Meeting Minutes, Chili Public Library Board of Trustees Meeting  
June 26, 2007

Board of Trustees:   Ed Schuler (President), Glenda Melville (Vice-President), James Lechner (Treasurer), Charles Havens, Judith Kharbas  
Library Director: Jeff Baker  
Interim Library Director: Lee Ann Sperling  
Town Liaison: Michael Slattery

President Schuler convened the meeting at 6:02 PM.

Approved minutes of May 22, 2007 meeting. Executive session minutes kept in hard copy separately by Mr. Schuler and Mr. Havens.

Approved abstract: $58,877.24

CPL Board Vacancies:
    Ms. Melville, Chairperson of the Search Committee, recommended that the two board vacancies be filled by Ms. Christine Reece and Mr. James Myers. Ms. Reece will fill the term of Colleen Behrndt who resigned and Mr. Myers will fill the term of Jim Cuthbert who also resigned.
    Approved unanimously. Action: Ms. Melville to forward the information to the Chili Town Board.

    Three additional qualified candidates were identified and will be given first opportunity to fill any future board openings.

Approved the meeting agenda with the addition of new items from Mr. Lechner:
    • treasurer’s report
    • a report on the building HVAC problems

Communications

Guests/Public:
    None

Town Board Liaison:
    None.

Friends Representative:
    None.
Director’s Report

General Information

- Library statistics through May were provided.
- Full staff meeting July 6 at 9:30am – Mr. Havens to represent the board.
- Friends of the CPL meeting – July 10 at 6:30pm – Ms. Meville to represent the board.

Follow-Up Items

- **Purchasing Policy:** A draft of a revised policy has been submitted to Mr. Rich Stowe, Town Attorney, for his review. This is in response to the audit finding that the previous CPL policy was outdated. The new policy requires prior board approval for items exceeding $2500 other than items for the collection.
- **Physical Plant:** See the HVAC report below.
- **Alesi Grant:** Notification of a $10,000 grant has been received from the New York State legislature. A letter of thanks has been prepared. **Action:** Mr. Baker to contact the Senator’s office to see if the Senator might attend a public session to thank him for his effort on behalf of the CPL – one of the upcoming concerts might be an appropriate venue.
- **New Computers:** The computers and copier have been received and installation is progressing well. Details of the cost to date were supplied. With the exception of a few communication boards yet to be received, the total cost is about $6,000 below budget. The surplus has been identified as funding for technical support going forward.

The leasing company for the previous hardware has been contacted to initiate its return. It was recommended by Mr. Schuler that shipping insurance and careful documentation of its packaging be secured to preclude future liability.
- **Doty Endowment:** Mr. Stowe, Town Attorney, has responded that Mr. Doty’s attorney should do the preparation to better represent his interests. Mr. Doty requested that the CPL pay these fees. A motion was made that the CPL board would pay attorney fees for the endowment up to $750 payable upon its completion. **Approved 4-0 with Ms. Kharbas abstaining.**
- **Staff Workspace:** A request was made to consider using the conference room as work space for two or three of the staff as a result of the cramped conditions. Any decision was deferred to later in the year pending the computer installation and analysis by Mr. Baker of current space utilization.

**Action Items:**

- **Audit:** Ms. Tindale and Mr. Wager have concurred that the operating surplus is $185,240. The CPL controlled portion of the surplus is on the order of $15,000. The remainder resulted from New York State mandated estimates used in budgeting employee benefit rates. Recommendations for action on the surplus were referred to the Budget Committee. It was moved that the audit dated March 12, 2007 be approved. **Approved unanimously.**
- **Color Printing:** It was moved that color printing be enabled for patrons at $1.00 per page. **Approved unanimously. Action:** Mr. Baker was asked to monitor the actual costs for a period of time as $1 per page may be high relative to expected cost.
Committee Reports

Budget
A meeting was held June 11th, the next is scheduled July 18th at 9:30AM at Ms. Melville’s home.

Personnel
Meeting is scheduled for July 13th at 9:30AM.

Long Range Planning
Meeting is scheduled for July 10th at 9:30AM.

Treasurer’s Report
Mr. Lechner reported that a certificate of deposit at the Bank of Castile in the amount of $5,252.65 was renewed for six months at 4.75%. Approved unanimously.

Old Business

Audit
Item covered and completed under the Director’s Report.

Information on the MCLS Internet Task Force Recommendations

Mr. Baker reported that the MCLS board is leaning towards implementing an attempted compromise in its internet access policy to balance the County Executive’s concerns relative to pornography and access to constitutionally protected material. Sites would be unblocked with Library staff review against a documented Collection Development Policy.

This might impact CPL in 2008 when the MCLS contract is up for renewal. Member libraries which currently block without exception could be expected to accept this new policy from MCLS.

It was reported that the American Civil Liberties Union may test the system to judge access to constitutionally protected material.

Concerns with the situation as raised by members of the CPL board include:

- Awareness of potential harassment legal claims filed by staff in response to viewing objectionable material as part of job expectations.
- The practicality of the proposed solution relative to response time.
• Availability and contents of the Collection Development Policy.

The board asked for a recommendation from Mr. Baker and staff on a path forward.

New Board Member Search
Completed as noted above.

Jim Cuthbert Gift
Completed. Initiated a similar gift to the Friends of CPL to recognize Ms. Behrndt’s contributions to the CPL.

HVAC and Building Services
Mr. Lechner reported substantial progress on several maintenance issues using Monroe Piping. Monroe Piping was low bid and provided high quality work.

• Solved multiple issues with cooling the server room for $200.
• Fixed the children’s drinking fountain, parts ordered for the adults for $400

Mr. Lechner worked with Monroe Piping and Mr. Carr to identify the issues with heating and cooling and developed a proposal for going forward, again based on low bids:

• Balance air flow and report findings - $1200
• Potentially reroute and install a variable damper with time control to increase tempered air to the main library from the multipurpose room – not to exceed $3200

Action: Mr. Lechner to ask Mr. Carr to expedite resolving the long standing HVAC issues through Monroe Piping.

New Business

Executive Session Policy
Mr. Lechner brought a recent article identifying the allowed reasons for executive session – this will be distributed to the board by Mr. Baker.

Mr. Schuler closed the meeting at 7:28PM.

Next meeting date/time: July 24, 2007 at 6:00 PM in the CPL Multi Purpose Room.
Meeting Minutes, Chili Public Library Board of Trustees Meeting  
July 24, 2007

Board of Trustees: Ed Schuler (President), Glenda Melville (Vice-President), James Lechner (Treasurer), Charles Havens, Judith Kharbas, Christina Reece, James Meyers
Library Director: Jeff Baker
Town Liaison: Michael Slattery

President Schuler convened the meeting at 6:04 PM. Ms. Melville absent on vacation.

Approved minutes of June 26, 2007 meeting.
Approved abstract: $13,218.58
Approved the meeting agenda.

Communications

Guests/Public:
Mr. Reddick: First wished Mr. Baker well and then hoped for continuing support for the library from the community. Second, relative to the concerns that have been voiced about the temperature of the server room: a squirrel cage fan would be an economical solution. Mr. Lechner responded that active cooling has been directed to the room and the server is monitored internally. The issue appears to be resolved based on the data from the recent warm spell.

Town Board Liaison:
None. Not present.

Friends Representative:
None. Not present.

Director’s Report

General Information:
- **CPL Statistics** – Distribution of monthly statistics. Additionally annual statistics for holdings, door count, circulation and Town of Chili population since 1998 were provided. It was noted that the population statistics came from census projections and seemed at odds with recent housing trends – the Town was to be consulted for building permit data to verify the published data.
- **Reference/Desk Staff Meetings (simultaneous)** – Friday, August 3rd at 9:00
- **Staff Meeting** – September 7 Ms. Melville to attend
- **Friends of the CPL Board Meeting** – Tuesday, August 14th at 6:30 pm – Charles Havens to attend.
- **CPL Picnic** – There will be a CPL Picnic at Churchville Park – Anderson Shelter on Sunday, September 8, 2007 – starts at 12 noon. $5 per person – kids under 12 free. The shelter, meat, rolls, condiments, paper goods and beverages will be provided. Please bring a dish to pass.
- **Summer Reading** – There are 600 children signed up so far. The children have been averaging 34,000 pages read each week!
• **Aquabrowser** - On July 11, MCLS made public the new visual catalog Aquabrowser. Aquabrowser provides enhanced access to information in the catalog. It also features a "word cloud" to help patrons find the information and offers a clickable "refine" function which further breaks down a catalog search into categories such as book, DVD, cassette, author and language. One can subscribe to Aquabrowser’s RSS feed that will push new titles to their news reader every day. **There was agreement to have a demonstration of this feature at the next board meeting.**

• **Girl Scouts Project** – Girl Scout troop 270 met with the director and the Children’s Librarian on June 18. Its members are looking to acquire a Girl Scout Bronze Award which is the highest award a Junior Girl Scout can earn. The Girl Scout must show she has made a promise to help others, improve her community and world and become the best she can be. Each girl must contribute a minimum of 15 hours. The project decided upon was a stenciling of the ceiling border of the Children’s area using a train theme. All materials and labor would be provided by the Girl Scouts. Mr. Baker would like to proceed given no objection from the Board. **There was discussion relative to potential liability; general agreement that it was a desirable activity; Mr. Baker referred to Mr. Stowe, Town Attorney for his comment.**

**Follow Up Items:**

• **Alesi Recognition:** Senator Alesi’s Office was contacted as to whether he would be able to attend the CPL Friend’s Summer Concert on the Lawn on August 7th where he would be recognized for securing $10,000 for CPL for the MCLS support services increase. It looks promising, but the Senator may be called into session at that time. Alesi’s office will confirm during the week of July 23rd.

• **Revised Purchasing Policy:** In response to the 2006 audit the purchasing policy has been revised to account for board approval for items exceeding $2500 other than items for the collection. Rich Stowe, Town Attorney reviewed the revision and does not think the revised policy would stand up to an audit. We are in the process of surveying other member libraries to see if they have purchasing policies and how they are worded. **The Board’s discussion on the issue concluded the policy would stand until the concerns were better understood and an alternative provided.**

• **Doty Endowment:** Bill Doty was contacted and was told CPL will pay for attorney’s legal fees through the Memorial fund. He is in the process of having his attorney draw up the papers.

• **Color Printer** – The Xerox Phaser 8560N Color printer has been installed and promoted to the public. It is working successfully. **There was discussion on identifying a workable service strategy.**

• **Security Cameras** – Library staff are continuing with IT migration and are investigating adding two additional security surveillance cameras to the current setup. We are in the process of getting a quote from Digital Surveillance Solutions (DSI). **Comment: the two**
additional cameras were recommended by the Sheriff’s review; monitoring the building entrance was deemed particularly important.

- **RPL/MCLS Internet Taskforce Update** – At their meeting on Wednesday June 27, 2007, the Rochester Public Library Board of Trustees voted to accept the recommendation of the joint RPL/MCLS Internet Task Force. The recommendation, first presented to the RPL and MCLS Boards on May 23, 2007, contains the following provisions: web sites identified by the library’s filtering product as pornographic will be blocked on all Rochester Public Library computers; users 17 and older may request in writing that a blocked site be reviewed if they believe a site has been blocked in error; and the Library Director or his or her designee will review the site and make a judgment based on the library's collection development policy that will determine whether the site can be accessed in the library. RPL library administration is currently developing a procedure by which this policy will be implemented and expect to have such a procedure in place by mid-July.

**Action Items:**

- **Requested Approval of the CLP Long Range Plan:** The CPL Long Range Plan Committee has met and recommended the CPL Long Range Plan be approved by the Board. The CPL Long Range Plan document will be distributed at the meeting. **It was commented that the plan did not include an analysis of staff requirements but it would be acceptable to develop this in the Personnel Committee report.** The plan was unanimously approved as submitted.

**State News**

- Nothing new to report – **It was noted that the Susan John grant is progressing on schedule.**

**System News**

- A MCLS Marketing Team has been created. They will be rolling out a major library card campaign in fall of 2008. A draft marketing plan will be presented to Director’s Council at their December meeting.
- An Emerging Technology Team has been created. It is an outgrowth of last year’s MCLS Tech Institute. The team objective is to provide in the upcoming year 5 half-day Technology Camps for MCLS staff. There will be an opportunity at each camp for participants to share what they’re doing at their libraries, ask for advice, and generally talk about uses of technology in the library.

**Committee Reports**

**Budget**

A meeting was held July 18th, the next is scheduled August 8th at 9:00AM at location to be determined.
Personnel
Meeting is scheduled for August 10th at 8:00AM at the Library.

Long Range Planning
Activities completed for 2007.

Old Business

HVAC and Building Services
Mr. Lechner reported continuing progress. Monroe Piping. Has completed 90% of the air balancing with noticeable improvement in cooling at the trouble spots – it was found that several of the plenums in those areas were disconnected and nonfunctioning. The next phase is the variable damper system to divert additional air to the main room starting the week of July 30. Going forward the system maintenance work may be directed to Monroe Piping. Sincere thanks to Mr. Carr, Town Maintenance Supervisor, for helping to solve the issues.

New Business

None.

Mr. Schuler closed the meeting at 7:15 PM.

Next meeting date/time: August 28, 2007 at 6:00 PM in the CPL Multi Purpose Room.

Executive Session

An Executive Session was held for an informational review of the preliminary budget proposal that will be presented at the next Board meeting August 28th. No action taken.
Meeting Minutes, Chili Public Library Board of Trustees Meeting, Approved
August 28, 2007

Board of Trustees: Ed Schuler (President), Glenda Melville (Vice-President), James Lechner (Treasurer), Charles Havens, Judith Kharbas, Christina Reece, James Myers
Library Director: Jeff Baker
Town Liaison: Michael Slattery

President Schuler convened the meeting at 6:00 PM. Ms. Reece and Mr. Lechner absent, Ms. Kharbas arrived a few minutes late.

Approved minutes of July 24, 2007 meeting by four in favor, none opposed.
Approved abstract: $23,332.79 by five in favor, none opposed.
Approved the meeting agenda by four in favor, none opposed with item added for renewal of a CD.

Communications

Guests/Public:
Mr. Reddick: Noted that the library has been very busy in his recent visits and that the staff is doing a good job.

Town Board Liaison:
None.

Friends Representative:
None. Not present.

Director’s Report – August, 2007

General Information:
- **CPL Statistics** – Distribution of monthly CPL statistics.
- **CPL Full Staff Meeting** – Friday, September 7th at 9:00 – Glenda Melville to attend
- **Friends of the CPL Board Meeting** – Tuesday, September 11th at 6:30 pm – Charles Havens to attend
- **Summer Reading** – The Summer Reading Program has successfully concluded. 638 children participated in the State-wide program and read a total of 195,900 pages throughout the summer. There were 42 teens who took part in the Newbury Club. 91 adult took part in the summer reading program and read 491 books.
- **Aquabrowser** – A demonstration of the new online catalog search tool was shown at the meeting.
- **OverDrive** – A demonstration of the new downloadable book library service was be shown at the meeting.
- **CPL Emerging Technology Team**: A goal of the CPL Long Range Plan for year 2007 is to make the citizens of Chili aware of the programs, materials and services the Chili Public Library offers. To that end a new staff team has been created to investigate emerging technologies and update the library’s website. One of the first activities of the team will be to benchmark other library’s websites. The team will include Jeff
Baker, Justin Russell, Lee Ann Spearling, Patty Bruno, Jennifer Lindsay, and Jeanne Austin.

- **Marketing**: In order to better market the library, staff will operate a booth at the Gates/Chili Festival September 23 from 11 am – 3 pm. Claire Talbot, Marcia Johnson, and Jennifer Lindsay will man the booth. Also the library is making plans to be involved in next year’s Chili-E Fest parade.

**Follow Up Items:**
- **Alesi Recognition**: Senator Alesi and Chili Town Supervisor attended the CPL Friend’s Summer Concert on the Lawn on August 7th. At the program the senator was recognized for securing $10,000 for CPL for the MCLS support services increase and was given a lifetime Friend’s membership. Over 50 people attended.

- **IT Budget Update**: An updated budget of the equipment purchased as part of the Assembly member Susan John grant will be distributed at the meeting. Spent to date $49,044.43

- **Gateway Computers Return** – The computer lease agreement of Somerset Capital Group Ltd is terminating September 30th. The rate quoted by Somerset to return the equipment by freight is $1,245.50. The library has Property Off Premises coverage insurance extension in the amount of $15,000 which is the recommended amount to insure the assets. Approval by the board is requested to expend not more than $1,245.50 in freight cost to return the equipment. Motion to do approved five in favor, none opposed.

- **Multipurpose Room** – The work on the multipurpose room is mostly done. The vent now has a timer that allows up to six hours of air to be vented into the room for a program/event. When the vent is closed, cool air is forced to other parts of the library. Monroe Piping has left to balance the vents in the library to complete the work.

**State News**
- Nothing new to report

**System News**
- Nothing new to report

**Committee Reports**

**Budget**
A meeting was held 8th. The budget proposal for submission to the Chili Town Board has been circulated and the comments incorporated for submission later this week. Mr. Schuler will contact the Town Board to determine potential meeting times for presentation and discussion.

**Personnel**
Meeting is scheduled for August 31.
Long Range Planning
Activities completed for 2007.

Old Business
None.

New Business
Motion made to approve renewal of CD #12035297 for $5,628.81 at the Bank of Castile for one year. Approved five in favor, none opposed.

Comments from Guests
Mr. Reddick asked about the use of the color copier: Mr. Baker reported that it is being used, did not know the actual counts so he could not comment further.

Mr. Schuler closed the meeting at 6:34 PM.

Next meeting date/time: September 25, 2007 at 6:00 PM in the CPL Multi Purpose Room.

Executive Session
An Executive Session was held for discussion of a personnel matter. No action required or taken.
Meeting Minutes, Chili Public Library Board of Trustees Meeting, Approved
September 25, 2007

Board of Trustees: Ed Schuler (President), Glenda Melville (Vice-President), James Lechner (Treasurer), Charles Havens, Judith Kharbas, Christina Reece, James Myers
Library Director: Jeff Baker
Town Liaison: Michael Slattery, present.

President Schuler convened the meeting at 6:00 PM. Ms. Melville absent.
Approved minutes of August 28, 2007 meeting by six in favor, none opposed.
Approved abstract: $26,346.36 by six in favor, none opposed.
Approved the meeting agenda by six in favor, none opposed.

Communications

Guests/Public:
None.

Town Board Liaison:
Mr. Slattery suggested that it would be good that the Library board present its budget proposal at a Town Board meeting.

Friends Representative:
Ms. Eisley noted the upcoming book sale October 12 and 13; the Shipwrecks program October 17 and the annual meeting.

Director's Report – September, 2007

General Information:

- **CPL Statistics** – Distribution of monthly CPL statistics. Circulation and reference requests up by 5 and 4% respectively year on year, door count down 3% and programs down substantially. The program count was affected by rain on the day of the truck and tractor show which is the major August event. Increase program events noted, 25 compared to 16 in 2006.
- **Circulation and Reference Staff Meetings** – Friday, October 5th at 9:00.
- **CPL Full Staff Meeting** – Friday, November 2nd at 9:00 – Ed Schuler to attend.
- **Friends of the CPL Board Meeting** – Tuesday, October 9th at 6:30 pm – Jim Lechner to attend.
- **Staff Shelving Unit**: David Tyler is making a new shelving unit in the staff area to replace a broken shelf and add to the staff shelving space available.
- **Internet Terminals**: Four computers have been added to the public area, making for a total of 24 public computers. Parents can now access the Internet from the Children's area and the teen area has two additional computers. To better provide reference service, two public Internet terminals by the reference desk have been designated as 30 minute short term terminals.
- **Optelec Magnifier**: A desk-top magnifier that was in the staff area is now on a table to the left of the fireplace in the public area. This piece of equipment enhances images from print material for those individuals with low vision.
Community Material - Community material for patron pick up has been moved to a display table in the lobby. This makes the material easier for patrons to find, and frees up space for an Adult Programs display area within the library.

CPL Coffee Card: CPL is now offering to interested patrons a "CPL Coffee Card". For $5.00 one can purchase a card and use it to get 6 cups of coffee or tea.

YA Nonfiction Book Display: A new YA nonfiction book display is now in the teen area in the stand-alone bookcase next to the teen magazines.

CPL Memorial Fund: Noted local artist Kathy Hunt is donating a portion of the proceeds from the sale of her note cards displayed within the library to the Memorial Fund. Donations in the amount of $365 have been made to the Memorial Fund in memory of Margaret Grogan, who once worked as a clerk at the library.

Volunteer: Autumn Haag has been volunteering at CPL since mid-August. She has received her MLS at the University of Toronto and has been working on several projects.

Comment Card: To provide better feedback from the community a CPL Comment Card has been created and will be made available for both public and staff.

Staff Training: To improve staff workflow and better assist patrons, three staff training sessions have been arranged. Stephen Dresbach, Technology Instructor at SUNY Geneseo will be teaching selected staff on the new features of Microsoft Excel 2007, PowerPoint 2007, and Word 2007. Training will occur October 4, 2007, December 7, 2007, and February 1, 2008 when the library is closed for Circulation and Reference Staff meetings.

Follow Up Items:

Alesi Grant: The Chili Public Library has so far received $2,500 of the $10,000 Senator Alesi grant for the 2007 MCLS support services increase.

Gateway Computers: The Gateway computers have been returned making available the small conference room for meetings.

Color printer Usage: Responding to a question from Mr. Reddick in the August meeting, there have been 252 color pages generated and 2,700 black pages since its installation in mid July.

State News

Nothing new to report

System News

Nothing new to report
Committee Reports

Budget

The CPL budget proposal was reviewed: Supervisor Logel, Councilmen Slattery and Schulmerich and Councilwoman Ignatowski present. The presentation and line item budget proposal presented are on file. The thrust of the presentation is two fold: CPL has a very small collection and few adult programs relative to its peer libraries. In the short run CPL asked for staff additions to run programs and in the long run asked for the initiation of the process to expand the facility to both support more meetings and to expand the collection.

Points raised in the discussion and action items associated:

- Program advertising opportunities exist in the Chili Recreation program and the High School continuing education publications: Mr. Baker to investigate feasibility and evaluate usefulness.
- Discussion on utilization of high school and Roberts Wesleyan libraries to support CPL:
  - There was general agreement that the security procedures in place at public schools would preclude general public use of a school library.
  - Relative to RWC, a survey of recent library circulation at CPL against the RWC collection revealed only a few per cent of the titles desired at RWC. In addition, it was learned that the one meeting room at the Golisano Library is their Board Room indicating limits on the opportunity for general public meeting space. With that said, there is some potential for collaboration and Mr. Baker is to pursue the mechanism and its communication to CPL patrons.
- Supervisor Logel asked for a list of CPL employees, salaries and benefits. Subsequent to the public meeting, Mr. Baker satisfied this request after it was determined the information was subject to freedom of information laws.
- The question of the need for an independent yearly CPL audit was answered by Supervisor Logel: required as a nonprofit 501C organization. Mr. Baker to work with Ms. O’Meara to develop the most cost effective path possibly leveraging use of the Town auditor.

Personnel

Ms. Kharbas reported a meeting held August 31, one additional meeting is needed to complete the work and will be scheduled.

Long Range Planning

Activities completed for 2007.

Old Business

Mr. Lechner reported the HVAC rebalancing is 98% complete with noted improvement in the comfort level in the library in the recent hot weather. Mr. Carr is pursuing further work on the HVAC system relative to maintenance and further improvement.
New Business

Mr. Baker introduced a new documentation process for personnel changes at CPL by providing a statement of personnel changes to the CPL Board for review.

Mr. Lechner reported that the CD approved in the last meeting for renewal was increased by $5,000.00 transferred from the general account.

Comments from Guests

Mr. Reddick:
- CPL’s budget proposal presentation was well made, supported Mr. Slattery’s recommendation to present at the Town Board meeting,
- Pursuing grants for expansion is a good idea: what’s to lose?
- The Town Board appears to be penalizing CPL future budgets for receiving state grants in the past.
- Supported that RWC will not be of significant help to CPL, high schools would be impossible.
- Proposed building programs for the Town as a whole need to be more forward looking and integrated than seem to have been in the past.

Mr. Schuler closed the meeting at 8:15 PM.

Next meeting date/time: October 23, 2007 at 6:00 PM in the CPL Multi Purpose Room.

Executive Session

An Executive Session was held for discussion of a personnel matter. No action required or taken.
Meeting Minutes, Chili Public Library Board of Trustees Meeting, Approved
October 23, 2007

Board of Trustees: Ed Schuler (President), Glenda Melville (Vice-President), James Lechner (Treasurer), Charles Havens (Secretary), Judith Kharbas, Christina Reece, James Myers
Library Director: Jeff Baker
Town Liaison: Michael Slattery, present.

President Schuler convened the meeting at 6:04 PM.
Approved minutes of September 25, 2007 meeting by seven in favor, none opposed.
Approved abstract: $16,244.95 by seven in favor, none opposed.
Approved the meeting agenda (with addition for an item from Mr. Baker on the proposed 2008 close dates) by seven in favor, none opposed.

Communications

Guests/Public:
Mr. Ziblutt present. None.

Town Board Liaison:
Mr. Slattery: Town budget has been submitted by Supervisor Logel but not yet reviewed with the entire Board but a meeting to do so is scheduled. A public hearing on November 7 with a vote on November 21. Mr. Slattery was not sure why the $25,000 item to study library expansion was removed. Mr. Lechner encouraged Mr. Slattery to have the Town Board reinstate the entire amount of approximately $60,000 removed by Ms. Logel from the CPL request.

Mr. Slattery complimented the Friends for an excellent book sale.

Friends Representative:
Ms. Diana Romeo reported the book sale resulted in $1100 with books also donated to Legacy, St. Joseph’s of Batavia and the Monroe County Jail.

The Friends will publish an annual newsletter in early December.

The Friend’s Shipwreck program was attended by over 60 people filling the meeting room to capacity.

Mr. Baker and The CPL Board sincerely thank the Friend’s for the Brightboard now installed at CPL.
Director’s Report – September, 2007

General Information:

- **CPL Statistics** – Distribution of monthly CPL statistics:
  Circulation +3% from September 2006
  Door count +5%
  Reference +2%
  Programs +45% largely due to preschool and infant story time programs

- **CPL Full Staff Meeting** – Friday, November 2\textsuperscript{nd} at 9:00 – Ed Schuler to attend.

- **Friends of the CPL Board Meeting** – Tuesday, November 13\textsuperscript{th} at 6:30 pm – Ed Schuler to attend.

- **Community Outreach**: The Director met with Ginny Rizzo, coordinator of special projects at Monroe 2-Orleans BOCES Center for Workforce Development on September 20; Joanne Berends, Marketing Specialist from Legacy at Parklands on October 1; and Al Krober, Director of the Golisano Library at Roberts Wesleyan College on October 11.

- **Brightboard**: A big thank you goes to the Friends for purchasing a Brightboard for the Chili Public Library. The Brightboard is a fully self-contained digital signage system complete with a 19” LCD screen. It is being used on the floor by the Circulation Desk to inform the community of library and Friends services and upcoming programs.

- **Chili Public Library Trustee Notebook**: An updated CPL Trustee Notebook will be distributed at the Library Board Meeting.

Follow Up Items:

- **CCAP Grant/Assemblyperson Susan John**: Dormitory Authority states the money from the grant should arrive within 4-6 weeks around the end of November to mid-December. **Mr. Schuler asked that Mr. Baker notify the board if the grant was not received by the end of the first week of December so that action could be taken to secure the money this year.**

- **Gateway Computers**: The Gateway computers have been returned.

- **Girl Scout’s project in the Children’s Area**: The director has received a certificate of liability insurance from the Girl Scouts of Genesee Valley and will be proceeding to
work with the local scouting troop on the stenciling project to take place in the Children’s area.

Action Item: Approval of the 2007 CPL Employee Salaries and hourly rates

- The 2007 CPL Employee Salaries will be presented to the Library Board for approval. Approved seven in favor, none opposed. (Records maintained by the CPL Board President and Secretary, other copies returned.)

Action Item: Approval of the Updated CPL Tutoring Policy

- The Tutoring Policy has been updated to allow tutors from nonprofit agencies to tutor within the Chili Public Library. (The proposed policy is contained as an addendum to the hard copy meeting minutes.) Discussion on the history of significant issues that developed in years past with for-profit tutors who were disruptive to patrons and staff not only with the vocal nature of their work but occasionally displaying rude and inconsiderate behavior. A motion was made to table the proposal to allow Mr. Schuler and Mr. Baker to review the proposal with the full staff at their next meeting. Approved seven in favor, none opposed.

Action Item: Approval of the 2008 Closing Dates

- A list of proposed closing dates for 2008 was provided. (The proposed dates are contained as an addendum to the hard copy meeting minutes.) Discussion on the addition of the Martin Luther King holiday as paid vacation and the weekend after the Christmas holiday as to whether the Saturday, Sunday, both or none should be included. A motion was made to table the proposal to allow the personnel committee to review the proposal at its next meeting. Approved seven in favor, none opposed.

State News

- Nothing new to report

System News

- New Trustees Orientation - The Monroe County Library System have resumed new trustee orientation sessions. The session is both an information sharing and a tour of the Central Library – particularly system services. Information sharing topics include:
  - Library structure in Monroe County;
  - Finance and governance – MCLS and RPL;
Public Library, School, and RRLR systems in New York; MCLS/Central budget summary;
- MCLS Technology Plan and Plan of Service; Public Library law in NYS.
The sessions are Friday November 30 (12-2) and Saturday Dec. 1 (10-12).

Committee Reports

Budget
General discussion of the cuts made by the Town budget proposal from the CPL request: $60,622 in the appropriation request and $25,000 in the application of the previously accumulated reserve.

Discussion on the CPL board attendance at the Town Budget review on November 7.

Discussion on trying to increase public awareness of reasons for the CPL request in order to influence the elected officials.

Actions: Mr. Schuler to inquire with Mr. Slattery on the nature and feasibility to review at the public meeting. Mr. Havens to prepare shortened versions of the previous presentation suitable for brief presentation on the 7th to circulate among the CPL board and Mr. Baker for a group decision on the best path forward for that public meeting.

Personnel
Ms. Kharbas reported a final meeting to be held October 26.

Long Range Planning
Activities completed for 2007.

Old Business
None.

New Business
Mr. Lechner moved for renewal of CD #12049107 and CD # 12048976 for six months. Approved seven in favor and none opposed.

Mr. Baker was asked by the Board to inquire with Mr. Panz on the possibility and cost to complete an initial assessment on CPL facility needs before the end of fiscal year 2007. Mr. Baker suggested
that the expected budget surplus would be verified with the more recent spending data to support the decision.

Mr. Lechner proposed the initiation of a grant committee. Mr. Lechner and Ms. Kharbas volunteered.

Comments from Guests

None.

Mr. Schuler closed the meeting at 7:45 PM.

Next meeting date/time: November 27, 2007 at 6:00 PM Roberts Wesleyan College Library.
Mr. Baker to arrange the required public notification
Meeting Minutes, Chili Public Library Board of Trustees Meeting Approved  
November 27, 2007

Board of Trustees: Ed Schuler (President), Glenda Melville (Vice-President), James Lechner (Treasurer), Charles Havens (Secretary), Judith Kharbas, Christina Reece, James Myers  
Library Director: Jeff Baker

Town Liaison: Michael Slattery, present but due to miscommunication by the CPL Board about the Golisano Library Tour was not able to participate. The Board sincerely apologizes to Mr. Slattery.

The CPL Board was able to tour the Roberts Wesleyan College Golisano Library thanks to Mr. Cuthbert, Roberts Vice-President and Treasurer, and Mr. Krober, Library Director. An impressive facility.

The Board was able to discuss the availability of the facility to the general public particularly relating to public meeting space. While the College would consider it, in general the one general meeting room is already in high demand for RWC use.

President Schuler convened the meeting at 6:52 PM. 
Approved minutes of October 23, 2007 meeting by seven in favor, none opposed. 
Approved abstract: $16,850.65 by seven in favor, none opposed. 
Approved nomination of MS. Melville to Chili Town Council for reappointment as a member of the CPL Board by six in favor, none opposed, Ms. Melville abstaining. 
Approved the meeting agenda with the addition of an Executive Session for consideration of a revised draft CPL Personnel Policy.

Communications

Guests/Public: 
Mr. Reddick present. Complimented RWC on the beautiful meeting room and Mr. Krober on excellent progress in commissioning the new facility. Commented that the facility is not generally suitable as a supplement for public use affiliated with CPL.

Town Board Liaison: 
None.

Friends Representative: 
None.
Director's Report – November 2007

(Board and Director’s discussion as noted.)

General Information:

  *(Growth on the order of 7% including door count year on year, driven to a significant degree by the increased number of children’s programs.)*

- **CPL Circ and Reference Staff Meeting** – Friday, December 7th at 9:00.

- **CPL Full Staff Meeting** – Friday, January 4th at 9:00.

- **Friends of the CPL Board Meeting** – Tuesday, December 11th at 6:30 pm – Jim Lechner to attend.

- **December Holiday Party** – Staff, volunteers, the Friends Board and the Library Board are invited to the CPL Holiday Party, December 14 from 5:30pm-7pm. Everyone is welcome to bring a holiday treat.

- **Board member signup sheet for CPL 2008 Full Staff meeting and Friends meetings for 2008** *(circulated and completed.)*

Follow Up Items:

- **CCAP Grant/Assemblyperson Susan John:** Assemblyperson Susan John is scheduled to be at CPL Monday, December 10, 2007 at 10:30am, where she will be recognized for the CCAP grant to the library.
  *(Mr. Baker indicates the grant is progressing normally, the check is now expected by early February, Ms. O’Meara will be able to apply the money to the 2007 budget. Board members will participate in the public recognition as their work situations allow pending the details of the final arrangements from Mr. Baker.)*

- **MCLS ePortal:** LeeAnn Sperling has been trained on the MCLS ePortal, the intranet for library staff. LeeAnn will put the library’s policies and procedures, forms, staff and reference notes on the ePortal for staff to use.

Action Items:

- **Approval of the 2008 CPL Closed Dates**
  The 2008 CPL Closed Dates recommended by the CPL Board Personnel Committee were presented to the Library Board for approval.
January 1*  Tuesday  New Year’s Day
January 21*  Monday  Martin Luther King Day
February 18  Monday  President’s Day
March 21    Friday  Good Friday
March 22    Saturday Day before Easter
March 23    Sunday  Easter
May 24      Saturday  Memorial Day weekend
May 25      Sunday  Memorial Day weekend
May 26*     Monday  Memorial Day (observed)
July 3      Thursday  Close @ 5PM
July 4*     Friday  Independence Day
September 1* Monday  Labor Day (observed)
November 26 Wednesday  Close @ 5PM
November 27* Thursday  Thanksgiving Day
November 28  Friday  Day after Thanksgiving
December 24* Wednesday  Christmas Eve Day
December 25* Thursday  Christmas
December 26  Friday  Day after Christmas
December 31  Wednesday  Close @ 5PM

*Paid holidays for full time employees

Veterans will have Veteran’s Day off as a paid holiday

(Approved seven in favor, none opposed.)

- Approval of New Procedure for Out of County Cards
  Payments for out-of-county library cards are accepted at the Central Library and selected public libraries in Monroe County. Currently CPL does not accept payment for out-of-county cards but refers patrons to the Central Library. To facilitate our patrons it is proposed CPL accept check, money order, or credit card payment for out-of-county cards.

(Approved seven in favor, none opposed.)

- Approval of Proposed CPL Library Board 2008 meeting dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 22</td>
<td>CPL Multipurpose Room</td>
</tr>
<tr>
<td>February 26</td>
<td>CPL Multipurpose Room</td>
</tr>
<tr>
<td>March 25</td>
<td>CPL Multipurpose Room</td>
</tr>
<tr>
<td>April 22</td>
<td>CPL Multipurpose Room</td>
</tr>
</tbody>
</table>
May 27       To be Determined
June 24      CPL Multipurpose Room
July 22       CPL Multipurpose Room
August 26     CPL Multipurpose Room
September 23  CPL Multipurpose Room
October 28    CPL Multipurpose Room
November 25   To be Determined
December 16   CPL Multipurpose Room

(Approved seven in favor, none opposed.)

- Approval of the revised CPL Tutoring Policy
  The Tutoring Policy has been updated to allow tutors from nonprofit agencies to tutor within the Chili Public Library. The draft policy was presented to the staff at the November full-staff meeting. It was recommended the conference room be used for this service when available.

CPL TUTORING POLICY
Tutoring is an activity that relates to the Library’s role as an educational support center. However, use of the Chili Public Library’s space is limited and is therefore restricted for non-profit organizations (i.e. Literacy Volunteers) only. Space for sanctioned tutoring activities is subject to availability. The following guidelines are to be observed.

1. Tutors from non-profit organizations will contact the library to determine if space is available for tutoring activities.
2. Children under 18 years of age who are tutored in the library are the responsibility of the tutor while on library property until released to a parent or legal guardian.
3. Noise should be held to a reasonable level.
4. The library does not serve as an intermediary between students and tutors.
5. Those who are being tutored in the Chili Public Library are encouraged to have a valid library card.

(Approved seven in favor, none opposed. It is noted that there will be a lock added to the meeting room door to the staff area and that Ms. Nancy Mack volunteered to act as CPL liaison to the external organizations.)

State News

- The New York Library Association’s (NYLA) 2008 legislative proposal includes a request that the $8 million increase for library systems received last year be made permanent. The State Education Department has made this request part of its budget request, which increases the chances of the extra funding being added to the Governor’s budget, which is due at the end of January 2008. Other funding of the NYLA proposal is $7.5 million for public library book aid; and $5 million for the Statewide Internet Library for NOVELNY databases.
System News

- **MCLS/RPL Assistant Director** - Patricia Uttaro has been selected as Assistant Director for MCLS and System Services.

- **MCLS System-Wide Databases** - The Director’s Council at its last meeting approved keeping the current system-wide databases subscriptions for 2008 as well as adding the following new databases: WebFeat Federated Searching, Learning Express Basic, and AP Images. The public will have access to the new databases beginning January 2008.

Meetings and Workshops:

- CPL Library Board Personnel Policy Team 10/26/07
- CPL Emerging Technology Team 10/29/07
- Full Staff Meeting 11/2/07
- Dick Panz Consulting 11/3/07
- Director’s Council Meeting 11/7/07
- Personnel Meeting 11/9/07
- CPL Friends Meeting 11/13/07
- Town Library Director’s Meeting 11/15/07
- CPL Emerging Technology Meeting 11/19/07
- Staff Evaluations 11/21/07
- CPL Library Board Grant Committee 11/26/07

(A request was made to Mr. Baker based on the effort of the Emerging Technology Team to prepare a brief review of technology trends affecting CPL, specifically the implications of electronic books and databases relative to future CPL expansion and staffing needs. Mr. Baker agreed to do so in 2008. Ms. Kharbas identified a potentially useful review at 5:15 on January 10, 2008 in the Gleason Auditorium on a Mellon grant to the University of Rochester for improved digital cataloging systems.)

Committee Reports

**Budget**

Noted that the Town Council approved the 2008 CPL Budget proposal from Supervisor Logel: budgeted expense of $1,066,138 to be provided from a tax levy of $893,375, application of the previously accumulated surplus of $99,455 and CPL revenue of $73,305.

**Personnel**

A revised draft personnel policy has been provided by the subcommittee and will be discussed by the Board in Executive Session as a personnel issue.

**Long Range Planning**

Activities completed for 2007.
Grants

The first meeting was held, Mr. Baker reviewed a number of the 2008 budget line items as potential items to secure external funding. *(Discussion on ways and means to identify and pursue external funding. General agreement that this will be a learning experience requiring months or more to complete. Action items:)*

- *Mr. Baker to pursue identifying available grants through research of public information.*
- *Mr. Baker to notify the Board of actions expected in early 2008 to pursue state grants through our local representatives in the anticipated NY February budgeting process.)*

Old Business

None.

New Business

Mr. Lechner moved for renewal of CD #12055565 for six months. **Approved seven in favor and none opposed.**

Comments from Guests

Mr. Reddick:

- Advanced notice to the news media for both a reporter and a photographer will improve the chances for coverage of the Representative John event.
- Searching for grants can be done but will take time and effort.
- Recommended investigating the searchable databases at the Golisano library as an example of available technology.
- Recommended electronically posting the CPL board minutes.
- Recommended the Town to pursue improved regional transportation service as a way to help support tutoring opportunities.
- Recommended better long range capital planning for the Town including CPL expansion plans.
- Movable storage options seen at the Golisano Library might be a useful technology for CPL.

Mr. Schuler adjourned to executive session at 8:15PM for discussion of the draft personnel policy. No actions taken in the executive session.

**Next meeting date/time:** December 18, 2007 at 6:00 PM CPL Public Meeting Room.
Mr. Baker to arrange the required public notification
Meeting Minutes, Chili Public Library Board of Trustees Meeting Approved
December 18, 2007

Board of Trustees:  Ed Schuler (President), Glenda Melville (Vice-President), James Lechner (Treasurer), Charles Havens (Secretary), Judith Kharbas, Christina Reece, James Myers
Library Director: Jeff Baker
Town Liaison:  Michael Slattery, not present.

President Schuler convened the meeting at 6:07PM.
Approved minutes of the November 27, 2007 meeting by seven in favor, none opposed.
Approved abstract:  $6,112.71 y seven in favor, none opposed.
Approved the meeting agenda with the addition of an Executive Session for consideration of the revised draft CPL Personnel Policy.

Communications

Guests/Public:
None.

Town Board Liaison:
None.

Friends Representative:
None.

Director’s Report – December 18, 2007

Received, actions taken:
Request to Mr. Baker that a letter of appreciation be prepared for Mr. Carr’s retirement to acknowledge his years’ of support for the CPL.

Committee Reports

Budget
Activities completed for 2007.

Personnel
A revised draft personnel policy has been provided by the subcommittee and will be discussed by the Board in Executive Session as a personnel issue.

Long Range Planning
Activities completed for 2007.

Grants
Will use the opportunity for discussion with Representative Johns at her visit to CPL on January 12.
Old Business

None.

New Business

Mr. Lechner advised that he will miss the first three board meetings in 2008

Comments from Guests

None.

Mr. Schuler adjourned to executive session at 6:25PM for discussion of the draft personnel policy. Actions taken in the executive session detailed in Board Confidential Minutes.

Next meeting date/time: January 22, 2008 at 6:00 PM CPL Public Meeting Room.