>
<td>May 25*</td>
<td>Monday</td>
<td>Memorial Day (observed)</td>
</tr>
<tr>
<td>July 3*</td>
<td>Friday</td>
<td>Independence Day</td>
</tr>
<tr>
<td>September 7*</td>
<td>Monday</td>
<td>Labor Day (observed)</td>
</tr>
<tr>
<td>October 12**</td>
<td>Monday</td>
<td>Staff Training Day (Columbus Day)</td>
</tr>
<tr>
<td>November 25</td>
<td>Wednesday</td>
<td>Close @ 5PM</td>
</tr>
<tr>
<td>November 26*</td>
<td>Thursday</td>
<td>Thanksgiving Day</td>
</tr>
<tr>
<td>November 27</td>
<td>Friday</td>
<td>Day after Thanksgiving</td>
</tr>
<tr>
<td>December 24*</td>
<td>Thursday</td>
<td>Christmas Eve</td>
</tr>
<tr>
<td>December 25*</td>
<td>Friday</td>
<td>Christmas Day</td>
</tr>
<tr>
<td>December 31</td>
<td>Thursday</td>
<td>Close @ 5PM</td>
</tr>
</tbody>
</table>

Closed Saturdays: June 6 – September 5
Closed Sundays: May 3 – September 27
Only veterans will have Veteran's Day off (Wednesday November 11th) as a paid holiday
**Paid staff day.

**Action Requested:** Approve the Chili Public Library Proposed 2015 Closed Dates

Discussion: CPL is usually closed on Columbus Day; this year is will be a staff training day.

**A motion was made** to approve Chili Public Library Proposed 2015 Closed Dates

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

- **Approval of Proposed CPL Board of Trustees 2015 meeting dates:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 27</td>
<td>Barbara M. Ireland Community Room</td>
</tr>
<tr>
<td>February 24</td>
<td>Barbara M. Ireland Community Room</td>
</tr>
<tr>
<td>March 24</td>
<td>Barbara M. Ireland Community Room</td>
</tr>
<tr>
<td>April 28</td>
<td>Barbara M. Ireland Community Room</td>
</tr>
</tbody>
</table>
May 26
June 23
July 28
August 25
September 22
October 27
November 17
December 15

Barbara M. Ireland Community Room
Barbara M. Ireland Community Room
Barbara M. Ireland Community Room
Barbara M. Ireland Community Room
Barbara M. Ireland Community Room
Barbara M. Ireland Community Room
Barbara M. Ireland Community Room
Barbara M. Ireland Community Room

**Action requested:** The Library Board approves the proposed CPL Board of Trustees 2015 meeting dates as presented

Discussion: 4th Tues except for November and December; these will be one week early

- **A motion was made** to Approval of Proposed CPL Board of Trustees 2015 Meeting Dates

  Motion made by Barbara; 2nd by Lori
  In favor- 7; opposed- 0; abstained- 0

- **Endorsement of the Monroe County Library System Document of Understanding and Costshare for January 1, 2015 - December 31, 2017.**

  The Directors’ Council has endorsed the updated Monroe County Library System Document of Understanding and Costshare for January 1, 2015 - December 31, 2017. The director requests the library board endorses this document. After the member library boards have endorsed this document the MCLS Library Board will approve it.


  Discussion: Jeff stated that in Section C #3 the annual report will be submitted to State by May 1; this does not have to be audited. Section D #6- spells out what is now done.

  - **A motion was made** to Endorsement of the Monroe County Library System Document of Understanding and Costshare for January 1, 2015 – December 31, 2017.

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

**System News:**

- None to report
State news:
  • None to report

Meetings and Workshops:
  Directors' Council Meeting – 9/3/14
  Full Staff Meeting – 9/5/14
  MGM Meeting - 9/8/14
  MCLS Construction Grant Committee Meeting - 9/9/14
  CPL Friends Board Meeting – 9/9/14
  Town Board Budget Meeting – 9/10/14
  Town Library Directors Meeting – 9/11/14
  MGM Meeting - 9/22/14
  MCLS Constant Contact Team Meeting – 9/23/14

Committees: Jeff would like the Long Range Planning committee to meet soon.

Old Business - none

New Business - none

Adjourn  6:49

Next meeting date/time: October 28, 2014 @ Chili Public Library Barbara Ireland Community Room.  **5:30pm**
Final
Meeting Minutes, Chili Public Library Board of Trustees Meeting
October 28, 2014

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

Present: Jill Wynn, Judith Kharbas, Susan Ackerman, Lorraine Ahearn, Jim Lechner, Barbara White
Library Director: Jeff Baker
Town Board Liaison: Mary Sperr

Absent: none; Barbara arrived at 5:50
Excused: Andrew Lucyszyn

Jill Wynn convened the meeting at 5:32

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

Approval of minutes of September 23, 2014: Motion made by Jim; 2nd by Lori
In favor- 5; opposed- 0; abstained- 0

Approval of abstract amt $19,552.46 : Motion made by Lori ; 2nd by Judith
In favor- 6; opposed- 0; abstained- 0

Communications

• Guests/Public: none

• Town Board liaison: Mary said, “Thanks” to Board members who attended the Legislative breakfast on Friday October 24. She reminded us that the Veteran’s celebration breakfast date is Saturday November 1 at the Senior Center at 9:30am.

• Friends representative--- A representative will attend the April, August and December board meetings.

Director’s Report

• **Friends of the CPL Board Meeting** – The next Friend’s Board meeting is Tuesday, November 11th at 6pm. No Library Trustee is scheduled to attend at this time. The Friends Board had a successful Membership Drive in October informing the public on what they do as an organization. The Friends Board annual meeting was held Oct 27. The Friends Council Regional Meeting was held at the Chili Public Library on October 20th and had over 30 people in attendance.
### CPL Statistics –

<table>
<thead>
<tr>
<th>Month</th>
<th>September 2014</th>
<th>September 2013</th>
<th>% of change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circulation</td>
<td>24,778</td>
<td>26,193</td>
<td>-5.40%</td>
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<tr>
<td>Library Visits</td>
<td>13,321</td>
<td>13,138</td>
<td>1.39%</td>
</tr>
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<td>Reference Questions</td>
<td>1,686</td>
<td>1,882</td>
<td>-10.41%</td>
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<td>Programs</td>
<td>35</td>
<td>31</td>
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<td>Program Attendance</td>
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<td>320</td>
<td>79.38%</td>
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<td>851</td>
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<td>Website Visits</td>
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<td>2,689</td>
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<td>Website Pageviews</td>
<td>4,609</td>
<td>4,600</td>
<td>.20%</td>
</tr>
<tr>
<td>Oct 2013 - Sep 2014</td>
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<td></td>
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<tr>
<td>Circulation</td>
<td>314,894</td>
<td>332,821</td>
<td>-5.39%</td>
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<tr>
<td>Library Visits</td>
<td>157,183</td>
<td>163,216</td>
<td>-3.70%</td>
</tr>
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<td>Reference Questions</td>
<td>23,006</td>
<td>24,156</td>
<td>-4.76%</td>
</tr>
<tr>
<td>Programs</td>
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<td>559</td>
<td>-.89%</td>
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<td>Program Attendance</td>
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<tr>
<td>Overdrive</td>
<td>15,045</td>
<td>7,071</td>
<td>112.77%</td>
</tr>
</tbody>
</table>

- **Gates Chili Chamber of Commerce Annual Business Meeting** – Bob Pacer, representing the Friends of the Chili Public Library, and the Director will accept the Golf Tournament check presentation at the Chamber of Commerce annual business meeting on Tuesday, November 18th.

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

• **Christmas Parade** – On Friday, December 5th the Town of Chili will be holding its first annual Christmas lights Parade. The parade will take place from approximately 6:15-6:45 pm be followed by the lighting of the Community Christmas Tree at the Senior Center. The Library and the Friends Board are committed to having a float in the parade.

• **3rd Annual Legislative Thank You Breakfast** – The Director and some members of the Library Board members attended the legislative thank you breakfast at the Henrietta Public Library on Friday, October 24 from 8:30 - 10 am. They advocated NYS Senators and Assembly members on how important libraries and library systems are to their constituents.

• **Not for Profit Revitalization Act- Keeping It Legal Workshop** – The Director and some member of the Library Board will be attending a Keep It Legal workshop held at the Henrietta Public Library after the November Library Board meeting. Anita L. Pelletier, attorney at Nixon Peabody LLP to inform library trustees, directors and friends about changes in the Not for Profit Revitalization Act.

• **Gates-Chili Community Events Newsletter** – Representatives from the Chili and Gates libraries, recreation departments, the Gates Chili School District and Westside Family YMCA have produced a monthly online newsletter of events they will distribute to residents on the Westside.

• **2014 CPL Goals in Review** – The CPL Long Range Planning Committee met and reviewed the goals that were accomplished by the library in 2014. The director will share this document at the October Library Board meeting.

• **Personnel Update** – Benjamin Lewis and Nicole Johnston have resigned as library pages. They have been replaced by Melissa Husted and Bryn McGrath. Their starting date was October 6th.

• **Holds for New Books Service** – The library is providing a new service to our patrons. They are now able to select from a list of popular adult fiction authors those they would like to have holds automatically placed for them. Assistant Director Lee Ann Sperling will be overseeing this new service.

• **2014 CPL Staff Retreat Feedback** – The CPL staff had their annual staff retreat on October 13th. It was hugely successful. The theme of the day was team building. Patty Uttaro, MCLS/RPL Director spoke in the morning about what makes successful teams and how charters help teams stay focused and accomplish their goals. This was followed by a two hour workshop given by Randal Simonetti from Ignition Consulting. He presented data which helped staff determine what negotiation conflict styles they possess and tools they can use to successfully move a team toward achieving its goals. In the afternoon there was a team building exercise that proved to be fun and educational.

**New Items:**

• **Approval of the Proposed Chili Public Library Social Media Policy** – The Chili Public Library social media offerings are intended to create a welcoming and inviting online presence where library users will find useful and entertaining information. To that end the
Library Board is asked to approve the proposed Chili Public Library Social Media Policy. The policy spells out the procedures, staff responsibilities and public terms of use of the library’s social media sites. 

**Action Requested:** The Library Board approves the proposed Social Media Policy.

**Discussion:**
The first line of the second paragraph was amended to say, “Chili Public Library Social Medias offering are defined as any web application, site or account used by the library to facilitate the sharing of opinion and information about library related subjects and issues.”

- **A motion was made** to Approve of the Proposed Chili Public Library Social Media Policy

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

**System News:**
- None to report

**State news:**
- None to report

**Meetings and Workshops:**
- Directors’ Council Meeting – 10/1/14
- Supervisor’s Department Heads Meeting – 10/2/14
- Ancestry Training – 10/3/14
- MGM Meeting - 10/6/14
- Gates-Chili Chamber of Commerce Golf Tournament Fundraiser Meeting – 10/7/14
- MCLS Special Services Operations Committee Meeting – 10/8/14
- CPL Friends Committee Meeting – 10/14/14
- Town Board Meeting - 10/15/14
- Supervisor and Library Board President Annual Meeting – 10/17/14
- MCLS Library Board Meeting – 10/20/14
- MGM Meeting – 10/20/14
- Friends Council Meeting – 10/20/14
- Gates Chili School District Communications Meeting – 10/21/14
- CPL Trustees Long Range Plan Committee – 10/22/14
- MCLS Legislative Breakfast – 10/24/14
- MGM Meeting – 10/27/14
Committees:

The Long Range Planning committee presented and reviewed a 5 page handout for the 2014 year in review from the CPL Long Range Plan 2014-2018. The Board and Town Council Representative were impressed with the number of accomplishments recorded for the year and would like to express thanks to the CPL staff for all their efforts.

**Old Business** – none

**New Business**- none

**Adjourn** 6:34

**Next meeting date/time:** November 18, 2014 @ Chili Public Library Barbara Ireland Community Room. 6pm.
Final
Meeting Minutes. Chili Public Library
Board of Trustees Meeting
November 18, 2014 @ 6:00 PM in the

Board of Trustees: Jill Wynn (President), Sue Ackerman, Lori Ahearn, Judith Kharbas, James Lechner, Andrew Lucyszyn, Barbara White

Library Director: Jeff Baker
Town Liaison: Mary Sperr

Present: Jill Wynn, Lori Ahearn, Judith Kharbas, Andrew Lucyszyn, Barbara White

Absent: Sue Ackerman, James Lechner
Jill Wynn convened meeting at 6:05 pm

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

Approval of minutes: of October 28, 2014: Motion made by Lori; 2nd by Barbra
In favor- 5 ; opposed- 0; abstained- 0

Approval of abstract: $32,489.84 Motion made by Lori; 2nd by Andrew
In favor- 5 ; opposed- 0; abstained- 0

Communications
• Guests/Public: none
• Town Board liaison: Mary reported that
  -The chamber board will be changing in December
  -A Spray Park is being built at Union Station Park using funds from Rep. Ranzenhofer.
• Judith Kharbas gave a report from the Friends meeting held November 11th:
  Golf Tournament Report
  There are 206 Friend members
  The next Book Sale will be March 24-28. Since the book sale is the same time as
  March Board meeting, the BOT meeting will be moved to the conference room.

Director’s Report

• Friends of the CPL Board Meeting – The next Friend’s Board meeting is Tuesday,
  December 9th at 6pm. No Library Trustee is scheduled to attend at this time. Judith
  volunteered to attend.
- **CPL Statistics** –

<table>
<thead>
<tr>
<th></th>
<th>October 2014</th>
<th>October 2013</th>
<th>% of change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circulation</td>
<td>26,884</td>
<td>27,703</td>
<td>-3%</td>
</tr>
<tr>
<td>Library Visits</td>
<td>13,610</td>
<td>14,148</td>
<td>-4%</td>
</tr>
<tr>
<td>Reference Questions</td>
<td>1,546</td>
<td>2,160</td>
<td>-28%</td>
</tr>
<tr>
<td>Programs</td>
<td>60</td>
<td>58</td>
<td>3%</td>
</tr>
<tr>
<td>Program Attendance</td>
<td>1,386</td>
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</tr>
<tr>
<td>Overdrive</td>
<td>1,281</td>
<td>1,043</td>
<td>23%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
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<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Circulation</td>
<td>314,075</td>
<td>331,398</td>
<td>-5%</td>
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<tr>
<td>Library Visits</td>
<td>156,645</td>
<td>162,694</td>
<td>-4%</td>
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<tr>
<td>Reference Questions</td>
<td>22,392</td>
<td>24,071</td>
<td>-7%</td>
</tr>
<tr>
<td>Programs</td>
<td>556</td>
<td>573</td>
<td>-3%</td>
</tr>
<tr>
<td>Program Attendance</td>
<td>22,693</td>
<td>17,605</td>
<td>29%</td>
</tr>
<tr>
<td>Overdrive</td>
<td>15,044</td>
<td>10,098</td>
<td>49%</td>
</tr>
</tbody>
</table>

- **Gates Chili Chamber of Commerce Annual Business Meeting** – Bob Pacer, representing the Friends of the Chili Public Library, and the Director accepted the Golf Tournament check presentation at the Gates Chili Chamber of Commerce annual business meeting on Tuesday, November 18th.

- **CPL Holiday Party** – The CPL holiday party is Friday, December 12th at 5:30pm. Library Board, Town Board, CPL Friends Board, staff and volunteers are welcome to attend.

- **The Town’s Annual Staff Holiday Party** – The Town’s Staff Annual Holiday Party is Friday, December 19th from 12pm-2pm at the Senior Center. Library Board and library staff are welcome to attend.

- **Christmas Parade** – On Friday, December 5th the Town of Chili will be holding its first annual Christmas lights Parade. The parade will take place from approximately 6pm-6:45 pm be followed by the lighting of the Community Christmas Tree at the Senior Center. The Library will have a float in the parade.

- **The Chili Public Library Pop-Up Library** - At their last meeting the Friends agreed to support the following:
  - Implementing the Pop-Up Library concept
Replacing VHS tapes with DVD’s for the library’s Homeschooling kits

The Friends support the library director’s proposed new concept of community engagement for the residents of Chili. The “Pop-Up Library” provides much of what our traditional library provides, but on a smaller scale. The portable library will visit local schools, festivals, daycare centers, businesses, senior living communities, etc. in order to distribute books and offer story time to children, circulate library materials for residents of all ages, issue and update library cards, teach people how to use our electronic services, and provide reference service. To encourage reading, the library will giveaway children's books purchased through bookdepot.com. The giveaway books will be marked as coming from the Friends of the Chili Public Library. Selected library materials will be available for adults and teens to check out. Both adult and children will be on the committee.

The Friends have agreed to pay for the cost to replace the VHS tapes in the library’s Homeschooling kits with DVDs.

- **CPL Marketing Meeting** – Library Board member Andrew Lucyszyn met with the library director and Library Assistant Patty Bruno to discuss a marketing strategy for the library. It was agreed that the director will oversee an internal communications audit. The audit will describe the communications tasks and the tools used by the library to complete those tasks, who is responsible for each task and the time these tasks need to be completed. This activity will help Andrew, the director, and Patty determine best practices for each task.

**New Items:**

- **Approval of the Proposed Staff Internet Usage Policy** – The director requests the library board approve the Staff Internet Usage Policy as written.  
  **Action Requested:** The Library Board approves the proposed Staff Internet Usage Policy.  
  Motion made by Andy; 2nd by Judith  
  In favor- 5; opposed- 0; abstained - 0

- **Approval of the Proposed Staff Use of Personal Cell Phones Policy** – The director requests the library board approve the Staff Use of Personal Cell Phones Policy as written.  
  **Action Requested:** The Library Board approves the proposed Staff Use of Personal Cell Phones Policy.  
  Motion made by Lori, 2nd by Judith  
  In favor- 5; opposed- 0; abstained - 0

- **Approval of the 2014 Bullet Aid in the Amount of $10,000 Received from the Office of Senator Michael H. Ranzenhofer** – The Monroe County Library System has received $10,000 in bullet aid for the Chili Public Library from the Office of
Senator Michael H. Ranzenhofer. The director requests the library approve the voucher of this payment from MCLS to the Chili Public Library.

**Action Requested:** The Library Board approves the proposed 2014 Bullet Aid in the Amount of $10,000 received from the Office of Senator Michael H. Ranzenhofer Policy.
Motion made by Judith; 2nd by Lori
In favor- 5; opposed- 0; abstained – 0

**System News:**
- None to report

**State news:**
- None to report

**Meetings and Workshops:**
- Gates Chili Chamber of Commerce Golf Fundraiser Meeting – 11/3/14
- MGM Meeting – 11/3/14
- CPL Marketing Team Meeting – 11/4/14
- Directors’ Council Meeting – 11/5/14
- Full Staff Meeting – 11/7/14
- CPL Friends Committee Meeting – 11/12/14
- Town Libraries Directors Council Meeting – 11/13/14
- MCLS Library Board Meeting – 11/17/14
- MGM Meeting – 11/17/14
- Gates Chili School District Communications Meeting – 11/18/14
- Gates Chili Chamber of Commerce Annual Meeting – 11/18/14

**Committees**
- None to report

**Old Business**
- None

**New Business**
- None

**Adjourn:** 6:49 pm

**Board went into Executive Session**

**Next meeting date/time:** December 16, 2014 @ Chili Public Library Barbara Ireland Community Room. 6pm.
Final
Meeting Minutes, Chili Public Library Board of Trustees Meeting
December 16, 2014

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

Library Director: Jeff Baker
Town Liaison: Mary Sperr

Present: Jill Wynn, Judith Kharbas, Susan Ackerman, Lorraine Ahearn, Jim Lechner, Barbara White, Andrew Lucyszyn
Library Director: Jeff Baker
Town Board Liaison: Mary Sperr

Absent: none
Excused: none

Jill Wynn convened the meeting at 6:03pm

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

Approval of minutes of November 18, 2014: Motion made by Andrew; 2nd by Jim
In favor-7; opposed-0; abstained-0

Approval of abstract amt $7,029.26: Motion made by ; 2nd by?
In favor-7; opposed-0; abstained-0

Communications
- Guests/Public: none
- Town Board liaison: Mary thanked Jeff for the invitation to the CPL holiday party and the CPL participation in the parade of lights.
- Friends representative---A representative will attend the April, August and December board meetings. Bob was unable to attend this month’s meeting.
Director’s Report

General Information:

- **Friends of the CPL Board Meeting** – The next Friend’s Board meeting is Tuesday, January 13, 2015 at 6pm. No Library Trustee is scheduled to attend at this time. The Friends are selling Save Around Rochester Coupon Books as a fundraiser - $20 per book.

- **CPL Statistics** –

<table>
<thead>
<tr>
<th>Month</th>
<th>November 2014</th>
<th>November 2013</th>
<th>% of change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circulation</td>
<td>25,538</td>
<td>26,381</td>
<td>-3.2%</td>
</tr>
<tr>
<td>Library Visits</td>
<td>12,199</td>
<td>12,117</td>
<td>0.7%</td>
</tr>
<tr>
<td>Reference Questions</td>
<td>1,556</td>
<td>1,739</td>
<td>-10.5%</td>
</tr>
<tr>
<td>Programs</td>
<td>44</td>
<td>47</td>
<td>-6.4%</td>
</tr>
<tr>
<td>Program Attendance</td>
<td>1,055</td>
<td>846</td>
<td>25.5%</td>
</tr>
<tr>
<td>Overdrive</td>
<td>1,259</td>
<td>1,246</td>
<td>1.0%</td>
</tr>
<tr>
<td>Meeting Room</td>
<td>61</td>
<td>70</td>
<td>-12.9%</td>
</tr>
<tr>
<td>Website Visits</td>
<td>734*</td>
<td>2,231</td>
<td>-67.1%*</td>
</tr>
<tr>
<td>Website Pageviews</td>
<td>1,226*</td>
<td>3,983</td>
<td>-69.2%*</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Month</th>
<th>% of change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circulation</td>
<td>Month 2013 - Month 2014</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Circulation</td>
<td>313,232</td>
</tr>
<tr>
<td>Library Visits</td>
<td>156,727</td>
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<tr>
<td>Reference Questions</td>
<td>22,209</td>
</tr>
<tr>
<td>Programs</td>
<td>553</td>
</tr>
<tr>
<td>Program Attendance</td>
<td>22,909</td>
</tr>
<tr>
<td>Overdrive</td>
<td>15,084</td>
</tr>
</tbody>
</table>

*Results are inaccurate due to the new library website going live and usage not being recorded by Google Analytics.

- **CPL Friends Board 2015 Slate of Officers** – The CPL Friends Board 2015 slate of officers are as follows: Bob Pacer - CPL Friends Board President, Marcia Johnson - Vice-President, Lucy Flint - Treasurer, and Carol Lavalle - Secretary.

- **Sign-Up Sheets** - The director will distribute the CPL Board sign-up sheet for library trustees to attend the 2015 CPL full staff meetings and the CPL Friends Board meetings.

- **Christmas Parade** – On Friday, December 5th the Library had a float in the Town of Chili first annual Christmas lights Parade. This will be an annual event.
**SWOTS Analysis of MCLS with the MCLS Town Directors** – On December 3rd at the request of the Directors’ Council, Kathy Miller, Director of the Rochester Region Library Council conducted a “SWOTS Analysis” of the Monroe County Library System with the MCLS Town Directors. The SWOTS Analysis was done to identify strengths, weaknesses, opportunities, and threats to the system around the four system priorities of Collaboration, Communication, Training & Development, and Technology”. Results of the analysis will be reviewed at the Director’s Retreat on January 15th.

**Hold Cards** – The library is having a holiday sale on our CPL Hold Cards until December 31st where patrons can purchase a Hold card for $4.00 which is a 20% savings. This entitles the holder to six holds per card.

**Television Series DVDs** – The library’s television series DVDs are now two week non-renewables, changed from one week loans. This was done in response to patron’s request in that most of our television series have multiple DVDs and it is difficult to view them in just one week.

**International Faxes** – Due to a recent incident of spamming on the library's public fax machine, the town and library no longer provide public faxing to international calls.

**Financial Literacy Family Kit** – Each member library has received a Financial Literacy Family Kit made possible by a Financial Regulatory Authority (FINRA) and American Library Association Smart Investing @ Your Library grant. Each kit contains books, games, DVDs, and suggested activities pertaining to money that families, teachers, and caregivers can use to facilitate discussion around basic financial concepts such as spending, saving, and budgeting. According to the National Financial Educators Council only 32% of parents talk to their children about personal finance regularly and only 7% of parents say their child understands financial matters well. Research also suggests that children form their attitudes around money by the end of 5th grade. The kits are appropriate for Pre-K to 6th grade children.

**MCLS Town Liaison Post Ending** – The Director would like to thank the Library Board for allowing him to take on the role of MCLS Town Liaison for a three year term which ends
December 31st. Taking on this role has allowed him to help guide and become more involved in MCLS services, policies and procedures.

- **1,000 Books Before Kindergarten Program** - The Wheatland-Chili School District in collaboration with the Chili Public Library and the Churchville-Chili School District, Scottsville Public Library, Gates Public Library, and Newman Riga Public Library is encouraging all parents and caregivers to read 1,000 books to their children before kindergarten. Reading aloud builds vocabulary and literacy skills that are important as children being to learn to read in kindergarten. Parents will be able to return a reading log to the library and for every 50 books their child will receive a prize.

- **Patron incident at CPL**: a patron who has had incidents at CPL in 2010, 2013, 2014 has been banned from CPL until May 19, 2015. MCLS is now developing a system-wide banning procedure.

**New Items:**

- **Action item: approval of the 2015 CPL Long Range Plan** – The Director along with the CPL Long Range Planning Committee puts forward the 2015 goals of the CPL Long Range Plan.  
  **Action Requested:** Library Board approves the 2015 CPL Long Range Plan as written.

  Discussion: Jeff reviewed handout listing goals in 8 areas.

  **A motion was made** to approve the 2015-2019 CPL Long Range Plan as written.

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

- **New Part Time Library Trainee** – Valerie Scheg has been promoted to being a part-time Librarian Trainee – Teen and Adult Services, effective December 1, 2014 at an hourly rate of $10.  
  **Action Requested:** Library Board endorses Valerie Scheg as part-time Librarian Trainee at the hourly rate of $10.

  Discussion: The Board endorsed this action

- **Action Item: Approval of the Proposed 2015 CPL Employee Pay Rate** – The director requests the library board approve the proposed 2015 employee pay rate increase of 2.5% as is reflected in the Town’s 2015 approved budget.  
  **Action Requested:** Approve the Proposed 2015 CPL Employee Pay Rate Increase of 2.5%.
Discussion: The original proposal was for a 2% increase. The Board would like to maintain a good amount in surplus. We would like to let staff know they are appreciated. A 3% increase would use too much of the surplus. Members wished to consider the idea of a 2.5% increase. We would like to cultivate relationships with legislators in order to secure more funding.

A motion was made to approve the Proposed 2015 CPL Employee Pay Rate Increase of 2.5%. 
Motion made by Jim; 2nd by Lori 
In favor- 7; opposed- 0; abstained- 0

- Action Item: Approval of Employee Pay Rates due to the Minimum Wage Increase Effective December 31, 2014 – the minimum wage increases from $8.00 per hour to $8.75 effective December 31, 2014. The director request the library board approve employee pay rates to reflect the minimum wage increase effective December 31, 2014. 
Action requested: approve employee pay rates to reflect the minimum wage increase to $8.75 for affected employees effective December 31, 2014.

Discussion: the rate increase is starting on December 31, 2014 instead of January 1. This rate increase is required by law.

- A motion was made to approve employee pay rates to reflect the minimum wage increase to $8.75 for affected employees effective December 31, 2014. 
Motion made by Barbara; 2nd by Judith 
In favor- 7; opposed- 0; abstained- 0

- Action Item: Approval of renewal of Jim Lechner’s 5 year term.  
Action Requested: Approval of renewal of Jim Lechner’s 5 year term.  
Discussion:

A motion was made to approve renewal of Jim Lechner’s 5 year term. 

Motion made by Lori; 2nd by Andrew 
In favor- 6; opposed- 0; abstained- 1

System News:
- None to report

State news:
- None to report

Meetings and Workshops and Outreach:
MGM Meeting – 12/1/14
Gates Chili Chamber of Commerce Golf Fundraiser Meeting – 12/2/14
Directors’ Council Meeting – 11/3/14
Town Holiday Parade – 12/5/14
Gates Chili Events Newsletter Meeting – 12/9/14
CPL Friends Committee Meeting – 12/9/14
CPL Staff Holiday Party – 12/12/14
MCLS Library Board Meeting – 12/15/14
MGM Meeting – 12/15/14

Committees: none

Old Business – none

New Business-
- Barbara White resigned her position on the Board due to relocation. Jill thanked her for her participation and commitment, including her work on the Personnel committee. Today is her last meeting; she signed the resignation form tonight.
- Nominating committee has possible new Board member to finish Barbara’s 3 year term; will contact the prospective candidate and bring name to January meeting.
- Jim has requested a leave of absence to April 1 due to travel
- Susan has requested a leave of absence to May 1 due to taking a class. Lori will act as the Board secretary
- Jill has requested that the Board meetings start at 6:30 from January to May; Jill is taking a class

Adjourn 7:25pm

Next meeting date/time: January 27, 2015 @ Chili Public Library Barbara Ireland Community Room. 6:30pm.