Chili Public Library Board of Trustees Meeting  
Approved Minutes for January 28, 2020

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

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

Absent: None  
Excused: James Lechner, Lorraine Ahearn

Meeting called to order @ 6:10pm by President Ackerman

Approval of agenda: Sue Ackerman asked if there were any objections to the approval of the agenda. Hearing none, the agenda was approved with Unanimous Consent.

Approval of minutes of: Sue Ackerman asked if there were any objections to the approval of the minutes of December 17, 2019. Hearing none, the minutes were approved with Unanimous Consent.

Communications
• Town Liaison: Town will begin accepting Amex for payments, approved adjusting the 2020 library budget to accept a $1,400 NYS Early Childhood Public Library Staff Development Program Grant.

• Guests/Public: None Present

Director’s Report
• The director has been sending e-mail communications to library patrons on improvements coming in the new library, including collections, new spaces, partnership opportunities and more. Reviewed current state photographs of the construction.

• 1078 volunteer hours were put into the library according to a report from Jennifer Freese.

• The library is making preparations to help patrons to respond to the 2020 Census. A dedicated computer station will be set up for census responses around the initial March 12 response period as well as on April 1, “Census Day” several laptop stations will be set up in the library. Statewide aid was given to libraries to accommodate the extra services, but the final compensation given to individual libraries has not been determined.
General Information:

- **Friends of the CPL Board:** The next monthly board meeting is scheduled for Tuesday, February 11 at 6 pm

<table>
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<tr>
<th>CPL STATISTICS</th>
<th>December 2019</th>
<th>December 2018</th>
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<tr>
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<td>15,582</td>
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<tr>
<td>Programs</td>
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<td>31</td>
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</tr>
<tr>
<td>Program Attendance</td>
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<td>Items Borrowed (holds)</td>
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<td>Website Visits</td>
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<tr>
<td>Website Pageviews</td>
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<td>7,124</td>
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</table>

<table>
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<th>Jan 2019- Dec 2019</th>
<th>Jan 2018- Dec 2018</th>
<th>% of change</th>
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<tr>
<td>Library Visits</td>
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<td>Reference Questions</td>
<td>16,863</td>
<td>17,403</td>
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<tr>
<td>Programs</td>
<td>620</td>
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<tr>
<td>Program Attendance</td>
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<td>14,702</td>
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</tr>
<tr>
<td>Overdrive</td>
<td>30,148</td>
<td>25,858</td>
<td>17%</td>
</tr>
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</table>
• **Collaboration with the Alzheimer’s Association** – The Library is hosting a series of four informative programs presented by the Alzheimer’s Association. Healthy Living for Your Brain and Body on January 22. 10 Warning Signs of Alzheimer’s on February 19, March 18 to be determined, and April 15 to be determined.

• **Collaboration with the Chili Lions Club** – The Library is hosting a series of four informative programs presented by the Chili Lions Club. Sustainable Homes on January 22, Landscape for Biodiversity on February 12, Identifying Plants at 55 MPH on March 11, and Wetlands on April 22.


• **Macmillan eBooks Boycott Update** - The Library Director will review a detailed analysis of the Macmillan eBook boycott from King County Library System.
• **2020 Census** – The Library Director will review the timeline of the 2020 Census and what the Library is doing in preparation for it.

• **2019-2020 State Aid for Library Construction Update** - MCLS application have been received and are pending review by the DASNY (Dormitory Authority). Once DASNY and the State Library have approved the application, paper work will be processed for the initial aid payment. Last year, this did not happen until August.

• **2019 Year in Review**: The Director will present a review of the past year’s accomplishments to the Library Board.

**New Items:**

• **Approval Item** - NYS Early Childhood Public Library Staff Development Program Grant - The Monroe County Library System received State funding for family literacy training and materials through the New York State Early Childhood Public Library Staff Development Program Grant. The Monroe Library System has awarded the Chili Public Library $1,400 of the grant amount they received. The Library Director requests the Library Board approve the Town Board making a resolution to adjust the 2020 approved Library Budget to account for this increase in revenue. The State Aid - Public Library (03.3840.0000.0000) revenue budget line will be increased by $1,400. The Other Operations & Maintenance Juvenile (03.7410.4089.9780) expenditure budget line will be increased by $1,400. **Action Requested**: Approve the Town Board making a resolution to adjust the 2020 approved Library Budget to account for the increase in revenue as a result of the NYS Early Childhood Public Library Staff Development Program Grant. Hearing none, the adjustment was approved with Unanimous Consent.

**MCLS Items:**

• **MCLS Legislative Visit** – The Library Director will be visiting Asemblymember Harry Bronson’s office on Friday, January 31, 2020 to advocate for State funding of libraries. Library Trustees are welcome to attend.

**State Items:**

• **Governor Cuomo’s FY2020-2021 Executive Budget proposal** - The following is from the New York Library Association: For the fourth straight year Governor Cuomo has drastically cut funding for our libraries.
• **Library Aid: $91.6M ($4M CUT)** The proposed funding is $4M less than what was in last year’s enacted state budget. This proposed CUT fails to acknowledge the crucial role libraries serve in our communities, and the contributions they make to our state’s education system. Libraries ARE Education!

• **Library Construction Aid: $14M ($20M CUT)** The State Library Construction Aid program was originally cut by $20M in the FY2019-20 Executive Budget. However, thanks to our champions in the legislature, the Program was restored to $34M in the final days of the 2019 legislative session. Yet again, Governor Cuomo has proposed cutting the Program’s funding. The State Division of Library Development estimates that library renovation and construction needs are $1.5B statewide. Over 50% of public libraries in NYS are 60+ years old, and an additional 31% are 30+ years old. Investment in the Library Construction Aid program must be increased to address aging infrastructure, energy inefficient buildings and the evolving ways people use libraries. The NYLA Online Advocacy Center (https://www.nyla.org/contact-your-elected-officials/) has an online petition that is emailed to the governor and state legislators.

• **Trustee Training Regulations Update** - Previously the State Education Department was determining whether there would be training regulations for library trustees. When Commissioner Elia left, the State Education Department’s Acting Commissioner directed there be no new regulations introduced until new leadership is in place. There will however be a question on the 2019 state report on trustee training.

**Meetings and Workshops and Outreach:**

Full CPL Staff Meeting – 1/3/20  
Gates Chili Chamber of Commerce Board Program Committee Meeting – 1/7/20  
Directors’ Council Meeting – 1/8/20  
CPL Foundation Meeting – 1/9/20  
Meeting with Lisa Tiffin, Roberts Wesleyan College – 1/13/20  
Gates Chili Chamber of Commerce Board Meeting – 1/14/20  
CPL Youth Services Staff Retreat – 1/20/20  
Gates Chili Chamber of Commerce Golf Tournament Committee Meeting – 1/21/20  
Gates Chili Chamber of Commerce Networking Luncheon – 1/21/20

Respectfully submitted, Jeff Baker, Library Director, Chili Public Library

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**Committees:**
- Personnel Committee – Karen Reifenstein announced that she is resigning from the Board. She has accepted a teaching position out of state and will be relocating. The Personnel Committee will begin immediately seeking volunteers for the vacancy through on-site, email and social media advertising.
- The Library Board will be starting the performance evaluation of the library director for 2019 including reviews from the library staff and the board. To be completed by March.
- CPL Foundation has two new board members -- Thomas Bowers, President of Bowers Communications and Lisa Tiffin, Director of Grant Development at Roberts Wesleyan College.

New Business: None

Old Business: None

**Review of the CPL Budget Spreadsheet and Memorial Fund Spreadsheet:** The library director presented a year-end overview of the 2019 budget. Fine revenues were under budget but interest earnings and fax and copy revenues were up throughout the year. Revenues were up by about $10,000 over initial projection. Expenses were on target from budget projections due to smaller than expected costs in state retirement benefits and healthcare costs and utilities offset by increases in materials and technology spending. Approximately $26,529.45 will be allocated to the library surplus fund, pending final reconciliation of expenses.

We are evaluating the ongoing budget impact of the 2021 budget due to the larger space, including higher utility and cleaning costs.

**Approval Items:**

- Approval of Library Fund Abstract amount of $9678.50.
- Approval of Memorial Fund Expenditures amount of $388.00.
- Approval of Memorial Fund Donations amount of $370.00.

  Sue Ackerman asked if there were any objections to the approval of the Library Fund Abstract, Memorial Fund Expenditures or Memorial Fund Donations. Hearing none all were approved by Unanimous Consent.

Additional Comments from Audience: None

**Hearing no objections, the meeting was adjourned @ 7:25.**
Next meeting date/time: February 25, 2020 @ Chili Public Library Ireland Community Room. 6:00pm.
Chili Public Library Mission Statement

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

Board of Trustees: Susan Ackerman (President), Andrew Lucyszyn (Vice President), Lorraine Ahearn (Secretary), James Lechner (Memorial Fund Treasurer), Lori Hahn, Jeffrey Stoiber
Library Director: Jeff Baker
Town Liaison: Mary Sperr

Absent: None
Excused: Lori Hahn, Jim Lechner

Meeting called to order @ 6:00pm by President Ackerman

Approval of agenda: Sue Ackerman asked if there were any objections to the approval of the agenda. Hearing none, the agenda was approved with Unanimous Consent.

Approval of minutes of January 28, 2020: Sue Ackerman asked if there were any objections to the approval of the minutes. Hearing none, the minutes were approved with Unanimous Consent.

Communications

- Town Liaison: The Town passed a resolution to accept the $500,000 SAM grant, obtained by Senator Ranzenhofer, to be used for the installation of lighting on the grounds of the new Community Center and the adjoining sports fields. A second resolution was passed to accept the $500,000 SAM grant, obtained by Assemblyman Bronson, to be used for the creation of a town park on Archer Road, adjacent to the new Community Center. The Community Center project remains on schedule.

- Guests/Public: None Present

Director’s Report

- New Library update: The Director is working with Dan Knapp, Town finance director, looking at available options to furnish the new library. Jeff Baker shared a photo from Christa Construction of the new construction made into a jigsaw puzzle. He had it, as well as one made into a children’s puzzle, placed within the library for patrons to “Build our New Library” to reflect new construction as the project advances.

- In February 2020, 26 attendees thoughtfully discussed the book *White Fragility*.

- Jeff Baker discussed the information from the November 2019 MCLS trustee training “Ask a Lawyer” attended by Sue Ackerson and Lori Ahearn. It helped clarify what is expected of the Board.
General Information:

Friends of the CPL Board: The next monthly board meeting is scheduled for Tuesday, March 10 at 6 pm in the Barbara Ireland Room. Sue Ackerman has volunteered to attend. The CPL Friend’s next book sale is Wednesday, March 25th (4pm-8pm Friend’s preview), Thursday, March 26th (12pm-8pm), Friday, March 27th (9am-4pm), Saturday, March 28th (9am-4pm), and Sunday, March 29th (1pm-4pm $5 bag sale). At their February 2020 meeting, the Friend Board approved co-sponsoring with the Gates Friends Board, the Gates Chili Chamber of Commerce March 17th networking event. At the event David Mammano will review his book “Crash & Learn” Lessons in Business”.

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<th>February 2019</th>
<th>% of change</th>
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<td>Library Visits</td>
<td>10,601</td>
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<td>Programs</td>
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<td>Program Attendance</td>
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<td>Items Borrowed (holds)</td>
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<tr>
<td>Items Loaned (holds)</td>
<td>988</td>
<td>750</td>
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<td>2,829</td>
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<tr>
<td>Website Visits</td>
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<td>Website Pageviews</td>
<td>4,934</td>
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<th>Feb 2019- Jan 2020</th>
<th>Feb 2018- Jan 2019</th>
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<td>Circulation</td>
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<td>Library Visits</td>
<td>131,795</td>
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<td>-3%</td>
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<tr>
<td>Reference Questions</td>
<td>16,959</td>
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<td>-2%</td>
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<tr>
<td>Programs</td>
<td>623</td>
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<tr>
<td>Program Attendance</td>
<td>12,267</td>
<td>14,378</td>
<td>-15%</td>
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</table>
The director will send a new copy with the corrected heading dates. There is no explanation for the drop in web views.

- **2020 Census Program** – On Saturday, March 14, 2020 at 2pm the Census Bureau will present the public informational program *2020 Census Benefits Your Community*. This program will discuss the 2020 Census and how a complete and accurate count of the population will benefit our community. An estimated $675 Billion in federal funds is distributed each year using Census data. These funds support local infrastructure, education, healthcare, economic development and community services. The Census questionnaire is being mailed to households across the country mid-March. April 1st is Census Day. The CPL conference room is reserved for one week for use by census responders along with previously discussed preparations.

- **CPL Staff Training – Conversation on Race** – At the February CPL Staff meeting the Gandhi Institute gave a Conversations on Race workshop. The 120 minute workshop was a well facilitated discussion.

**New Items:**

- **Approval of Youth Services staff Wendy Scheg and Jill Marshall Attendance at the YSS Conference from May 14-16, 2020**: The director requests the library board approve Youth Services staff Wendy Scheg and Jill Marshall attend the YSS Conference, May 14-16, 2020 in Clayton, NY. YSS is the Youth Services Section of the New York Library Association. The cost is not to exceed $1,000 to cover registration, mileage, meals and two night’s hotel.

  **Action item:** Approve the cost, not to exceed $1,000 in registration, mileage, meals, and lodging for Youth Services staff Wendy Scheg and Jill Marshall to Attend the YSS Conference from May 14-16, 2020.

  Sue Ackerman asked if there were any objections to the approval of the cost as described for Youth Services staff Wendy Scheg and Jill Marshall to attend the YSS Conference from May 14-16, 2020. **Hearing none** the cost to attend the YSS Conference from May 14-16, 2020 was approved by Unanimous Consent.

- **Approval of Town of Chili Amending 2020 Chili Public Library Budget** - The Friends of the Chili Public Library Board at their February 11, 2020 meeting approved a $10,500 donation to be deposited into the Library Fund. The Director requests the Library Board approve the Town of Chili amending the Library’s 2020 Budget, to increase the revenue account L2705.0000.9501 (Gifts & Donations...
Friends of the Library) by $4,000.00 to equal $10,500.00, and increase the expense account L7410.4089.9780 (Other Operations & Maintenance Juvenile) by $4,000.00 resulting in the total Programs budget line for juvenile, Teen, and Adult equals $10,500.

**Action Item:** Approve the Town of Chili Amending the Library’s 2020 Chili Public Library Budget as described.

*Sue Ackerman asked if there were any objections to the approval of Town of Chili amending the Library’s 2020 Chili Public Library Budget as described. Hearing none Town of Chili amending the Library’s 2020 Chili Public Library Budget as described was approved by Unanimous Consent.*

**MCLS Items:**
- Nothing to report

**State Items:**
- Nothing to report

**Meetings and Workshops and Outreach:**
- CPL Community Book Discussion – 1/30/20
- Assembly member Harry Bronson Meeting – 1/31/20
- Gates Chili Chamber of Commerce Board Program Committee Meeting – 2/4/20
- Causwave Conference Call – 2/4/20
- MCLS Directors Retreat – 2/5/20
- Full CPL Staff Meeting (Conversations on Race Workshop) – 2/7/20
- Collaboration Meeting with the Recreation Department – 2/10/20
- Gates Chili Chamber of Commerce Board Golf Committee Meeting – 2/11/20
- Gates Chili Chamber of Commerce Board Meeting – 2/11/20
- Friends of the Chili Public Library Board Meeting – 2/11/20
- Town of Chili Department Heads Meeting – 2/12/20
- Meeting with Vargas Associates Representative – 2/12/20
- CPL Foundation Board Meeting – 2/12/20
- CPL Staff Retreat Meeting – 2/13/20
- Chamber State of the Towns Event – 2/25/20

**Committees:**
- **Personnel Committee:** The committee, composed of Andrew Lucyszyn, Jeff Stoiber and Sue Ackerman, will be interviewing candidates for the vacant board position. The committee will develop a schedule for an annual review of CPL policies. Note: As a town library, we also abide by town policies such as the “workplace violence and sexual harassment” policy.

**Old Business:** None

**New Business:** None
Review of the CPL Budget Spreadsheet and Memorial Fund Spreadsheet: There was nothing unusual in the spreadsheets.

Approval Items:

- Approval of Library Fund Abstract amount of $24,805.45.
- Approval of Memorial Fund Expenditures. There were no expenditures this month.
- Approval of Memorial Fund Donations amount of $60.

- Sue Ackerman asked if there were any objections to the approval of the Library Fund Abstract, Memorial Fund Expenditures or Memorial Fund Donations. Hearing none, all were approved by Unanimous Consent.

Additional Comments from Audience: None

Hearing no objections, the meeting was adjourned @ 7:05 pm

Next meeting date/time: March 24, 2020 @ Chili Public Library Conference Room. 6:00pm.
Chili Public Library Board of Trustees Meeting
Approved Minutes for April 21, 2020
Zoom Meeting

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

Board of Trustees: Susan Ackerman (President), Andrew Lucyszyn (Vice President), Lorraine Ahearn (Secretary), James Lechner (Memorial Fund Treasurer), Lori Hahn, Jeffrey Stoiber

Library Director: Jeff Baker
Town Liaison: Mary Sperr

Absent: None
Excused: None

Note: This meeting took place through Zoom due to covid-19 restrictions. It was simultaneously streamed on Facebook Live.

Meeting called to order @ 6:00pm by President Ackerman

Approval of agenda: Sue Ackerman asked if there were any objections to the approval of the agenda, with additions, as discussed. Hearing none, the agenda was approved, with additions as discussed' with Unanimous Consent.

Approval of minutes of: Sue Ackerman asked if there were any objections to the approval of the minutes from February 25, 2020. Hearing none, the minutes were approved with Unanimous Consent. Note: The CPL Board did not meet in March due to the start of corona virus social distancing.

Communications
- Town Liaison: The Town is in good shape financially according to the 2019 audit. Supervisor Dunning and department directors are working on plans to provide a safe reopening of the Town.
- Guests/Public: Sara Landes – Trustee Nominee

Director’s Report

General Information:
- Director Baker and the CPL staff are actively looking at changes in library operations to make it a safe environment for patrons and staff when CPL can reopen.
- The Friends’ book sale was cancelled due to COVID-19 restrictions.
Library’s Response to Closing Its Building Due to COVID-19: Due to the COVID-19 virus, the library building was closed to the public on March 14 and only the Library Director Jeff Baker and Assistant Library Director Jennifer Freese reported to the Library to answer phone reference and quarantine material returned through the book drop. Phone reference was stopped, and the book drop was locked on March 20, and since then the Library Director has been the only one that has entered the building periodically to make sure the server room is running properly and the building has no issues. The Library will remain closed at least until May 15, 2020 per Governor Cuomo’s executive order. The Library staff quickly responded to the temporary closure of the building by creating a strategy to fulfill its mission in providing for the lifelong education of its residents. Director Baker is impressed with the CPL staff. They responded with immediate plans to cover the first few weeks of the closing and then adjusted and augmented plans as the shutdown was extended. The CPL Board agrees with this assessment.

- **Virtual Programs** – Over the last month a variety of virtual library programs had been created for patrons to enjoy from their home. Patrons were able to access these programs through the Library's website and Facebook page. The following lists these virtual programs and their descriptions:

**Virtual Children’s Programming:**

- **Storytime with Miss Cathy** - Monday through Friday at 10 am
  Join us for a story and a rhyme, and we’ll end each session with "If You’re Happy and You Know It!"

- **Chili Chapters with Miss Valerie** - Tuesday through Saturday at 3 pm
  Tuesday, Thursday and Saturday – books for kids ages 8-11. Wednesday and Friday – books for teens ages 12-18. We will read the first chapter of a book that is available on our Libby/Overdrive.

- **Miss Wendy’s Wonderings...** Monday through Friday at 12 pm
  Join Miss Wendy for a time to wonder & interact with Art, Stories or Activities. Who knows what Miss Wendy is wondering? Are you wondering too? Let her know...

- **Storytime with Miss Jill** - Monday through Friday at 7 pm
  Join Miss Jill for a fun, bedtime story each evening. Four other staff apart from Youth Services have volunteered to do upcoming bedtime storytimes.

- **LEGO Club with Miss Cathy and Leila** - Mondays at 3 pm
  Leila and Miss Cathy will create a sample of what we will be making each week and then the kids can send photos of what they make to our Facebook/Instagram.

- **Minecraft with Miss Cathy** - Mondays at 6 pm
We will have our Minecraft and Minecraft PE servers open from 6 to 7 pm every Monday. Want to play? Send us a PM through our Facebook page and we’ll send you the IP address!

- **Updated Schedule of Virtual Children’s Programming:** Creating virtual programming is a labor intensive activity. The above schedule of virtual programming was done with the hope the Library building would be open after two to four weeks of being closed. Now that the ‘New York on Pause’ has been extended at least to May 15, 2020, the schedule of virtual programs has been adjusted as of April 20, 2020, to still provide for the literacy needs of our resident’s children, while at the same time not being overly taxing to the Youth Services staff. The updated virtual children’s programs are as follows:
  - **Cathy Storytimes** are at 10am Mondays, Wednesdays, and Fridays
  - **Valerie’s Chili Chapters** are at 11am Tuesdays, Thursdays, and Saturdays
  - **Wendy’s Wonderings** are at 12noon Wednesdays and Fridays
  - **Jill’s Storytimes** are at 7pm Tuesdays, Thursdays, and Saturdays
  - **Lego** is at 3pm on Mondays (with a flip-flopping host of either Leila or Lucy)
  - **Minecraft** is at 6pm on Mondays

- **Other Virtual Programs** – Zoom is also being used for interactive programs where patrons register and once registered they are given a meeting ID and password to join the program. The following are three such upcoming programs.
  - **Tween Book Talks with Miss Cathy on April 22 from 1pm-2pm**
    Join us to discuss what you are reading and loving right now
  - **Virtual Painting for Adults with 2U Paint Studio! on April 23 from 7-9pm**
  - **Mystery Loves Company** on April 24 at 2pm Discussing a mystery downloaded from the Gutenberg Project

**Monthly Statistics:**

Statistics for March 2020 are reported in two sections. Comparison of stats will be skewed because the library was closed for part of March 2020. The last set of stats looks at our virtual programming.
### March 1 – March 14, 2020
**CPL STATISTICS – WHILE LIBRARY BUILDING WAS OPEN TO THE PUBLIC**

<table>
<thead>
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<th></th>
<th>March 2020*</th>
<th>March 2019</th>
<th>% of change</th>
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<tr>
<td>Circulation</td>
<td>11,546</td>
<td>19,751</td>
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<tr>
<td>Library Visits</td>
<td>5,316</td>
<td>12,578</td>
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<tr>
<td>Reference Questions</td>
<td>828</td>
<td>1,491</td>
<td>-44%</td>
</tr>
<tr>
<td>Programs</td>
<td>18</td>
<td>54</td>
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<tr>
<td>Program Attendance</td>
<td>285</td>
<td>821</td>
<td>-65%</td>
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<tr>
<td>Items Borrowed (holds)</td>
<td>N/A</td>
<td>897</td>
<td>N/A</td>
</tr>
<tr>
<td>Items Loaned (holds)</td>
<td>N/A</td>
<td>893</td>
<td>N/A</td>
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<tr>
<td>Overdrive</td>
<td>3,188</td>
<td>2,480</td>
<td>29%</td>
</tr>
<tr>
<td>Meeting Room</td>
<td>44</td>
<td>84</td>
<td>-48%</td>
</tr>
<tr>
<td>Website Visits</td>
<td>2,191</td>
<td>5,561</td>
<td>-61%</td>
</tr>
<tr>
<td>Website Pageviews</td>
<td>4,803</td>
<td>8,714</td>
<td>-45%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Circulation</td>
<td>220,705</td>
<td>237,215</td>
<td>-7%</td>
</tr>
<tr>
<td>Library Visits</td>
<td>124,941</td>
<td>134,370</td>
<td>-7%</td>
</tr>
<tr>
<td>Reference Questions</td>
<td>16,343</td>
<td>17,124</td>
<td>-5%</td>
</tr>
<tr>
<td>Programs</td>
<td>579</td>
<td>583</td>
<td>-1%</td>
</tr>
<tr>
<td>Program Attendance</td>
<td>11,379</td>
<td>13,604</td>
<td>-16%</td>
</tr>
<tr>
<td>Overdrive</td>
<td>31,325</td>
<td>27,251</td>
<td>15%</td>
</tr>
</tbody>
</table>

### March 15 – March 31, 2020
**CPL STATISTICS – VIRTUAL PROGRAMS WHILE LIBRARY IS CLOSED**

<table>
<thead>
<tr>
<th>Event</th>
<th>Views</th>
<th>Facebook Likes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Storytimes with Cathy/Leila and Jill</td>
<td>952</td>
<td>7,792</td>
</tr>
<tr>
<td>Family Programs (Wendy's Wonderings, Lego, Minecraft)</td>
<td>44</td>
<td>2,777</td>
</tr>
<tr>
<td>Tween/Teen Chili Chapters with Valerie</td>
<td>159</td>
<td>2,050</td>
</tr>
</tbody>
</table>
• **Loan Period Extended** – The Monroe County Library System extended the due date to May 18, 2020 for when material are to be returned to libraries. No overdue fines will accrue while the Library is closed to the public. There are 7,898 items borrowed from CPL. Procedures are being developed to ensure the staff and residents are safe as returned items are processed.

• **Monroe County Library System eCards** – The Library has proactively informed the residents of Chili that they can get by email a MCLS eCard by clicking on the following web address: [https://libraryweb.org/using_the_library/e-card-registration](https://libraryweb.org/using_the_library/e-card-registration). The eCard does not allow patrons to borrow print materials but does allow them to borrow and download materials, and utilize the library system databases.

• **Overdrive eBooks** – When the Library building became closed to the public, the materials budget that was previously spent for print books and materials, has been spent on purchasing OverDrive eBooks.

  ➢ **Updated Library Website** - To make it easier for patrons to access the Library’s digital materials and virtual programs its website was updated. The Library’s website now includes four large clickable buttons:
    - *Click here for eBooks and more!* To access Overdrive’s Libby, and Hoopla.
    - *Click here for Virtual programs!*
    - *Click here for Home Learning.* It includes links to resources for homeschooling
    - *Click here for Adult Resources* It includes links to systemwide databases
    The Library even had for fun a virtual Easter egg hunt where Easter eggs where hid throughout the website.

  ➢ **National Library Week, April 19 – April 25, 2020** – Patrons have been asked to send a picture of themselves with their library card, with a library book, or with a poster or card that they have created to celebrate National Library Week and the Library will post it on its Facebook and Instagram pages.

  ➢ **YSS Conference from May 14-16, 2020 Cancelled** – At its February 2020 meeting the Library Board approved spending up to $1,000 to send two Youth Services staff to the YSS Conference from May 14-16, 2020. This conference has been cancelled.

  ➢ **Hoopla** – To further assist the residents of Chili, the Library now provides the streaming video service Hoopla [https://www.hoopladigital.com/my/hoopla](https://www.hoopladigital.com/my/hoopla). Hoopla offers thousands of popular movies, TV shows, music albums, graphic novels, audiobooks, comics, and eBooks. Hoopla titles can be streamed or downloaded to a smartphone, tablet, computer, and select TV digital media players. One has to be a resident of Chili to access the Library’s database, and those who use it are limited to a 5 item checkout per month.
Staff Logs – In addition to the ordering digital material and creating virtual program, the staff have been keeping very busy finding doing activities to further develop themselves professionally while at home. Taken from their weekly logs, the following is a summary of these activities. This has been a great opportunity for the staff to pursue their topic of interest through online classes, webinars, and podcasts.

The clerical staff have been:
- Learning how to use Zoom for weekly meetings
- Working on the annual report
- Learning how to download books from Overdrive and Libby to different types of devices
- Becoming very familiar the Library’s website and policies.
- Reading articles from professional journals such as American Libraries and Library Journal
- Watching webinars on a variety of topics (Leadership, computer skills, etc.)
- Watching Library staff storytimes, to learn how to do it themselves
- Learning how to access magazines through Overdrive
- Looking at and analyzing websites of libraries in other locales throughout the United States
- Taking virtual tours of worldwide museums, Library of Congress, and zoos
- Accessing MCLS databases including digital images
- Looking at the requirements to access digital books from the NYPL
- Learning Spanish

The Library’s Reference have been:
- Planning, executing and uploading to social media a variety of youth programs (storytimes, Lego club, Minecraft, Wendy’s Wonderings, Chili Chapters for tweens and teens)
- Pricing the Hoopla database for e-books, magazines and video and music streaming
- Watching webinars and listening to podcasts on a variety of library related topics (leadership, COVID-19, youth services, etc.)
- Marketing the new lineup of virtual programs to the local news outlets
- Putting out the Library’s bi-weekly e-Newsletter
- Updating LibCal (the Library's online events calendar) with the new lineup of virtual programs
- Reading professional journals such as American Libraries and Library Journal for articles and book reviews
- Ordering more digital e-books and audio e-books
- Keeping the Friends organization updated
- Providing tech support for other staff having trouble with Zoom, Overdrive, and Libby
- Taking care of Rosie and Chrysanthemum, the Library hamsters
- Keeping the Library’s social media outlets and webpage up to date with program offerings and library changes amid this COVID-19 crisis.
- Using the 3-D printer to print masks strap for first responders
MCLS Items:

- **2019-2020 State Aid for Public Library Construction Application Update** – The application from the Chili Public Library for State Aid for Public Library Construction has been forwarded to the State Library and the Dormitory Authority of the State of New York (DASNY). The application currently waits for DASNY to give final approval to the Library’s grant request. The State Dorm Authority has requested more details about our new library building. Jeff Baker is working with Christa Construction to supply needed information.

State Items:

- **Statement the New York Library Association** - The impact of COVID-19 affected the legislature and the annual budget process heavily. The Capitol closed to the public, forcing grassroots and professional advocates alike to work behind their screens instead of “off the floor”. The Senate and Assembly forewent the historical introduction of “one-house” proposals. And with a continuing number of positive cases across the state (including several members of the legislature), the houses adopted policies and procedures to allow elected officials to participate in meetings and the voting process from their districts instead of the chamber. Most importantly, the $6B deficit...has snowballed with expenditures to support the health crisis.

- Governor Cuomo proposed $91.6M Library Aid in this year’s Executive Budget, a $5M cut from last year’s enacted budget. With the support of our friends in the Senate and Assembly, who were given the difficult responsibility of determining reductions across the budget, we secured $2.5M. The FY2020-21 enacted budget for State Library Aid will be $94.1M.

- The Governor proposed a $20M cut in capital funding – from $34M back to $14M. Despite the efforts of thousands of library advocates, the impact of the COVID-19 pandemic made the reinstatement of this program unworkable. As the state regains its fiscal health, our hope is to see this program grow once more.

- The Governor, in partnership with the Department of Budget, will review the State’s revenue and expenditures throughout the year (three periods). If deemed necessary, the authority has been granted to the Governor to make budget adjustments. Any changes would require notice to the Legislature.

Meetings:

The Library Director has been having daily zoom meeting with staff Monday - Thursday, and Zoom discussion with Library Directors, Library Trustees, Gates Chili Chamber of Commerce Committee members.
Committees:

- CPL Board Nominating Committee – **Board Action:** The Nominating Committee recommends Sara Landes to fill the remainder of Karen Reifenstein CPL Board term. **The resolution** needs CPL Board approval so it can be sent to the Town Board for the appointment to be made.

  Sue Ackerson asked if there were any objections to the approval of the resolution to have Sara Landes fill the remainder of Karen Reifenstein’s CPL Board term. **Hearing none**, the action was passed with Unanimous Consent.

Old Business: None

New Business:

- The CPL Board approval is required to submit the CPL annual report to the state. The Board received an email copy of the report prior to the meeting. **Action requested:** Approval of the State Annual Report.

  Sue Ackerman asked if there were any objections to the approval of the State Annual Report. **Hearing none** the State Annual Report was approved by Unanimous Consent.

Review of the CPL Budget Spreadsheet and Memorial Fund Spreadsheets: The February spreadsheet needed to be approved since there was not a March CPL Board Meeting. The $10,500.00 donation from the Friends was the only unusual entry shown in the March spreadsheet.

Approval Items:

- Approval of Library Fund Abstract amount of $15,247.16.
- Approval of Memorial Fund Expenditures: There were no expenditures.
- Approval of Memorial Fund Donations: There were no donations.

  Sue Ackerman asked if there were any objections to the approval of the Library Fund Abstract, Memorial Fund Expenditures or Memorial Fund Donations. **Hearing none** all were approved by Unanimous Consent.

Additional Comments from Audience: None

**Hearing no objections, the meeting was adjourned @ 6:50.**

Next meeting date/time: **May 26, 2020 @ 6:00pm. Location to be determined.**
Chili Public Library
Board of Trustees Meeting
Approved Minutes for May 26, 2020
Teleconference (Zoom)

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

Board of Trustees: Susan Ackerman (President), Andrew Lucyszyn (Vice President), Lorraine Ahearn (Secretary), James Lechner (Memorial Fund Treasurer), Lori Hahn, Sara Landes, Jeffrey Stoiber
Library Director: Jeff Baker
Town Liaison: Mary Sperr

Absent: None
Excused: None

Meeting called to order @ 6:05pm by President Ackerman

Approval of agenda: Sue Ackerman asked if there were any objections to the approval of the agenda with change as discussed. Hearing none, the agenda was approved with change as discussed with Unanimous Consent.

Approval of minutes of April 21, 2020: Sue Ackerman asked if there were any objections to the approval of the minutes. Hearing none, the minutes were approved with Unanimous Consent.

Communications

• Town Liaison: The Town Hall has been experiencing difficulty with internet connection. A special Town Board meeting was called today, May 26, 2020, to address expenses related to the Town network. The Town uses Facebook Live and the Town YouTube channel to air meetings. The distribution of the NYS face masks was very successful

CPL Foundation: President Bob Pacer located an available grant from the Gladys Brooks Foundation
• for a technology package, projector game system and hearing loop for the all-purpose room for the new Library. Bob Pacer, Jeff Baker and Andrew Lucyszyn completed the initial application. Once it is accepted, further information will be requested.

• Guests/Public: None Present

Director’s Report

• In anticipation of CPL limited opening, a cloth mask was delivered to all CPL staff at their homes. The Town continues to supply CPL with paper masks. CPL has purchased cleaning supplies and hand sanitizers.

General Information:

• Virtual Programs – While the Library building is closed to the public until further notice, we continue to provide the public with virtual programs. At the
Library Board meeting Youth Services Manager Cathy Kyle will report on the virtual storytimes and the plans the Library has for the Summer Reading Program.

Kathy Kyle reported that Youth Services has expanded initial shut down programming. Many staff members are involved to include all groups from youth to adults in these programs. The goal is to have interactive programs, not simply viewing programs. The expense of having visiting speakers is less viable because of the increase in cost due the need to broadcast content to a large audience. Kathy Kyle has regularly scheduled meetings with MCLS Youth Services teams. Collaborating with other system libraries on programs is being discussed. In-side summer programs are not possible, so the staff is considering what would need to occur to have safe outdoor programs, and to determine if this is even a possibility. There will be a summer reading program for children. Beads were successful last year and will be continued this year in a safe manner. The library staff is making packets of the beads for pick up.

The CPL board commends the Youth Service Team and all the CPL staff for their continued diligence in providing varied and positive experiences for our youth during this time.

Virtual Storytime and Children’s Programs

- **Cathy’s Storytimes** are at 10am Mondays, Wednesdays, and Fridays
- **Valerie’s Chili Chapters** are at 11am Tuesdays, Thursdays, and Saturdays
- **Wendy’s Wonderings** are at 12noon Wednesdays and Fridays
- **Jill’s Storytimes** are at 7pm Tuesdays, Thursdays, and Saturdays
- **Lego** is at 3pm on Mondays (with a flip-flopping host of either Leila or Lucy)
- **Minecraft** is at 6pm on Mondays

Virtual Painting Programs –

- **Teens**- 13-18yr at 7:30pm on May 21, June 18, July 16, Aug 18
- **Adults** 18+ at 7:30pm on May 28, June 25, July 23, Aug 20
- **Kids**- 7yrs at 2pm on June 4, July 2, July 30
- **Tween** 8-12 at 2pm on June 11, July 9, Aug 6

Other Virtual Programs –

- The Library is also going to be doing a Stitch Together program on May 31 (Sunday) at 3pm. If all goes well, it will be made into a continuing program.
Statistics:

<table>
<thead>
<tr>
<th>Month</th>
<th>Sessions</th>
<th>Views</th>
<th>Facebook Hits</th>
<th>Participants</th>
</tr>
</thead>
<tbody>
<tr>
<td>Virtual Children’s Program – Storytimes with Cathy/Leila and Jill</td>
<td>41</td>
<td>671</td>
<td>10,676</td>
<td>N/A</td>
</tr>
<tr>
<td>Family Programs (Lego, Minecraft)</td>
<td>8</td>
<td>45</td>
<td>2742</td>
<td>36</td>
</tr>
<tr>
<td>Miss Wendy’s Wonderings</td>
<td>12</td>
<td>187</td>
<td>2,955</td>
<td>N/A</td>
</tr>
<tr>
<td>Virtual Teen Programs – Tween/Teen Chili Chapters with Valerie</td>
<td>22</td>
<td>147</td>
<td>5052</td>
<td>4</td>
</tr>
<tr>
<td>(Tween book talks)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Virtual Adult Programs - (Painting night, book discussion)</td>
<td>2</td>
<td>969</td>
<td></td>
<td>36</td>
</tr>
<tr>
<td>(adult painting)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(combined adult painting and bk. discussion)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Website Special Events: National Library Week &amp; Easter Egg Hunt on the Website</td>
<td>2</td>
<td>N/A</td>
<td>1,100</td>
<td>16</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Month</th>
<th>April 2020**</th>
<th>April 2019</th>
<th>% of change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circulation</td>
<td>3,897</td>
<td>19,680</td>
<td>-80%</td>
</tr>
<tr>
<td>Library Visits</td>
<td>0</td>
<td>11,471</td>
<td>-100%</td>
</tr>
<tr>
<td>Reference Questions</td>
<td>17</td>
<td>1,398</td>
<td>-99%</td>
</tr>
<tr>
<td>(answered online through our FB page, Residents of Chili FB page, or direct email)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>In-House Programs</td>
<td>0</td>
<td>57</td>
<td>-100%</td>
</tr>
<tr>
<td>In-House Program Attendance (in-house)</td>
<td>0</td>
<td>1,304</td>
<td>-100%</td>
</tr>
<tr>
<td>Items Borrowed (holds)</td>
<td>0</td>
<td>740</td>
<td>-100%</td>
</tr>
<tr>
<td>Items Loaned (holds)</td>
<td>0</td>
<td>790</td>
<td>-100%</td>
</tr>
<tr>
<td>Overdrive</td>
<td>3,882</td>
<td>2,451</td>
<td>58%</td>
</tr>
<tr>
<td>Hoopla New Patrons (patron registered for the first time)</td>
<td>167</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Hoopla Unique Patrons (borrowed at least one title)</td>
<td>111</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>May 2019- Apr 2020</td>
<td>May 2018- Apr 2019</td>
<td>% of change</td>
</tr>
<tr>
<td>------------------------</td>
<td>--------------------</td>
<td>--------------------</td>
<td>-------------</td>
</tr>
<tr>
<td><strong>Hoopla Circulation</strong></td>
<td>349</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Meeting Room</strong></td>
<td>0</td>
<td>86</td>
<td>-100%</td>
</tr>
<tr>
<td><strong>Website Visits</strong></td>
<td>2,290</td>
<td>5,622</td>
<td>-59%</td>
</tr>
<tr>
<td><strong>Website Pageviews</strong></td>
<td>5,090</td>
<td>9,113</td>
<td>-44%</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Circulation</td>
<td>204,922</td>
<td>236,396</td>
<td>-13%</td>
</tr>
<tr>
<td>Library Visits</td>
<td>113,470</td>
<td>134,012</td>
<td>-15%</td>
</tr>
<tr>
<td>Reference Questions</td>
<td>14,962</td>
<td>16,902</td>
<td>-11%</td>
</tr>
<tr>
<td>Programs</td>
<td>522</td>
<td>588</td>
<td>-11%</td>
</tr>
<tr>
<td>Program Attendance</td>
<td>10,075</td>
<td>13,986</td>
<td>-28%</td>
</tr>
<tr>
<td>Overdrive</td>
<td>32,756</td>
<td>27,732</td>
<td>18%</td>
</tr>
</tbody>
</table>

Hoopla has been well received by patrons.

- **Loan Period Extended** – The Monroe County Library System has extended the due date of material to June 29, 2020 for when material are to be returned to libraries. No overdue fines will accrue while the Library is closed to the public. There is still no delivery between libraries until further notice.

**New Items:**

- **Curbside Pickup**

  - On May 20, the Library began offering contactless curbside pickup of library materials. This service is offered to any Monroe County Library System card holder who wants access to physical library materials such as books and DVDs.
  - Patrons call the library at 889-2200 between the hours of 10:00 AM and 2:00 PM Monday through Saturday to request materials. Library staff finds the available items and schedules a pick up time. Pickups are scheduled every 15 minutes from 10:15 AM until 1:45 PM. Patrons are asked to show up promptly at their scheduled time to help maintain proper social distancing.
  - When arriving, patrons can park in one of the two parking spots designated for Curbside Parking. A library staff person watches from the front lobby for vehicles. When the staff approaches the vehicle, patrons show their library card (preferred) or driver’s license up against the closed car window. The staff asks that patrons remain in their car and roll the rear window down or pop the trunk. The staff person places the items in the vehicle. Staff sanitizes contact surfaces between scheduled pickups.
  - Items available are limited to what is currently on the shelves. The Library’s outside bookdrop is now open for returns. The due dates for all


currently checked out items is still June 29, and no late fees are being accrued for the days the library building is closed. Unfortunately, the Chili Public Library cannot accept donations at this time. At the Library Board meeting Assistant Director Jennifer Freese will share data in her report on this new service the Library is providing our residents.

Jennifer Freese reported that 229 items have been circulated with 112 pick-ups. The numbers have increased each day. CPL plans to introduce email requests using the catalog in addition to phone requests for pickup. During the shutdown, CPL used the material budget to increase eBooks. As we are beginning to reopen, print materials are once again being ordered.

- **2019 Annual Report to the Community** – The Library Director will distribute to the Library Board the 2019 Annual Report to the Community.

The CPL Board virtually looked at the tri-fold Annual Report to the Community. The eye-catching design presents information in many charts, graphs and tables. The CPL Board previously discussed the report information when the Annual Report to the State was reviewed.

**NY Forward Business Re-Opening Safety Plan** – The Director will review the New York Department of Health NY Forward Business Re-opening Safety Plan Template. The CPL Board reviewed a virtual copy of the template. Details for the CPL reopening to the public are being developed using the template as a guide. State and local governments, including municipalities, authorities, and school districts, are exempt from essential business reductions, but are subject to other provisions that restrict non-essential, in-person workforce. Staff is eligible for covid 19 testing. The template is on the NYS website.

**MCLS Items:**

- **2019-2020 State Aid for Public Library Construction Application Update**

Although the Library has not yet received approval from the Dormitory Authority regarding approval of its Library Construction aid request, the Department of Library Development notified the Monroe County Library System office there is more funding available for FY20 library construction projects, as DASNY did not receive enough in aid requests from New York State libraries to cover the total aid that was available. Therefore the Monroe County Library System office has added an additional $44,605 to Chili’s application. Last year libraries received their response from DASNY by August 2019.

**State Items:**
• No items to report

Meetings:

• Daily Zoom meetings – CPL Staff.
• Weekly Zoom meetings – MCLS Library Directors.
• Daily Zoom meetings – MCLS Reopening Committee
• Monthly Zoom meeting – Gates Chili Chamber of Commerce Committee Board.

Committees: None

Old Business: None

New Business: None

Review of the CPL Budget Spreadsheet and Memorial Fund Spreadsheet: CPL’s semiannual cost share installment was paid. The town’s financial management system software has been down. The CPL Board received a spreadsheet of the invoices that will be made into vouchers once KVS is up and running again.

Approval Items:

• Approval of Library Fund Abstract amount of $27,900.63.
• Approval of Memorial Fund Expenditures: There were no expenditures this month.
• Approval of Memorial Fund Donations: There were no donations this month.

• Sue Ackerman asked if there were any objections to the approval of the Library Fund Abstract. Hearing none, the abstract was approved by Unanimous Consent.

Additional Comments from Audience: None

Hearing no objections, the meeting was adjourned @ 7:00

Next meeting date/time: June 23, 2020 @ 6:00pm. Location to be determined.
Chili Public Library
Board of Trustees Meeting
Approved Minutes for June 23, 2020
Teleconference (Zoom)

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

Board of Trustees:  Susan Ackerman (President), Andrew Lucyszyn (Vice President), Lorraine Ahearn (Secretary), James Lechner (Memorial Fund Treasurer), Lori Hahn, Sara Landes, Jeffrey Stoiber
Library Director:  Jeff Baker
Town Liaison:  Mary Sperr

Absent: None
Excused: None

Meeting called to order @ 6:00pm by President Ackerman

Approval of agenda:  Sue Ackerman asked if there were any objections to the approval of the agenda. Hearing none, the agenda was approved with Unanimous Consent.

Approval of minutes of:  Sue Ackerman asked if there were any objections to the approval of the minutes from May 26, 2020. Hearing none, the minutes were approved with Unanimous Consent.

Communications
•  Town Liaison:  The Community Center Project remains on schedule. The Town Board has placed a page in memory of George Bartnett in the Town Board minutes. MaryAnn Sears was recognized for her years of service to the Town of Chili.
•  Guests/Public:  None Present

Director’s Report

General Information:
•  Please Note:  All documents for the meeting were sent to CPL Board members for review prior to today’s CPL Board meeting.

Statistics
Due to the COVID-19 shut down, the data cannot be compared to the previous year. From May of 2020 to May of 2020, Overdrive is up 60% and circulation is up 500%. Hoopla is consistently increasing in use since added in April 2020.

Below is a post that was on the Chili Public Library Facebook page June 16, 2020.

- **Due Dates of Materials** – Library materials checked out prior to when the library building became closed to the public on March 15, will incur overdue fines if returned after June 29.

- **The Library’s book drop is now open, and delivery is now occurring between libraries.**

- **The Library’s Router has been turned on as of June 22** – The router is a computer program which prints out a report allowing a library to fulfill holds from other libraries.

- **Curbside Pickup and Virtual Services Update**
Online ordering of curbside pickup began on June 2.
New Virtual programs for teens –
Teen Paint Night for ages 13-18 on Thursday, July 18 at 7:30pm

Teen Pizza Friday for ages 13-18 on Friday, July 10 from 5pm-7pm. by Zoom!
New Virtual program for Children  
Virtual American Girl Club from Monday, 
July 6 from 4:30pm-6pm

The “Amanda’s Garden” adult program was moved from Zoom to Facebook Live due to the large number of participants.

- **Materials in Support of Anti-racism** - The Library recently put together and shared on its social media booklists of materials for children, teens and adults in support of anti-racism, Additional titles about racism were added to the collection.

New Items:

- **Summer Reading Program:**

  The Summer Reading Program will last six weeks: July 5-11, July 12-18, July 19-25, July 26-Aug 1, Aug 2-8, Aug 9-15.

  Children are to register for the Summer Reading Program on the Library’s website. This is where they will also keep track of minutes read and prizes.

  The children are asked to read (or be read to) 20 minutes a day beginning July 5.

  Beginning July 13 they can come to the Library to pick up their 1st week's beads, brag tag and a free book they can keep.

  Each week that they read 20 minutes a day they will log in their information into the Library's website that they registered in and will get a bead for each day, plus an extra special one for reading the format of the week (fiction, non-fiction, biography, audio book, graphic novel and fantasy). They will also get a free book, plus will get entered into the Library’s end of the summer raffles. They will also be entered into the Library’s weekly raffle to win a free pizza delivered to them by OUR UNICORN mascot!

  As long as they have read 20 minutes for each of those days, or if they read more minutes in one day, they can pick up their weekly beads anytime.
• **Chili Public Library Draft Re-Opening Safety Plan** – The Director will review the Chili Public Library Draft Re-Opening Safety Plan. The plan is well thought out and comprehensive. The CPL Board had access to both the New York State template for safe opening during the covid 19 health emergency and the detailed plan developed for CPL under the guidelines. The Board thanks the Director and the CPL staff for work done to plan for a safe opening.

*Sue Ackerman asked for a motion for the approval of Chili Public Library Re-Opening Safety Plan with a target date of July 6, 2020, contingent upon the availability of necessary resources.* Motion made by Lori Hahn; 2nd by Jeff Stoiber
In Favor: 7; Opposed: 0; Abstained: 0.

• **Draft 2021 Chili Public Library Proposed Budget** – The CPL Director will present the CPL Trustees Draft 2021 CPL Budget. The Library's 2021 budget needs to be approved by the July Library Board meeting. Once approved the budget proposal will be forwarded to the Supervisor. The CPL Board discussed the proposed budget.

**MCLS Items:**

• **MCLS Document of Understanding Review** – The Director's Council voted to endorse the 20201 MCLS Document of Understanding. The DOU covers 1 year (1/1/2021-12/31/2021) to align with the MCLS next plan of service. Feedback from the Library Board will be submitted by the Director to the MCLS Office no later than September 30, so the DOU Team can consider and incorporate feedback in time to submit the DOU to the MCLS Board for approval at their October meeting. The CPL Board reviewed the document and gave input as needed. There will be about a 1.5% increase over 2020. The Cpl Board supports the Director's endorsement.

**State Items:**

• No items to report

**Meetings:**

• Daily Zoom meetings – CPL Staff.
• Weekly Zoom meetings - MCLS Library Directors.
• Weekly Zoom meetings - MCLS Reopening Committee
• Monthly Zoom meeting - Gates Chili Chamber of Commerce Committee Board.

**Committees:**  CPL Reopening Committee – Please see CPL Safe Re-opening discussion above.

**Old Business:** None

**New Business:** None

**Review of the CPL Budget Spreadsheet and Memorial Fund Spreadsheet:** There were no Memorial Fund expenditures or donations. Most donations are now given to the CPL Foundation. There was no revenue from fines, the copier or faxes due to the shutdown.

**Approval Items:**
• Approval of Library Fund Abstract amount of $8,406.20.

• Sue Ackerman asked if there were any objections to the approval of the Library Fund Abstract. Hearing none, it was approved by Unanimous Consent.

Additional Comments from Audience: None

The meeting was adjourned at 7:17 to allow the CPL Board to meet in executive session to discuss personnel matters.

The executive session was adjourned at 7:42.

The CPL Board was reconvinced at 7:42.

Hearing no objections, the meeting was adjourned @ 7:42.

**Next meeting date/time: July 28, 2020 @ location to be determined 6:00pm.**
**Chili Public Library Mission Statement**

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

Board of Trustees: Susan Ackerman (President), Lorraine Ahearn (Secretary), James Lechner (Memorial Fund Treasurer), Lori Hahn, Sara Landes, Jeffrey Stoiber
Library Director: Jeff Baker
Town Liaison: Mary Sperr

Absent: None
Excused: Lori Hahn

**Meeting called to order @ 6:00pm by President Ackerman**

**Approval of agenda:** Sue Ackerman asked if there were any objections to the approval of the agenda. Hearing none, the agenda was approved with Unanimous Consent.

**Approval of minutes of:** Sue Ackerman asked if there were any objections to the approval of the minutes from June 23, 2020. Hearing none, the minutes were approved with Unanimous Consent.

**Communications**

- **Town Liaison:** The Westside Inclusion Initiative, an independent community group, will hold a “Rally to End Racism” on August 15, 2020 @5-630 p.m. on the grounds of the Chili Senior Center. Plans are being discussed to hold the 2021 Chil-E fest on the last weekend in June.

- **Guests/Public:** None Present

**Director’s Report**

**General Information:**

- **Friends of the CPL Board:** The CPL Friends Board has met via Zoom on June 30, 2020. The Friends are discussing ways to replace the Annual Book Sales which had to be cancelled due to covid 19.

- **Library School Student** – Laura Sutter, library page and aide to the Youth Services Department has been accepted to Library School from the University of Buffalo. The CPL Board sends their congratulations to Laura.

- **Library Building Open to the Public** - On July 6 the Library reopened its doors to the public. The Library’s Reopening Safety Plan has been implemented protecting the safety of the public and staff. The Chili Public Library doors are open for browsing and borrowing. Patrons can visit the Information Desk for help finding materials, to place a hold or to ask a reference question. They can visit the Check Out
desk to check out materials, get help with their library account or pay fines. Unfortunately, at this time, there is no public seating, computer use, copier, fax, or scanning services. Mobile Printing is allowed. We also cannot accept donations at this time.

Statistics:

<table>
<thead>
<tr>
<th>Month</th>
<th>June 2020</th>
<th>June 2019</th>
<th>% of change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circulation</td>
<td>7,245*</td>
<td>16,976</td>
<td>-57%</td>
</tr>
<tr>
<td>Library Visits</td>
<td>0</td>
<td>9,342</td>
<td>-100%</td>
</tr>
<tr>
<td>Reference Questions</td>
<td>270</td>
<td>1,200</td>
<td>-78%</td>
</tr>
<tr>
<td>Programs (in-house)</td>
<td>0</td>
<td>51</td>
<td>-100%</td>
</tr>
<tr>
<td>Program Attendance (in-house)</td>
<td>0</td>
<td>2,035</td>
<td>-100%</td>
</tr>
<tr>
<td>Items Borrowed (holds)</td>
<td>0</td>
<td>736</td>
<td>-100%</td>
</tr>
<tr>
<td>Items Loaned (holds)</td>
<td>0</td>
<td>744</td>
<td>-100%</td>
</tr>
<tr>
<td>Overdrive</td>
<td>3,794</td>
<td>2,535</td>
<td>50%</td>
</tr>
<tr>
<td>Hoopla New Patrons (patron registered for the first time)</td>
<td>46</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Hoopla Unique Patrons (borrowed at least one title)</td>
<td>91</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Hoopla Circulation</td>
<td>280</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Meeting Room</td>
<td>0</td>
<td>56</td>
<td>-100%</td>
</tr>
<tr>
<td>Website Visits</td>
<td>4,283</td>
<td>4,701</td>
<td>-9%</td>
</tr>
<tr>
<td>Website Pageviews</td>
<td>7,181</td>
<td>7,704</td>
<td>-7%</td>
</tr>
<tr>
<td></td>
<td>June-July 2020*</td>
<td>June-July 2019</td>
<td>% of change</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>----------------</td>
<td>----------------</td>
<td>-------------</td>
</tr>
<tr>
<td>Circulation</td>
<td>181,901</td>
<td>234,146</td>
<td>-22%</td>
</tr>
<tr>
<td>Library Visits</td>
<td>93,610*</td>
<td>132,670</td>
<td>-29%</td>
</tr>
<tr>
<td>Reference Questions</td>
<td>12,741</td>
<td>16,831</td>
<td>-24%</td>
</tr>
<tr>
<td>Programs</td>
<td>429</td>
<td>589</td>
<td>-27%</td>
</tr>
<tr>
<td>Program Attendance</td>
<td>7,331</td>
<td>12,818</td>
<td>-43%</td>
</tr>
<tr>
<td>Overdrive</td>
<td>35,482</td>
<td>28,861</td>
<td>23%</td>
</tr>
</tbody>
</table>

* Due to the COVID-19 virus, in June the Library building was closed to the public. Only Curbside service was available to patrons during this time.

<table>
<thead>
<tr>
<th>Date</th>
<th>Total Number of Books</th>
<th>Total Number of DVDs</th>
<th>Total Number of BOCD</th>
<th>Total Number of Sound Recordings</th>
<th>Other Items</th>
<th>Reference Questions</th>
<th>Total Items for the Day</th>
<th>Total Number of Pickups</th>
</tr>
</thead>
<tbody>
<tr>
<td>Totals for June</td>
<td>1596</td>
<td>192</td>
<td>58</td>
<td>22</td>
<td>63</td>
<td>270</td>
<td>1891</td>
<td>717</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Virtual Programs</th>
<th>Sessions</th>
<th>Views</th>
<th>Facebook Hits</th>
<th>Participants</th>
</tr>
</thead>
<tbody>
<tr>
<td>Storytimes with Cathy/Leila and Jill</td>
<td>8</td>
<td>62</td>
<td>2120</td>
<td>N/A</td>
</tr>
<tr>
<td>Family Programs (Lego, Minecraft)</td>
<td>9</td>
<td>17</td>
<td>726</td>
<td>38</td>
</tr>
<tr>
<td>Miss Wendy’s Wonderings</td>
<td>4</td>
<td>37</td>
<td>1122</td>
<td>N/A</td>
</tr>
<tr>
<td>Tween/Teen Chili Chapters with Valerie</td>
<td>10</td>
<td>15</td>
<td>2039</td>
<td>62</td>
</tr>
<tr>
<td>Adult Programs (Painting night, book discussion)</td>
<td>7</td>
<td>N/A</td>
<td>N/A</td>
<td>197</td>
</tr>
</tbody>
</table>

**Programs**

- **Chalk Up Chili** - On July 29 between 10 am - 6 pm weather permitting, patrons can pick up some chalk in the kids’ room then chalk in a designated area in the parking lot! The Library's mascot unicorn Spark will be around throughout the day to check up on the artwork. The artwork will be posted on the Library’s Facebook and Instagram accounts.

- **Kids Out and About.Com Survey** – Libraries were voted #4 in the top 20 places parents chose to take their children to in Rochester in the 2020 Kids Out and About.com Top 20 Favorite Survey.
• **Summer Reading Prizes!** - Two lucky winners will get to ride away with these bikes at the end of the Summer! The bicycles were donated by Tomkins Bank of Castile and St. Pius Federal Credit Union.

![Bikes Image]

New Items:

• **Approval of the 2021 Chili Public Library Proposed Budget** – The Library Director requests the library board approve the proposed 2021 CPL Budget. The 2021 proposed library budget needs to be approved at the July 2020 Library Board meeting. Once approved the budget will be forwarded to the Supervisor. **Action Requested:** Approve the 2021 Chili Public Library Proposed Budget as presented.

  Please note: The CPL Board received a copy of the proposed budget, with changes as discussed previously, several days before tonight’s meeting.

  **Sue Ackerman called the motion** to approve the 2021 Chili Public Library proposed budget as presented. **Motion** made by Jim Lechner, 2nd by Sara Landes. In Favor: 6; Opposed: 0; Abstained: 0.

  • **Sue Ackerman asked if there were any objections** to submitting the 2021 CPL approved proposed budget to the Town of Chili Supervisor. **Hearing none,** the 2021 CPI proposed budget will be submitted to the Town of Chili Supervisor.

MCLS Items:
  • No items to report

State Items:
  • No items to report before

Meetings:
  ➢ CPL Foundation Board Zoom Meeting – 6/24/20
The CPL Board was saddened to hear of the passing of Eileen Riedman. The CPL Board supports placing a Page of Memorial at the end of these minutes to express our gratitude for her many years of service to CPL and to notify her family of this honor.

Committees: The Budget Committee presented the proposed 2021 CPL budget for approval. The CPL Board thanks Jeff Baker and the CPL Budget Committee for their work to devise a budget during this difficult time.

Old Business: None

New Business: None

Review of the CPL Budget Spreadsheet: The CPL budget has been impacted by the covid19 shut down as discussed.

Approval Items:

- Approval of Library Fund Abstract amount of $12,426.44.
- Approval of Memorial Fund Expenditures. There were no expenditures.
- Approval of Memorial Fund Donations amount of $20.00.

- Sue Ackerman asked if there were any objections to the approval of the Library Fund Abstract, Memorial Fund Expenditures or Memorial Fund Donations. Hearing none all were approved by Unanimous Consent.

Jeff announced the resigning of Andrew Lucyszyn from his CPL Board position due to time constraints. The CPL Board thanks Andrew for his service to CPL and wishes him well with his future plans. Jeff Baker
offered to post the position on the CPL website and Facebook page. Lori Ahearn will fill the position vacated by Andrew Lucyszyn on the Nominating Committee.

Additional Comments from Audience: None

Hearing no objections, the meeting was adjourned @ 6:50

Next meeting date/time: August 25, 2020 @ location to be determined. 6:00pm.
Chili Public Library Board Meeting
July 28, 2020
In Memorial

In Memory of Eileen Riedman – The Library Board of the Town of Chili find it befitting to extend our deepest sympathy to the Riedman family during the passing of Eileen Riedman, who on June 23, 2020 passed away. Eileen Riedman served on the Chili Public Library Board for 19 years, from November 27, 1974 – April 23, 1993, and chaired the Board three times. The important work she did on the Chili Public Library Board will always be remembered. Be it resolved that the Library Board of the Town of Chili hereby sets aside this special page of their minutes from this Library Board Meeting in her honor and takes a moment of silence in Eileen Riedman’s memory. The Library Board Secretary is hereby directed to send a copy of this acknowledgment to the Riedman family.
Chili Public Library
Board of Trustees Meeting
Approved Minutes for August 25, 2020
Virtual (Zoom) Meeting

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

Board of Trustees: Susan Ackerman (President), Lorraine Ahearn (Secretary), James Lechner (Memorial Fund Treasurer), Lori Hahn, Sara Landes, Jeffrey Stoiber
Library Director: Jeff Baker
Town Liaison: Mary Sperr

Absent: None
Excused: None

Meeting called to order @ 6:00pm by President Ackerman

Approval of agenda: Sue Ackerman asked if there were any objections to the approval of the agenda. Hearing none, the agenda was approved with Unanimous Consent.

Approval of minutes for July 28, 2020: Sue Ackerman asked if there were any objections to the approval of the minutes. Hearing none, the minutes were approved with Unanimous Consent.

Communications
• Town Liaison: The Town has placed a memorial page at the end of the Town Board minutes to honor former Chili Town Councilman Jim Powers who passed away on August 5, 2020. The Town’s full Budget Workshop will be held on September 1, 2020 and September 2, 2020. The Community Center Project remains on schedule.

• Guests/Public: None

Director’s Report

Please note: The Director’s Report, proposals, and documents were electronically sent to the CPL Board prior to this meeting.

Director Baker gave the CPL Board a virtual tour of the progress in the construction of the new Library. Different color entry ways are used for each area. The video is posted on the CPL website,

General Information:

• Friends of the CPL Board: The CPL Friends Board sent out a mailer in a donation appeal to past and present Friends members and received positive responses and donations to the Friends. The Friends are making plans for an outdoor book sale scheduled for September 9, 2020.
• **New Library Page** – Amanda Inges has been hired as a new Library page to replace Natalie Faas who resigned to start her college education. Amanda’s start date was August 17, 2020 at the pay rate of $11.80 per hour.

• **School Supply Drive** – The Library is having a school supply drive for the following items: backpacks – all ages and sizes, pens & pencils, glue sticks, crayons & markers, folders, notebooks, and paper. Donations will be accepted until Friday, August 28th

**Statistics:**

<table>
<thead>
<tr>
<th>Greeters Desk: 10AM-12PM</th>
<th>Greeters Desk: 12PM-2PM</th>
<th>Greeters Desk: 2PM-4PM</th>
<th>Greeters Desk: 4PM-6PM</th>
</tr>
</thead>
<tbody>
<tr>
<td>40%</td>
<td>31%</td>
<td>18%</td>
<td>11%</td>
</tr>
</tbody>
</table>

Percent of patrons visiting the Library throughout the day during July 2020
Curbside Pickup Statistics for July 2020

<table>
<thead>
<tr>
<th>Item</th>
<th>June</th>
<th>July</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Books</td>
<td>279</td>
<td>38</td>
</tr>
<tr>
<td>Total DVDs</td>
<td>38</td>
<td></td>
</tr>
<tr>
<td>Total BOCD</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Total Sound Recordings</td>
<td>4</td>
<td>340</td>
</tr>
<tr>
<td>Other Items</td>
<td>14</td>
<td></td>
</tr>
<tr>
<td>Total Items for the Day</td>
<td>340</td>
<td>144</td>
</tr>
<tr>
<td>Total Pickups</td>
<td>144</td>
<td></td>
</tr>
</tbody>
</table>

Virtual Programs for July 2020

<table>
<thead>
<tr>
<th>Program</th>
<th>Sessions</th>
<th>Views</th>
<th>Facebook Hits</th>
<th>Participants</th>
</tr>
</thead>
<tbody>
<tr>
<td>Storytimes</td>
<td>8</td>
<td>101</td>
<td>1,330</td>
<td>N/A</td>
</tr>
<tr>
<td>Family Programs (Lego, Minecraft)</td>
<td>13</td>
<td>38</td>
<td>1,609</td>
<td>266</td>
</tr>
<tr>
<td>Tween/Teen Chili Chapters</td>
<td>10</td>
<td>26</td>
<td>1,901</td>
<td>28</td>
</tr>
<tr>
<td>Adult Programs</td>
<td>8</td>
<td>N/A</td>
<td>N/A</td>
<td>113</td>
</tr>
</tbody>
</table>

Old Items:
- **Review of Updated Safety Plan** – The Director will review the Library's updated Safety Plan with the Library Board. Library services are being reintroduced to our patrons in stages while maintaining safety for the public and staff. Recently the Library reintroduced the use of the Library's photocopier, fax machine, in-library book sale, and Little Free Library. The Library will reintroduce the use of computer access to the public the last week of August.

- **Town Budget Workshop** - The Library's Town Board Budget Workshop is scheduled for Wednesday, September 2, 2020 at 5pm.

- **New York Summer Reading Program Results** -

<table>
<thead>
<tr>
<th>Registered</th>
<th>Minutes read</th>
<th>Titles read</th>
<th>Titles reviewed</th>
<th>Badges earned</th>
</tr>
</thead>
</table>
### New Items:

- **Hotspots Now Available at the Chili Public Library** - The need for people to have internet access is more critical than ever. In response to this need the Chili Public Library now offers five mobile hotspots for check out! Mobile hotspots are portable devices that allow nearby wi-fi devices such as cell phones, tablets, laptops, etc. to connect to the internet just about anywhere. They are great to use when traveling, camping, or when there isn’t access to regular internet service. The hotspots have been in constant use. They run off T-Mobile towers.

- **Approval of the 2021 MCLS Document of Understanding** – Member library boards have provided feedback about the 2021 MCLS Document of Understanding to the MCLS Office. The Library Board is now being asked to approve the document. **Action Requested:** Approve the 2021 MCLS Document of Understanding.

  Sue Ackerman asked if there were any objections to the approval of the 2021 MCLS Document of Understanding. **Hearing none,** the 2021 MCLS Document of Understanding was approved by Unanimous Consent.

- **Approval of the Vargas Professional Services Agreement** – The Library Director requests the library board approve the Professional Services Agreement he has shared with them, from Vargas Associates for furniture coordination services. The same company was used by the Irondequoit and Henrietta libraries when they built their new libraries. The professional services agreement includes meeting with the library project team, creating a furniture and finish plan, securing competitive pricing, preparing and executing furniture orders, and monitoring installation and delivery, The CPL Foundation Board has agreed to pay the cost of $16,500 for this needed service. **Action Requested:** Approve the Vargas Professional Services Agreement as presented.

  Discussion: Vargas received a positive endorsement from other area libraries. Vargas works with vendors to ensure that everything is done to specifications. The agreement provides for one revision. The CPL Board felt that it would be beneficial to provide for two revisions as it would be a lower cost to allow for this under this agreement rather than having to add the cost of a second revision at a later date. The added cost of $1,500 for this additional service would be paid by the Memorial Fund. The Services agreement would cost $18,000.
Sue Ackerman asked if there were any objections to the approval of the Vargas Professional Services Agreement as presented with the addition as discussed, Hearing none, the Vargas Professional Services Agreement as presented with the addition as discussed was approved by Unanimous Consent.

- **Brand Strategy Recommendation** - The Director is recommending the Library Board accept the offer of free services from William Todd, Associate Professor of Marketing, School of Business, Roberts Wesleyan College. His Marketing Management class is for upper class students where much of what the marketing students have been learning is brought together and "put to the test" with actual application. Over the years, the class has taken on projects both for-profit and nonprofit. The Director recommends this class help guide the Library’s branding efforts in identifying and developing an updated and contemporary brand. The class would create a branding survey, and a marketing and implementation plan for the branding strategy. The goal of the branding strategy is to have a unifying message that will contribute to generating tangible increases in Library visits, program attendance, materials circulation, and increased financial support to the CPL Foundation, and the Friends of the Chili Public Library, along with a broader awareness and appreciation of the benefits of the new Library. *A strong brand will help us better serve our community, communicate our value, and, ultimately, make better decisions about how we utilize our new library.* The CPL Board agrees this is a good use of community resources. This meets the NY State Library Standard to "establishes and maintains partnerships with other educational, cultural or community organizations which enable the library to address the community’s needs, as outlined in the library’s long-range plan of service".

- **Approval of the 2020 Virtual NYLA Conference Request**: The director is requesting the library board approve librarian, librarian trainee and youth services staff (Jeff Baker, Jenn Freese, Cathy Kyle, Valerie Scheg, Wendy Saxena, Jill Sutter, Richard Gagnier, Miranda McGrath, Hannah Morrison) attend this year’s Virtual New York Library Association (NYLA) Conference. The cost is not to exceed $1,500 to cover registration. Since it is a virtual conference there will be no cost for mileage, hotel, or meals. This conference is extremely helpful in providing information as to new programs and services provided by libraries across the state that can be implemented in this library.

  **Action Requested**: Approve the 2020 Virtual NYLA Conference request not to exceed $1,500.

  The lower cost associated with a virtual conference allows CPL to increase the number of participants we register.

Sue Ackerman asked if there were any objections to the approval of approve the 2020 Virtual NYLA Conference request not to exceed $1,500. Hearing none, the 2020 Virtual NYLA Conference request not to exceed $1,500 was approved by Unanimous Consent.
MCLS Items:
- No items to report,

State Items:
- No items to report

Meetings:
- Legal Issues Webinar – 7/29/20
- Gates Chili Chamber of Commerce Award Presentation – 8/3/20
- CPL Foundation Board Committee Meeting – 8/3/20
- CPL Foundation Board Committee Meeting – 8/4/20
- Gates Chili Chamber of Commerce Award Presentation – 8/5/20
- CPL Full Staff Meeting – 8/7/20
- Gates Chili Chamber of Commerce Award Presentation – 8/10/20
- Gates Chili Chamber of Commerce Executive Board Meeting – 8/11/20
- Gates Chili Chamber of Commerce Award Presentation – 8/12/20
- CPL Foundation Board Meeting – 8/12/20
- CPL Reference Staff New Building Meeting – 8/14/20
- Department Heads Meeting – 8/17/20

Committees: CPL Board Personal Committee – Board Action: The Committee recommends Vinny Dallo to fill the remainder of Andrew Lucyszyn’s CPL Board term. The resolution needs CPL Board approval so it can be sent to the Town Board for the appointment to be made. Sue Ackerson asked if there were any objection to the approval of the resolution to have Vinny Dallo fill the remainder of Andrew Lucyszyn’s CPL Board term and to send the resolution to the town Board. Hearing none, the action was passed with Unanimous Consent.

Old Business: None

New Business: None

Review of the CPL Budget Spreadsheet and Memorial Fund Spreadsheet: The pandemic has had a negative effect on some revenue. Some expenses are less than expected.

Approval Items:
- Approval of Library Fund Abstract amount of $11,261.02
- Approval of Memorial Fund Expenditures. There were no expenditures.
- Approval of Memorial Fund Donations amount of $500.00.

- Sue Ackerman asked if there were any objections to the approval of the Library Fund Abstract, Memorial Fund Expenditures or Memorial Fund Donations. Hearing none all were approved by Unanimous Consent.

Additional Comments from Audience: None
Hearing no objections, the meeting was adjourned @ 6:50 pm.

Next meeting date/time: September 22, 2020 @ 6:00pm. Location to be determined.
Chili Public Library Board of Trustees Meeting
Approved Minutes for September 24, 2020

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

Board of Trustees: Susan Ackerman (President), Lorraine Ahearn (Secretary), Vinny Dallo, James Lechner (Memorial Fund Treasurer), Lori Hahn, Sara Landes, Jeffrey Stoiber
Library Director: Jeff Baker
Town Liaison: Mary Sperr

Absent: None
Excused: None

Meeting called to order @ 6:00pm by President Ackerman.

Approval of agenda: Sue Ackerman asked if there were any objections to the approval of the agenda. Hearing none, the agenda was approved with Unanimous Consent.

Approval of minutes of August 25, 2020: Sue Ackerman asked if there were any objections to the approval of the minutes. Hearing none, the minutes were approved with Unanimous Consent.

Communications:

- **Town Liaison:** The Chili Town Board passed the following resolutions: 4400 Buffalo Road, the current Chili Recreation Center, may be closed and sold. The structure at 177 Archer Road adjacent to the new Chili Community Center will be demolished and developed as a Town of Chili Recreation area. An additional entrance/exit to the Community Center will be developed off Archer Road. Vinny Dallo was appointed to the Chili Library Board of Trustees to complete Andrew Lucyszyn’s term to expire December 31, 2020.
  Town of Chili taxes can be paid at a drive through at the Chili Town Hall parking lot.

- **Guests/Public:** None Present

Director’s Report

- **New Library Update:** Director Baker reviewed the new library floor plan and gave us a detailed description of the new CPL spaces. It allowed us to visualize the placement of areas and furnishings in the library. Vargas Associates has been very helpful with their knowledge of necessary timelines for the ordering of furniture and shelving.

General Information:
- **Friends of the CPL Board:** The CPL Friends had an outdoor pop-up mini book sale on the library lawn next to the parking lot on September 9 and 16. Weather permitting the mini book sale will occur every Wednesday throughout September. The CPL Friends Board annual meeting will be held on Tuesday, October 13, 2020. The book sales have been successful.

- **CPL Foundation:** The CPL Foundation has created a fundraising case statement of which the information will be used when writing grants and approaching potential donors. The CPL Foundation is in the process of developing a leaflet to present the CPL Foundation mission, goals and aims to the public.

- **League of Women Voters:** Volunteers from the League of Women Voters have been at table in the Library's lobby to help anyone who would like to register to vote. The volunteers will be at the Library on Wednesdays from 10 am to 12 pm on September 9, 16, 23, 30, and October 7. This meets the NYS Standard of Library and Community Collaboration.

- **Creative Writing Club:** The Library has a virtual Creative Writing Club which met September 9th via Zoom. This interactive group focuses on nurturing one another’s creative writing efforts. Participants include already published authors and well as those eager to write more and perhaps get published themselves.

### Statistics:

<table>
<thead>
<tr>
<th></th>
<th>August</th>
<th>August 2019</th>
<th>% of</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circulation</td>
<td>15,965</td>
<td>20,759</td>
<td>-23%</td>
</tr>
<tr>
<td>Library Visits</td>
<td>4,422</td>
<td>11,920</td>
<td>-63%</td>
</tr>
<tr>
<td>Reference Questions</td>
<td>1,169</td>
<td>1,400</td>
<td>-17%</td>
</tr>
<tr>
<td>In-house Programs</td>
<td>N/A</td>
<td>47</td>
<td>-100%</td>
</tr>
<tr>
<td>In-house Program Attendance</td>
<td>N/A</td>
<td>1,330</td>
<td>-100%</td>
</tr>
<tr>
<td>Items Borrowed (holds)</td>
<td>701</td>
<td>835</td>
<td>-16%</td>
</tr>
<tr>
<td>Items Loaned (holds)</td>
<td>722</td>
<td>872</td>
<td>-17%</td>
</tr>
<tr>
<td>Overdrive</td>
<td>3,426</td>
<td>2,567</td>
<td>33%</td>
</tr>
<tr>
<td>Hoopla New Patrons (patron registered for the first time)</td>
<td>12</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Hoopla Unique Patrons (borrowed at least one title)</td>
<td>77</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Hoopla Circulation</td>
<td>266</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Meeting Room</td>
<td>N/A</td>
<td>85</td>
<td>-100%</td>
</tr>
<tr>
<td>Website Visits</td>
<td>3,320</td>
<td>8,010</td>
<td>-59%</td>
</tr>
<tr>
<td>Website Pageviews</td>
<td>5,116</td>
<td>10,900</td>
<td>-53%</td>
</tr>
</tbody>
</table>
CPL continues to add services in a responsible and cautious manner. As we reintroduce services there has been an increase in circulation.

<table>
<thead>
<tr>
<th>Virtual Programs</th>
<th>Sessions</th>
<th>Views</th>
<th>Facebook</th>
<th>Participants</th>
</tr>
</thead>
<tbody>
<tr>
<td>Storytimes with Cathy/Leila and Jill</td>
<td>4</td>
<td>53</td>
<td>812</td>
<td>N/A</td>
</tr>
<tr>
<td>Family Programs (Lego, Minecraft)</td>
<td>7</td>
<td>282</td>
<td>508</td>
<td>83</td>
</tr>
<tr>
<td>Tween/Teen Chili Chapters with</td>
<td>10</td>
<td>20</td>
<td>1373</td>
<td>18</td>
</tr>
<tr>
<td>Adult Programs (Painting night, book discussion)</td>
<td>1</td>
<td>N/A</td>
<td>N/A</td>
<td>24</td>
</tr>
</tbody>
</table>

The CPL staff continues to have monthly zoom meetings.

Patrons with young families are more likely to use the pickup service.

**Old Items:**

- **Quarantining DVDs and CDs:** OCLC, the Institute of Museum and Library Services, and Battelle have been conducting research on how long the COVID-19 virus survives on materials that are prevalent in libraries, archives, and museums. The REALM project draws upon the research to produce authoritative, science-based information on how—or if—materials can be handled to mitigate exposure to staff and visitors. Because of the result of Test 1, MCLS libraries quarantine books for three days. Based on the results of test 4, the Monroe County Library System recommended libraries quarantine DVDs and CDs for four days. The Chili Public Library has implemented that recommendation. Return dates are backdated to avoid fines that would have been incurred due to the quarantining.
New Items:

- **UMS Collection:** At the September Directors Council meeting the directors decided to keep UMS turnovers on hold until January 1st, 2021. Patrons will still be sent to UMS that have over $35.00 in fines, but UMS will not be initiating any collection action until January 1, 2021.

- **Approval of the Proposed CPL Board of Trustees 2021 meeting dates:** The following is the proposed CPL Board of Trustee meeting dates for 2021. The meetings will be held at 6pm in the Barbara Ireland Community Room.

  Tuesday, January 26
  Tuesday, February 23
  Tuesday, March 23
  Tuesday, April 27
  Tuesday, May 25
  Tuesday, June 22
  Tuesday, July 27
  Tuesday, August 24
  Tuesday, September 28
  Tuesday, October 26
  Tuesday, November 16
  Tuesday, December 14

  **Action Requested:** Approve the 2021 Library Board meeting dates as presented

  Sue Ackerman asked if there were any objections to the approval of the 2021 Library Board meeting dates as presented. **Hearing none,** the meeting dates were approved by Unanimous Consent.

- **Approval of Chili Public Library Proposed 2021 Closed Dates:** The Director proposes the library be closed the following dates for 2021. It has yet to be determined what days the Library will be closed in preparation for the move to the new Library.

  January 1*
  January 18*
  February 15*
  April 2**
  April 4
  May 29
  May 30

  Friday
  Monday
  Monday
  Friday
  Sunday
  Saturday
  Sunday

  New Year's Day
  Martin Luther King Day
  President's Day
  Staff Retreat
  Easter
  Memorial Day weekend
  Memorial Day weekend
May 31*  Monday  Memorial Day
July 5*  Monday  Independence Day (observed)
September 4  Saturday  Labor Day weekend
September 6*  Monday  Labor Day
November 24  Wednesday  Close @ 5PM
November 25*  Thursday  Thanksgiving Day
November 26  Friday  Day after Thanksgiving
December 24*  Friday  Christmas Day (observed)
December 25*  Saturday  Christmas Day
December 31  Thursday  Close @ 5PM
Closed Sundays: May 30 – September 5
*9 paid holidays
**Staff Training Day

**Action Requested:** The Library Board approve the 2021 Closed Dates as presented.

Sue Ackerman asked if there were any objections to the approval of the 2021 Closed Dates as presented. Hearing none, the 2021 Closed Dates as presented were approved by Unanimous Consent.

• **Approval Filing of the 2019 990 Form with the IRS:** As a non-profit the Chili Public Library needs to file a Form 990 with the IRS. FreedMaxick filled out the form following the town audit.

**Action Requested:** Approve filing of the 2019 Form 990 with the IRS.

Sue Ackerman asked if there were any objections to the approval of the filing of the 2019 Form 990 with the IRS. Hearing none, the filing of the 2019 Form 990 with the IRS was approved by Unanimous Consent.

**MCLS Items:**

- No items to report

**State Items:**

- **Library Services Aid:** 20% of the 2020 Library Services Aid to member libraries is being held back by the State. It is unknown at this time if the 20% will be accrued.

**Meetings:**

- Reference Staff Meeting – 8/26/20
- MCLS Directors Weekly Meeting – 8/26/20
- Tour given to Sara Landes – 8/31/20
- Gates Chili Chamber of Commerce Award Presentation – 9/1/20
- MCLS Directors Council Meeting – 9/2/20
 Committees: Director Baker will send the CPL Board a copy of the current members of each CPL Board committee. CPL Board members will have an opportunity to indicate preferences of committees on which they would like to serve. A Committee to Annually Review each of the CPL Policies has been added to CPL Board of Trustees committees.

Old Business: None

New Business: None

Review of the CPL Budget Spreadsheet and Memorial Fund Spreadsheet: Fees have begun to be collected but are less than budgeted. The part-time staff has less hours than budgeted for before the pandemic. CPL had no visiting artists and most virtual programs were developed by the staff.

Approval Items:

- Approval of Library Fund Abstract amount of $13,394.75.
- Approval of Memorial Fund Expenditures. There were no expenditures in August.
- Approval of Memorial Fund Donations. There were no donations in August.

Sue Ackerman asked if there were any objections to the approval of the Library Fund Abstract. Hearing none, it was approved by Unanimous Consent.

Additional Comments from Audience: None

Hearing no objections, the meeting was adjourned @ 7:25.

Next meeting date/time: October 29, 2020 @ the Town Hall Meeting Room. 6:00pm.
Chili Public Library
Board of Trustees Meeting
Approved Minutes for October 29, 2020

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

Board of Trustees: Susan Ackerman (President), Lorraine Ahearn (Secretary), Vinny Dallo, James Lechner (Memorial Fund Treasurer), Lori Hahn, Sara Landes, Jeffrey Stoiber
Library Director: Jeff Baker
Town Liaison: Mary Sperr

Absent: None
Excused: None

Meeting called to order @ 6:00pm by President Ackerman

Approval of agenda: Sue Ackerman asked if there were any objections to the approval of the agenda. Hearing none, the agenda was approved with Unanimous Consent.

Approval of minutes of September 24, 2020: Sue Ackerman asked if there were any objections to the approval of the minutes. Hearing none, the minutes were approved with Unanimous Consent.

Communications
- **Town Liaison:** A resolution was approved to enter into a contract with Labella Associates for engineering and architecture services to covert the current library to Town court space.
  The Town of Chili held a public hearing on the 2021 Preliminary Budget on October 28, 2020.
  Chili Recreation is providing a covid safe Community Trick or Treat.
  The Recreation Center and Senior Center are sponsoring a “Veterans Day Reverse Parade” on November 11, 2020.

- **Guests/Public:** None Present

Director’s Report

General Information:
- **Friends of the CPL Board:** At their Annual meeting Marcia Johnson was elected President/Treasurer, Carol Lavalle, Vice-President, Dawn Cox, Secretary, and Caitlin McGee, Membership Chair. The Friends had a bag sale outside the Library on October 24th. The bag sale was cancelled due to inclement weather.

Statistics:

<table>
<thead>
<tr>
<th>Month</th>
<th>September 2020</th>
<th>September 2019</th>
<th>% of change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circulation</td>
<td>14,823</td>
<td>19,038</td>
<td>-22%</td>
</tr>
<tr>
<td>Library Visits</td>
<td>4,997</td>
<td>11,268</td>
<td>-56%</td>
</tr>
<tr>
<td>Reference Questions</td>
<td>1,286</td>
<td>1,503</td>
<td>-44%</td>
</tr>
</tbody>
</table>
Programs (in-house) | N/A | 54 | -100%
--- | --- | --- | ---
Program Attendance (in-house) | N/A | 892 | -100%
Items Borrowed (holds) | 815 | 895 | -9%
Items Loaned (holds) | 697 | 868 | -20%
Overdrive | 3,192 | 2,459 | 30%
Hoopla New Patrons (patron registered for the first time) | 10 | N/A | N/A
Hoopla Unique Patrons (borrowed at least one title) | 75 | N/A | N/A
Hoopla Circulation | 200 | N/A | N/A
Meeting Room | N/A | 70 | -100%
Website Visits | 3,124 | 7,671 | -59%
Website Pageviews | 4,901 | 10,069 | -51%

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>162,128</td>
<td>234,065</td>
<td>-31%</td>
<td></td>
</tr>
<tr>
<td>70,017</td>
<td>131,924</td>
<td>-47%</td>
<td></td>
</tr>
<tr>
<td>11,753</td>
<td>16,741</td>
<td>-30%</td>
<td></td>
</tr>
<tr>
<td>273</td>
<td>600</td>
<td>-55%</td>
<td></td>
</tr>
<tr>
<td>3,866</td>
<td>12,710</td>
<td>-70%</td>
<td></td>
</tr>
<tr>
<td>37,699</td>
<td>29,949</td>
<td>26%</td>
<td></td>
</tr>
</tbody>
</table>

Due to the changes caused by the pandemic, the statistics are compared from month to month, not year to year.

<table>
<thead>
<tr>
<th>Sessions</th>
<th>Views</th>
<th>Facebook Hits</th>
<th>Participants</th>
</tr>
</thead>
<tbody>
<tr>
<td>Storytimes with Cathy/Leila and Jill</td>
<td>9</td>
<td>37</td>
<td>668</td>
</tr>
<tr>
<td>Family Programs (Lego, Minecraft)</td>
<td>2</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Tween/Teen Chili Chapters with Valerie</td>
<td>5</td>
<td>17</td>
<td>1025</td>
</tr>
<tr>
<td>Adult Programs (Painting night, book discussion)</td>
<td>4</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Total Items for the Day</th>
<th>Total Number of Pickups</th>
<th>Greeters Desk: 10AM-12PM</th>
<th>Greeters Desk: 12PM-2PM</th>
<th>Greeters Desk: 2PM-4PM</th>
<th>Greeters Desk: 4PM-6PM</th>
<th>Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Totals for Sept.</td>
<td>109</td>
<td>40</td>
<td>1014</td>
<td>832</td>
<td>571</td>
<td>521</td>
<td>2938</td>
</tr>
</tbody>
</table>

- **Panel Discussion on Dyslexia** – On Monday, October 26 the Chili Public Library hosted a virtual Panel Discussion on Dyslexia. Over 145 participants registered to attend. The program had four experts in the field discuss the signs and symptoms of dyslexia, and what support is available for those with dyslexia. The program was in partnership with the
Monroe County Library System, and eight organizations that work with those with dyslexia. This meets the NYS Standard of Library and Community Collaboration.

Old Items:

- **Updated Safety Plan** – The Library's Safety Plan has been updated to reflect that limited seating is now available to our patron. There is one chair each for the two small tables and two chairs for a long table. Patrons are asked to wipe their chair and table before and after each use, wear a mask at all times, and limit use of the seating area to 90 minutes. Patrons appreciate this update and comply with the safety guidelines. Pages also clean and disinfect the areas.

- **Branding Plan Update** – The Library Director, Assistant Director, and Youth Services Manager met with Dr. William Todd’s Marketing class via Zoom. The class is still working on a branding plan for the Library which the Library Director will share on what has been developed so far. The class offered ideas for different topics among them a new CPL logo and the use of the CPL mascot.

- **Shelving and Furniture in the New Library** - The Library Director will review with the Library Board progress made on shelving and furniture selection for the new library. Our Board packets contained a timeline for furniture and shelving procurement as well as a schematic of the new library and the proposed placement of the furniture and shelving. Both of the documents were from Vargas Associates. Director Baker walked us through the floor plan. The goal is to have bidding and orders completed 3 months before a mid-February installation to allow time for delivery. The CPL Board will convene for approval of the purchases.

New Items:

- **Approval of LLSA Payments Agreement** - Between the Monroe County Library System and the Chili Public Library.

  - Whereas the System anticipates receiving 2020-21 Local Library Services Aid (LLSA) from the State of New York, the purpose of which is to enhance member libraries ability to provide library services to their local communities, and
  - Whereas the System is required to distribute these funds to System Member libraries based on a per capita formula
  - Whereas. The State, is required by law to distribute funds received within thirty (30) days of the receipt, and

Therefore the system shall pay the Library $6,542. The payment will be based on the funding level established by the New York State Education Department Division of Library Development for the 2020-21 fiscal year.

**Action item: Approve the LLSA Payment Agreement as Written.**

Discussion: Funding is a 20% decrease from the previous year.
Sue Ackerman asked if there were any objections to the approval of the LLSA Payment Agreement as Written. Hearing none, the LLSA Payment Agreement as Written was approved by Unanimous Consent.

- Approval of $500 from the Memorial Fund to cover the cost for the 2020 CPL Holiday Party Bags - The CPL Holiday Party Planning Committee met to discuss how to celebrate the holidays with our volunteers and staff during this time of social distancing. They would like to provide “party bags” for each staff, Library Board, Friends Board, and Foundation Board member. During a week in December everyone will be given the chance to pick up their party bag from the Library. The Director requests $500 from the Memorial Fund to cover the cost of the party bags to celebrate Library’s staff and volunteers.
  
  Action Item: Approve $500 from the Memorial Fund to cover the cost for the 2020 holiday party bags.

  Sue Ackerman asked if there were any objections to the approval of $500 from the Memorial Fund to cover the cost for the 2020 holiday party bags. Hearing none, $500 from the Memorial Fund to cover the cost for the 2020 holiday party bags was approved by Unanimous Consent.

MCLS Items:
- No items to report

State Items:
- The Chili Public Library Has Been Awarded a 2019/2020 Public Library Construction Project Grant. Lauren Moore, Assistant Commissioner for Libraries and State Librarian, announced that the New York State Library, in partnership with New York’s 23 public library systems, has awarded $34 million in State Aid for Library Construction funds for 232 projects. The FY 2019/2020 projects are supported by capital funds appropriated in the FY 2019/2020 State Budget. Of those funds the Chili Public Library’s project for a new library has been awarded $1,051,331. The project description is for new library building construction for slab, foundation, steel framing, acoustic and ceiling work, lighting, HVAC, shelving, and furniture. There is still a documented need of $1.52 billion over the next five years for public library construction and renovation in New York State. More than half of the over 1,000 public library buildings in New York are now over 60 years old and another 30% are between 30 and 60 years old. The CPL Board recognizes the work done by Director Baker in obtaining this grant. This award is a critical component which allows CPL to purchase needed furniture and shelving and to support the construction of the new library.

Meetings:
- MCLS Directors Weekly Meeting – 9/30/20
Committees: The CPL Board finalized the members of each committee.

Old Business: None

New Business: None

Other Information

- Jeff Stoiber is appointed as Vice President of the CPL Board of Trustees. He replaces Andrew Lucyszyn.

- MCLS (Monroe County Library System) was selected for an audit by USAC (Universal Services Administrative Company), the administrators for the E-Rate program. The universal service support program, known as the E-rate program, helps schools and libraries obtain affordable broadband. Although no major issues were found, the USAC requested additional CIPA/NCIPA (Neighborhood Children’s Internet Protection Act) training be given and that library members review and likely update their internet safety policies. Since then the member library directors have received the additional training. Member libraries requiring changes must hold a public hearing on the topic, separate from their board meeting; this public hearing can occur directly before or after a regular board meeting. The Chili Public Library will hold its public hearing on the Internet Safety Policy on November 17, 2020 at 6pm in the Town Hall Meeting Room.

- A thank you note from Vangie Morrow was given to CPLBoard members to read. It was much appreciated.

Review of the CPL Budget Spreadsheet and Memorial Fund Spreadsheet: Revenue sources are less than our pre-pandemic budget amounts. This reflects the changes in the economy that have occurred. Part time workers have had hours cut in line with the reduction of hours the library is open. The change in hours of operation has lessens some expense lines. Director Baker is watching the budget carefully and implementing savings where possible, The Memorial Fund received a $200 gift towards children’s programming from Sharon Leo.

Approval Items:
• Approval of Library Fund Abstract amount of $16,901.42.
• Approval of Memorial Fund Expenditures: There were no expenditures.
• Approval of Memorial Fund Donations amount of $200.

• Sue Ackerman asked if there were any objections to the approval of the Library Fund Abstract or Memorial Fund Donations. Hearing none all were approved by Unanimous Consent.

Additional Comments from Audience: None

Hearing no objections, the meeting was adjourned @ 7:10pm.

Next meeting date/time: November 17, 2020 @ The Chili Town Hall Meeting Room. 6:00pm.
Chili Public Library Board of Trustees Meeting
Approved Minutes for November 17, 2020

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

Board of Trustees: Susan Ackerman (President), Jeffrey Stoiber(Vice President), Lorraine Ahearn (Secretary), Vinny Dallo, James Lechner (Memorial Fund Treasurer), Lori Hahn, Sara Landes,
Library Director: Jeff Baker
Town Liaison: Mary Sperr

Absent: None
Excused: None

Meeting called to order @ 6:15pm by Vice-President Stoiber.

Approval of agenda: Jeff Stoiber asked if there were any objections to the approval of the agenda. Hearing none, the agenda was approved with Unanimous Consent.

Approval of minutes of October 29, 2020: Jeff Stoiber asked if there were any objections to the approval of the minutes. Hearing none, the minutes were approved with Unanimous Consent.

Communications
- **Town Liaison/Gates Chili Chamber of Commerce**: The Halloween Community Party and drive-by Veterans Day motor parade were both very successful. The Gates-Chili Chamber of Commerce plans to hold their 2021 golf tournament on Monday, July 26th at Brook Lea Country Club. Proceeds from the tournament are shared between the Chili and Gates libraries.

- **Guests/Public**: Fina Santiago – Vargas Associates

Director’s Report

General Information:
- **Friends of the CPL Board**: The Friends Board will not be meeting in December. Their next meeting is January 12, 2021.

Statistics:

The statistics show the current year and the previous year for comparisons. Since the pandemic, CPL has had to modify services which means we are no longer comparing the same data. Realizing this monthly report shows skewed figures, the CPL Board felt it was still beneficial to see the changes each month. It allows the Board to see where we were and to where we hope to return.
<table>
<thead>
<tr>
<th>Month</th>
<th>October 2020</th>
<th>October 2019</th>
<th>% of change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circulation</td>
<td>14,774</td>
<td>19,234</td>
<td>-23%</td>
</tr>
<tr>
<td>Library Visits</td>
<td>5,012</td>
<td>11,702</td>
<td>-57%</td>
</tr>
<tr>
<td>Reference Questions</td>
<td>1,461</td>
<td>1,528</td>
<td>-4%</td>
</tr>
<tr>
<td>Programs (in-house)</td>
<td>N/A</td>
<td>62</td>
<td>-100%</td>
</tr>
<tr>
<td>Program Attendance (in-house)</td>
<td>N/A</td>
<td>1,009</td>
<td>-100%</td>
</tr>
<tr>
<td>Items Borrowed (holds)</td>
<td>799</td>
<td>938</td>
<td>-15%</td>
</tr>
<tr>
<td>Items Loaned (holds)</td>
<td>646</td>
<td>997</td>
<td>-35%</td>
</tr>
<tr>
<td>Overdrive</td>
<td>3,340</td>
<td>2,363</td>
<td>41%</td>
</tr>
<tr>
<td>Hoopla New Patrons</td>
<td>22</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Hoopla Circulation</td>
<td>248</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Meeting Room</td>
<td>N/A</td>
<td>104</td>
<td>-100%</td>
</tr>
<tr>
<td>Website Visits</td>
<td>3,091</td>
<td>6,281</td>
<td>-51%</td>
</tr>
<tr>
<td>Website Pageviews</td>
<td>4,746</td>
<td>8,775</td>
<td>-46%</td>
</tr>
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<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Circulation</td>
<td>157,665</td>
<td>232,418</td>
</tr>
<tr>
<td>Library Visits</td>
<td>63,327</td>
<td>131,269</td>
</tr>
<tr>
<td>Reference Questions</td>
<td>11,686</td>
<td>16,816</td>
</tr>
<tr>
<td>Programs</td>
<td>211</td>
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**Virtual Program – October 2020**

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<thead>
<tr>
<th>Program</th>
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<tbody>
<tr>
<td>Storytimes</td>
<td>10</td>
<td>48</td>
<td>853</td>
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<td>Family Programs (Lego, Minecraft)</td>
<td>6</td>
<td>N/A</td>
<td>N/A</td>
<td>60</td>
</tr>
<tr>
<td>Tween/Teen Chili Chapters with Valerie</td>
<td>9</td>
<td>25</td>
<td>1800</td>
<td>N/A</td>
</tr>
<tr>
<td>Adult Programs</td>
<td>Date</td>
<td>Total Items for the Month</td>
<td>Total Number of Pickups</td>
<td>Greeters Desk: 10AM-12PM</td>
</tr>
<tr>
<td>----------------</td>
<td>------</td>
<td>---------------------------</td>
<td>------------------------</td>
<td>--------------------------</td>
</tr>
<tr>
<td>(Painting night, book discussion)</td>
<td>7</td>
<td>N/A</td>
<td>N/A</td>
<td>310</td>
</tr>
</tbody>
</table>

Curbside and Greeter – October 2020

<table>
<thead>
<tr>
<th>Date</th>
<th>Total Items for the Month</th>
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<th>Greeters Desk: 10AM-12PM</th>
<th>Greeters Desk: 12PM-2PM</th>
<th>Greeters Desk: 2PM-4PM</th>
<th>Greeters Desk: 4PM-6PM</th>
<th>Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Totals for Sept.</td>
<td>52</td>
<td>22</td>
<td>1068</td>
<td>778</td>
<td>676</td>
<td>431</td>
<td>2953</td>
</tr>
</tbody>
</table>

- **Library’s Safety Plan** – On November 9, 2020 the Town of Chili along with most of Monroe County was designated as a Yellow COVID Zone. The Library Director continues to meet with the Supervisor and other public library directors in the Monroe County to determine how to implement best practices in providing services while maintain safety for our patrons and staff. CPL will no longer have public access to the computers while we are in the yellow zone.

- **20th Annual Mitten Drive** – The library is holding its 20th annual mitten drive. New mittens, gloves and hats are being collected for January distribution to babies to 12 years at the Lewis Street YMCA Child Care Center. The library will be collecting through December 11, 2020.

- **Chili Art Group Display** – Patrons will find amazing artwork from over a dozen artists from the Chili Art Group in the Library lobby display.

- **Teenship Box** – The Youth Services staff have created a new program for teens. The first of each month, teens who register will get an email that their free Teenship box is ready for them to pick up at the Library. Every month the Library will include a library book for the Teen to check out. Subscription boxes will come with a curated collection of snacks and other treats. The theme for December is “COZY”. 18 teens have registered so far for the monthly program.

- **NYLA Conference Reports** – This year’s New York Library Association Conference was held virtually on November 5-6, 2020. It was a productive conference. Library staff Jeff Baker, Jennifer Freese, Cathy, Kyle, Valerie Scheg, Richard Gagnier, Jill Marshall, Wendy Saxena, Miranda McGrath, and Hannah Morrison attended specific workshops throughout the two days. A report of these workshops is distributed to
the library board. Since the conference was virtual, many of the Reference staff were able to attend.” The written reports to the CPL Board showed a variety of subjects presented at the conference.

• **Sign-Up Sheets** - The director will distribute the CPL Board sign-up sheets for library trustees to attend the 2021 CPL full staff meetings and the CPL Friends Board meetings. Sign-up sheets were completed.

**Old Items:**

• **Shelving and Furniture in the New Library** - The Library Director will update the Library Board on the progress of shelving and furniture selection for the new library. The CPL Board electronically received a comprehensive listing of shelving and furniture prepared by Vargas Associates. Fina Santiago, from Vargas Associates, and Director Baker explained how specification and time requirements are integral parts of securing bids. Some of the ways the existing and new shelving will be integrated was explained.

**New Items:**

• **Approval to Award Shelving Bid to Workplace Interiors**

  The Town of Chili is building a new Community Center and the Library wishes to outfit the new library building with existing and new shelving. The Library Director has determined shelving specifications and requirements to meet the needs of the facility and has secured quotes for the purchase of new shelving, and the tear down, relocation, and installation of new and existing shelving that meet the specification requirements from the following vendors.

  - Workplace Interiors: $217,411.76
  - Creative Library Concepts: $237,368.21
  - FES: Unresponsive bidder

  The Library Director request the approval to award the shelving bid from Workplace Interiors in the not to exceed amount of $217,411.76.

  **Action Requested:** Approve to Award the Shelving Bid from Workplace Interiors in the Not to Exceed amount of $217,411.76.

  **Jeff Stoiber asked if there were any objections to the approval to Award the Shelving Bid from Workplace Interiors in the Not to Exceed amount of $217,411.76. Hearing none, the Shelving Bid from Workplace Interiors in the Not to Exceed amount of $217,411.76 was approved by Unanimous Consent.**

• **Approval of Proposed 2021 Chili Public Library Employee Pay Rates**

  The Director requests the Library Board approve the proposed 2021 Chili Public Library employee pay rates, to go into effect the beginning of payroll 1 on December 19, 2020.
Action Requested: Approve the Proposed 2021 Chili Public Library Employee Pay Rates as Presented.

Jeff Stoiber asked if there were any objections to approve the Proposed 2021 Chili Public Library Employee Pay Rates as Presented. Hearing none, the Proposed 2021 Chili Public Library Employee Pay Rates as Presented were approved.

MCLS Items:
- No items to report

State Items:
- No items to report

Meetings:
- Meeting with Supervisor – 11/2/20
- MCLS Directors Council Zoom Meeting – 11/4/20
- Gates Chili Chamber of Commerce Program Committee Zoom Meeting – 11/4/20
- Full Staff Zoom Meeting – 11/6/20
- Department Heads Meeting – 11/10/20
- Friends of the CPL Zoom Meeting – 11/10/20
- MCLS Directors Weekly Zoom Meeting – 11/11/20
- Meeting with Recreation Department Head – 11/12/20
- Gates Chili Chamber of Commerce Friday Morning Mingle Zoom Program – 11/13/20
- Vargas Associates Zoom Meeting – 11/13/20
- New Library Staff Meeting – 11/13/20
- Gates Chili Chamber of Commerce Golf Committee Zoom Meeting – 11/16/20
- Roberts Wesleyan Marketing Class Zoom Meeting – 11/17/20
- Gates Chili Chamber of Commerce Annual Zoom Meeting – 11/17/20

Committees: None

Old Business: None

New Business: None

Review of the CPL Budget Spreadsheet and Memorial Fund Spreadsheet: The CPL budget is feeling the impact of covid. All departments of The Town of Chili have been directed to “tighten belts.” CPL will not purchase new equipment this year.
Approval Items:

- Approval of Library Fund Abstract amount of $29,162.09
- Approval of Memorial Fund Expenditures amount of $37.49.
- Approval of Memorial Fund Donations: There were no donations.

- Jeff Stoiber asked if there were any objections to the approval of the Library Fund Abstract, Memorial Fund Expenditures or Memorial Fund Donations. Hearing none all were approved by Unanimous Consent

Additional Comments from Audience: None

Hearing no objections, the meeting was adjourned @ 7:55pm.

Next meeting date/time: December 17, 2020 @ Chili Town Hall Meeting Room. 6:00pm.
Chili Public Library Board of Trustees Special Meeting
Public Hearing on Internet Safety Policy Program Meeting
Approval of Updated Internet Safety Policy on November 17, 2020

Chili Public Library Mission Statement

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

Board of Trustees: Susan Ackerman (President), Jeffrey Stoiber (Vice President), Lorraine Ahearn (Secretary), Vinny Dallo, James Lechner (Memorial Fund Treasurer), Lori Hahn, Sara Landes,
Library Director: Jeff Baker
Town Liaison: Mary Sperr

Absent: None
Excused: Sue Ackerman

Community Members: None

Vice President Stoiber called the meeting to order at 6:00pm.

The special meeting was called to approve an updated CPL Internet Policy as requested by the USAC. The CPL Board received a copy of the draft of the updated Internet Policy in their board packets.

- Director Baker provided background information to the CPL Board: MCLS (Monroe County Library System) was selected for an audit by USAC (Universal Services Administrative Company), the administrators for the E-Rate program. The universal service support program, known as the E-rate program, helps schools and libraries obtain affordable broadband. Although no major issues were found, the USAC requested additional CIPA/NCIPA (Neighborhood Children’s Internet Protection Act) training be given and that library members review and likely update their internet safety policies. Since then, the member library directors have received the additional training.

A draft policy was presented to the CPL Board. The revised policy delineates sections for “Access to Inappropriate Material” including a reference to minors and “Inappropriate Network Usage” within the policy.

**Action requested:** Approve the Internet Policy as presented.

**Jeff Stoiber asked if there were any objections** to the approval of the Internet Policy as presented. **Hearing none,** the Internet Policy, as presented was approved with Unanimous Consent.

The CPL Board approval will be sent to MCLS by Director Baker.

Hearing no objections, the meeting was adjourned at 6:13PM.
Additional Comments from Audience: None Present

**Hearing no objections, the meeting was adjourned @ 6:15pm**
Motion made by; 2nd.
In Favor: 7; Opposed: 0; Abstained: 0.

Sue Ackerman asked if there were any objections to the approval of. Hearing none, approved by Unanimous Consent.
TO: Chili Public Library Board of Trustees
FROM: Jeff Baker, Library Director
RE: Director’s Report – November 2020
DATE: November 11, 2020

General Information:
- **Friends of the CPL Board**: The Friends Board will not be meeting in December. Their next meeting is January 12, 2021.

Statistics:

<table>
<thead>
<tr>
<th>Month</th>
<th>October 2020</th>
<th>October 2019</th>
<th>% of change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circulation</td>
<td>14,774</td>
<td>19,234</td>
<td>-23%</td>
</tr>
<tr>
<td>Library Visits</td>
<td>5,012</td>
<td>11,702</td>
<td>-57%</td>
</tr>
<tr>
<td>Reference Questions</td>
<td>1,461</td>
<td>1,528</td>
<td>-4%</td>
</tr>
<tr>
<td>Programs (in-house)</td>
<td>N/A</td>
<td>62</td>
<td>-100%</td>
</tr>
<tr>
<td>Program Attendance (in-house)</td>
<td>N/A</td>
<td>1,009</td>
<td>-100%</td>
</tr>
<tr>
<td>Items Borrowed (holds)</td>
<td>799</td>
<td>938</td>
<td>-15%</td>
</tr>
<tr>
<td>Items Loaned (holds)</td>
<td>646</td>
<td>997</td>
<td>-35%</td>
</tr>
<tr>
<td>Overdrive</td>
<td>3,340</td>
<td>2,363</td>
<td>41%</td>
</tr>
<tr>
<td>Hoopla New Patrons</td>
<td>22</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Hoopla Circulation</td>
<td>248</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Meeting Room</td>
<td>N/A</td>
<td>104</td>
<td>-100%</td>
</tr>
<tr>
<td>Website Visits</td>
<td>3,091</td>
<td>6,281</td>
<td>-51%</td>
</tr>
<tr>
<td>Website Pageviews</td>
<td>4,746</td>
<td>8,775</td>
<td>-46%</td>
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</table>

<table>
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<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>Circulation</td>
<td>157,665</td>
<td>232,418</td>
</tr>
<tr>
<td>Library Visits</td>
<td>63,327</td>
<td>131,269</td>
</tr>
<tr>
<td>Reference Questions</td>
<td>11,686</td>
<td>16,816</td>
</tr>
<tr>
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<td>599</td>
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### Curbside and Greeter – October 2020

<table>
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<tr>
<th>Date</th>
<th>Total Items for the Day</th>
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<th>Greeters Desk: 10AM-12PM</th>
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- **Library’s Safety Plan** – On November 9, 2020 the Town of Chili along with most of Monroe County was designated as a Yellow COVID Zone. The Library Director continues to meet with the Supervisor and other public library directors in the Monroe County to determine how to implement best practices in providing services while maintaining safety for our patrons and staff.

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- **Friday Morning Mingle Program** – The Gates Chili Chamber of Commerce Membership Committee holds virtual Friday morning networking programs. The Library Director was the presenter on November 13, 2020, where he gave a tour of the Library and discussed the improvements there will be in the new Library.
**NYLA Conference Reports** – This year’s New York Library Association Conference was held virtually on November 5-6, 2020. It was a productive conference. Library staff Jeff Baker, Jennifer Freese, Cathy, Kyle, Valerie Scheg, Richard Gagnier, Jill Marshall, Wendy Saxena, Miranda McGrath, and Hannah Morrison attended specific workshops throughout the two days. A report of these workshops is distributed to the library board.

**Sign-Up Sheets** - The director will distribute the CPL Board sign-up sheets for library trustees to attend the 2021 CPL full staff meetings and the CPL Friends Board meetings.

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  The Town of Chili is building a new Community Center and the Library wishes to outfit the new library building with existing and new shelving. The Library Director has determined shelving specifications and requirements to meet the needs of the facility and has secured quotes for the purchase of new shelving, and the tear down, relocation, and installation of new and existing shelving that meet the specification requirements from the following vendors.
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  The Library Director requests the approval to award the shelving bid from Workplace Interiors in the not to exceed amount of $217,411.76.

  **Action Requested:** Approve to Award the Shelving Bid from Workplace Interiors in the Not to Exceed amount of $217,411.76.

- **Approval of Proposed 2021 Chili Public Library Employee Pay Rates**
  The Director requests the Library Board approve the proposed 2021 Chili Public Library employee pay rates, to go into effect the beginning of payroll 1 on December 19, 2020.

  **Action Requested:** Approve the Proposed 2021 Chili Public Library Employee Pay Rates as Presented.

**MCLS Items:**

- No items to report

**State Items:**

- No items to report
Meetings:

- Meeting with Supervisor – 11/2/20
- MCLS Directors Council Zoom Meeting – 11/4/20
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Library Director: Jeff Baker
Town Liaison: Mary Sperr

Absent: None
Excused: Jim Lechner

Meeting called to order @ 6:00pm by President Ackerman

Approval of agenda: Sue Ackerman asked if there were any objections to the approval of the agenda. Hearing none, the agenda was approved with Unanimous Consent.

Approval of minutes of November 17, 2020: Sue Ackerman asked if there were any objections to the approval of the minutes. Hearing none, the minutes were approved with Unanimous Consent.

Communications

- Town Liaison: The Chili Town Board passed a resolution to approve the preliminary budget for 2021. A resolution was passed to designate a special page of the November 18, 2020, Town Board Minutes in memory of Kathleen Powers.

- Guests/Public: None Present

Director’s Report

General Information:

- Friends of the CPL Board: The Friends Board will next meet January 12, 2021. Vinny Dallo has volunteered to represent the CPL Board at the meeting.

- Chili Public Library Foundation Board: The CPL Foundation Board will next meet January 6, 2020. It has two new members, Michael Ackerman and Christine Schmitz.

Statistics:

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<thead>
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<th>November 2020</th>
<th>November 2019</th>
<th>% of change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circulation</td>
<td>14,349</td>
<td>17,732</td>
<td>-19%</td>
</tr>
<tr>
<td>Library Visits</td>
<td>4,010</td>
<td>9,972</td>
<td>-60%</td>
</tr>
<tr>
<td>Reference Questions</td>
<td>1,096</td>
<td>1,296</td>
<td>-17%</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>-------</td>
<td>-------</td>
<td>---------------</td>
</tr>
<tr>
<td>Programs (in-house)</td>
<td>N/A</td>
<td>54</td>
<td>-100%</td>
</tr>
<tr>
<td>Attendance (in-house)</td>
<td>N/A</td>
<td>646</td>
<td>-100%</td>
</tr>
<tr>
<td>Items Borrowed (holds)</td>
<td>673</td>
<td>721</td>
<td>-7%</td>
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<tr>
<td>Items Loaned (holds)</td>
<td>879</td>
<td>924</td>
<td>-5%</td>
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<tr>
<td>Overdrive</td>
<td>3,095</td>
<td>2,592</td>
<td>19%</td>
</tr>
<tr>
<td>Hoopla New Patrons (patron registered for the first time)</td>
<td>11</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Hoopla Unique Patrons (borrowed at least one)</td>
<td>87</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Hoopla Circulation</td>
<td>289</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Meeting Room</td>
<td>N/A</td>
<td>73</td>
<td>-100%</td>
</tr>
<tr>
<td>Website Visits</td>
<td>2,808</td>
<td>5,222</td>
<td>-46%</td>
</tr>
<tr>
<td>Website Pageviews</td>
<td>4,288</td>
<td>7,148</td>
<td>-40%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Dec 2019- Nov 2020</th>
<th>Dec 2018- Nov 2019</th>
<th>% of change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circulation</td>
<td>154,282</td>
<td>231,605</td>
</tr>
<tr>
<td>Library Visits</td>
<td>57,365</td>
<td>131,499</td>
</tr>
<tr>
<td>Reference Questions</td>
<td>11,470</td>
<td>16,851</td>
</tr>
<tr>
<td>Programs</td>
<td>157</td>
<td>609</td>
</tr>
<tr>
<td>Program Attendance</td>
<td>2,211</td>
<td>12,290</td>
</tr>
<tr>
<td>Overdrive</td>
<td>39,179</td>
<td>30,128</td>
</tr>
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</table>

**Virtual Program – November 2020**

<table>
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<th>Participants</th>
</tr>
</thead>
<tbody>
<tr>
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<td>8</td>
<td>28</td>
<td>624</td>
</tr>
<tr>
<td>Family Programs (Lego, Minecraft)</td>
<td>3</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Tween/Teen Chili Chapters with Valerie</td>
<td>6</td>
<td>29</td>
<td>1199</td>
</tr>
<tr>
<td>Adult Programs (Painting night, book discussion)</td>
<td>7</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>
Curbside and Greeter – November 2020

<table>
<thead>
<tr>
<th>Total Items for the Month</th>
<th>Total Number of Pickups</th>
<th>Greeters Desk: 10AM-12PM</th>
<th>Greeters Desk: 12PM-2PM</th>
<th>Greeters Desk: 2PM-4PM</th>
<th>Greeters Desk: 4PM-6PM</th>
<th>Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td>55</td>
<td>22</td>
<td>1,080</td>
<td>789</td>
<td>700</td>
<td>239</td>
<td>2,196</td>
</tr>
</tbody>
</table>

- **Chili Public Library Curbside Pickup Only Service** – Effective December 14, 2020 and until further notice the Library will provide curbside pickup only. The Town Hall will be open by appointment only. With the increase in COVID concerns across our State, providing this service is in the best interest in keeping the public and the Chili staff as safe as possible. Patrons can place a library curbside pickup hold request by phone call to 889-2200, or place an online request via the library’s website.

- **Pirate Toy Fund and Linda’s Cupboard Donations** – The Gates Chili Chamber of Commerce is supporting a donation drive where new toys are dropped off at the Chili Public Library or Gates Public Library for the Pirate Toy Fund, and perishable items are dropped off, for Linda’s Cupboard. Donations will take place from December 1 until December 19, 2020.

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- **On Shelf Hold Service** - At the December Directors Council a motion to activate the On Shelf Paging setting in CARL was approved. This will allow patrons to place holds via the online catalog, on items that are on the shelf at the pickup library. The On Shelf Paging setting will be activated on Monday, December 14th.
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• **Chili Hold Card Sale** - The library is having a hold card sale, $1.00 off the price of Chili’s hold gift card, 12 holds for $4.00. Offer expires 12/31/2019.

**Old Items:**
- None to report

**New Items:**
- **Personnel Update:** Hannah Morrison, part-time Librarian Trainee has resigned from the Library to take on a full-time Librarian I position at the Greece Public Library. Laura Sutter’s position has been upgraded from a part-time Library Page to a part time Librarian Trainee at a pay rate of $17.00 per hour. Laura’s start date in this position is December 19, 2020. Laura is currently enrolled in the Masters of Information and Library Studies degree program at the University at Buffalo.

- **Shelving and Furniture in the New Library** - The Library Director will update the Library Board on the progress of shelving and furniture selection for the new library. Approval of the payment for shelving will be on the agenda for an additional CPL Board meeting on January 7, 2021. Only 1/3 of the construction grant can be used for shelving and furniture. Director Baker and Fina Santiago, from Vargas Associates, have been adjusting to stay within budget. Covid friendly environments will require less furniture than originally planned.

- **Approval of the Vargas Professional Services Move Management Agreement**– The Library Director requests the library board approve the Professional Services Agreement, from Vargas Associates for Move Management Services in the amount of $8,000 to be paid from the Chili Public Library Memorial Fund. The same company was used by the Henrietta Public Library when they moved into their new library. The professional services agreement includes meeting with the library project team; onsite walk through of all areas needing relocations; create relocation logistics, move matrix, and move plan; ongoing project coordination with project team; collaborate with two moving vendors to secure competitive pricing; engage mover and schedule appropriate manpower for each move phase; conduct walkthrough of all areas with the mover; prepare punch list and expedite all open items; and closeout of project. Note: The CPL Board received an electronic copy of the agreement prior to the December 17, 2020 Board meeting.

**Action Requested:** Approve the Vargas Professional Services Move Management Agreement for $8,000 to be paid from the CPL Memorial Fund as presented.

Sue Ackerman asked if there were any objections to the approval of the Vargas Professional Services Move Management Agreement for $8,000 to be
paid from the CPL Memorial Fund as presented. Hearing none, the agreement was approved by Unanimous Consent.

- **Approval of the 2021 Chili Public Library Amended Budget Resolution** - WHEREAS, the Library Director will be replacing the Library’s ten year old public computers in preparation for moving into the new library. NOW, THEREFORE, BE IT RESOLVED, for the 2021 Library Budget to increase the utilization of the Surplus Fund by $14,000.00 to equal $89,904.00, and increase the expense account 03.7410.2000 (Equipment) by $14,000.00 resulting in the total Equipment line equals $32,000.00.

  **Action Item:** Approve the 2021 Chili Public Library Budget Amendment Resolution as stated.

  Sue Ackerman asked if there were any objections to the approval of the 2021 Chili Public Library Budget Amendment Resolution as stated. Hearing none, the resolution was approved by Unanimous Consent.

- **Library’s Marketing Report** - The Library Director will review the marketing report that was put together for the Library by the Marketing Class at Roberts Wesleyan College. Director Baker had a CPL a power point presentation for the review. The CPL Board will receive an electronic copy.

- **Chili Public Library Naming Rights** - The Library Director will review the CPL Foundation’s request to go before the Town Board, in regards to getting their endorsement to raise funds through naming rights of rooms within the new Library. Bob Pacer has been given the permission by Town Supervisor Dunning and the Chili Town Board to proceed with this fund raising activity.

**MCLS Items:**

- No items to report

**State Items:**

- No items to report

**Meetings:**

- Department Heads Meeting – 11/18/20
- MCLS Directors Weekly Zoom Meeting – 11/18/20
- Chili Public Library Foundation Board Meeting – 11/18/20
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- Meeting with Town of Chili IT Department Head – 12/7/20
- Gates Chili Chamber of Commerce Program Committee Meeting – 12/8/20
Committees: None

Old Business: None

New Business:

**Review of the CPL Budget Spreadsheet and Memorial Fund Spreadsheet:** The bi-annual Cost Share was paid. Money was saved on travel expenses due to virtual conferencing. The state retirement costs came in lower than projected. Payments for the library’s utility cost for the new building were paid during the month.

**Approval Items:**

- Approval of Library Fund Abstract amount of $13,264.08.
- Approval of Memorial Fund Expenditures amount of $1,826.00.
- Approval of Memorial Fund Donations amount of $25.00.

Sue Ackerman asked if there were any objections to the approval of the Library Fund Abstract, Memorial Fund Expenditures or Memorial Fund Donations. **Hearing none** all were approved by Unanimous Consent

Additional Comments from Audience: None

**Hearing no objections, the meeting was adjourned @ 7:10.**

**Next meeting date/time:** January 7, 2021 by teleconference. 6:00pm.  
January 28, 2021 @ to be determined. 6:00pm.
TO: Chili Public Library Board of Trustees
FROM: Jeff Baker, Library Director
RE: Director’s Report – December 2020
DATE: December 17, 2020

General Information:
- **Friends of the CPL Board**: The Friends Board will next meet January 12, 2021. Vinny Dallo as volunteered to represent the CPL Board at the meeting.
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- Personnel Update: Hannah Morrison, part-time Librarian Trainee has resigned from the Library to take on a full-time Librarian I position at the Greece Public Library. Laura Sutter’s position has been upgraded from a part-time Library Page to a part time Librarian Trainee at a pay rate of $17.00 per hour. Laura's start date in this position is December 19, 2020. Laura is currently enrolled in the Masters of Information and Library Studies degree program at the University at Buffalo.

- Shelving and Furniture in the New Library - The Library Director will update the Library Board on the progress of shelving and furniture selection for the new library.

- Approval of the Vargas Professional Services Move Management Agreement – The Library Director requests the library board approve the Professional Services Agreement, from Vargas Associates for Move Management Services in the amount of $8,000 to be paid from the Chili Public Library Memorial Fund. The same company was used by the Henrietta Public Library when they moved into their new library. The professional services agreement includes meeting with the library project team; onsite walk through of all areas needing relocations; create relocation logistics, move matrix, and move plan; ongoing project coordination with project team; collaborate with two moving vendors to secure competitive pricing; engage mover and schedule appropriate manpower for each move phase; conduct walkthrough of all areas with the mover; prepare punch list and expedite all open items; and closeout of project.
  Action Requested: Approve the Vargas Professional Services Move Management Agreement for $8,000 to be paid from the CPL Memorial Fund as presented.

- Approval 2021 Chili Public Library Amended Budget Resolution - WHEREAS, the Library Director will be replacing the Library's ten year old public computers in preparation for moving into the new library. NOW, THEREFORE, BE IT RESOLVED, for the 2021 Library Budget to increase the utilization of the Surplus Fund by $14,000.00 to equal $89,904.00, and increase the expense account 03.7410.2000 (Equipment) by $14,000.00 resulting in the total Equipment line equals $32,000.00.
  Action Item: Approve the 2021 Chili Public Library Budget Amendment Resolution as stated.
• **Library's Marketing Report** - The Library Director will review the marketing report that was put together for the Library by the Marketing Class at Roberts Wesleyan College.

• **Chili Public Library Naming Rights** - The Library Director will review the CPL Foundation's request to go before the Town Board, in regards to getting their endorsement to raise funds through naming rights of rooms within the new Library.

**MCLS Items:**
- No items to report

**State Items:**
- No items to report

**Meetings:**
- Department Heads Meeting – 11/18/20
- MCLS Directors Weekly Zoom Meeting – 11/18/20
- Chili Public Library Foundation Board Meeting – 11/18/20
- Vargas Associates Meeting – 11/19/20
- PinPoint Group – 11/20/20
- Supervisor Meeting – 11/23/20
- Gates Chili Chamber of Commerce Golf Tournament Meeting – 11/30/20
- Gates Chili Chamber of Commerce Board Meeting – 12/1/20
- MCLS Directors Council Meeting – 12/2/20
- Vargas Associates Meeting – 12/2/20
- North Chili Neighbors Magazine Interview – 12/4/20
- Full Staff Zoom Meeting – 12/4/20
- Meeting with Town of Chili IT Department Head – 12/7/20
- Gates Chili Chamber of Commerce Program Committee Meeting – 12/8/20
- Department Heads Meeting – 12/9/20
- Chili Public Library Foundation Board Meeting – 12/9/20
- Staff Welcoming Committee New Library Building Meeting – 12/11/20
- Parade of Lights – 12/12/20