

**Chili Public Library Board of Trustees Meeting  
Approved Minutes for January 23, 2018**

**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) Judith Kharbas (Vice-President), Lorraine Ahearn (Secretary), James Lechner (Memorial Fund Treasurer), Andrew Lucyszyn, Karen Reifenstein, Jeffrey Stoiber

Library Director: Jeff Baker

Town Liaison: Mary Sperr

Absent: None

**Excused:** Jim Lechner

**Meeting called to order @ 6:00** 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 December 19, 2017: Sue Ackerman asked if there were any objections to the approval of the minutes. Hearing none, the minutes were approved with Unanimous Consent.

**Communications**

- Guests/Public: None
- Town Liaison/Gates Chili Chamber of Commerce: The Town Board passed a resolution to amend the budget to carry over the unspent portion of the 2017 Ranzenhofer bullet aid to 2018. This appears as an addition of \$4,816.00 in the CPL 2018 budget. At the January GC Chamber of Commerce "NYS Assembly Update" luncheon, Assemblyman Kolb and Assemblyman Bronson said they support additional aid to libraries.
- Friends of Chili Public Library/Foundation Committee Member – Bob Pacer

**Director's Report**

**General Information:**

- **Friends of the CPL Board:** The next CPL Friends meeting is Tuesday, February 13, 2018. The CPL Friend's next book sale will be March 21<sup>st</sup> (4pm-8pm Friend's preview), March 22<sup>nd</sup> (12pm-8pm), March 23<sup>rd</sup> (9am-4pm), March 24<sup>th</sup> (9am-4pm), and March 25<sup>th</sup> (1pm-4pm bag sale). Bob Pacer reported that the Friends have formed two new 4-person committees; one

group will look into how the Friends raise money and the other will look at how the profile of the Friends can be raised.

- **CPL Statistics**

Month	December 2017	December 2016	% of change
Circulation	16,842	18,147	-7%
Library Visits	9,267	10,931	-15%
Reference Questions	1,098	1,184	-7%
Programs	37	56	-34%
Program Attendance	610	984	-38%
Items Borrowed (holds)	678	836	-19%
Items Loaned (holds)	703	640	10%
Overdrive	1,827	1,537	19%
Meeting Room	57	63	-10%
Website Visits	5,096	5,423	-6%
Website Pageviews	7,456	9,176	-19%
	<b>January 2017 - December 2017</b>	<b>January 2016 - December 2016</b>	<b>% of change</b>
Circulation	244,336	268,618	-9%
Library Visits	145,412	146,523	-1%
Reference Questions	17,026	18,482	-8%
Programs	566	620	-9%
Program Attendance	14,432	14,736	-2%
Overdrive	22,228	19,798	12%

The statistics compare data from 2016 to 2017.

- **Make-a-Story Room Open Hours:** The Make-a-Story Room has new Open Hours. Our afternoon session is held the second and fourth Tuesdays from 2-3pm and our evening session meets the second and fourth Wednesdays from 6-7pm. No registration is required. The Room is filled with STEAM related gadgets and activities. Robots, coding games, 3-D printer, sewing machine and more. The Open Hours have been well received. The participants have been involved in a variety of activities

- **Staff Retreat Agenda:** The March 2<sup>nd</sup> Staff retreat will be held at Woodside Lodge at Black Creek Park. The CPL Staff Retreat Committee has developed the following agenda for the day.
 

8:30am-9:00am	Registration/Breakfast
9:00am-10:00am	Protecting Your Personal Information by Andrea Colline, Outreach Coordinator at Consumer Credit Counseling Services of Rochester
10:00am-10:15am	Break
10:15am-11:15am	Conflict Resolution Workshop/Ron Kirsop, the Assistant Director of the Pioneer Library System
11:15am-12:15pm	Storytime Workshop
12:15pm-1:15pm	Lunch
1:15pm-2:00pm	Ted Talks and Trivia
2:00pm-2:15pm	Break
2:15pm-3:15pm	Breakout Game
3:15pm-3:30pm	Evaluations

A full schedule is planned. The Ted Talks will look at efficiency and motivation.

**Because of Women Like Her...Winning the Vote in NYS Display:** The traveling version of Rochester's community suffrage exhibit, that was on display at the Central Library last year, celebrating 100 years of women's right to vote in New York State, is on exhibit in the library lobby until February 19, 2018. Women's equality issues fit in well with the intent of our Girls Who Code program.

**Girls Who Code Program:** Currently only 18% of computer science majors are women, down from 37% in 1984, According to [www.usnews.com](http://www.usnews.com), "The computing industry's rate of U.S. job creation is three times the national average, but if trends continue, the study estimates that women will hold only 20 percent of computing jobs by 2025. We hope to change that number! Girls need a safe, secure, and open space to explore and share their enjoyment, interest, and knowledge of computer science, and we want to be that space. Even at an early age, girls can learn about computer science and, with their older counterparts, they will hopefully learn to work comfortably as a team. To that end the library has created The Girls Who Code program for girls ages 9-13. The girls meet at the library on the 1<sup>st</sup> and 3<sup>rd</sup> Wednesday of the month from 6-7pm. Hopefully, by starting to code at a young age, girls that attend the program will learn to be more confident at school and more willing to explore their own interests.

#### Old Items:

- **Assemblyman Harry Bronson Legislative Visit:** A Monroe County Library System legislative visit with Assemblyman Harry Bronson has been confirmed for February 1, 2018 at 2pm at his District Office. Chili Public Library Board members are

welcome to attend. Please let the Director know if you plan to attend. It is important for us to advocate for our needs. The Board packet included an informational sheet, "NYLA & Library Systems of Monroe County 2018 Budget Priority" with sub sections Equitable Library Funding, Library Construction Aid and Equitable Access for all New Yorkers. Background and talking points are in each section. Jeff Baker briefly highlighted some of the points. The Board packet also included a list of the Monroe County Legislative Representatives to contact with budget concerns.

- **In-House Book Sales for 2017:** The Director will share with the Library Board sales results from the in-house book sale for 2017. The Director shared a graphic of the sales. There have been changes in what we include as part of our sales. The bar graph does not include \$1400.00 we received from the Rundel on-line book sales.
- **New Trustee Orientation:** The Monroe County Library System will be holding a New Trustee Orientation session at the Chili Public Library on March 6, 2018, and at the Irondequoit Public Library on March 20, 2018.
- **2017 Year in Review:** The Director will present a review of the past year's accomplishments with the Library Board. A comprehensive list was shown in a Power Point presentation. We also received an electronic copy of the presentation. The Board unanimously agreed to state for the record our kudos to the Director and the staff on the volume and diversity of projects completed this year.

#### **New Items:**

**Organizational Chart:** The Director will review with the Library Board a proposed revamp of the library's Organizational Chart. Recent retirements have led to some proposed changes in work responsibilities and reporting relationships. To offset the expense of retirement benefits, the recent retirement of a full time Librarian II was replaced with a lower ranked full time Librarian I. The Director would also like to hire a part time Librarian I to replace the full time Principal Library Clerk. With Board agreement the Director will post the job immediately. With the retirements the Library will have a reduction of 39 hours of staff time.

- **Approval of Cathy Kyle Attending the 2018 Public Library Association (PLA) Annual Conference:** The director is requesting the library board approve Youth Services Manager, Cathy Kyle attending this year's PLA Annual Conference in Philadelphia, PA, March 22-24, 2018. The cost is not to exceed \$1,555 to cover registration, mileage, meals and two night's hotel.  
**Action item: Approve the cost (not to exceed \$1555) in registration, mileage and lodging for Cathy Kyle to attend the 2018 PLA Annual Conference.**

Discussion: This will be the first time anyone from CPL will attend a PLA national conference. Some of the sessions Cathy would like to attend focus on community involvement. The Director has not participated in

this national conference and could use it for a professional development opportunity. The motion will be written to include both Cathy and Jeff.

**Sue Ackerman asked if anyone objected to approving** the cost (not to exceed \$3,110.00) for registration, mileage and lodging for Cathy Kyle and Jeff Baker to attend the 2018 PLA Annual Conference. Hearing no objections, the motion was passed with Unanimous Consent.

**Committees:** The committee report has been moved in the agenda to take place before the next action approval.

**CPL Foundation Committee:** The Board was given copies of the Power Point presentations and the notes from our sessions with Causewave as well as our final document. The Committee explained the process they went through to develop the Mission Statement, Vivid Description, Core Values and some preliminary work on who our audience would be. The Board was interested in knowing where other member libraries are in the process of forming a foundation. With the completion of Phase I and Phase II it is the Committee's recommendation that we continue to Phase III with Causewave as we look into creating a CPL Foundation.

- **Approval of RRLC/Causewave Capacity Building Assistance Grant Submittal:**

The Rochester Regional Library Council is offering small grants in the following areas:

- Create or enhance your library's marketing and communications plan;
- Identify your library's brand;
- Develop a strategic fundraising plan;
- Make improvements to patron, donor and community member experiences;
- Develop a board/Friends training or engagement plan; or
- Conduct a "Mystery Shopper" program.

The CPL Foundation Committee has written a grant request to develop a strategic fundraising plan. This grant will help pay for the cost to complete Phase 3 of the Causewave CPL Foundation proposal. Applications are accepted until January 31, 2018. Award notification is made February 28, 2018.

**Action item: Approve the CPL Foundation Committee submitting RRLC/Causewave Capacity Building Assistance Grant request in the amount of \$1,250.**

Discussion: Phase III would cost around \$3200 without any reductions given to us. The draft of the CPL request for the grant was discussed and emended as needed.

**Sue Ackerman called the motion** and asked if there were any objections to approving the CPL Foundation Committee submitting RRLC/Causewave Capacity Building Assistance Grant request in the amount of \$1,250. Hearing none, it was approved by Unanimous Consent

### **MCLS Items:**

- **No news to report**

## State News

- **No news to report**

## Meetings and Workshops and Outreach:

CPL Full Staff meeting – 1/5/18  
Gates Chili Chamber of Commerce Golf Tournament Committee meeting - 1/9/18  
Gates Chili Chamber of Commerce Board meeting – 1/9/18  
CPL Friends meeting – 1/9/18  
Gates Chili Chamber of Commerce Awards Committee meeting - 1/10/18  
Gates Chili Chamber of Commerce Programs Committee meeting - 1/11/18  
RRLC/Causewave Webinar – 1/16/18  
MCLS Directors Retreat – 1/18/18

Old Business: None

New Business: None

**Review of the CPL Budget Spreadsheet and Memorial Fund Spreadsheet:** The Budget spreadsheet covers most of 2017. Fines and Fees are less than projected. The unspent \$4,816 from the Bullet Aid appears on the State Aid line. Salaries are less than budgeted. The materials budget was spent within a \$200.00 margin. A decision has been made to have to one rather than two subscriptions of each of the newspapers. There is nothing unusual on the Memorial Fund spreadsheet.

## Approval Items:

- Approval of Library Fund Abstract of \$6,0347.77.
- Approval of Memorial Fund Expenditures of \$586.34.
- Approval of Memorial Fund Donations of \$290.00.
  
- **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 adjourned @ 7:45**

**Next meeting date/time: February 27, 2018 @ Chili Public Library Ireland Community Room. 6:00pm.**

Chili Public Library Board of Trustees Meeting  
Approved Minutes for February 27, 2018

**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) Judith Kharbas (Vice-President), Lorraine Ahearn (Secretary), James Lechner (Memorial Fund Treasurer), Andrew Lucyszyn, Karen Reifenstein, Jeffrey Stoiber

Library Director: Jeff Baker

Town Liaison: Mary Sperr

Absent: None

Excused: Jim Lechner

**Meeting called to order @ 6:00** 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 January 23, 2018: 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 retain consultant services to assist in preparation of a possible referendum for a Town of Chili Community Center, Senior Center, Library and Parks Complex. Several public informational sessions are planned.
- Guests/Public: None

**Director's Report**

**General Information:**

- **Friends of the CPL Board:** The next CPL Friends meeting is Tuesday, March 13, 2018. Sue Ackerman has volunteered to attend.  
The CPL Friend's next book sale will be March 21<sup>st</sup> (4pm-8pm Friend's preview), March 22<sup>nd</sup> (12pm-8pm), March 23<sup>rd</sup> (9am-4pm), March 24<sup>th</sup> (9am-4pm), and March 25<sup>th</sup> (1pm-4pm bag sale).

- CPL Statistics

Month	January 2018	January 2017	% of change
Circulation	19,883	20,834	-5%
Library Visits	10,853	11,342	-4%
Reference Questions	1,471	1,436	2%
Programs	46	47	-2%
Program Attendance	1,004	865	16%
Items Borrowed (holds)	530	848	-38%
Items Loaned (holds)	804	976	-18%
Overdrive	2,108	2,043	3%
Meeting Room	77	61	26%
Website Visits	6,153	6,142	.18%
Website Pageviews	9,602	10,531	-9%
	February 2017 – January 2018	February 2016 - January 2017	% of change
Circulation	243,385	266,357	-9%
Library Visits	144,923	145,776	-1%
Reference Questions	17,061	18,188	-6%
Programs	565	617	-8%
Program Attendance	14,571	14,871	-2%
Overdrive	22,293	20,031	11%

Library Visits and Circulation were more stable than they have been. Other stats were as usual.

### General

- **New Trustee Orientation:** The Monroe County Library System will be holding a New Trustee Orientation session at the Chili Public Library on March 6, 2018, and at the Irondequoit Public Library on March 20, 2018. The Board members have all attended a New Orientation session but are welcome to attend the CPL session.
- **Staff Retirement** – Deb Amesbury, full-time Principal Library Clerk is retiring from the library after 20 years of service. Her last day is March 15, 2018. She has been an



invaluable employee and will be missed by patrons and staff alike. Jeff Baker shared a nice note from Deb to the Board. The Town will be presenting Deb with a Certificate of Appreciation.

### Old Items:

- **Eagle Scout Project Completed in the Teenship Space** – Kyle Wiesmore has completed his Eagle Scout project in the library as a requirement of him achieving the rank of Eagle Scout. His project was to oversee the construction of communication tools to be placed in the Teenship area. Among these is a large wooden signpost pointing to different Teen fandom locations, a suggestion mailbox, a poster case, a bulletin board, and a dry erase board. The Library Board had approved the purchase the materials to complete this project. All components of the project are nice additions to the Teenship area.
- **CPL Friends Budget Spreadsheet for 2017:** The Director will review the CPL Friends budget spreadsheet for 2017. This illustrates the great amount of support the Friends gives the library. The Friends raised \$21,006.78. \$17,719.43 has directly supported CPL in various ways. The Board is appreciative of all the Friends do.
- **Growl for Literacy:** For the second year in a row the Chili Public Library and Florence Brasser elementary school are partnering in a three-week program that will provide an opportunity for students to attend the library in an after school program called “Growl for Literacy”. Students will be transported by bus to the library for a fun-filled literacy program that will run from 3:30-4:30 pm. Kindergarten students will attend the library on Tuesdays, February 27, March 6, and March 13. 1<sup>st</sup> grade students will attend on Wednesdays, February 28, March 7, and March 14. 2<sup>nd</sup> grade students will attend Thursdays, March 1, March 8, and March 15.

### New Items:

- **Approval of Friends Programming Donation:** The Chili Public Library has been given a donation in the amount of \$8,500.00 which is to be used for children, teen, and adult’s programming for 2018. The Director requests the Library Board approve increasing revenue account 03.2705.0000.95010 (Library- Gifts & Donations – Friends of the Chili Public Library) by \$3,500.00 and the expense account 03.7410.4089 (Library.Other Operation & Maintenance Programs) by \$2,500.00.  
**Action item: Approve increasing revenue account 03.2705.0000.95010 (Library- Gifts & Donations – Friends of the Chili Public Library) by \$3,500.00 and expense account 03.7410.4089 (Library.Other Operation & Maintenance Programs) by \$2,500.00.**

Jeff Baker requested funds to cover a larger percentage of costs associated with various CPL’s programs. The Friends readily agreed to this. The transfer will show up in the Library Fund as described above.

**Sue Ackerman asked if there were any objections to the approval** of increasing revenue account 03.2705.0000.95010 (Library- Gifts & Donations – Friends of the Chili Public Library) by \$3,500.00 and expense account 03.7410.4089 (Library. Other Operation & Maintenance Programs) by \$2,500.00. Hearing none, the action was approved with Unanimous Consent.

- **New Part-Time Librarian:** Wendy Saxena has been hired as a part-time librarian replacing the full time Principal Library Clerk vacancy. Wendy's start date is March 5, 2018, at the pay rate of \$21.75 per hour. Jeff Baker shared information about Wendy's background. She is a good fit for CPL.

**Sue Ackerman asked if there were any objections to endorsing** the hiring of Wendy Saxena as a part-time librarian. Hearing none, the hiring was endorsed with Unanimous Consent.

- **RRLC/Causeway Capacity Building Grant:** See Foundation Committee report below.

#### **MCLS Items:**

- **No news to report**

#### **State News**

- **No news to report**

#### **Meetings and Workshops and Outreach:**

Gates Chili Chamber of Commerce Ribbon Cutting – 1/30/18

Assemblyman Harry Bronson Visit – 2/1/18

CPL Staff meeting – 2/2/18

Gates Chili Chamber of Commerce Awards Committee Meeting - 2/5/18

Gates Chili Chamber of Commerce Networking Breakfast – 2/6/18

Gates Chili Chamber of Commerce Programs Committee Meeting - 2/8/18

Gates Chili Chamber of Commerce Golf Committee Meeting - 2/13/18

Gates Chili Chamber of Commerce Board Meeting - 2/13/18

CPL Friends meeting – 2/13/18

Supervisor's Department Heads Meeting – 2/13/18

Gates Chili Chamber of Commerce Awards Committee Meeting - 2/20/18

Gates Chili Chamber of Commerce State of the Towns Address - 2/27/18

#### **Committees**

- CPL Foundation Committee: **RRLC/Causeway Capacity Building Grant:** The Rochester Regional Library Council reviewed Chili's application for the RRLC/Causeway Capacity Building Grant and has informed the Director that the library has been awarded our request of \$1,250. An official

award letter will be received next week. The Committee will meet to discuss the next step after the official letter has been received.

Old Business: None

New Business: None

**Review of the CPL Budget Spreadsheet and Memorial Fund Spreadsheet:** There were three pay periods this month. Part of the retirement costs and medical insurance were paid. Some of the final bills from last year were paid. Our CDS in the Memorial Fund are doing well. We will assess allocations in the spring.

**Approval Items:**

- Approval of Library Fund Abstract of \$12,547.43.
- Approval of Memorial Fund Expenditures of \$505.01.
- Approval of Memorial Fund Donations of \$1,420.00. This includes the monies from the Friends as discussed as well as a patron donation.
  
- 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 adjourned @ 7:00.**

**Next meeting date/time: March 27, 2018 @ Chili Public Library Ireland Community Room. 6:00pm.**

Friends of the Chili Public Library  
Meeting Minutes  
March 13, 2018  
Approved

Attendees: Marcia Johnson, Hannah Morrison, Bev Smith, Eileen Malloy Desormeaux, Debby Kleinow, Caitlin McGee, Marlene Hosenfeld, Susan Ackerman, Carol LaValle, Eileen Rehn, Jeff Baker, Bob Pacer, David MacMillen

Approved February meeting minutes with no changes.

Bob received a request for donation from the Rochester Children's Book Festival. He will do a little research before putting the request up for a vote. We've never donated to this group before – not to be confused with the Rochester Teen Book Festival.

Jeff requested the Friends to pay for 100 new tote bags that are circulated to our patrons. This very popular item gets a tremendous amount of use. Over time they can no longer be repaired and must be replaced. In May, 2017 we spent \$310 for approx 150 new bags. It was moved that we approve this request, seconded and unanimously approved by the Board. Once the items have been received, Jeff will forward the invoice to the Treasurer for payment up to \$200.

Dave MacMillen provided a rough draft of his subcommittee's proposal for future fund-raising events at the April meeting.

Marcia provided membership numbers in Megan's absence. Currently there are 186 members of which 64 are Lifetime Members. 17 memberships will expire in March.

Eileen spoke for 2 minutes about the Friends at the Mt. Hope Cemetery program. Response was positive. We will do it again at the "Raising Chickens" program. See suggested possibly a box where people could drop off their membership. We told her that any library staff person could take memberships and the money.

Treasurer's Report was reviewed and accepted. Balance is currently \$4142.71. NYS and Federal taxes for 2017 have been filed.

Marcia reviewed a very rough 'cut and paste' draft of a potential new Friends brochure. This is very much a work in progress.

Discussed plans for the upcoming Book Sale and staffing requirements. Marcia will check with Valerie about Page availability and with Cathy on High Schooler's needing volunteer hours.

Glenda Jackson is creating a Spring/Summer themed Raffle Basket. She expects to have the basket ready for us by Friday, March 16. The Raffle winner will be chosen on May 1, 2018.

We will once again have a \$5 Raffle ticket with the prize being a life-time membership to the Friends or 2 tickets to the Gates-Chili chamber of commerce Golf Tournament. The Golf Tournament is scheduled for Monday, July 30, 2018. The Chamber is still looking for sponsors.

Hannah brought in a copy of the new Teen Friends Brochure. They have 2 new members bringing the total to 6.

Marcia handed out a new Friends Roster with Cindy Fisher deleted. We have a new member we would like to welcome to the Friends Board: Caitlin McGee. We will add her to the next roster and provide it at the April meeting. Her email is: cmmcgee\_writer92@yahoo.com and her phone is 703-2495.

Debby Kleinow suggested Bob contact the Catholic Courier to possibly buy an ad for the Golf Tournament. Debby will give Bob a name/number to contact. She also suggested someone contact Wilkins & Myers RV's in Churchville as a possible golf tournament sponsor.

Jeff has invited all the Friends Board members to participate in the Staff's Silent Auction. April 2 through 12. Each member received a number to use to bid on items.

The Youth Services Dept. has been participating in "Growl for Literacy" with Florence Brasser School. Three days each week for 3 weeks the staff have entertained Kindergartners, 1<sup>st</sup> and 2<sup>nd</sup> graders with an hour long program, tours and crafts. In October they will have the same type of program for Paul Road school students.

The Town has approved funding for Passero & Assoc. (architects) to put together a draft of a design/footprint of a new Town Hall/Library/Sr Center/Recreation Dept building complex. The library is currently at 16,000 sq ft of space.

Sue Ackerman from the Board of Trustees thanked the Friends for their continued efforts and support of the Chili Public Library.

Submitted by Marcia Johnson

Chili Public Library Board of Trustees Meeting  
Approved Minutes for April 24, 2018

**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), Andrew Lucyszyn, Karen Reifenstein, Jeffrey Stoiber  
Library Director: Jeff Baker  
Town Liaison: Mary Sperr

Absent: None

Excused: Karen Reifenstein (late arrival)

**Meeting called to order @ 6:00** 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. Hearing none, the minutes were approved with Unanimous Consent.

**Communications**

- Town Liaison: At the April 11, 2018, Town Board meeting resolutions were passed to authorize General Obligation Serial Bonds to finance construction of a Community Center Complex and to authorize a special Town of Chili referendum for the approval of a Community Center Complex. The Town of Chili will recognize Judith Kharbas' service to CPL at its May 16, 2018, meeting.
- Guests/Public: None
- Judith Kharbas is relocating and has submitted her resignation as a member of the CPL Board. The Board thanks Judith for her dedication to CPL. Judith has been a Board member since 2005. and served as a representative on the MCLS Board. Judith was a founding member of the Friends of CPL as well as an active participant in CPL Adult Book discussions. The Board wishes Judith and her husband our best in their new home.
- Question for the Director: There is an opioid emergency in Monroe County. The Department of Health has naloxone trainings and it has been suggested by some that Narcan be placed next to the AED. What is CPL's position in this crisis? The Director said there are two ways to respond to this crisis. One is to send staff for training and have Narcan available to administer and the other is to call 911 if a suspected overdose occurs. Under legal advice, Superintendent Dunning has decided the Town of Chili's policy is to call 911 and not the administration of Narcan.

## Director's Report:

### General Information:

- **Friends of the CPL Board:** The next CPL Friends meeting is Tuesday, May 8, 2018. Jim Lechner has volunteered to attend. Jim has a conflict. Andrew Lucyszyn and Lori Ahearn will attend the meeting.

- **CPL Statistics -**

Month	March 2018	March 2017	% of change
Circulation	20,792	22,406	-7%
Library Visits	13,443	14,067	-4%
Reference Questions	1,630	1,540	6%
Programs	67	71	-6%
Program Attendance	1,368	1,166	17%
Items Borrowed (holds)	823	929	-11%
Items Loaned (holds)	924	766	21%
Overdrive	2,155	1,751	23%
Meeting Room	86	88	-2%
Website Visits	6,618	6,402	3%
Website Pageviews	10,388	11,116	-7%
	<b>April 2017 – March 2018</b>	<b>April 2016 - March 2017</b>	<b>% of change</b>
Circulation	240,881	262,181	-8%
Library Visits	143,309	146,015	-2%
Reference Questions	17,442	17,829	-2%
Programs	568	618	-8%
Program Attendance	15,220	14,455	5%
Overdrive	22,828	20,323	12%

The stats are typical for this time of year.

- **Gates Chili Chamber of Commerce Awards Gala Winner:** Bob Pacer, President of the Chili Public Library Friends Board will be awarded an Outstanding Citizen Award at the 2018 Gates Chili Chamber of Commerce Awards Gala to be held Thursday, May 10, 2018. The board congratulates Bob on receiving this well-deserved award. Bob will be installed in November as NYLA/FLS (New York Library Association/Friends of the Library Section) Vice President-President Elect.
- **2017 Annual Report to the Community** – The Library Director will distribute at the Library Board meeting the 2017 Annual Report to the Community. Discussion: The tri-fold is nicely done and informative. Some tweaking was done per suggestions and typos were corrected. The tri-folds will be a good resource for those attending the public meetings for the proposed Community Center Complex.
- **YSS Conference Narratives** – The Youth Services staff attended the YSS (Youth Services Section) of MYLA Spring Conference in Syracuse on Friday, April 13<sup>th</sup>. The Director will share their conference reports. The reports informed the Board of the many ideas and knowledge shared at the conference.

#### **New Items:**

- **Approval of Purchase of Playaway Launch Pad Pre-Loaded Tablets** – There are new learning tablets produced by Playaway, that have proven to be popularly circulated by those libraries that have them in their collection. These tablets are pre-loaded with content for kids, teens, and adults, designed with a simple, easy-to-use interface, and 100% secure. *Launchpad* tablets are made to be passed from one set of hands to the next. There is no download time and no need for Wi-Fi. Since this new format would be in addition to the materials that have been budgeted for purchase, the Director requests up to \$4,000 of these learning tablets be purchased using the CPL Memorial Fund. It will be beneficial to have this new format in the library.

**Action Requested: Approve the Purchase of Playaway Launch Pad Pre-Loaded Tablets up to \$4,000 from the CPL Memorial Fund**

Discussion: The tablets are preloaded with many STEM activities. The Board had questions about security. The Director said the staff would work out the logistics of circulating these items as we do with all collections. Parma and Greece have been successful with the circulation of their tablet collections. Jeff Baker would like to start with 25 tablets. The Board felt they would be a good addition to CPL.

**Sue Ackerman asked if there were any objections to the approval** of the Purchase of Playaway Launch Pad Pre-Loaded Tablets up to \$4,000 from the CPL Memorial Fund. Hearing none, the purchase was approved with Unanimous Consent.

#### **MCLS Items:**



- **Issue Level Holds** - The member library staff have long wanted the ability for patrons to put holds on individual graphic novels or other items published as a series. Recent upgrades to CARL software have made that a simpler process and a team was put together to decide the proper way for staff to enter these items into the catalog to make them holdable. Items currently in the catalog that we wish to change over to the new system will be largely fixed by TLC CARL. There may be 10% of those catalog records that library staff will have to fix manually before we turn on the item level holds. The Director is supportive of this change.

### **State Items:**

- **None to report**

### **Meetings and Workshops and Outreach:**

CPL Staff Meeting – 4/6/18

Gates Chili Chamber of Commerce Board Meeting - 4/10/18

Causewave Community Partners Meeting – 4/10/18

CPL Friends meeting – 4/10/18

Town Department Heads Meeting – 4/11/18

Gates Chili Chamber of Commerce Program Committee Meeting - 4/12/18

CPL Volunteer Luncheon – 4/16/18

Gates Chili Chamber of Commerce Golf Tournament Committee Meeting - 4/17/18

Gates Chili Chamber of Commerce Networking Luncheon - 4/17/18

### **Committees:**

- **CPL Board Nominating Committee:** The search for a new Board member is in progress. There is only one respondent thus far. Andrew Lucyszyn will reach out to individuals that showed an interest but did not apply. Sue Ackerson and Lori Ahearn volunteered to be part of the Nominating Committee.
- **CPL Board Foundation Committee:** Jeff Baker has made inquiries to the Town and to Kaitlin Pellett of Causewave for names of lawyers to act as counsel as we move through the process of forming a foundation. At the May Friends meeting Bob Pacer will discuss the potential of merging the Friends with a foundation to become a new Friends and Foundation of CPL. Foundation Committee members, Andrew Lucyszyn and Lori Ahearn, will attend the meeting.
- **CPL Board Budget Committee:** The 2019 preliminary budget will be completed in June 2018 to be presented to the Town Supervisor in July 2018.

### **Old Business:**

- Library Board President Term Limit: After the completion of two full terms the CPL Board by-laws requires the Board to unanimously re-elect the sitting president for each one-year term thereafter. By unanimous action Sue Ackerman was elected president of the CPL Board.
- Library Board Committees: Jeff Baker gave us a list of the current committees. We replaced vacancies left by Judith Kharbas resignation.

New Business: None

**Review of the CPL Budget Spreadsheet and Memorial Fund Spreadsheet:** The Overdrive Bill was paid. The checks to CPL On-the-Go were not yet cashed.

**Approval Items:**

- Approval of Library Fund Abstract amount of \$27,188.35
- Approval of Memorial Fund Expenditures amount of \$665.45.
- Approval of Memorial Fund Donations amount of \$1390.00.
- 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

Sue called for an Executive Session to discuss a personnel matter @ 7:00.

Return to regular session @ 7:15

**Hearing no objections, the meeting was adjourned @ 7:15.**

**Next meeting date/time: May 22, 2018 @ Chili Public Library Ireland Community Room. 6:00pm.**

Chili Public Library Board of Trustees Meeting  
Approved Minutes for May 22, 2018

**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), Karen Reifenstein, Jeffrey Stoiber  
Library Director: Jeff Baker  
Town Liaison: Mary Sperr

Absent: None  
Excused: None

**Meeting called to order @ 6:00** 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 April 24, 2018: 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: Absent
- Guests/Public: None

**Board Vice President:** Trustee By-Laws state that when there is an unexpired term vacancy in the office of Vice-President the President appoints a new Vice-President. President Ackerman appointed Andrew Lucyszyn to the office of Vice-President.

**Committees**

- CPL Foundation Committee Report: At the April, 2018 Friends meeting the CPL Friends President mentioned an agenda item for the May meeting would be a discussion of the possibility of creating a library foundation. Jeff Baker, Lori Ahearn and Andrew Lucyszyn attended the May, 2018 meeting. At that meeting some Friends Board members communicated they felt the decision to create a Friends and Foundation Board had already been made. When the CPL Friends President realized there was confusion regarding this issue he suggested the discussion be tabled until the June meeting. At that time the CPL Foundation Committee will give a formal presentation of the Foundation Committee's preliminary exploratory steps and findings.

The Foundation Committee is scheduled to meet on June 1, 2018.

- CPL Board Nominating Committee – Board Action: The Nominating Committee recommends Lori Hahn to fill the remainder of Judith Kharbas' CPL Board term. The action needs Board approval.

**Sue Ackerson asked if there were any objection to the approval of Lori Hahn filling the remainder of Judith Kharbas' CPL Board term.** Hearing none, the action was passed with unanimous consent. The action will go to the Town Board at their June meeting for Lori Hahn to be appointed.

- Create Policies Team: Tabled until the vacant CPL Board seat is filled.

### Director's Report

- **Friends of the CPL Board:** The next CPL Friends meeting is Tuesday, June 12, 2018. Lori Ahearn and Andrew Lucyszyn have volunteered to attend.

- **CPL Statistics -**

Month	April 2018	April 2017	% of change
Circulation	20,499	19,959	3%
Library Visits	11,829	12,000	-1%
Reference Questions	1,620	1,470	10%
Programs	52	50	4%
Program Attendance	942	1,345	-30%
Items Borrowed (holds)	958	724	11%
Items Loaned (holds)	865	483	52%
Overdrive	1,968	1,799	9%
Meeting Room		75	
Website Visits	5,905	5,789	2%
Website Pageviews	9,072	9,367	-3%
	May 2017 – April 2018	May 2016 - April 2017	% of change
Circulation	241,421	259,315	-7%
Library Visits	146,458	146,458	-2%
Reference Questions	17,592	17,694	0%
Programs	518	621	-17%
Program Attendance	13,875	14,820	-6%
Overdrive	22,997	20,470	12%

There is nothing unusual in the statistics. We are in line with the other member libraries.

## **General**

- **Boy Scouts of America Troop 243 Eagle Scout Ceremony** – The Director and Teen Librarian Valerie Scheg attended an Eagle Scout Ceremony for Kyle Wiesmore on May 21, 2018. Kyle is from the Boy Scouts of America Troop 243. He was awarded an Eagle Scout rank due to a project he completed at the library. His project was to oversee the construction of communication tools to be placed in the Teenship area. Among these was a large wooden signpost pointing to different Teen fandom locations, a suggestion mailbox, a poster case, a bulletin board, and a dry erase board. The Director was a speaker at the ceremony.
- **Dave Tyler Memorial Plaque** – In memory of Dave Tyler who was an employee of the library from 1994-2017, a donated laser engraved granite memorial plaque from Generations Monuments has been placed in the Children’s Literary Garden. The plaque is a wonderful memorial to Dave.
- **Nominations from the Library of the Year Contest** – The Director will share with the Library Board the Rochester Regional Library Council Library of the Year Award nomination submitted on behalf of the Chili Public Library. It is clear from the patron nominations that the CPL staff is superb!

## **New Items:**

- **2018 Summer Reading Program Presentation** - Valerie Scheg, Teen Librarian will review for the Library Board the upcoming 2018 ‘Libraries Rock’ Summer Reading Program at the library. Activities will center around a musical theme. A “Battle of the Bands” is planned. Incentives will be given for all age groups throughout the duration of the program.
- **Approval of YSS Empowerment, Advocacy and Leadership Academy (EALA) Training** – The Youth Service Manager Cathy Kyle has requested she take part in a 7-month New York Library Association Youth Services Section EALA training program which is specifically designed for Youth Services Providers who are interested in developing their leadership skills for personal and professional advancement. The training components are as follows:
  - 3 Full Day in-person Workshops (Rochester, Guilderland, and Westchester)
  - 4 Live 90 minute Webinars
  - 24 Hours of Continuing Education

The Director recommends she takes this training and requests the Library Board approve the cost of tuition at \$349. There will be associated travel and lodging costs in 2019.

The training contains practical planning and design workshops. At a NYLA conference Cathy will be required to present a project she has completed. The Board is supportive of this training. There is no cost for food or lodging in 2018 because the conference is in Rochester.

**Sue Ackerman called for a motion to approve the cost of tuition of \$349 for Cathy Kyle to attend the YSS Empowerment, Advocacy and Leadership Academy (EALA) Training.** There will be associated travel and lodging costs in 2019. Motion made by Jim Lechner; 2<sup>nd</sup> by Jeff Stoiber. In Favor: 6; Opposed: 0; Abstained: 0.

- **Approval of 2018 Relamping Proposal** – In order to maintain proper lighting standards, the library will replace all of its lamps in the public area including the pendants, and the Ireland Community Room. The Library received one of the three requested vendor quotes. The director recommends the Library approve the bid from Lighting Darkness Electrical Contractors in the amount of \$5,622.

<b>Relamping of CPL Public Area</b>	<b>Cost</b>
<b>Lighting Darkness Electrical Contractors</b>	<b>\$5,622</b>

**Action Requested:** Approve the Relamping Proposal from Lighting Darkness Electrical Contractors in the amount of \$5, 622.

**Tabled** until after the June, 2018 Community Center Complex vote.

**MCLS Items:**

- **None to report**

**State Items:**

- **None to report**

**Meetings and Workshops and Outreach:**

Gates Chili Chamber of Commerce Awards Meeting - 5/27/18  
Dave Tyler Dedication – 4/27/18  
Directors’ Council Meeting – 5/2/18  
CPL Staff Meeting – 5/4/18  
Gates Chili Chamber of Commerce Golf Tournament Committee Meeting - 5/8/18  
Gates Chili Chamber of Commerce Board Meeting - 5/8/18  
CPL Friends meeting – 5/8/18  
Community Center Complex Open Meetings – 5/9/18  
Gates Chili Chamber of Commerce Awards Gala – 5/10/18  
Town Board Meeting – 5/16/18  
Community Center Complex Open Meetings – 5/17/18  
Boy Scouts of America Troop 243 Eagle Scout Ceremony – 5/21/18

Old Business: None

New Business: None

**Review of the CPL Budget Spreadsheet and Memorial Fund Spreadsheet:** No unusual items were in the spreadsheets.

**Approval Items:**

- Approval of Library Fund of Abstract amount of \$5,2518.76.
- Approval of Memorial Fund Expenditures amount of \$826.13
- 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.

Additional Comments from Audience: None

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

**Next meeting date/time: June 22, 2018 @ Chili Public Library Ireland Community Room. 6:00pm.**

Chili Public Library Board of Trustees Meeting  
Approved Minutes for June 26, 2018

**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: Susan Ackerman, James Lechner

**Meeting called to order @ 6:00** by Vice-President Lucyszyn

**Approval of agenda:** Andrew Lucyszyn 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 May 22, 2018: Andrew Lucyszyn asked if there were any objections to the approval of the minutes. Hearing none, the minutes were approved with Unanimous Consent.

**Communications**

- Guests/Public: None-Present
- Town Liaison: The June 19, 2018 referendum on a new Community Center was passed by a wide margin. The Town is putting out bids to hire an architect for the project.
- CPL Friends President Bob Pacer: At the Friends June meeting a comprehensive power point presentation of what has been accomplished thus far by the CPL Foundation Committee was presented. After the presentation, during discussions about how the Friends might be involved in a foundation, Bob Pacer reported that some Friends stated they are not interested in becoming a Friends and Foundation at this time.

**Director's Report**

**General Information:**

- **Friends of the CPL Board:** The next CPL Friends meeting is Tuesday, July 10, 2018. Karen Reifenstein has volunteered to attend. The 2018 Chamber Golf Tournament and Dinner Auction will be Monday, July 30<sup>th</sup>. The Golf Tournament has an impressive array of donations to be raffled and auctioned at the dinner. Bob Pacer has made many connections to help with



this success.

- **CPL Statistics -**

Month	May 2018	May 2017	% of change
Circulation	18,351	20,169	-9%
Library Visits	10,728	12,129	-12%
Reference Questions	1,260	1,384	-9%
Programs	51	50	2%
Program Attendance	682	835	-18%
Items Borrowed (holds)	772	811	-5%
Items Loaned (holds)	788	599	32%
Overdrive	2,059	1,843	12%
Meeting Room	60	73	-18%
Website Visits	5,456	5,953	-8%
Website Pageviews	8,185	9,083	-10%
	<b>June 2017 - May 2018</b>	<b>June 2016 - May 2017</b>	<b>% of change</b>
Circulation	239,603	259,319	-8%
Library Visits	147,239	141,537	-4%
Reference Questions	17,753	17,468	-2%
Programs	571	625	-9%
Program Attendance	14,644	14,671	-.18%
Overdrive	23,213	20,711	12%

Many of the stats are down this month but not for year to date.

- **New Chili Community Center Complex** - On June 19<sup>th</sup> the residents of Chili voted in support of the new Community Center Facility. The Director looks forward to building a new library that best serves the needs of the community. The Board members are pleased with the referendum outcome.
- **Chil-E Fest Parade** - The Library will be in this year's Chi-E Fest and parade on Wednesday, July 4<sup>th</sup>. The theme of float is Libraries Rock! which is the New York

State Summer Reading Program theme. The Library will also have its CPL-on-the-Go booth at the festival. Meet on Starlight Drive at 4pm If you would like to accompany the float in the parade.

- **VIP Passes** - The Monroe County Library System renewed the Library's Very Important Places (VIP) Passes for the 2018-19 season and started the introduction of the NYS Park Empire passes. VIP Passes are owned by member library and they allow patrons to check out a pass that provide discounted admission to several cultural institutions. The Empire Pass allows free entry for day use in many state parks including Letchworth, Hamlin Beach and Watkins Glen State Parks. The information will be on the CPL website and in newsletters. The library pays a fee for the VIP passes.
- **New Bench in Front of the Library** – The library recently received a generous donation from the aunts of Jack Koval in memory of Jack. Jack was in a fatal accident in 2016. He and his mother avidly used the library when Jack was a boy. The donation was used to purchase a bench for out front of the library. It is a nice memorial. This transaction was voted on at a previous meeting.
- **Summer Reading School Visits:** The Library's Youth Services staff spent the last three weeks visiting the following local schools to promote the New York State Summer Reading Program.
  - St. Pius Elementary on June 4. Met with 125 students.
  - Florence Brasser Elementary on June 6 and June 12. Met with 400 students.
  - Paul Road Elementary on June 5. Met with 450 students.
  - Chestnut Ridge Elementary on June 13. Met with 550 students.
  - Churchville Chili High School on June 4. Met with 50 students.
  - Churchville Chili Middle School on June 4. Met with 1200 students.
  - TJ Connor Elementary School on June 14. Met with 50 students.

The presentations were tailored to the program designed for each age group.

- **Trustee Orientation Training** –There is a trustee orientation training Thursday, June 28, 2018 from 7:00 pm - 8:30 pm @ the Pittsford Community Library. Lori Hahn will be attending the workshop.

### **New Items:**

- **Draft 2019 Chili Public Library Proposed Budget** – The CPL Budget Committee recommends the library board review its proposed 2019 CPL Budget. The budget

needs to be approved at the July Library Board meeting. Once approved the budget will be forwarded to the Supervisor. The Board received a copy of the proposed budget prior to our meeting. The Director discussed the proposal with the Board and gave the thoughts behind some of the decisions as the budget proposal was prepared. The Budget Committee consists of Sue Ackerman, Jim Lechner and Karen Reifenstein.

- Approval for Library Closing 12pm-2pm on Friday, December 21<sup>st</sup> for the Town Staff Holiday Party** –The Town’s Staff Annual Holiday Party is Friday, December 21<sup>st</sup> from 12pm-2pm at the Senior Center. Library Board and library staff are welcome to attend. All Town Departments are closed during that time. The Library Director requests that the Library close during that time so staff may participate in the event.  
**Action Item: Approve the Library closing from 12pm-2pm on Friday, December 21<sup>st</sup> for the Town Staff Holiday party.**

Andrew Lucyszyn asked if there were any objections to the approval of the Library closing from 12pm-2pm on Friday, December 21<sup>st</sup> for the Town Staff Holiday party. Hearing none, the closing was approved with Unanimous Consent.

- Approval of 2018 Relamping Proposal** – In order to maintain proper lighting standards, the library will replace all of its lamps in the public area including the pendants, and the Ireland Community Room. The Library received one of the three requested vendor quotes. The director recommends the Library approve the bid from Lighting Darkness Electrical Contractors in the amount of \$5,622.

<b>Relamping of CPL Public Area</b>	<b>Cost</b>
<b>Lighting Darkness Electrical Contractors</b>	<b>\$5,622</b>

**Action Requested:** Approve the Relamping Proposal from Lighting Darkness Electrical Contractors in the amount of \$5, 622.

Discussion: The lighting cannot wait until we move to a new space. Future lighting will be replaced on a per bulb basis.

- Andrew Lucyszyn asked if there were any objections to the approval of the Relamping Proposal from Lighting Darkness Electrical Contractors in the amount of \$5,622.** Hearing none, the relamping proposal was approved with Unanimous Consent.

**MCLS Items:**

- None to report**

**State Items:**

- **NYS Construction Funding & Bullet Aid** – The successful advocacy to our Senate and Assembly delegation has resulted in the Chili Public Library receiving \$15,000 in Bullet Aid from NYS Senator Michael Ranzenhofer for the 2018-2019 budget year.

Below lists the amount member libraries will receive from the NYS Senate:

- Brighton Memorial Library, \$10,000
- Brockport-Seymour Library, \$10,000
- Chili Public Library, \$15,000
- East Rochester Public Library, \$5,000
- Fairport Public Library, \$5,000
- Gates Public Library, \$15,000
- Greece Public Library, \$15,000
- Hamlin Public Library, \$10,000
- Henrietta Public Library, \$5,000
- Irondequoit Public Library, \$5,000
- Mendon Public Library, \$5,000
- Ogden Free Library, \$3,000
- Parma Public Library, \$15,000
- Penfield Public Library, \$5,000
- Pittsford Community Library, \$5,000
- Newman Riga Library, \$15,000
- Rochester Public Library, \$30,000
- Rush Public Library, \$5,000
- Scottsville Free Library, \$2,500
- Webster Public Library, \$11,000
- 

The grant has not been officially awarded at this time.

### **Meetings and Workshops and Outreach:**

Open Meeting on the Proposed Chili Community Center Complex – 5/23/18

MCLS Director’s Council Focus Group - 5/24/18

Gates Chili Chamber of Commerce Meet & Greet – 5/30/18

CPL Reference Staff Meeting – 6/1/18

Foundation Committee Meeting – 6/1/18

Gates Chili Chamber of Commerce Golf Tournament Committee Meeting - 6/5/18

CPL Budget Committee Meeting - 6/6/18

MCLS Director’s Retreat – 6/9/18

Gates Chili Chamber of Commerce Programs Committee Meeting - 6/12/18

CPL Friends meeting – 6/12/18

Meeting with Lori Hahn – 6/14/18

Gates Chili Chamber of Commerce Golf Tournament Committee Meeting - 6/19/18

Gates Chili Chamber of Commerce Golf Tournament Committee Meeting - 6/26/18

### **Committees**

- CPL Foundation Committee: At the June 1, 2018 meeting with Causewave it was agreed that Causewave would focus on developing strategies to inform the public of details about the June 19, 2018, Community Center referendum. The Library can encourage citizens to vote and provide information about the project but may not suggest how to vote. Looking at post referendum, the Board agreed that the Committee should continue to research the process and costs of creating a foundation. The Friends will be kept informed of our progress.

Old Business: None

New Business: None

**Review of the CPL Budget Spreadsheet and Memorial Fund Spreadsheet:** Part of the 2017 Bullet Aid appears on the equipment line. Our MCLS Cost Share was paid. There were three pay periods this month. The expenditure from the March donation for the bench was posted. There were no new donations to The Memorial Fund this month.

**Approval Items:**

- Approval of Library Fund Abstract amount of \$9,317.23
- Approval of Memorial Fund Expenditures amount of \$1,168.71
- Approval of Memorial Fund Donations: No current donations.
  
- **Andrew Lucyszyn asked if there were any objections to the approval** of the Library Fund Abstract or Memorial Fund Expenditures. Hearing none, all were approved by Unanimous Consent.

Additional Comments from Audience: None

**Hearing no objections, the meeting was adjourned @ 7:40.**

**Next meeting date/time: July 24, 2018 @ Chili Public Library Ireland Community Room. 6:00pm.**

Chili Public Library Board of Trustees Meeting  
Approved Minutes for July 24, 2018

**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: None

**Meeting called to order @ 6:00** 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 June 26, 2018: 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 passed to allow Supervisor Dunning to be authorized to enter into an agreement with Benard P. Donegan, Inc. in connection with the Community Center Project. A resolution was passed to establish a capital project for the new Community Center, amend the expense budget to transfer to Capital Projects \$1,506,000 from the Recreation Building Reserve and to close the Recreation Building Reserve.
- Guests/Public: None Present

**Director's Report**

- CPL has a new Pikachu mascot costume. He will show up at various CPL events and activities.
- September is National Library Card Month.

**General Information:**

- **Friends of the CPL Board:** The next CPL Friends meeting is Tuesday, August 14, 2018. Karen Reifenstein has volunteered to attend. The 2018 Chamber Golf Tournament and Dinner Auction will be Monday, July 30<sup>th</sup>. The final details for the golf

tournament are in place. Over \$12,000 worth of prizes have been donated. There is an increase in golfers over last year.

### CPL Statistics

Month	June 2018	June 2017	% of change
Circulation	19,012	20,419	-7%
Library Visits	10,474	11,458	-9%
Reference Questions	1,322	1,300	2%
Programs	41	36	14%
Program Attendance	3,230	1,954	65%
Items Borrowed (holds)	667	815	-18%
Items Loaned (holds)	705	691	2%
Overdrive	1,941	1,725	13%
Meeting Room	51	No stats due to the launch of the new calendar software	NA
Website Visits	5,787	6,045	-4%
Website Pageviews	9,739	10,020	-3%
	<b>July 2017 - June 2018</b>	<b>July 2016 - June 2017</b>	<b>% of change</b>
Circulation	238,196	256,775	-7%
Library Visits	140,553	146,736	-4%
Reference Questions	17,490	17,381	1%
Programs	576	629	-8%
Program Attendance	15,920	13,661	17%
Overdrive	23,429	20,873	12%

There is a decrease in some areas, but the numbers remain stable when you look at YTD. Statistics have shown that as the economy weakens library circulation increases and conversely there is a decrease in circulation as the economy grows.

- **Chil-E Fest Parade** – The Library was at this year’s Chi-E Fest and parade on July 4<sup>th</sup>. 73 children’s books were given away at the CPL-on-the-Go! booth and at the parade. Though it was quite a hot day many people saw the Library float in the parade. The spectators enjoyed the bubbles emitted from our bubble machine as the float drove by.
- **Summer Reading Programs:** The theme of this year’s Summer Reading Program is *Libraries Rock!* Because of this the library is offering music related programs throughout the summer. This July is proving to be quite a busy month. Popular Summer Reading programs the library is offering is *Teddy Bear Sleep Over* on July 5<sup>th</sup>. *The Truck Show* on July 9<sup>th</sup>. *Bubble Party* on July 11<sup>th</sup>. *The Checkers Show* on July 18<sup>th</sup>. *Punk Rock Party* on July 23<sup>rd</sup>. *Instrument Builders* on July 25<sup>th</sup>. *Omnipresent Puppet Theatre presents: The Little Mermaid* on July 30<sup>th</sup>. Family Movie Friday has been a fun event. Many people were informed of Summer Reading Programs through the CPL website as demonstrated by site hits.

### **New Items:**

- **Approval of the 2018 NYLA Conference Request:** The director is requesting the library board approve five library staff (Jeff Baker, Jenn Lindsey, Cathy Kyle, Richard Gagnier, and Jill Sutter) attend this year’s New York Library Association (NYLA) Conference in Rochester, NY, November 7-10, 2018. The cost is not to exceed \$1,400 to cover registration. Since it is being held in Rochester there is no cost for mileage, hotel, or meals.  
**Approve the 2018 NYLA Conference Request not to exceed \$1,400.**

Discussion: The Board requested that meals be added as interactions during informal activities are an important time for brainstorming during conferences. Jeff Baker calculated that \$600 would cover the additional cost.

Sue Ackerman asked if there were any objections to the approval of the 2018 NYLA Conference Request not to exceed \$2,000. Hearing none, the Conference Request was approved with Unanimous Consent.

- **Review of 2017 Audit:** The director will review the library portion of the Town of Chili audit with the Library Board. It was a clean report.
- **Approval Filing of 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 Form 990 with the IRS.

Note: A copy of the form was emailed to the Board prior to our meeting.

Sue Ackerman asked if there were any objections to the approval of the filing of Form 990 with the IRS.2018 NYLA. Hearing none, the filing was approved with Unanimous Consent.



- **Approval of the 2019 Chili Public Library Proposed Budget** – The CPL Budget Committee recommends the library board approve its proposed 2019 CPL Budget. A 2019 proposed library budget needs to be approved at the July Library Board meeting. Once approved the budget will be forwarded to the Supervisor.  
**Action Requested:** Approve the 2019 Chili Public Library Proposed Budget.

The draft, with updates as discussed at the June meeting, was emailed to the Board prior to the meeting. After approval the Director will meet with the supervisor.

**Sue Ackerman asked if there were any objections to the approval** of the 2019 Chili Public Library Proposed Budget. Hearing none, the Proposed Budget was approved with Unanimous Consent.

**Committees** (Committee report placed here before action is requested.)

- CPL Foundation Committee: The committee recommends the approval of creating a Chili Public Library Foundation.
- **Approval of Creating a Library Foundation** – Chili Public Library and Causewave partnered during fall and winter 2017 to develop key tenets (mission, vision, values) of a new Foundation that would support Chili Public Library. Recently the library received a capacity building grant from the Rochester Regional Library Council (RRLC) to continue this work with Causewave in order to develop a marketing and fundraising plan to support the launch of the newly developed CPL Foundation. The CPL Foundation Committee recommends the library board approve the creation a library foundation for the Chili Public Library.  
**Action Requested:** Approve the creation of a Chili Public Library Foundation.

Discussion: We received a hand-out summarizing the steps taken to this point. The Board recognizes that there may be costs involved. The Director will keep the Board apprised of the process, including costs, as we create a Chili Library Foundation.

Sue Ackerman asked for a motion to the approve of the creation of a Chili Public Library Foundation. Motion made by Jim Lechner. 2<sup>nd</sup> by Jeff Stoiber.  
In Favor: 7; Opposed: 0; Abstained: 0.

**MCLS Items:**

- **Monroe County Library System Directors' Council Purpose and Structure Recommendations** - It is important in any organization to periodically reevaluate structure and develop a common vision. To that end the Monroe County Library System Director recently hired Margo Gustina, Deputy Director of the Southern Tier Library System, and Eli Guinee, Director of the Cattaraugus Library System to facilitate discussion among the Directors' Council in order to establish a shared vision and purpose, and to examine and make recommendations on the relationship between MCLS and its member libraries.

They spent three days visiting libraries to speak one on one with directors, and conducted four small group conversations with directors. A large group session of the entire Directors' Council developed a common purpose statement for the Directors' Council. Documents and budgets concerning the relationship between MCLS and the DC were reviewed and a report of their findings was produced.

The MCLS Office and the Directors' Council are in the process of reviewing the report and will be having a Directors Retreat to determine what recommendations will be acted upon.

The SSOC bylaws and The Document of Understanding with MCLS would be revised to reflect any changes that occur.

### **State Items:**

- **None to report**
- Jim Lechner asked the Board to record in the minutes our thanks to the members of the Budget and Foundation Committees for all their hard work. The Board readily agreed to do so.

Old Business: None

New Business: None

**Review of the CPL Budget Spreadsheet and Memorial Fund Spreadsheet:** There are less work days in the summer. A previous \$1500.00 donation to CPL was dedicated to the purchase of the additional Launch Pads.

### **Approval Items:**

- Approval of Library Fund Abstract amount of \$18,981.73.
- Approval of Memorial Fund Expenditures - None this month.
- Approval of Memorial Fund Donations amount of \$1,500.
- 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: August 28, 2018 @ Chili Public Library Ireland Community Room. 6:00pm.**

Chili Public Library Board of Trustees Meeting  
Approved Minutes for August 28, 2018

**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: Jim Lechner

**Meeting called to order @ 6:00** 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 July 24, 2018:** 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: Resolutions were passed to hire Passer Associates as the architectural firm for the Chili Community Center Project and Christa Construction as the construction management for the Project. We are excited to move forward with the Community Center.
- Guests/Public: Bob Pacer, President Friends of the Chili Library

**Director's Report:**

**General Information:**

- **Friends of the CPL Board:** The next CPL Friends meeting is Tuesday, September 11, 2018. The Teen Friends and CPL Friends had a picnic on August 14, 2018. This gave each Friends Board the chance to get to know one another better and to share ideas. The 2018 Golf Tournament fundraiser raised over \$8,000 in proceeds for the Chili Public Library. Many thanks goes to the Chamber Golf Tournament Committee, volunteers, golfers, sponsors, and those that attended the dinner auction. Next year's tournament will be held Monday, July 29, 2019. There was an increase in tournament participants. Brook Lee increased the cost of holding the tournament. Bob Pacer will not run for another term as CPL Friends President. He will continue to be involved in the annual golf tournament.

## CPL Statistics -

Month	July 2018	July 2017	% of change
Circulation	23,818	22,243	7%
Library Visits	13,470	12,060	12%
Reference Questions	1,579	1,333	18%
Programs	56	45	24%
Program Attendance	1,267	1,107	14%
Items Borrowed (holds)	742	724	2%
Items Loaned (holds)	806	675	19%
Overdrive	2,198	1,830	20%
Meeting Room	72	64	13%
Website Visits	5,930	5,917	.22%
Website Pageviews	9,397	9,610	-2%
	August 2017 – July 2018	August 2016 - July 2017	% of change
Circulation	239,771	254,192	-6%
Library Visits	141,963	145,573	-2%
Reference Questions	17,736	17,113	4%
Programs	587	624	-6%
Program Attendance	16,080	13,928	15%
Overdrive	23,797	20,991	13%

Compared to July, 2017 there was an increase in most areas with the exception of a slight decrease in Website Pageviews.

## General

- CPL Friends Booksale** – The CPL Friends Booksale will be held September 26<sup>th</sup> from 4pm-8pm (members preview), September 27<sup>th</sup> from Noon to 8pm, September 28<sup>th</sup> from 9am-4pm September 29<sup>th</sup> from 9am – 4pm, and a bag sale September 30<sup>th</sup> from 1 pm-4pm
- Town Budget Workshop** - The Library's Town Budget Workshop is scheduled for Thursday, August 30<sup>th</sup> at 5pm. The Director and Sue Ackerman will represent CPL.

- **Summer Reading Programs:** The Summer Reading Program ended with the popular Tie Dye Program for children and teens. The library added a new component to the program including adults as well. The director will share the statistics of the Summer Reading Program at the Library Board meeting. The Board received a copy of the statistics from the Summer Reading Program. The numbers were impressive, especially the number of teen participants. The Youth Services staff have a well-deserved break before fall activities and events begin.

#### **New Items:**

- **New Page** – Part time library page Mel Husted has resigned due to a scheduling conflict with her other place of work. Her last day employed by the library was August 8, 2018. Tyler Corbett has been hired as a new library page to replace Mel's hours. Tyler's starting date is August 27, 2018 at minimum wage.
- **Review of Causewave Foundation Launch Plan** – The CPL Foundation Committee met with Causewave to discuss a Foundation Launch Plan. The director will review the Causewave's launch plan at the Library Board meeting.

#### **MCLS Items:**

- **None to report**

#### **State Items:**

- **None to report**

#### **Meetings and Workshops and Outreach:**

Director's visit of the Webster Public Library – 7/25/18

Supervisor's 2019 Budget Meeting – 7/25/18

Gates Chili Chamber of Commerce Golf Tournament and Dinner Auction - 7/30/18

Gates Chili Chamber of Commerce Ribbon Cutting – Open Door Mission Residential Home - 8/8/18

Gates Chili Chamber of Commerce Executive Committee Meeting - 8/14/18

CPL Friends meeting – 7/14/18

Gates Chili Chamber of Commerce Ribbon Cutting Sunkissed Tan - 8/27/18

#### **Committees**

- **CPL Foundation Committee:** Jeff Baker shared the information he has gathered concerning the legal process and estimated costs in creating a foundation from several attorneys. There are parts of the process that the Board may be able to do independently. Board members suggested additional attorneys to contact. Jeff Baker will check on whether hiring an attorney is under municipal regulations and will we need to be put it out for bids. Before we proceed, foundation board members need to be recruited. Jeff Baker will check to see if a Foundation Board member needs to be a Chili resident or business owner. The qualities we are looking for in a foundation board member need to be defined. We will ask Cause Wave for guidance in the selection progress.

Old Business: None

New Business: None

**Review of the CPL Budget Spreadsheet and Memorial Fund Spreadsheet:** Cost share is on the spreadsheet. There is an Increase in the purchase of books in the summer. \$2,000 was moved to a CD in the Memorial Fund.

**Approval Items:**

- Approval of Library Fund Abstract amount of \$22,616.20.
- Approval of Memorial Fund Expenditures amount of \$164.14.
- Approval of Memorial Fund Donations amount of \$119.99.
  
- 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 @ 7:20.**

**Next meeting date/time: September 25, 2018 @ Chili Public Conference Room. 6:00pm.**

Chili Public Library Board of Trustees Meeting  
Approved Minutes for September 25, 2018

**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), James Lechner (Memorial Fund Treasurer), Lori Hahn, Jeffrey Stoiber

Library Director: Jeff Baker

Town Liaison: Mary Sperr

Absent: None

Excused: Karen Reifenstein, Lorraine Ahearn (September minutes recorded by Andrew Lucyszyn)

**Meeting called to order @ 6:00 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 28, 2018:** 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 public hearing for the preliminary budget has been set for October 17 with a vote to take place in November. Soil tests are underway on the property for the Chili Community Center Project to be sure the location is safe and secure. Additional department head meetings related to the project were also scheduled for October to continue discussions of the conceptual plans
- Guests/Public: None

**Director's Report:**

**General Information:**

- **Friends of the CPL Board:** The next CPL Friends annual meeting and election of officers is Tuesday, October 9, 2018. Sue Ackerman has volunteered to attend. The CPL Friends Booksale will be held September 26th from 4pm-8pm (members preview), September 27th from Noon to 8pm, September 28th from 9am-4pm September 29th from 9am – 4pm, and a bag sale September 30th from 1 pm-4pm

**CPL Statistics –**

Month	August 2018	August 2017	% of change
Circulation	22,790	22,505	1%
Library Visits	12,687	14,903	-14%
Reference Questions	1,688	2,225	-24%
Programs	51	48	6%
Program Attendance	1,120	2,746	-59%
Items Borrowed (holds)	971	847	15%
Items Loaned (holds)	794	732	8%
Overdrive	2,191	1,968	11%
Meeting Room	74	75	-1%
Website Visits	5,671	7,082	-20%
Website Pageviews	8,949	11,074	-19%
	September 2017 – August 2018	September 2016 - August 2017	% of change
Circulation	240,056	250,995	-4%
Library Visits	139,927	146,151	-4%
Reference Questions	17,199	17,605	-2%
Programs	590	626	-6%
Program Attendance	14,454	15,147	-5%
Overdrive	24,020	21,308	13%

The large year-over-year decrease in program attendance was due to the highly successful solar eclipse in August 2017.

## General

- **CPL on the Go!** – On September 22nd from 11am-2pm library staff Jill Sutter, Hannah Morrison, and Cathy Kyle took part in Fall Fun Day at Davis Park, the annual Chili Recreation fall event. Typically over 200 residents attend this event
- **Handbook for Library Trustees of New York State** – The Director will distribute to the Library Board the 2018 edition of the Handbook for Library Trustees of New York State.



- The Director and Board discussed a seasonal program celebrating the 200th anniversary of Mary Shelley's *Frankenstein*, including adapting programs for teens and youth, a speaker from Roberts Wesleyan College, and an after-hours event for adults on October 19.
- The Director and Board discussed the preliminary conceptual plans for the new library, the scale of rooms, potential placement based on feedback from staff, trustees and patrons. Square footage of the new library in the current version of the plan is 26,706 square feet. (Current library is approximately 16,000 square feet.)

### **New Items:**

- **Approval of LLSA Payments Agreement** - Between the Monroe County Library System and the Chili Public Library.
  - Whereas the System anticipates receiving 2018-19 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 \$8,390. The payment will be based on the funding level established by the New York State Education Department Division of Library Development for the 2018-19 fiscal year.
  - Action item: The Board unanimously approved the LLSA Payment Agreement as written.
- **Approval of Replacement Chairs for the New Book Area** – The four chairs in the New Book area are worn and the upholstery cleaner no longer removes the stains. The library's Staff Decorating Committee recommends the purchase of four Demco armless chairs not to exceed \$1,700. This amount will be paid for from the remainder of the Senator Ranzenhofer 2017-2018 bullet aid.
  - Action item: The Board unanimously approved the purchase of four replacement chairs for the New Book Area not to exceed \$1,800.
- **Approval of the Purchase of Two Floor iPad Display Stands and Two iPad Tablets** – The Director requests the library board approve the purchase of two Armodilo Xero Floor iPad display stands and Two iPad tablets. The stands will house iPads that directly link to the library's online catalog. This will increase the patron access to the online catalog in the Children's and Teenship areas. The cost for two iPad display stands is not to exceed \$1,200. The cost for the two Apple 9.7 inch iPad tablets will not to exceed \$700. The amounts will be paid for from the remainder of the Senator Ranzenhofer 2017-2018 bullet aid.
  - Action item: The Board unanimously approved the purchase of two Armodilo Xero Floor iPad Display Stands and two Apple 9.7 inch iPad tablets not to exceed \$1,900.
- **Approval of Professional Services Agreement**– The Director has received estimates from three attorneys as to the cost for formation of a not for profit Chili

Public Library Foundation, and the preparation of an application for exemption under section 501©(3) of the IRS code.

- Eric Bach from Harris Beach - \$5,000-7,000 estimate
- Amy Varel from McConville, Considine, Cooman & Morin PC - \$6,000-8,000 estimate
- Anthony Iacovangelo from Gallo & Iacovangelo - \$5,000-7,000 estimate, pro bono
- Action item: The Board unanimously approved the Director entering a Professional Services Agreement with Gallo & Iacovangelo for the purchase of creating a Chili Public Library Foundation.
- Motion to approve: James Lechner, seconded by Jeffrey Stoiber
- An appointment will be scheduled as soon as possible with the attorney to proceed to next steps.

- **Approval of Proposed CPL Board of Trustees 2019 meeting dates** – The Board unanimously approved the following meeting dates for the CPL Board of Trustees:

January 22	Barbara Ireland Community Room
February 26	Barbara Ireland Community Room
March 26	Conference Room
April 23	Barbara Ireland Community Room
May 28	Barbara Ireland Community Room
June 25	Barbara Ireland Community Room
July 23	Barbara Ireland Community Room
August 27	Barbara Ireland Community Room
September 24	Conference Room
October 22	Barbara Ireland Community Room
November 19	Barbara Ireland Community Room
December 17	Barbara Ireland Community Room

- **Approval of Chili Public Library Proposed 2019 Closed Dates** – The Board unanimously approved the following dates in 2019 where the Chili Public Library would be closed for holidays or training days. The Director and Board recommended adding Friday, November 29, the day after Thanksgiving as an additional paid holiday for 2019 in recognition of the continued excellence of the Library staff:

Tuesday, January 01, 2019	New Year's Day*
Monday, January 21, 2019	Martin Luther King Day*
Monday, February 18, 2019	President's Day*
Friday, April 05, 2019	Staff Retreat Training Day**
Sunday, April 21, 2019	Easter
Saturday, May 25, 2019	Memorial Day Weekend
Sunday, May 26, 2019	Memorial Day Weekend
Monday, May 27, 2019	Memorial Day Weekend*
Thursday, July 04, 2019	Independence Day*

Monday, September 02, 2019	Labor Day*
Wednesday, November 27, 2019	Close @ 5 pm
Thursday, November 28, 2019	Thanksgiving*
Friday, November 29, 2019	Day After Thanksgiving*
Tuesday, December 24, 2019	Christmas Eve*
Wednesday, December 25, 2019	Christmas Day*
Tuesday, December 31, 2019	Close @ 5 pm

Staff who are veterans are given a paid holiday for Veterans Day, Monday, November 11, 2019

\* 10 Paid Holidays

\*\* All-Staff Training Day

The Board unanimously approved closing the library at 5 pm on Monday, December 31, 2018

- **Approval of Funds for Staff Training Day on April 5, 2019** – The Director requests authorization to use \$1,000 of the CPL Memorial Fund for Staff Training Day to be held on Friday, April 5, 2019.
  - Action item: The Board unanimously approved the authorization to use \$1,000 of the CPL Memorial Fund for Staff Training Day to be held on Friday, April 5, 2019.

**MCLS Items:**

- **7th Annual Legislative Thank You Breakfast** – The 7th Annual Legislative Thank You Breakfast is Friday, October 26, 2018 from 8:30am-9:45pm at the Henrietta Public Library. The Library Board is welcome to register for this event.

**State Items:**

- **None to report**

**Meetings and Workshops and Outreach:**

- Town Board Budget Workshop – 8/30/18
- Directors’ Council Meeting – 9/5/18
- Full Staff Meeting – 9/7/18
- Gates Chili Chamber of Commerce Board Meeting - 9/11/18
- CPL Friends meeting – 9/11/18
- Supervisor’s Department Heads Meeting - 9/12/18
- Gates Chili Chamber of Commerce Board Program Committee Meeting - 9/12/18
- Town Directors’ Council Meeting – 9/13/18
- Gates Chili Chamber of Commerce Ribbon Cutting Lattimore – 9/13/18
- Gates Chili Chamber of Commerce Board Networking Luncheon - 9/13/18
- Gates Chili Chamber of Commerce Ribbon Cutting Green Gables - 9/20/18

Committees None

Old Business: None

New Business: None

**Review of the CPL Budget Spreadsheet and Memorial Fund Spreadsheet:** Fines and fees are projected to be approximately \$30,000 for the year, lower than the \$34,000 budgeted for the year. More interest income than initially predicted is expected to help offset the shortfall. The materials budget is on track to spend in full for the year.

**Approval Items:**

- Approval of Library Fund Abstract amount of \$8,509.02.
- Approval of Memorial Fund Expenditures amount of \$2,390.04.
- Approval of Memorial Fund Donations amount of \$60.00.
  
- 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: October 23, 2018 @ Chili Public Library Barbara Ireland Community Room. 6:00pm.**

Chili Public Library Board of Trustees Meeting  
Approved Minutes for October 23, 2018

**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: None

**Meeting called to order** @ 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 September 25, 2018: 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 public hearing on the budget was held. There were no speakers. Stephen Lauth has been hired as the Assistant Building and Plumbing Inspector. Senator Ranzenhofer has secured a \$500,000 Grant to improve the property surrounding the Chili Community Center Project. Aldis has received Preliminary Site Plan Approval from the Planning Board for the site of the former Kmart property on Chili Avenue and Bill Grays has been given approval for outdoor seating.
- Guests/Public: None Present

**Director's Report**

An invitation to the CPL 2018 Holiday Party was in our packets.

**General Information:**

- **Friends of the CPL Board:** The next CPL Friends annual meeting is Tuesday, November 13, 2018. Jeff Stoiber has volunteered to attend. The CPL Friends Booksale was a success and brought in over \$2,711 during the sale. At the end, any leftover books or media were donated to schools, nursing homes and other not-for-profit organizations. At their October meeting the CPL Friends elected a new slate of officers President: Marcia Johnson, Vice-President: Carol LaValle, Recording Secretary: Eileen Rehn, Corresponding Secretary/ Membership: Megan Neumann,

Treasurer: Bev Smith. The CPL Friends received a check from the Gates Chili Chamber of Commerce in the amount of \$8,200, which were proceeds from the 2018 Golf Tournament fundraiser. A ceremonial check will be presented at the Chamber's November annual meeting. As always, the Board appreciates the support the Friends give CPL through the Booksale. Jeff Baker and Mary Sperr have more information about the Chamber's annual meeting if you would like to attend. The Board recognizes the time and effort that went into the successful tournament. The Golf Tournament will remain an activity under the Friends.

- **CPL Statistics -**

Month	September 2018	September 2017	% of change
Circulation	18,157	18,762	-3%
Library Visits	11,158	11,650	-4%
Reference Questions	1,385	1,303	6%
Programs	38	37	3%
Program Attendance	1,186	1,130	5%
Items Borrowed (holds)	770	743	4%
Items Loaned (holds)	734	712	3%
Overdrive	2,184	1,847	18%
Meeting Room	69	54	28%
Website Visits	5,420	5,964	-9%
Website Pageviews	8,301	8,852	-6%
	Oct 2017 -Sep 2018	Oct 2016 -Sep 2017	% of change
Circulation	239,451	248,563	-4%
Library Visits	139,435	146,137	-5%
Reference Questions	17,281	17,439	-1%
Programs	591	613	-4%
Program Attendance	14,510	15,274	-5%
Overdrive	24,357	21,398	14%

The stats are in line with previous months.

## General

- **Frankentober** - To commemorate the bicentennial of Mary Shelley's classic novel the Chili Public Library had Frankenstein themed programs throughout the month of October culminating in an after-hours program for adults on October 19<sup>th</sup> and a Family Day on October 20<sup>th</sup>. The Director will describe the success of the programs

in more detail at the library board meeting. The Mary Shelly book talk was well attended. The culminating adult program had few participants perhaps in part due to conflicting events happening in the town. The Saturday Family Day was a huge success. Both programs had many of the same activities including face painting, and laser drawings as well as refreshments.

## **New Items:**

- **Personnel Update** – Tyler Corbett resigned his Library Page position due to health reasons. Maria Rosato has been hired to replace Tyler. Her start date was October 16 at a pay rate of \$10.40 per hour. Lee Ann Sperling has been hired as a part time Substitute Librarian to fill in for full time Teen Librarian Valerie Scheg during her leave due to maternity. Lee Ann's start date is October 29<sup>th</sup> at a pay rate of \$16.00 per hour. Lee Ann's employment is greatly appreciated.

Sue asked if there were any objections to the endorsement of hiring Maria Rosato. Hearing none the action is endorsed.

- **Approval of \$500 from the Memorial Fund to cover the cost for the 2018 CPL Holiday Party** - The CPL Holiday Party is Friday, December 14<sup>th</sup> at 7:00pm. Library Board, Town Board, CPL Friends Board, staff and volunteers are welcome to attend. The party is a venue whereby the Library has an opportunity to thank everyone involved for a productive and successful year. The Director requests \$500 from the Memorial Fund to cover the cost of this year's holiday party.  
**Action Item:** Approve \$500 from the Memorial Fund to cover the cost for the 2018 Holiday Party.

Discussion: The party is an after dinner gathering this year.

**Sue Ackerman asked if there were any objections to the approval** of using \$500 from the Memorial Fund to cover the cost for the 2018 CPL Holiday Party.  
Hearing none the action was approved.

- **Approval for the Library to be Closed 12pm-2pm on Friday, December 21<sup>st</sup> in Order for Library Staff to Take Part in the Town Staff Holiday Party** –The Town's Staff Annual Holiday Party is Friday, December 21<sup>st</sup> from 12pm-2pm at the Senior Center. Library Board and library staff are welcome to attend. All Town Departments are closed during that time. The Library Director requests that the Library close during that time so staff may participate in the event.  
**Action Item:** Approve the Library being closed from 12pm-2pm on Friday, December 21<sup>st</sup> in order for the Library Staff to join the Town Staff Holiday party.

**Sue Ackerman asked if there were any objections to the approval** of the closing of the Library from 12pm-2pm on Friday, December 21<sup>st</sup> in order for the Library Staff to join the Town Staff Holiday party. Hearing none the action was approved.

- **Discussion Item: PULISO's Recommendation for Annual Library Trustee Training** –The NYS Public Library System Directors Organization (PIULISO) is currently creating a new regulation regarding mandatory annual training for library trustees. The director will be asking for feedback from the library board regarding this action. The Board feels that requiring specific training sessions at specific times would be burdensome to the volunteer trustees. Currently we are kept abreast of new regulations, innovations and concerns through our Director, MCLS and information from NYLA. If there is a regulation, we would prefer webinars as the method for training.
  
- **Approval to Include the Town of Chili's Sexual Harassment Policy as part of the Library's Personnel Policy**  
On April 12, 2018, New York State amended the state's labor law by requiring all employers to adopt a "sexual harassment prevention policy" as well as a "sexual harassment prevention training program"; and the bill further directed the New York State Department of Labor and the New York State Division of Human Rights to publish a model sexual harassment prevention policy and a model prevention program that employers may utilize, rather than creating their own policies and programs; and the amended law also requires employers to provide the new written policies to their employees and to conduct annual sexual harassment prevention training. The Town of Chili adopted the Sexual Harassment Prevention Policy on October 9, 2018, by Resolution # 220. This policy replaces the Town of Chili's Section 201 – Sexual Harassment, of the Town's Personnel Policy, as adopted on January 4, 2017, Resolution # 55.
- **Action Item: Approve the Inclusion of the Town of Chili's Sexual Harassment Policy as part of the Library's Personnel Policy.** Each of the Board members, staff and volunteers signed the policy.

**Sue Ackerman asked if there were any objections** to the approval of the Inclusion of the Town of Chili's Sexual Harassment Policy as part of the Library's Personnel Policy. Hearing none the action was approved.

**MCLS Items:**



- **7<sup>th</sup> Annual Legislative Thank You Breakfast** – The 7<sup>th</sup> Annual Legislative Thank You Breakfast is Friday, October 26, 2018 from 8:30am-9:45pm at the Henrietta Public Library. The Library Board is welcome to register for this event. There is still time to register.

### **New Library Update:**

The Director gave out a packet of the current architectural sketches of the footprint of The Chili Community Center. We discussed the general plan and the interior specs for the library. Our input was given. The Director will meet with some Board members for more discussion as the library space is planned. The staff is also actively involved in the process. The Director will meet with Passero Associates in November to decide on the internal specs of the Library. Final plans should be in place by December 2018.

### **State Items:**

- **None to report**

### **Meetings and Workshops and Outreach:**

Passaro Associates Meeting – 9/27/18  
 Gates Chili Chamber of Commerce Programs Committee Meeting – 10/2/18  
 Meeting with Vail Agency Inc. – 10/2/18  
 Directors' Council Meeting – 10/3/18  
 Full Staff Meeting – 10/5/18  
 Gates Chili Chamber of Commerce Board Meeting - 10/9/18  
 CPL Friends meeting – 10/9/18  
 Gates Chili Chamber of Commerce Golf Committee Meeting – 10/16/18  
 Supervisor's Department Heads Meeting – 10/17/18  
 Passero Associates Meeting – 10/18/18  
 Iacovangelo & Gallo Meeting – 10/18/18

### **Committees**

- CPL Foundation Committee: We received a draft of the *Certificate of Incorporation of Chili Public Foundation* and the *Bylaws of the Chili Public Library Foundation*. A copy had been emailed to us at an earlier time. Our focus for this meeting was on the Certificate which is needed to begin the process of becoming a foundation. We discussed and suggested changes to the Certificate before we were asked to approve the application for the Certificate which will be handled by the lawyer for the Chili Public Library Foundation.

**Sue asked if there** were any objections to submitting the paperwork for a *Certificate of Incorporation of Chili Public Library Foundation* with changes as discussed. Hearing none the action was approved.

Gallo and Iacovangelo LLP has agreed to represent our interests in the creation of the Chili Public Library Foundation. It is pro bono with any fees paid returned by in kind donations. Andrew Lucyszyn, Bob Pacer, and David MacMillen have been [appointed as the three initial directors](#). The process will take six to nine months.

Old Business: None

New Business: None

**Review of the CPL Budget Spreadsheet and Memorial Fund Spreadsheet:** A \$1,500.00 donation from Gallo and Iacovangelo LLP appears on the Memorial Fund spreadsheet.

**Approval Items:**

- Approval of Library Fund Abstract amount of \$13,226.08
- Approval of Memorial Fund Expenditures amount of \$37.74
- Approval of Memorial Fund Donations amount of \$1,500.00
  
- 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 @ 7:50.**

**Next meeting date/time: November 27, 2018 @ Chili Public Library Ireland Community Room. 6:00pm.**

Chili Public Library Board of Trustees Meeting  
Approved Minutes for November 27, 2018

**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: Lori Hahn, Jeff Stroiber

**Meeting called to order @ 6:00** 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 October 23, 2018: 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/Chamber of Commerce Liaison: The Town Board approved the 2019 budget. The Board was authorized to get bids for road development and resurfacing as well as security cameras at the Community Center building site. Mary Sperr had filers inviting us to attend the Chamber's December 11<sup>th</sup> Holiday Luncheon.
- Guests/Public: Sally Snow, Assistant Director of the Monroe County Library System

**Director's Report**

- CPL has jumper cables to be used in our parking lot if the need arises. Library staff will not assist in the use of the cables.
- **New Library update:** The Director met with Passero and Associates to discuss the conceptual design. The architect will incorporate desired changes as possible. The Director will meet with Passero and Associate on November 30, 2018 to see the updated design(s) and then share them with staff for their input.
- **Friends of the CPL Board:** The next CPL Friends annual meeting is Tuesday, December 11, 2018. Bob Pacer represented the CPL Friends Board at the Gates Chili Chamber of Commerce Annual meeting held on November 20, 2018. At the meeting Bob received the Golf Tournament Fundraiser ceremonial check in the amount of \$8,200. The Chamber members were pleased by the total raised for each library. Jim Lechner will represent the Board at the December Friends meeting.

- **CPL Statistics -**

Month	October 2018	October 2017	% of change
Circulation	20,881	20,695	1%
Library Visits	12,357	13,605	-10%
Reference Questions	1,453	1,425	2%
Programs	63	57	11%
Program Attendance	1,319	1,168	13%
Items Borrowed	888	864	3%
Items Loaned (holds)	931	815	14%
Overdrive	2,491	1,929	29%
Meeting Room	82	79	4%
Website Visits	5,754	7,233	-20%
Website Pageviews	8,709	10,323	-16%
	November 2017 - October 2018	November 2016 - October 2017	% of change
Circulation	239,637	245,870	-3%
Library Visits	138,187	146,349	-6%
Reference Questions	17,309	17,156	1%
Programs	597	585	2%
Program Attendance	14,661	14,741	-1%
Overdrive	24,919	21,902	14%

Although visitations were down the circulation was up.

## General

- **Holiday Parties and Parades** - The Library will have a float in the Town's Christmas Lights Display Parade on Friday, November 30<sup>th</sup>. The CPL-on-the-Go! service will be there at the Senior Center following the parade. The CPL holiday party is scheduled for Friday, December 14<sup>th</sup> at 7:00pm. Library Board, Town Board, CPL Friends Board, staff and volunteers are welcome to attend. The Town's Staff Annual Holiday Party is Friday, December 21<sup>st</sup> from 12pm-2pm at the Senior Center. Library Board and staff are welcome to attend. Let Jeff Baker know if you would like to accompany the CPL float.
- **Gates Chili Chamber of Commerce Holiday Luncheon** - The Chamber is having its annual holiday luncheon on December 11<sup>th</sup> from 11:30am-1:30pm. Registration is on the Chamber's website.
- **2017 Annual Legislative Thank You Breakfast**- The MCLS legislative thank you breakfast was held Friday, October 27<sup>th</sup>. It was sponsored by the Rochester Regional Library Council, the Library Systems of the Greater Rochester Area, and the Friends and Foundation of the Rochester Public Library. It was a well-received

event and the Director thanks the Library Board for attending. We had the opportunity to speak with Assemblyman Bronson.

- **NYLA Conference Reports** – This year’s New York Library Association Conference was held in Rochester November 7-10, 2018. It was a productive conference. Director Jeff Baker, Jennifer Freese, Cathy, Kyle, Richard Gagnier, Jill Marshall, and Wendy Saxena attended specific workshops. A report of these workshops will be distributed to the library board. The attendees felt the conference was beneficial. Their reports were informative and comprehensive. The Director shared some of the highlights from the workshops he attended.
- **Jennifer Freese, Public Library Management Professional Certificate** – Jennifer Freese successfully completed all courses and received passing grades for a Professional certificate in Public Library Management, a program offered by MichiganX, in collaboration with edX from the University of Michigan. The Board congratulates Jenn on her accomplishment.
- **Overdrive Magazines** – The Monroe County Library System has purchased 50 popular online magazine titles covering a wide variety of subjects.
- **2.4 Million Children Participated in State Library’s 2018 Summer Reading Program Across NYS** – More than 2.4 million students and children statewide participated in the 2018 summer reading program, an increase of approximately 230,000 participants over last year’s program. State Education Commissioner MaryEllen Elia stated in a press release “I encourage libraries to continue to partner with schools and community organizations to promote the importance of reading year-round. By collaborating with our educational and community organizations, we can increase participation and improve children’s reading skills.”

**Staff Visit to Phelps Public Library Makerspace** – In preparation for the new Chili Community Center Complex the Director, Jennifer Freese, Cathy Kyle, and Jill Marshall visited the Phelps Public Library. The Phelps Library is known for their Makerspace. A library makerspace is an area and/or service that offers library patrons an opportunity to create intellectual and physical materials using resources such as computers, 3-D printers, audio and video capture and editing tools, and traditional arts and crafts supplies. The staff and Board are excited about the potential increased Makerspace area in the new library.

## **New Items**

- **Meeting Minimum Public Library Standards** – Sally Snow, Assistant Director of the Monroe County Library System will discuss at the Library Board meeting the updates to the New York State Minimum Public Library Standards. Sally Snow provided us with a power point presentation and accompanying printed document of a side by side comparison of the current standards and the proposed changes. There is a focus on increased community involvement. The

CPL Director will review the updates and report back to the Board to discuss where we meet the new standards and what we may need to do differently.

Director Baker also took the opportunity to ask about the possible NYS library building grants. Sally Snow explained the time line for application and what kinds of items might or might not as be covered. There is a website that may help answer some questions. Jeff Baker will use this information as the construction plans are developed.

- **Review of the CPL Personnel Policy** – The CPL Trustees Personnel Policy Committee will present recommended changes to the Library’s Personnel Policy for the Library Board to review and approve at their December Board meeting. The board examined a copy of the document together which included additions, changes and rewording of the clauses contrasted to the current language. We will review the policy independently before the December vote.

#### **MCLS Items:**

- **None to report**

#### **State Items:**

- **None to report**

#### **Meetings and Workshops and Outreach:**

MCLS Legislative Thank You Breakfast – 10/26/18  
Passero Associates Meeting – 11/1/18  
CPL Full Staff Meeting – 11/2/18  
Gates Chili Chamber of Commerce Programs Committee Meeting – 10/2/18  
NYLA Conference – 11/8/18 – 11/9/18  
Gates Chili Chamber of Commerce Golf Committee Meeting - 11/13/18  
Gates Chili Chamber of Commerce Board Meeting - 11/13/18  
CPL Personnel Policy Committee Meeting – 11/13/18  
CPL Friends meeting – 11/13/18  
Gates Chili Chamber of Commerce Program Committee Meeting – 11/14/18  
CPL Foundation Committee Meeting – 11/14/18  
Phelps Public Library – 11/16/18  
Mike Ackerman Meeting – 11/19/18  
Gates Chili Chamber of Commerce Annual Meeting – 11/20/18

#### **Committees**

- **CPL Foundation Committee:** The Certificate of Incorporation and the EIN Number have been obtained. We proofed the Articles of Incorporation we will submit to the IRS and began to review the By-laws. We are meeting on November 22<sup>nd</sup> to continue to assemble what is needed for our attorney to submit our tax-exempt status application.

Old Business: None

New Business: None

**Review of the CPL Budget Spreadsheet and Memorial Fund Spreadsheet:** The cost share was paid.

**Approval Items:**

- Approval of Library Fund Abstract amount of \$37,694.96.
- Approval of Memorial Fund Expenditures amount of \$851.25.
- Approval of Memorial Fund Donations amount of \$955.00
  
- 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 @ 7:50.**

**Next meeting date/time: December 18, 2018 @ Chili Public Library Ireland Community Room. 6:00pm.**

**TO:** Chili Public Library Board of Trustees  
**FROM:** Jeff Baker, Library Director  
**RE:** Director's Report -December 2018  
**DATE:** December 18, 2018

**General Information:**

- **Friends of the CPL Board:** The next CPL Friends annual meeting is Tuesday, January 8, 2018.
- **CPL Statistics -**

Month	November 2018	November 2017	% of change
Circulation	18,545	19,312	-4%
Library Visits	9,742*	10,774	-10%
Reference Questions	1,261	1,190	6%
Programs	44	43	2%
Program Attendance	756	752	1%
Items Borrowed (holds)	790	860	-8%
Items Loaned (holds)	777	766	1%
Overdrive	2,285	1,900	20%
Meeting Room	68	76	-11%
Website Visits	4,785	6,436	-26%
Website Pageviews	7,046	9,162	-23%
	December 2017 - November	December 2016 - November 2017	% of change
Circulation	238,870	245,641	-3%
Library Visits	137,155	147,076	-7%
Reference Questions	17,380	17,112	2%
Programs	598	585	2%
Program Attendance	14,665	14,806	-1%
Overdrive	25,304	21,938	15%

- The people counter was not operating for a couple of days due to a power outage issue.



## General

- **Parade of Lights/Christmas Tree Lighting Ceremony** – The Library had a float in the Parade of Lights and CPL-on-the-Go! was at the Christmas Tree Lighting Ceremony on November 30<sup>th</sup>. Within the first hour CPL-on-the-Go! gave away all of its 225 children's and teen books brought to the ceremony, as well as 31 CPL jar openers, 30 CPL magnets, 84 CPL pencils, 40 CPL styluses, bookmarks, and stickers.
- **The Town's Staff Annual Holiday Luncheon** – The luncheon is on December 21<sup>st</sup> from 12pm-2pm at the Senior Center. Library Board and staff are welcome to attend.
- **18<sup>th</sup> Annual Mitten Drive** – The library is holding its 18<sup>th</sup> 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 January 7, 2018.
- **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 12/31/2018.
- **Sign-Up Sheets** - The director will distribute the CPL Board sign-up sheets for library trustees to attend the 2019 CPL full staff meetings and the CPL Friends Board meetings.

## Old Items:

- **CPL Long Range Plan Review** – At the December Library Board meeting the board will review the Library's Long Range Plan, as it relates to the updated New York State Library Division of Library Development Minimum Public Library Standards.

## New Items:

- **Approval of Proposal for Professional Services by FreedMaxick to Perform the Library's 2018 Tax Return Preparation** – FreedMaxick will perform the Town of Chili's 2018 audit, which includes the library. Due to the library's tax exempt status FreedMaxick will need to perform the Library's 2018 tax return preparation for the fee of \$760, in addition to other expenses (e.g. postage, shipping, travel) relating to this service at their normal rates.  
**Action requested: Approve the Proposal for Professional Services by FreedMaxick to Perform the Library's 2018 Tax Return Preparation for the fee of \$760, in addition to other expenses (e.g. postage, shipping, travel) relating to this service at their normal rates.**

- **Approval of the 2019 CPL Personnel Policy** – The CPL Personnel Committee requests the Library Board approve the updated 2019 CPL Personnel Policy.  
**Action Requested:** Approve the 2019 CPL Personnel Policy as presented.
- **Approval of the Updated CPL Collection of Fines and Fees Policy** – The schedule of fines and fees, establishes the fines for items returned late, and the fees for holds, computer printing, photocopying, and other items sold over the circulation desk. The Director requests the Library Board approve the updated Collection of Fines and Fees policy as presented.  
**Action Requested:** Approve the Updated CPL Collection of Fines and Fees Policy.
- **Approval of Proposed 2019 Chili Public Library Employee Pay Rates**  
The Director will distribute at the Board meeting the proposed 2019 Chili Public Library employee pay rates.  
**Action Requested: Approve the Proposed 2019 Chili Public Library Employee Pay Rates as Presented.**

**MCLS Items:**

- **None to report**

**State Items:**

- **None to report**

**Meetings and Workshops and Outreach:**

CPL Foundation Committee Meeting – 11/28/18  
 Town of Chili Community Center Complex Meeting – 11/28/18  
 Parade of Lights/Christmas Tree Lighting Ceremony – 11/30/18  
 Gates Chili Chamber of Commerce Programs Committee Meeting – 10/2/18  
 Passero Associates Meeting – 12/3/18  
 Gates Chili Chamber of Commerce Golf Committee Meeting - 12/4/18  
 MCLS Directors' Council Meeting - 12/5/18  
 Town of Chili Community Center Complex Meeting – 12/6/18  
 Gates Chili Chamber of Commerce Meeting – 12/7/18  
 Gates Chili Chamber of Commerce Holiday Luncheon – 12/11/18  
 Supervisor's Department's Head Meeting – 12/12/18  
 Gates Chili Chamber of Commerce Ribbon Cutting – 12/12/18  
 Chili Public Library Staff Holiday Party – 12/14/18  
 Senior Center Luncheon – 12/16/18

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

