Chili Public Library

Mission Statement

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

Board of Trustees:  Susan Ackerman (President), Jeffrey Stoiber (Vice President), Lorraine Ahearn (Secretary), Vinny Dallo, James Lechner (Memorial Fund Treasurer), Lori Hahn, Sara Landes,

Library Director: Jeff Baker

Town Liaison: Mary Sperr

Absent None
Excused: None

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

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

**Approval of minutes** of November 17, 2020: Sue Ackerman asked if there were any objections to the approval of Minutes from Internet Safety Policy meeting of November 17, 2020. Hearing none, the minutes were approved with Unanimous Consent.

**Communications**

- **Guests/Public:** None Present

**Furniture and Shelving for the new CPL**

The CPL Board electronically received the data involving the furniture and shelving bids for the new library, including diagrams of the furniture and shelving placement. The CPL Board was updated on furniture and shelving changes needed to stay within budget. The information also addressed what funds in addition to the grant are needed to furnish the new library. From this information, Director Baker gave recommendations for purchases to be approved by the CPL Board. Time was given to ask questions or for clarification if needed.

The recommendation from this information is as follows:

- It is the recommendation of Library Director Baker to award to Workplace Interiors, the furniture identified by the Library Director and Vargas Associates that has been shared with the Library Board in the Not to Exceed amount of $119,000.00. Workplace Interiors - 10 Carlson Road, Rochester, New York 14610.

- It is the recommendation of Library Director Baker to award to Intivity, 106 Despatch Dr. Suite 2, East Rochester, NY 14445, the furniture identified by Library Director Baker and Vargas Associates, that has been shared with the Library Board with the amount not to exceed $103,000.00.

Total amount of furniture recommendation for procurement is **$222,000.00.**
Action Requested: Approval to Award Furniture Bids to Workplace Interiors and Infinity as Described.

Sue Ackerman for a motion for approval to Award Furniture Bids to Workplace Interiors and Infinity as Described. Motion made by Jeff Stoiber; 2nd by Jim Lechner. In Favor: 7; Opposed: 0; Abstained: 0.

The CPL Board thanked Director Baker for his time, effort, flexibility and knowledge used to procure the shelving and furniture for the new library.

Shelving

Two rows of shelving, needed to house our current collection and provide room for new purchases, were cut from the plans due to cost. Jeff Stoiber asked if it is possible to use the CPL surplus fund that was carried over from last year to purchase these shelves. Director Baker responded that using the surplus is possible. He said he would also ask the CPL Foundation about raising funds for additional shelving, but the two rows of shelves would need to be ordered soon to arrive for the opening of the new library and the CPL Foundation might not have available funds by the time frame needed. The CPL Board agreed the shelving should be ordered immediately using the surplus fund if needed.

Sue Ackerman for a motion for approval to give Director Baker permission to use up to $15,000 of the surplus fund to purchase two rows of shelving that had to be cut from the new library plans. Motion made by Jeff Stoiber; 2nd by Jim Lechner. In Favor: 7; Opposed: 0; Abstained: 0.

Hearing no objections, the meeting was adjourned @ 6:20pm.

Next meeting date/time: January 28, 2021 @ Zoom and Facebook. 6:00pm.
Chili Public Library

Board of Trustees Meeting
Approved Minutes for January 28, 2021
Teleconference (Zoom and Facebook Live)

Chili Public Library Mission Statement

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

Absent: None
Excused: None

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

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

Approval of minutes: Sue Ackerman asked if there were any objections to the approval of the minutes of December 17, 2020, and January 7, 2021. Hearing none, the minutes were approved with Unanimous Consent.

Communications

- **Town Liaison:** The Chili Town Hall will reopen on February 1, 2021. All covid safe protocols will be in place. The Ranzenhofer grant will be used to hire a qualified consultant to design a new 48-acre park on the old Zuber property at 177 Archer Road. The land is adjacent to the New Community Center

- **Guests/Public:** None Present

Director’s Report

- Librarian Richard Gagnier is coordinating a visual display from the Chili Art Group and the Chili town historian for the study room in the new library.

General Information:

- **Friends of the CPL Board:** The Friends Board will next Zoom meet February 9, 2021. Lori Hahn as volunteered to represent the CPL Board at the meeting. At their January Board meeting the Friends approved payment of shelving that will be in the new Library’s Friends Storage area. This is an example of one of the many ways The Friends of the Chili Library support CPL.

- **Chili Public Library Foundation Board:** The CPL Foundation Board will next meet February 2, 2021.
**Statistics:**

<table>
<thead>
<tr>
<th>Month</th>
<th>December 2020*</th>
<th>December 2019</th>
<th>% of change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circulation</td>
<td>12,017</td>
<td>15,582</td>
<td>-23%</td>
</tr>
<tr>
<td>Library Visits</td>
<td><strong>2,051</strong></td>
<td>8,902</td>
<td>-77%</td>
</tr>
<tr>
<td>Reference Questions</td>
<td>908</td>
<td>1,133</td>
<td>-20%</td>
</tr>
<tr>
<td>Programs (in-house)</td>
<td>N/A</td>
<td>42</td>
<td>-100%</td>
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<tr>
<td>Program Attendance</td>
<td>N/A</td>
<td>603</td>
<td>-100%</td>
</tr>
<tr>
<td>Items Borrowed</td>
<td>757</td>
<td>637</td>
<td>19%</td>
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<tr>
<td>Items Loaned (holds)</td>
<td>1,308</td>
<td>754</td>
<td>73%</td>
</tr>
<tr>
<td>Overdrive</td>
<td>3,226</td>
<td>2,401</td>
<td>34%</td>
</tr>
<tr>
<td>Hoopla New Patrons</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Hoopla Unique</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Hoopla Circulation</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Meeting Room</td>
<td>N/A</td>
<td>74</td>
<td>-100%</td>
</tr>
<tr>
<td>Website Visits</td>
<td>3,144</td>
<td>5,069</td>
<td>-38%</td>
</tr>
<tr>
<td>Website Pageviews</td>
<td>4,969</td>
<td>6,658</td>
<td>-25%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Month</th>
<th>Jan 2020- Dec</th>
<th>Jan 2019- Dec</th>
<th>% of change</th>
</tr>
</thead>
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<tr>
<td>Circulation</td>
<td>150,717</td>
<td>229,922</td>
<td>-34%</td>
</tr>
<tr>
<td>Library Visits</td>
<td>50,514</td>
<td>131,548</td>
<td>-61%</td>
</tr>
<tr>
<td>Reference Questions</td>
<td>11,245</td>
<td>16,863</td>
<td>-33%</td>
</tr>
<tr>
<td>Programs</td>
<td>115</td>
<td>620</td>
<td>-81%</td>
</tr>
<tr>
<td>Program Attendance</td>
<td>1,608</td>
<td>12,246</td>
<td>-87%</td>
</tr>
<tr>
<td>Overdrive</td>
<td>40,004</td>
<td>30,148</td>
<td>33%</td>
</tr>
</tbody>
</table>

* Due to the COVID-19 virus, the library closed to the public on March 14 and only essential staff reported until March 20. The library began curbside service on May 20 with limited amounts of staff reporting and reopened to the public with limited hours on July 6, 2020.

**Curbside and Greeter – December 2020**

<table>
<thead>
<tr>
<th>Books</th>
<th>DVDs</th>
<th>BOCD</th>
<th>CDs</th>
<th>Other</th>
<th>Total</th>
<th>Pickups</th>
</tr>
</thead>
<tbody>
<tr>
<td>612</td>
<td>82</td>
<td>20</td>
<td>20</td>
<td>26</td>
<td>761</td>
<td>335</td>
</tr>
</tbody>
</table>

**Virtual Program – December 2020**

<table>
<thead>
<tr>
<th>Program</th>
<th>Sessions</th>
<th>Views</th>
<th>Facebook Hits</th>
<th>Participants</th>
</tr>
</thead>
<tbody>
<tr>
<td>Storytimes</td>
<td>5</td>
<td>7</td>
<td>776</td>
<td>11</td>
</tr>
<tr>
<td>Family Programs (Lego, Minecraft)</td>
<td>2</td>
<td>N/A</td>
<td>N/A</td>
<td>9</td>
</tr>
<tr>
<td>Tween/Teen Chili Chapters with Valerie</td>
<td>8</td>
<td>34</td>
<td>953</td>
<td>50</td>
</tr>
<tr>
<td>Adult Programs (Painting night, book)</td>
<td>5</td>
<td>N/A</td>
<td>N/A</td>
<td>216</td>
</tr>
</tbody>
</table>
**RochesterWork/MCLS Workshops** - The Monroe County Library System presents “Getting ROC to Work” A series of skill-building workshops to help patrons start their job search or get back into the workforce. There will be two virtual programs per month through July 2021 on various topics given by RochesterWorks.

**Schedule a Story** - The Youth Services staff are now scheduling Zoom live storytimes. Parents fill out an online form [http://www.chililibrary.org/schedule-a-story.html](http://www.chililibrary.org/schedule-a-story.html), specify their child’s topic of interest, and choose from the list of times available.

**Black Lives Matter: An Antiracism Resource Page** - The MCLS Change Team for the St. Joseph’s Neighborhood Center Racial, Equity, Justice Initiative has compiled reading lists and resources for all ages regarding anti-racism, implicit bias, and social justice as an educational starting point for the community. [https://libraryweb.org/whats_new/black-lives-matter-an-anti-racism-resource-page/](https://libraryweb.org/whats_new/black-lives-matter-an-anti-racism-resource-page/) The link is also on the CPL web page.

**New Items:**

- **2020 Year in Review**: The Director will present a review of the past year’s accomplishments to the Library Board. The CPL Board viewed a PowerPoint presentation of 2020 achievements. An electronic copy will be sent to CPL Board members. Some highlights were CPL response to the Covid-19 crisis, new building preparation items and involvement in the community.

- **Approval to Acknowledge and Appropriate Friends of the Chili Public Library 2021 Donation for Programming** - The Friends of the Chili Public Library Board at their February 11, 2020 meeting approved a $6,500 donation to be deposited into the Library Fund. The Director requests the Library Board accept this donation to be placed in revenue account L2705.0000.9501 (Gifts & Donations Friends of the Library)

  **Action Item:** Accept Friends of the Chili Public Library 2021 Donation of $6,500 for programming.

  Sue Ackerman asked if there were any objections to the approve to Accept Friends of the Chili Public Library 2021 Donation of $6,500 for programming. Hearing none, the donation was approved by Unanimous Consent.

  The CPL Board thanks The Friends for this donation which is essential for many CPL programs to take place.

- **Approval to Reopening Library Building to the Public**: With COVID cases going down and the beginning of vaccines occurring, the Director requests the Library building reopen to the public Monday, February 1, 2021. The hours to be Mondays – Fridays 10am-6pm and Saturdays 10am-2pm. It is recommended there be limited public computer service and at this time no seating at the tables.

  **Action Item:** Reopen the Library Building as Described.

  Sue Ackerman asked if there were any objections to reopen the Library Building as Described. Hearing none, the reopening was approved by Unanimous Consent.
• **Approval of the Rochester Regional Library Council Special Project Grant Award**

WHEREAS, the Chili Public Library has been awarded a Rochester Regional Library System Special Project Grant to fund the Library's Mobile Maker Kits for Families project. NOW, THEREFORE, BE IT RESOLVED, for the 2021 Library Budget to increase the Library System Grant budget line 03.2760.0000.0000 by $3,360.00, and increase the expense account 03.7410.2000.0000 (Equipment) by $3,360.00. Items will be available to all in the system.  

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

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

Kudos to Librarian Cathy Kyle from the CPL Board for obtaining this grant.

• **Approval to Acknowledge and Appropriate $70,260.00 Transfer from CPL Foundation to the CPL Memorial Fund**

The Chili Public Library has been made aware the funds transferred in January 2020 from the CPL Memorial Fund to the CPL Foundation should have remained in the CPL Memorial Fund. Therefore the money has been transferred back to the CPL Memorial Fund less the two payments that were made by the CPL Foundation to Vargas Associates for furniture consultation.  

**Action Requested:** Approve to Acknowledge and Appropriate $70,260.00 Transferred from CPL Foundation Back to the CPL Memorial Fund.

Sue Ackerman asked if there were any objections to the approval to Acknowledge and Appropriate $70,260.00 Transferred from CPL Foundation Back to the CPL Memorial Fund. Hearing none, the transfer was approved by Unanimous Consent.

• **Approval Up to $65,000 from the CPL Memorial Fund to Purchase Furniture the New Chili Public Library.** The Town of Chili is building a new Community Center and the Library wishes to outfit the new library building with existing and new furniture and shelving. The Library Director has determined furniture and shelving specifications and requirements to meet the needs of the facility, and has secured bids from vendors for the purchase and installation of new shelving and furniture, and the tear down, relocation, and installation of existing furniture and shelving. The Library Director requests the Library Board approve up to $65,000 from the CPL Memorial Fund to purchase furniture for the new Chili Public Library building. Be it further resolved that the shelving and furniture being replaced in preparation for the new Library building is hereby declared to be surplus
shelving and furniture and that the Library Director is hereby authorized to dispose of said shelving and furniture.

**Action Requested:** Approve Up to $65,000.00 from the CPL Memorial Fund to Purchase Furniture for the New Chili Public Library.

Sue Ackerman asked if there were any objections to Approve Up to $65,000.00 from the CPL Memorial Fund to Purchase Furniture for the New Chili Public Library. Hearing none, it was approved by Unanimous Consent.

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

**State Items:**
- From the New York Library Association: Earlier this week, Governor Cuomo released his FY2021-2022 Executive Budget proposal. For the fifth straight year he has proposed to reduce funding for New York State libraries to $87 million statewide. The proposed funding is 7.5% less than what was in last years’ enacted state budget. This proposed cut fails to acknowledge the crucial role libraries serve in our communities, and the contributions they make to our state’s education system.

The Governor proposed statewide Library Construction aid of $14 million. This proposal is equivalent to that of last year’s enacted budget. However, as you may remember the State Library Construction Aid program was reduced by $20M last year. $14M is less than 1% of the community’s need. The State Division of Library Development estimates that library renovation and construction needs are $1.6B statewide.

Over 50% of public libraries in NYS are 60+ years old, and an additional 31% are 30+ years old. Investment in the Library Construction Aid program must be increased to address aging infrastructure, energy-inefficient buildings, and the evolving ways people use libraries.

An email letter advocating State funding for libraries can be sent via the New York Library Association website [www.nyla.org](http://www.nyla.org) under the NYLA’s Advocacy Center.

**Meetings:**
- Gates Chili Chamber of Commerce Golf Tournament Meeting – 12/22/20
- MCLS Directors Weekly Meeting – 12/23/20
- Vargas Associates Meeting – 12/29/20
- Vargas Associates Meeting – 1/5/21
- MCLS Directors Plan of Service Focus Group – 1/5/21
Committees: Personnel Committee: Jeff Stoiber outlined the procedure for Director Baker’s 2020 annual review. The Personnel Committee, comprised of Jeff Stoiber, Lori Hahn and Sara Landes, has added questions to the evaluation to reflect Director Baker’s handling of the pandemic’s impact on CPL. Jeff Stoiber will electronically send the CPL Board their part of the evaluation to be completed and returned to Jeff Stoiber by March 1, 2021.

Old Business: None

New Business: None

Review of the CPL Budget Spreadsheet and Memorial Fund Spreadsheet: is The Library Fund abstract amount is the total from a partial December 2020 amount and the January 2021 amount. Final numbers for 2020 are not all in. During monthly reports The CPL Board had been alerted to differences in expected line item budget spending due to Covid-19.

Approval Items:

- Approval of Library Fund Abstract amount of $6,571.04.
- Approval of Memorial Fund Expenditures amount of $42.12.
- Approval of Memorial Fund Donations: there were no donations.

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

Additional Comments from Audience: None

Hearing no objections, the meeting was adjourned @ 6:55pm.

Next meeting date/time: February 25, 2021 @ Chili Town Meeting Room. 6pm.
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Board of Trustees: Susan Ackerman (President), Jeffrey Stoiber (Vice President), Lorraine Ahearn (Secretary), James Lechner (Memorial Fund Treasurer), Vinny Dallo, Lori Hahn, Sara Landes,
Library Director: Jeff Baker
Town Liaison: Mary Sperr

Absent: None
Excused: Vinny Dallo

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

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

Approval of minutes of: Sue Ackerman asked if there were any objections to the approval of the minutes of January 28, 2021. Hearing none, the minutes were approved with Unanimous Consent.

Communications
- **Town Liaison:** A resolution was passed to amend the Town Budget to reflect the Special Projects Grant awarded to Chili Public Library by the Rochester Regional Library Council towards funding Mobile Maker Kits.
  The Town Board awarded the Architectural & Engineering contract to Barton & Loguidice for the design of a town park on #177 Archer Road.
  The Town of Chili will hold a public meeting on March 17, 2021, to consider repealing and replacing Town of Chili Chapter 500 Zoning code.

- **Guests/Public:** None Present

Director’s Report
- **It is announced with sadness** that John Collins passed away on February 9, 2021. John served as a CPL trustee from 1993 to 2003.

- **New Library Update:** The CPL Board was shown the latest sketch, prepared by Vargas Associates, of shelving and furniture placement in the new library. Vargas Associates has met with the CPL moving team and will supply all boxes and labels for the move. The new shelving should be arriving in mid-March. The expected opening date for the Chili Community Center is in the first part of May, barring any unexpected
Director Baker estimates that the breakdown of the current library and the move to the new library will necessitate the closing of the library for a month prior to the move. Plans will be communicated to the public through various channels, including social media.

- **CPL Staff Meeting:** There will be a full CPL staff meeting on March 5, 2021. Vargas Associates will attend the meeting. Lori Ahearn is the CPL Board representative.

**General Information:**
- **Friends of the CPL Board:** The Friends Board did not meet February 9, 2021. Their next meeting is March 9, 2021. Sara Landes will attend to represent the CPL Board.

- **Chili Public Library Foundation Board:** The CPL Foundation Board will next meet March 3, 2021.

**Statistics:**
* Due to the COVID-19 virus, the library closed to the public on March 14, 2020, and only essential staff reported until March 20, 2020. The library began curbside service on May 20, 2020, with limited amounts of staff reporting, and reopened to the public with limited hours on July 6, 2020. The library returned to curbside service only on December 14, 2020. It resumed open to the public on February 1, 2021.

<table>
<thead>
<tr>
<th>Month</th>
<th>January 2021*</th>
<th>January 2020</th>
<th>% of change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circulation</td>
<td>8,119</td>
<td>18,884</td>
<td>-57%</td>
</tr>
<tr>
<td>Library Visits</td>
<td>N/A Curbside</td>
<td>10,601</td>
<td>-100%</td>
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<tr>
<td>Reference Questions</td>
<td>704</td>
<td>1,520</td>
<td>-54%</td>
</tr>
<tr>
<td>Programs (in-house)</td>
<td>N/A</td>
<td>48</td>
<td>-100%</td>
</tr>
<tr>
<td>Program Attendance</td>
<td>N/A</td>
<td>701</td>
<td>-100%</td>
</tr>
<tr>
<td>Items Borrowed</td>
<td>773</td>
<td>1010</td>
<td>-23%</td>
</tr>
<tr>
<td>Items Loaned (holds)</td>
<td>1,096</td>
<td>988</td>
<td>11%</td>
</tr>
<tr>
<td>Overdrive</td>
<td>3,449</td>
<td>2,829</td>
<td>22%</td>
</tr>
<tr>
<td>Hoopla New Patrons</td>
<td>15</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Hoopla Unique</td>
<td>90</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Hoopla Circulation</td>
<td>264</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Meeting Room</td>
<td>N/A</td>
<td>80</td>
<td>-100%</td>
</tr>
<tr>
<td>Website Visits</td>
<td>3,927</td>
<td>3,328</td>
<td>18%</td>
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<tr>
<td>Website Pageviews</td>
<td>6,588</td>
<td>4,934</td>
<td>34%</td>
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<table>
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<th>Feb 2020- Jan 2021</th>
<th>Feb 2019- Jan 2020</th>
<th>% of change</th>
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<td>229,362</td>
<td>-39%</td>
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<tr>
<td>Library Visits</td>
<td>39,913</td>
<td>131,795</td>
<td>-70%</td>
</tr>
<tr>
<td>----------------</td>
<td>--------</td>
<td>---------</td>
<td>------</td>
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<tr>
<td>Reference Questions</td>
<td>10,429</td>
<td>16,959</td>
<td>-39%</td>
</tr>
<tr>
<td>Programs</td>
<td>67</td>
<td>623</td>
<td>-89%</td>
</tr>
<tr>
<td>Program Attendance</td>
<td>907</td>
<td>12,267</td>
<td>-93%</td>
</tr>
<tr>
<td>Overdrive</td>
<td>40,624</td>
<td>30,441</td>
<td>33%</td>
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Curbside – January 2021

<table>
<thead>
<tr>
<th>Books</th>
<th>DVDs</th>
<th>BOCD</th>
<th>CDs</th>
<th>Other</th>
<th>Total</th>
<th>Pickups</th>
</tr>
</thead>
<tbody>
<tr>
<td>1,532</td>
<td>141</td>
<td>36</td>
<td>20</td>
<td>72</td>
<td>1,804</td>
<td>762</td>
</tr>
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</table>

Virtual Program – December 2020

<table>
<thead>
<tr>
<th>Programs</th>
<th>Sessions</th>
<th>Views</th>
<th>Facebook Hits</th>
<th>Participants</th>
</tr>
</thead>
<tbody>
<tr>
<td>Storytimes</td>
<td>6</td>
<td>N/A</td>
<td>N/A</td>
<td>11</td>
</tr>
<tr>
<td>Family Programs (Lego, Minecraft)</td>
<td>2</td>
<td>767</td>
<td>1682</td>
<td>N/A</td>
</tr>
<tr>
<td>Tween/Teen Chili Chapters with Valerie</td>
<td>1</td>
<td>N/A</td>
<td>N/A</td>
<td>0</td>
</tr>
<tr>
<td>Adult Programs (Painting night, book discussion)</td>
<td>6</td>
<td>N/A</td>
<td>N/A</td>
<td>123</td>
</tr>
</tbody>
</table>

- **Collaboration with the Chili Lions Club** – On February 18, 2021, the Chili Library hosted a virtual informative program, Marvelous Microgreens, sponsored by the Chili Lions Club. They will collaborate to host Herb Gardening on March 18, 2021.

- **Story Spoons** – The Youth Services Department has added Story Spoons as a new Children’s collection available to check out! Parents and their children can act out the staff’s favorite stories with the main characters as spoons.

- **Anti-Racism Resource Page** – Recognizing February as African American History Month, the Library shared on its social media an anti-racism resource page link. The link shares information about the history of racism, identify its mechanisms and ways to actively dismantle them. The page was compiled by members of the Monroe County Library System Racial Equity & Justice Initiative Team.  
  [https://libraryweb.org/.../black-lives-matter-an-anti.../](https://libraryweb.org/.../black-lives-matter-an-anti...)
New Items:

- **Review Minimum Standards** – The Library Director will review the New York State New Minimum Standards for public libraries. The CPL Board received a copy of the NYLA Minimum Standards Comparison Chart in our packet. The Standards are a basis for the library’s long range plans. CPL has shown evidence of meeting the standards discussed. The CPL Board is developing a survey to determine the needs of CPL which will then be addressed by the Long Range Planning Committee. The CPL Board did some preliminary work on the survey during the last part of this meeting.

- **Action Item: Approval to allow Director Baker to determine hours of operation.** He will notify the CPL Board of any changes.

  Sue Ackerman asked if there were any objections to the approval of allowing Director Baker to determine hours of operation. Hearing none, it was approved by Unanimous Consent.

- **Approval to have the Library Board Meetings on March 25 and April 22 at 6pm in the Town Meeting Room**

  Action Item: Approve having the Library Board Meeting on March 25 and April 22 at 6pm in the Town Meeting Room.

  Sue Ackerman asked if there were any objections to the approval of having the Library Board Meeting on March 25 and April 22 at 6pm in the Town Meeting Room. Hearing none, the schedule was approved by Unanimous Consent.

- **Approval of CPL Wall Exhibit Policy and the Agreements with the Chili Art Group and Chili Town Historian** - The new Library building will have walls in the Reading Room to exhibit the pictorial history of Chili as provided by the Town Historian, and the talent of local artists as provided by the Chili Art Group. The Director requests approval of the updated Library Wall Exhibit Policy, and the agreements with the Chili Art Group and the Chili Town Historian to exhibit items in the Reading Room.

  Action Item: Approve of the Library Wall Exhibit Policy and the agreements with the Chili Art Group and the Chili Town Historian.

  Sue Ackerman asked if there were any objections to the approval of the Library Wall Exhibit Policy and the agreements with the Chili Art Group and the Chili Town Historian. Hearing none, the policies were approved by Unanimous Consent.

  Note: There will be no prices appearing on the art work but contact information will be supplied if requested.

MCLS Items:

- **Meeting with Senator Edward Rath III:** The Director, Library Trustees Jim Lechner, and Lori Ahearn took part in a virtual meeting with Senator Rath advocating for libraries on February 10, 2021.
State Items:
- **Library Advocacy Day** – Each February the Annual Library Advocacy is held in Albany. This year it will be held on February 26, 2021 and will be in virtual format, library advocates across New York will have the opportunity to engage with their community, peers, and legislative representatives.

Meetings:
- CPL Social Media Team Meeting – 1/29/21
- Vargas Associates Meeting – 2/1/21
- Chili Town Historian Meeting – 2/2/21
- Chili Art Group Meeting – 2/2/21
- CPL Foundation Meeting – 2/3/21
- MCLS Directors Weekly Meeting – 2/3/21
- Full Staff Zoom Meeting – 2/5/21
- Visit to New Library – 2/5/21
- Vargas Associates Meeting – 2/8/21
- Gates Chili Chamber of Commerce Golf Tournament Meeting – 2/9/21
- Gates Chili Chamber of Commerce Program Committee Meeting – 2/9/21
- Gates Chili Chamber of Commerce Board Meeting – 2/9/21
- CPL Foundation Committee Meeting – 2/9/21
- Meeting with Senator Rath – 2/9/21
- Ribbon Cutting Ceremony Plans Meeting – 2/17/21
- Gates Chili Chamber of Commerce Marketing Committee – 2/19/21
- Gates Chili Chamber of Commerce Program Committee Meeting – 2/21/21

Committees:
- **Jeff Stoiber** reminded the CPL Board to return Director Baker’s evaluation by March 1, 2021.
- Director Baker will arrange a meeting for the **CPL Long Range Planning Committee**.
- **The Policy Review Committee** will be meeting to review all current policies and procedures as part of an annual review. The date of the meeting is to be determined after the policies have all been printed.

Review of the CPL Budget Spreadsheet and Memorial Fund Spreadsheet: The System Library grant was posted. Medical Insurance came due twice in January 2021. A payment to Vargas Associates was made.

Approval Items:
- Approval of Library Fund Abstract amount of $27,960.33.
- Approval of Memorial Fund Expenditures amount of $5,066.63.
- Approval of Memorial Fund Donations amount of $620.00

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

Next meeting date/time: March 25, 2021, @ Chili Town Hall Meeting Room. 6:00pm.
Chili Public Library
Board of Trustees Meeting
Approved Minutes for March 25, 2021

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

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

Absent: None
Excused: Sara Landes

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

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

Approval of minutes of February 25, 2021: 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 of Chili held a public meeting on March 17, 2021, to consider repealing and replacing the Town of Chili Chapter 500 Zoning code. The Town of Chili is in good shape after going through the pandemic. The ribbon cutting for the new Chili Community Center is set for May 15, 2021, @ 11am.

- **Guests/Public:** None Present

Director’s Report
- **New Library Update:** The new shelving has arrived and is in the process of being installed. Everything is proceeding as planned. The staff will have the boxes and labels in the next few days. Movers will move the collection, boxes and equipment under the supervision of Vargas Associates.

- The CPL Board received electronic copies of all approval items prior to the Board meeting.

General Information:
- **Friends of the CPL Board:** The Friends Board did not meet March 9, 2021. Their next meeting is April 13, 2021. Sue Ackerman will attend to represent the CPL Board.
• Chili Public Library Foundation Board: The CPL Foundation Board will next meet April 7, 2021.

Statistics:

<table>
<thead>
<tr>
<th>Month</th>
<th>February 2021*</th>
<th>February 2020</th>
<th>% of change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circulation</td>
<td>12,085</td>
<td>18,250</td>
<td>-34%</td>
</tr>
<tr>
<td>Library Visits</td>
<td>5,397</td>
<td>10,368</td>
<td>-48%</td>
</tr>
<tr>
<td>Reference Questions</td>
<td>1,049</td>
<td>1,567</td>
<td>-33%</td>
</tr>
<tr>
<td>Programs (in-house)</td>
<td>N/A</td>
<td>49</td>
<td>-100%</td>
</tr>
<tr>
<td>Program Attendance</td>
<td>N/A</td>
<td>622</td>
<td>-100%</td>
</tr>
<tr>
<td>Items Borrowed</td>
<td>711</td>
<td>943</td>
<td>-25%</td>
</tr>
<tr>
<td>Items Loaned (holds)</td>
<td>859</td>
<td>845</td>
<td>2%</td>
</tr>
<tr>
<td>Overdrive</td>
<td>2,660</td>
<td>2,718</td>
<td>-2%</td>
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<tr>
<td>Hoopla New Patrons</td>
<td>7</td>
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<td>N/A</td>
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<tr>
<td>Hoopla Unique</td>
<td>74</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Hoopla Circulation</td>
<td>236</td>
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<td>N/A</td>
</tr>
<tr>
<td>Meeting Room</td>
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<td>-100%</td>
</tr>
<tr>
<td>Website Visits</td>
<td>3,332</td>
<td>3,518</td>
<td>-5%</td>
</tr>
<tr>
<td>Website Pageviews</td>
<td>5,047</td>
<td>5,154</td>
<td>-2%</td>
</tr>
</tbody>
</table>

<table>
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<tr>
<th>Month</th>
<th>Mar 2020- Feb</th>
<th>Mar 2019- Feb</th>
<th>% of change</th>
</tr>
</thead>
<tbody>
<tr>
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<td>228,910</td>
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</tr>
<tr>
<td>Library Visits</td>
<td>34,942</td>
<td>132,203</td>
<td>-74%</td>
</tr>
<tr>
<td>Reference Questions</td>
<td>9,911</td>
<td>17,006</td>
<td>-42%</td>
</tr>
<tr>
<td>Programs</td>
<td>18</td>
<td>615</td>
<td>-97%</td>
</tr>
<tr>
<td>Program Attendance</td>
<td>285</td>
<td>11,915</td>
<td>-98%</td>
</tr>
<tr>
<td>Overdrive</td>
<td>40,566</td>
<td>30,617</td>
<td>33%</td>
</tr>
</tbody>
</table>

* Due to the COVID-19 virus, the library closed to the public on March 14 and only essential staff reported until March 20. The library began curbside service only on May 20 with limited amounts of staff reporting and reopened to the public with limited hours on July 6, 2020. CPL returned to curbside only on December 14, 2020. Resumed open to the public February 1, 2-2021.

Curbside – February 2021

<table>
<thead>
<tr>
<th>Books</th>
<th>DVDs</th>
<th>BOCD</th>
<th>CDs</th>
<th>Other</th>
<th>Total</th>
<th>Pickups</th>
</tr>
</thead>
<tbody>
<tr>
<td>117</td>
<td>10</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>133</td>
<td>42</td>
</tr>
</tbody>
</table>

Virtual Program – December 2020

<table>
<thead>
<tr>
<th>Programs</th>
<th>Sessions</th>
<th>Views</th>
<th>Facebook Hits</th>
<th>Participants</th>
</tr>
</thead>
<tbody>
<tr>
<td>Storytimes</td>
<td>20</td>
<td>N/A</td>
<td>N/A</td>
<td>94</td>
</tr>
</tbody>
</table>
Herb Gardening Program– In the month of March the Library provided a variety of adult virtual informative programs. Topics ranged from ‘Working from Home’ to an ‘Herb Gardening’ program which over 50 participants had registered.

1000 Books Before Kindergarten Program – The Director will explain to the Library Board the collaboration the Library has with the area school districts to promote reading to children. The CPL Board packets included a copy of the CPL tracking sheet used by participants.

The Chili Public Library Tik Tok Account – The Library’s Marketing Team has created a Chili Public Library Tik Tok account. Tik Tok is a short-form, video sharing app. It is a new way for the Library to communicate with the tweens and teens. This is an example of using current technology trends to meet the needs of the community.

Chili Public Library New Building Occupancy Schedule – The Library Director will share with the Library Board the new Library building occupancy schedule as prepared by Vargas Associates.

New Items:

Approve Closure Dates of Chili Public Library in Preparation of Opening of the Chili Community Center – Based on the Chili Public Library new building occupancy schedule, the Library Director recommend the current library building be closed from Monday, April 19, 2021 until the grand opening date of the Chili Community Center of Saturday, May 15, 2021. During the time of closure shelves from the current building to be used in the new Library will be disassembled and set back up in the new building, and staff will be used to help move the collection and supplies over to the new building. A copy of the timeline for the move was included in the CPL Board packets.

Approve Closure Dates of the Chili Public Library as Described.

Sue Ackerman asked if there were any objections to approve the Closure Dates of the Chili Public Library as Described. Hearing none, the dates were approved by Unanimous Consent.

Approve Proposed Hours of the Chili Public Library – The Library Director recommends the Chili Public Library be open when the new Chili Community Center
opens to the public, with the schedule described below. These hours are consistent with other area libraries.

- Monday – Thursday 9:00 am-9:00 pm
- Friday and Saturday 9:00 am-5:00 pm
- Closed Sundays

**Approve the Proposed Hours as Described.**

**Sue Ackerman asked if there were any objections** to the approval of the Proposed Hours as Described. **Hearing none,** the Proposed Hours were approved by Unanimous Consent.

**Approval of Updated Library Wall Exhibit Policy** – The Library's Wall Exhibit policy, that was approved at the February 2020 Library Board meeting, has been changed to include an updated waiver statement.

**Action Item:** Approve the updated Library Wall Exhibit Policy.

**Sue Ackerman asked if there were any objections** to the approval of the updated Library Wall Exhibit Policy. **Hearing none,** the updated policy was approved by Unanimous Consent.

- **Approval of the Pinpoint Group Professional Services Agreement** – The CPL Library Director requests the library board approve the Professional Services Agreement from The Pinpoint Group for equipment and labor for moving into the new library building in the amount of $6,670. The professional services agreement includes shutting down, disconnecting, and preparing for the move of approximately 53 computers, monitors, and accessories, existing wireless access points for possible future use, servers, and network equipment and removal of unneeded equipment for disposal as needed. It also includes the move of servers and network equipment, installation in new racks and the setup of the new and moved computers and equipment to the new library. This further includes creating a new patron PC image with all the necessary patron software and configurations and making a system image which will be used to set up the remaining patron PCs. Other PCs will be set up, updated, and configured as needed for how they will be used.

**Action Requested: Approve the PinPoint Group Professional Services Agreement as presented.**

**Sue Ackerman asked if there were any objections** to the approval of the PinPoint Group Professional Services Agreement as presented. **Hearing none,** the PinPoint Service Agreement was approved by Unanimous Consent.

- **Approval of Computer Purchase** – The computers in the public areas of the Library are close to 10 years old and are in need of replacement. The Director requests the Library Board approve the purchase of approximately 53 computers,
monitors, and accessories from the PinPoint Group in the amount of $24,611.84, in preparation of the move to the new Library building.

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Quantity</th>
<th>Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Lenovo ThinkCentre M75q-1 Tiny</td>
<td>34</td>
<td>$590.96</td>
<td>$20,092.64</td>
</tr>
<tr>
<td></td>
<td>Hewlett Packard VH240a 23.8” monitor with tilt/height adjustment</td>
<td>26</td>
<td>$143.74</td>
<td>$3,737.24</td>
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<tr>
<td></td>
<td>Hewlett Packard M27ha 27” monitor with tilt/height adjustment</td>
<td>4</td>
<td>$195.49</td>
<td>$781.96</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td></td>
<td></td>
<td>$24,611.84</td>
</tr>
</tbody>
</table>

**Action Requested:** Approve the purchase of computers and equipment from the PinPoint Group not to exceed $24,611.84.

**Sue Ackerman asked if there were any objections to the approval of the purchase of computers and equipment from the PinPoint Group, not to exceed $24,611.84. Hearing none, the purchase of the computers and equipment was approved by Unanimous Consent.**

- **Approval of 2020 Chili Public Library State Annual Report** - Annually, the Chili Public Library must submit a State Annual Report to the Division of Library Development. The assurance that this “Annual Report” was reviewed and approved by the System Board is required. A summary of the report document will be reviewed at the April Library Board meeting and the full report will be available at the meeting. The report contained information discussed at previous CPL Board meetings.

  **Action Requested:** Approve the 2020 Chili Public Library State Annual Report.

  **Sue Ackerman asked if there were any objections to the approval of the 2020 Chili Public Library State Annual Report. Hearing none, the Annual Report was approved by Unanimous Consent.**

- **Approval of the 2021 Chili Public Library Personnel Policy** – The CPL Personnel Committee requests the Library Board approve the updated 2021 CPL Personnel Policy.

  **Action Requested:** Approve the 2021 CPL Personnel Policy as presented.

  **Sue Ackerman asked if there were any objections to the approval of the 2021 CPL Personnel Policy as presented. Hearing none, the Personnel Policy, as presented, was approved by Unanimous Consent.**

**MCLS Items:**
State Items:
• None to report.

Meetings:
- CPL Personnel Committee Meeting – 3/1/21
- Gates Chili Chamber of Commerce Golf Tournament Meeting – 3/2/21
- Chili Town Historian Meeting -3/2/21
- MCLS Director’s Council Meeting – 3/3/21
- CPL Foundation Meeting – 3/3/21
- Meeting with Mike’s Professional Cleaners – 3/4/21
- Full Staff Zoom Meeting – 3/5/21
- Meeting with Recreation Department Head – 3/5/21
- Gates Chili Chamber of Commerce Marketing Meeting – 3/5/21
- Vargas Associates Meeting – 3/8/21
- Gates Chili Chamber of Commerce Program Committee Meeting – 3/9/21
- Gates Chili Chamber of Commerce Board Meeting – 3/9/21
- MCLS Directors Weekly Meeting – 3/10/21
- Supervisor Meeting – 3/10/21
- Vargas Associates Meeting – 3/15/21
- Meeting with Highway Department Head - 3/16/21
- Ribbon Cutting Meeting – 3/17/21
- Meeting with PinPoint Group – 3/18/21
- Gates Chili Chamber of Commerce Marketing Team Meeting – 3/19/21
- Gates Chili Chamber of Commerce Golf Tournament Meeting – 3/22/21
- MCLS Directors Weekly Meeting – 3/24/21

Committees: The Personnel Committee presented the updated CPL Personnel Policy for CPL Board approval. The CPL Board gives kudos to the Personnel Committee for the updated personnel policy and the updated CPL director’s evaluation form.

Old Business: None

New Business: None

Review of the CPL Budget Spreadsheet and Memorial Fund Spreadsheet: Revenues from fines, fees and holds were close to the estimated amount. Due to shortened hours of operation, expenses for Personnel services was less than budgeted. An insurance payment was made.

Approval Items:
• Approval of Library Fund Abstract amount of $8,622.12.
• Approval of Memorial Fund Expenditures amount of $3,799.42.
• Approval of Memorial Fund Donations. There were no donations this month.
Sue Ackerman asked if there were any objections to the approval of the Library Fund Abstract and the Memorial Fund Expenditures. **Hearing none**, both were approved by Unanimous Consent.

Additional Comments from Audience: None

At 6:50 the meeting was adjourned to move to executive session to discuss Director Baker’s 2020 annual review.

The CPL Board reconvened at 7:00.

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

**Next meeting date/time: April 22, 2021 @ 6:00pm in the Chili Town Hall meeting room.**
Chili Public Library Mission Statement

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

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

Absent: None
Excused: None

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

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

Approval of minutes of: Sue Ackerman asked if there were any objections to the approval of the minutes for March 25, 2021. Hearing none, the minutes were approved with Unanimous Consent.

Communications

• Town Liaison: The ribbon cutting ceremony for the Chili Community Center will take place at 10am on May 15, 2021, by invitation only. The number of attendees is limited due to space restrictions. The public will be welcomed to the Community Center at 1:00pm. Due to Covid restrictions, the 2021 ChilE Fest will not take place. The American Legion will not hold a Memorial Day Parade this year. There will be a Town of Chili fireworks display on July 4, 2021.

• Guests/Public: None Present

Director’s Report

Library Move Update: The computers are scheduled to be hooked up in the new building next week. Currently the CPL staff is using mobile hot spots to access Wi-Fi. In general, all is going smoothly, although, as with anything new, little glitches have to be remedied. The CPL Board is invited to take a tour of the “old” library space after our Board meeting.

Director Baker expressed high praise for the CPL staff’s hard work and performance as the move is made from the current site to the new CPL building.
General Information:
- **Friends of the CPL Board:** The next Friends of the CPL Board Zoom meeting is May 11, 2021. Lori Ahearn will attend. Friends Board member Doug Van Putte has passed away.

- **Chili Public Library Foundation Board:** Lisa Tiffin from Roberts Wesleyan College is resigning from the Board to take on a new position in Vermont. Her expertise will be missed.

Statistics:

<table>
<thead>
<tr>
<th>Month</th>
<th>March 2021*</th>
<th>March 2020</th>
<th>% of change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circulation</td>
<td>15,369</td>
<td>11,546</td>
<td>33%</td>
</tr>
<tr>
<td>Library Visits</td>
<td>4,395</td>
<td>5,316</td>
<td>-17%</td>
</tr>
<tr>
<td>Reference Questions</td>
<td>1,062</td>
<td>828</td>
<td>28%</td>
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<td>Programs (in-house)</td>
<td>0</td>
<td>18</td>
<td>-100%</td>
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<tr>
<td>Program Attendance (in-house)</td>
<td>0</td>
<td>285</td>
<td>-100%</td>
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<tr>
<td>Items Borrowed (holds)</td>
<td>957</td>
<td>0</td>
<td>100%</td>
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<tr>
<td>Items Loaned (holds)</td>
<td>989</td>
<td>0</td>
<td>100%</td>
</tr>
<tr>
<td>Overdrive</td>
<td>3,363</td>
<td>3,188</td>
<td>5%</td>
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<tr>
<td>Hoopla New Patrons</td>
<td>6</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Hoopla Unique Patrons</td>
<td>82</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Hoopla Circulation</td>
<td>265</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Meeting Room</td>
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<td>44</td>
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<tr>
<td>Website Visits</td>
<td>3,579</td>
<td>2,191</td>
<td>63%</td>
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<td>Website Pageviews</td>
<td>5,490</td>
<td>4,803</td>
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<tr>
<td></td>
<td><strong>Apr 2020- Mar 2021</strong></td>
<td><strong>Apr 2019- Mar 2020</strong></td>
<td><strong>% of change</strong></td>
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<tr>
<td>Circulation</td>
<td>137,613</td>
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</tr>
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<td>Programs</td>
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<td>-100%</td>
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<tr>
<td>Program Attendance</td>
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<td>11,379</td>
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Overdrive

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<th>40,741</th>
<th>31,325</th>
<th>30%</th>
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Curbside – March 2021

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<thead>
<tr>
<th>Books</th>
<th>DVDs</th>
<th>BOCD</th>
<th>CDs</th>
<th>Other</th>
<th>Total</th>
<th>Pickups</th>
</tr>
</thead>
<tbody>
<tr>
<td>79</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>5</td>
<td>87</td>
<td>22</td>
</tr>
</tbody>
</table>

There have been many changes over the year.

Virtual Program – March 2021

<table>
<thead>
<tr>
<th>Programs</th>
<th>Sessions</th>
<th>Views</th>
<th>Facebook Hits</th>
<th>Participants</th>
</tr>
</thead>
<tbody>
<tr>
<td>Storytimes</td>
<td>25</td>
<td>N/A</td>
<td>N/A</td>
<td>94</td>
</tr>
<tr>
<td>Family Programs (Lego, Minecraft)</td>
<td>5</td>
<td>738</td>
<td>1,616</td>
<td>27</td>
</tr>
<tr>
<td>Tween/Teen Chili Chapters with Valerie</td>
<td>1</td>
<td>N/A</td>
<td>N/A</td>
<td>22</td>
</tr>
<tr>
<td>Adult Programs (Painting night, book discussion)</td>
<td>7</td>
<td>N/A</td>
<td>N/A</td>
<td>303</td>
</tr>
</tbody>
</table>

- **Personnel Update** – Rodger Mack part-time cleaner has resigned. Patty Bruno part-time Library Assistant has also resigned. CPL will use the same cleaning service that will be used by the Community Center.

New Items:

- **The Grand Opening** for the new Community Center is May 15, 2021. The Chili Public Library will open on Monday, May 17, 2021, following the previously approved hours of operation. **Action requested:** Approve the CPL May 17, 2021, opening date.

  Sue Ackerman asked if there were any objections to the approval of the new CPL May 17, 2021, opening date. **Hearing none,** the opening date was approved by Unanimous Consent.

- The Federal Library Services Act, LSA, funds have been given to MCLS for distribution to the member libraries. CPL will receive $1,636.00. **Action Requested:** Approve the disbursement of the 2021 LSA funds to CPL.

  Sue Ackerman asked if there were any objections to the approval of the disbursement of the 2021 LSA funds to CPL. **Hearing none,** the disbursement was approved by Unanimous Consent.
MCLS Items:
- None to report

State Items:
- From the New York Library Association - The NYS Budget for Fiscal Year 2021-2022 is now complete. The efforts of thousands of library advocates secured level funding for libraries.

**State Library Aid: $94.1M**
Governor Cuomo proposed a $7M cut in Library Aid in this year’s Executive Budget. The FY2021-22 enacted budget reversed this cut – total State Library Aid will be stable from last year at $94.1M.

**State Public Library Construction Aid: $34M**
The investment in the Library Construction Aid program was substantial, resuming the 2019 funding of $34M. This restoration is an acknowledgment of the critical need for library infrastructure support.

**Digital Inclusion Competitive Grants: $15M**
This newly established “program award(s) grants to eligible entities to establish and support digital inclusion programs.

 Such programs shall provide economically disadvantaged individuals and households in-person or remote supports including, but not limited to, access to affordable and robust broadband service, internet-enabled devices, training, and technical support.

 Eligible entities shall include local governments, not-for-profit organizations, municipal housing authorities, school districts, boards of cooperative education services, libraries and library systems, and other community-based organizations.”

NYLA will be working to ensure that libraries are well represented in the execution of this exciting new program.

**Targeted Aid: $23M**
The budget includes $23M ($5M Senate, $8M Assembly, $10M Governor) in targeted aid to school districts, public libraries, and not-for-profit institutions. NYLA will disseminate information on how to apply for this aid in the coming weeks.

**Meetings:**
- CPL Full Staff Meeting – 3/26/21
- Vargas Associates Meeting – 3/29/21
- Grand Opening Meeting – 3/31/21
- Meeting with Library Board President – 4/1/21
- CPL Full Staff Meeting – 4/2/21
Committees: None

Old Business: None

New Business: None

Review of the CPL Budget Spreadsheet and Memorial Fund Spreadsheet: There was a transfer of funds from the Memorial Fund to pay Vargas. The commercial cleaning services bill is on the spreadsheet. Currently we are paying for utilities in both locations. There were three pays periods in March.

Approval Items:

- Approval of Library Fund Abstract amount of $9663.17.
- Approval of Memorial Fund Expenditures amount of $3104.13
- Approval of Memorial Fund Donations amount of $120.00.

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

Additional Comments from Audience: None

Hearing no objections, the meeting was adjourned @ 6:39pm.

Next meeting date/time: Thursday, May 27, 2021 @ 6pm in the Chili Town Hall meeting room.
**Chili Public Library Mission Statement**

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

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

Absent: None
Excused: Lori Hahn, Sara Landers, Jeff Stoiber

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

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

**Approval of minutes** of April 22, 2021: 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**: None Present
- **Guests/Public**: None Present

**Director’s Report**

- The Library Director brought to the Library Board’s attention a trust fund called the Trummonds Fund recently created by an anonymous donor. The purpose of the fund is to give annual distributions to most of the Monroe County Library System member libraries to purchase supplemental circulating materials for the public. There are rules governing acceptance and accounting of these annual disbursements. The first disbursement will occur in 2022. Director Baker explained some of the rules governing acceptance of the annual disbursements. The CPL Board appreciates this anonymous donor.

- Library building: Christa Construction will provide additional lighting in the two study rooms. Director Baker will finish the building grant report for the final 10% of the funds.

**General Information:**

- **Friends of the CPL Board**: The next Friends of the CPL Board Zoom meeting is June 8, 2021. Jim Lechner will attend as the Friends CPL Board member.
• **Chili Public Library Foundation Board**: The next CPL Foundation Board Zoom meeting is June 2, 2021.

Statistics:

<table>
<thead>
<tr>
<th>Month</th>
<th>April 2021*</th>
<th>April 2020</th>
<th>% of change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circulation</td>
<td>10,439</td>
<td>3,897</td>
<td>168%</td>
</tr>
<tr>
<td>Library Visits</td>
<td>4,706</td>
<td>0</td>
<td>100%</td>
</tr>
<tr>
<td>Reference Questions</td>
<td>640</td>
<td>17</td>
<td>3665%</td>
</tr>
<tr>
<td>Programs (in-house)</td>
<td>0</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Program Attendance (in-house)</td>
<td>0</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Items Borrowed (holds)</td>
<td>238</td>
<td>0</td>
<td>100%</td>
</tr>
<tr>
<td>Items Loaned (holds)</td>
<td>479</td>
<td>0</td>
<td>100%</td>
</tr>
<tr>
<td>Overdrive</td>
<td>3,086</td>
<td>3,882</td>
<td>-21%</td>
</tr>
<tr>
<td>Hoopla New Patrons</td>
<td>5</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Hoopla Unique Patrons</td>
<td>92</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Hoopla Circulation</td>
<td>281</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Meeting Room</td>
<td>0</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Website Visits</td>
<td>3,636</td>
<td>2,290</td>
<td>59%</td>
</tr>
<tr>
<td>Website Pageviews</td>
<td>5,203</td>
<td>5,090</td>
<td>2%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>May 2020- Apr 2021</th>
<th>May 2019- Apr 2020</th>
<th>% of change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circulation</td>
<td>144,155</td>
<td>204,922</td>
<td>-30%</td>
</tr>
<tr>
<td>Library Visits</td>
<td>38,727</td>
<td>113,470</td>
<td>-66%</td>
</tr>
<tr>
<td>Reference Questions</td>
<td>10,768</td>
<td>14,962</td>
<td>-28%</td>
</tr>
<tr>
<td>Programs</td>
<td>0</td>
<td>522</td>
<td>-100%</td>
</tr>
<tr>
<td>Program Attendance</td>
<td>0</td>
<td>10,075</td>
<td>-100%</td>
</tr>
<tr>
<td>Overdrive</td>
<td>39,945</td>
<td>32,756</td>
<td>22%</td>
</tr>
</tbody>
</table>

* Due to the COVID-19 virus, the library closed to the public on March 14, 2020. The library began curbside service on May 20, 2020, with limited amounts of staff reporting and reopened to the public with limited hours on July 6, 2020. The library closed again to only curbside service again on December 14, 2020. Reopened again February 1, 2021. The
library closed completely on April 17, 2021, to pack and prepare for the move to the new Community Center.

Curbside – April 2021

<table>
<thead>
<tr>
<th>Books</th>
<th>DVDs</th>
<th>BOCD</th>
<th>CDs</th>
<th>Other</th>
<th>Total</th>
<th>Pickups</th>
</tr>
</thead>
<tbody>
<tr>
<td>19</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>19</td>
<td>5</td>
</tr>
</tbody>
</table>

Virtual Program – April 2021

<table>
<thead>
<tr>
<th>Programs</th>
<th>Sessions</th>
<th>Views</th>
<th>Facebook Hits</th>
<th>Participants</th>
</tr>
</thead>
<tbody>
<tr>
<td>Storytimes</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Family Programs (Lego, Minecraft)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Tween/Teen Chili Chapters with Valerie</td>
<td>1</td>
<td>N/A</td>
<td>N/A</td>
<td>25</td>
</tr>
<tr>
<td>Adult Programs</td>
<td>6</td>
<td>N/A</td>
<td>N/A</td>
<td>285</td>
</tr>
</tbody>
</table>

- **Ribbon Cutting and Grand Opening of the New Chili Community Center** – Dignitaries and public alike, along with the staff, gave overwhelmingly rave reviews of the new Chili Community Center. Library rooms the public made special note of were the Reading Room, the expanded Children’s Room with play area, the enclosed Teen area, and the updated and enlarged Makerspace Room.

- **Library’s Website Updated** – In conjunction with the Library moving into the new Chili Community Center, the Library has updated its website using a color scheme to match the walls and furniture of the new Library. The website also includes an updated FAQs page about the new building that has photographs. The CPL Board thought it was a well done update.

- **Library Polling Site** – The Library in its new location has been chosen by the Board of Elections to be a polling site for the June 22, 2021, primary election.

- **Personnel Update** – Sally Scott part-time Library Page has moved out of state and resigned.

**New Items:**

- **Approval of MCLS Document of Understanding** – The Director’s Council voted to endorse the MCLS Document of Understanding. The DOU covers 3 years (1/1/2022-12/31/2024). It needs to be endorsed and signed member libraries by September 1, 2021. This is a legal requirement.
  
  **Action Requested** – Approve the MCLS Document of Understanding covering the years (1/1/2022-12/31/2024).
The action was tabled until the June 2021, CPL Board meeting to give the CPL Board members time to read through the DOU. Director Baker will provide a copy of the previous document for those who would like to see what has been changed in the current DOU. In the past the DOU was a one year agreement.

- **Approval of Chili Public Library Food and Drink Policy** – The Director requests the Library approve the CPL Food and Drink Policy as described. The CPL Board received a copy of the Food and Drink Policy draft in their packets.
  
  **Action Requested** – Approve the CPL Food and Drink Policy

  **Sue Ackerman asked if there were any objections to the approval of the CPL Food and Drink Policy. Hearing none, the policy was approved by Unanimous Consent.**

- **Approval of the Purchase of Overhead Struts and Backstops from Library Interiors Inc for the Adult Fiction and Non Fiction Shelving** – The Adult Fiction and Non Fiction shelving was moved from the old Library to the new Library. In that they have been re-assembled in longer rows the director requests 11 overhead struts for a total of $363 be purchased for that shelving. In the old Library that shelving had makeshift wood rods as backstops for the books. There are metal backstops specifically made specifically for this shelving that needs to be purchased to match the backstops that is being used with the new Library shelving. The director requests 620 backstops be purchased for a total of $6,820. The freight for the purchase of the backstops and overhead struts is $405, for a total of $7,588.
  
  **Action Requested** – Approve the purchase of overhead struts and backstops from Library Interiors Inc. for the Adult Fiction and Non Fiction shelving for a total of $7,588.

  **Sue Ackerman asked if there were any objections to the approval of the purchase of overhead struts and backstops from Library Interiors Inc. for the Adult Fiction and Non Fiction shelving for a total of $7,588. Hearing none, the purchase of was approved by Unanimous Consent.**

**MCLS Items:**

- **No Longer Quarantining Materials** – Due to the decrease in COVID cases in Monroe County and after consultation with the Directors’ Council as well as System Staff, MCLS decided to drop the quarantine as a requirement for delivery. This went into effect Monday, May 17. The Library Director has followed suit and stopped the quarantine of materials returned to the Chili Public Library.

**State Items:**

None to report

**Meetings:**

- Bicentennial Meeting – 5/3/21
- CPL Foundation Board Meeting – 5/5/21
Committees: In their packets the CPL Board received the Chili Town budget calendar milestones to present the 2022 budget. The CPL Budget committee will begin meeting in June to discuss the 2022 CPL budget.

Old Business: None

New Business: None

Review of the CPL Budget Spreadsheet and Memorial Fund Spreadsheet: The payment to Vargas Associates appears on the spreadsheet. CPL received $470.00 for the sale of furniture from the old library. The cost of new computers and the half payment for the MCLS cost share are some expenses this month.

Approval Items:

- Approval of Library Fund Abstract amount of $63,523.66.
- Approval of Memorial Fund Expenditures amount of $2,552.50.
- Approval of Memorial Fund Donations. There were no donations to the Memorial Fund.

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

Additional Comments from Audience: None

The meeting was adjourned @ 6:48pm to go to Executive session to discuss personnel issues.

The meeting was reconvened @ 6:58pm.

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

Next meeting date/time: June 22, 2021 @ 6pm in the Chili Public Library Ireland Community Room.
Chili Public Library
Board of Trustees Meeting
Approved Minutes for June 22, 2021

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

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

Absent: None
Excused: Lorraine Ahearn

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

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

Approval of minutes of May 27, 2021: 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: Only raving comments on new facility. Financial report from external auditor, only comment was to review possible vulnerability to IT. Sunday night July 4th, fireworks at dusk. Bicentennial committee has met several times, generating lots of ideas, Fall newsletter will have more information.
• Guests/Public: None Present

Director’s Report

General Information:
• No more face masks per Town Supervisor if vaccinated. No limit on gathering size nor social distancing. Programming will beginning to return to in person with new town COVID guidelines.

• Friends of the CPL Board: The next Friends of the CPL Board Zoom meeting is July 13, 2021.

• Chili Public Library Foundation Board: The next CPL Foundation Board Zoom meeting is June 28, 2021. The Board is seeking candidates to fill four vacancies.
### Statistics:

<table>
<thead>
<tr>
<th>Month</th>
<th>May 2021*</th>
<th>May 2020</th>
<th>% of change</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Circulation</strong></td>
<td>8,967</td>
<td>5,177</td>
<td>73%</td>
</tr>
<tr>
<td><strong>Library Visits</strong></td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Reference Questions</strong></td>
<td>440</td>
<td>20</td>
<td>2,100%</td>
</tr>
<tr>
<td><strong>Programs (in-house)</strong></td>
<td>0</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td><strong>Program Attendance (in-house)</strong></td>
<td>0</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td><strong>Items Borrowed (holds)</strong></td>
<td>307</td>
<td>0</td>
<td>100%</td>
</tr>
<tr>
<td><strong>Items Loaned (holds)</strong></td>
<td>673</td>
<td>0</td>
<td>100%</td>
</tr>
<tr>
<td><strong>Overdrive</strong></td>
<td>3,102</td>
<td>4,054</td>
<td>-23%</td>
</tr>
<tr>
<td><strong>Hoopla New Patrons</strong></td>
<td>9</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Hoopla Unique Patrons</strong></td>
<td>78</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Hoopla Circulation</strong></td>
<td>240</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Meeting Room</strong></td>
<td>7</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td><strong>Website Visits</strong></td>
<td>4,286</td>
<td>2,459</td>
<td>74%</td>
</tr>
<tr>
<td><strong>Website Pageviews</strong></td>
<td>6,642</td>
<td>4,719</td>
<td>41%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>June 2020- May 2021</th>
<th>June 2019- May 2020</th>
<th>% of change</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Circulation</strong></td>
<td>148,275</td>
<td>191,962</td>
<td>-23%</td>
</tr>
<tr>
<td><strong>Library Visits</strong></td>
<td>38,727</td>
<td>102,952</td>
<td>-62%</td>
</tr>
<tr>
<td><strong>Reference Questions</strong></td>
<td>11,188</td>
<td>13,671</td>
<td>-18%</td>
</tr>
<tr>
<td><strong>Programs</strong></td>
<td>0</td>
<td>480</td>
<td>-100%</td>
</tr>
<tr>
<td><strong>Program Attendance</strong></td>
<td>0</td>
<td>9,366</td>
<td>-100%</td>
</tr>
<tr>
<td><strong>Overdrive</strong></td>
<td>38,993</td>
<td>34,223</td>
<td>14%</td>
</tr>
</tbody>
</table>

* Due to the COVID-19 virus, the library closed to the public on March 14, 2020. The library began curbside service on May 20, 2020, with limited amounts of staff reporting and reopened to the public with limited hours on July 6, 2020. The library closed again to only curbside service again on December 14, 2020. Reopened again February 1, 2021. The library closed completely on April 17, 2021, to pack and prepare for the move to the new Community Center. The library reopened to the public on May 15, 2021.

** The electronic people counter in the new library has not been set up yet.
Virtual Program – May 2021

<table>
<thead>
<tr>
<th>Programs</th>
<th>Sessions</th>
<th>Views</th>
<th>Facebook Hits</th>
<th>Participants</th>
</tr>
</thead>
<tbody>
<tr>
<td>Storytimes</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Family Programs (Lego, Minecraft)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Tween/Teen Chili Chapters with Valerie</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
<td>0</td>
</tr>
<tr>
<td>Adult Programs (Painting night, book discussion)</td>
<td>4</td>
<td>N/A</td>
<td>N/A</td>
<td>134</td>
</tr>
</tbody>
</table>

- **25th Annual Gates Chili Chamber of Commerce Golf Tournament** – This year’s fundraiser for the Chili and Gates libraries will be held on Monday, July 26, 2021 at the Brook-Lea Country Club. Registration for golfing and/or attending the dinner is found on the Chamber’s website.

- **2020 Annual Report to the Community** – The Library Director will review the 2020 Annual Report to the Community.

- **Library Polling Site** – The Library in its new location has been chosen by the Board of Elections to be a polling site for the June 22, 2021, primary election.

- **Personnel Update** – Miranda McGrath has been hired as a part-time Librarian I, starting July 5, 2021. Previously her position had been part-time Librarian Trainee.

**New Items:**

- **Approval of MCLS Document of Understanding** – The Director’s Council voted to endorse the MCLS Document of Understanding. The DOU covers 3 years (1/1/2022-12/31/2024). It needs to be endorsed and signed member libraries by September 1, 2021. The action was tabled at the May meeting until the June 2021, CPL Board meeting to give the CPL Board members time to read through the DOU. Director Baker will provide a copy of the previous document for those who would like to see what has been changed in the current DOU. In the past the DOU was a one year agreement.

  **Action Requested** – Approve the MCLS Document of Understanding covering the years (1/1/2022-12/31/2024).

  Sue Ackerman asked if there were any objections to the approval of the MCLS Document of Understanding. Hearing none, the policy was approved by Unanimous Consent.
• **Approval of Code of Conduct Revision** – The Director recommends the Code of Conduct be updated to include the following statement:

> Service animals are welcome in the library. Pets are not permitted in the library. A service animal is a dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability. A service animal is not a pet. An “Emotional Support Animal” and/or an animal which provides a person with emotional support, well-being, comfort, or companionship is considered to be a pet and therefore not permitted inside the library. An “Emotional Support Animal” does not constitute a “service animal”.

**Action Item:** Approve the revision to the Chili Public Library Code of Conduct

Sue Ackerman asked if there were any objections to the approval of the CPL Code of Conduct Revision. **Hearing none**, the policy was approved by Unanimous Consent.

• **Approval to order picture book frames** - The Director requested approximately $9,261.33k for 14 frames to house picture books in the Children’s section of the library.

**Action Item:** Approved the ordering of picture book shelves, approximate quote at $9,261.33.

Sue Ackerman asked if there were any objections to the approval of the ordering of picture book shelves. **Hearing none**, the ordering was approved by Unanimous Consent.

• **2022 CPL Draft Budget and MCLS Costshare Documents Review** – The Director will review the 2022 draft budget and a document created by the Monroe County Library System Office that best illustrates the revenue and expenditures of MCLS, including the Library’s 2022 Cost Share.

• **Wheel Chair Donated:** Westside Medical Supply donated a wheel chair to the Rotary Club and they donated the chair to the library.

• **Room reservation policy:** The Senior Center and Recreation Department has an approved reservation policy. The director recommends the Library rooms be only used for library activities until the Board has the opportunity to review and recommend.

MCLS Items:
• None to report

State Items:
• None to report
Meetings:

- Senior Center Meet & Greet – 6/1/21
- Directors’ Council Meeting – 6/2/21
- CPL Foundation Board Meeting – 6/2/21
- Gates Chili Chamber of Commerce Golf Tournament Meeting – 6/4/21
- CPL Full Staff Meeting – 6/4/21
- Gates Chili Chamber of Commerce Board Meeting – 6/8/21
- Friends of the Chili Public Library Board Meeting – 6/8/21
- Gates Chili Chamber of Commerce Golf Tournament Meeting – 6/9/21
- Gates Chili Chamber of Commerce Friday Mingle – 6/11/21
- Gates Chili Chamber of Commerce Golf Tournament Meeting – 6/16/21
- Gates Chili Chamber of Commerce Golf Tournament Meeting – 6/22/21

Committees: The Director met with the CPL Trustee Budget Committee (Lori H., Jim, and Sara) June 21, 2021, via zoom, to review the draft CPL 2022 Budget Proposal as well as the Draft CPL Proposed 2022 Pay Rates.

Certain budget projections (pension, utilities, water) will be updated by the Town Finance Manager, and end of year projections will be updated over the next several months, as we get more months behind our belt.

Modifications will be made, due to Board meeting discussion and anticipated additional staff discussion and emailed to Board prior to July meeting.

It is the goal of the Library Board to approve a 2022 Budget Proposal at the July meeting.

Old Business: None

New Business: None

- Review of the CPL Budget Spreadsheet and Memorial Fund Spreadsheet: $57K is for furniture that wasn’t covered by grant. Difference previously approved by Board. Paid in Full the move management and Vargas Associates.

Approval Items:

- Approval of May Library Fund Abstract amount of $19,428.40.
- Approval of Memorial Fund Expenditures amount of $57,816.87.
- Approval of Memorial Fund Donations. There were no donations to the Memorial Fund.

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

Additional Comments from Audience: None

Hearing no objections, the meeting was adjourned @ 7:19pm.

Next meeting date/time: July 27, 2021 @ 6pm in the Chili Public Library Ireland Community Room.
Chili Public Library
Board of Trustees Meeting
Approved Minutes for July 27, 2021

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

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

Absent: None
Excused: Lori Hahn

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

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

Approval of minutes of June 22, 2021: Sue Ackerman asked if there were any objections to the approval of the minutes from June 22, 2021. Hearing none, the minutes were approved with Unanimous Consent.

Communications
- Town Liaison: Mary Sperr discussed the Town of Chili’s Bicentennial plans. The schedule of events is attached to the last page of these minutes.
- Guests/Public: None Present

Director’s Report
(Please note: All documents to be discussed were electronically sent to the CPL Board prior to the meeting. Documents amended during the meeting were electronically sent to CPL Board members).

- At a future meeting the CPL Board will discuss the procedures if CPL chooses to offer the option of reserving the CPL Ireland Community Room. The Chili Community Reservation Procedure document was included in the CPL Board packets for the Board to review.

- Director Baker shared with the Library Board that neighboring libraries have eliminated their hold fees. Due to budgetary considerations CPL is maintaining hold fees, except for items put on hold that from the CPL collection.

General Information:

Friends of the CPL Board: The next Friends of the CPL Board meeting is August 10, 2021. Sara Landes has volunteered to attend. The Friends are now accepting two bags or boxes of donations per patron.
• Chili Public Library Foundation Board: The next CPL Foundation Board meeting is June 28, 2021.

Statistics:

<table>
<thead>
<tr>
<th>Month</th>
<th>June 2021</th>
<th>June 2020</th>
<th>% of change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circulation</td>
<td>19,636</td>
<td>7,245</td>
<td>171%</td>
</tr>
<tr>
<td>Library Visits*</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Reference Questions</td>
<td>1,518</td>
<td>270</td>
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</tr>
<tr>
<td>Programs (in-house)</td>
<td>1</td>
<td>0</td>
<td></td>
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<tr>
<td>Program Attendance (in-house)</td>
<td>16</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Items Borrowed (holds)</td>
<td>791</td>
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<tr>
<td>Items Loaned (holds)</td>
<td>890</td>
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<td>100%</td>
</tr>
<tr>
<td>Overdrive</td>
<td>2,915</td>
<td>3,794</td>
<td>-23%</td>
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<td>Hoopla New Patrons</td>
<td>12</td>
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<td>Hoopla Unique Patrons</td>
<td>89</td>
<td>91</td>
<td>-2%</td>
</tr>
<tr>
<td>Hoopla Circulation</td>
<td>262</td>
<td>280</td>
<td>-6%</td>
</tr>
<tr>
<td>Meeting Room</td>
<td>49</td>
<td>0</td>
<td>100%</td>
</tr>
<tr>
<td>Website Visits</td>
<td>4,247</td>
<td>4,283</td>
<td>-1%</td>
</tr>
<tr>
<td>Website Pageviews</td>
<td>6,781</td>
<td>7,181</td>
<td>-6%</td>
</tr>
<tr>
<td>Curbside</td>
<td>1</td>
<td>0</td>
<td>100%</td>
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</table>

<table>
<thead>
<tr>
<th></th>
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<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>Circulation</td>
<td>160,666</td>
<td>182,231</td>
<td>-12%</td>
</tr>
<tr>
<td>Library Visits</td>
<td>38,727</td>
<td>93,610</td>
<td>-59%</td>
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<tr>
<td>Reference Questions</td>
<td>12,436</td>
<td>12,741</td>
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<tr>
<td>Programs</td>
<td>1</td>
<td>429</td>
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<td>Program Attendance</td>
<td>16</td>
<td>7,331</td>
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<td>38,114</td>
<td>35,482</td>
<td>7%</td>
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<td>Hoopla Circulation</td>
<td>2,781</td>
<td>280</td>
<td>893%</td>
</tr>
</tbody>
</table>

*The electronic people counter in the new library has not been set up yet.

Virtual Program – May 2021

<table>
<thead>
<tr>
<th>Programs</th>
<th>Sessions</th>
<th>Participants</th>
</tr>
</thead>
<tbody>
<tr>
<td>Storytimes</td>
<td>7</td>
<td>24</td>
</tr>
</tbody>
</table>
- **25th Annual Gates Chili Chamber of Commerce Golf Tournament** – This year’s fundraiser for the Chili and Gates libraries was held Monday, July 26, 2021. The Library Director will share with the Library Board the results of the fundraiser. The Tournament was a successful event. Proceeds are in line with prior years. A final Tally will be reported at a later date.

- **Chili Public Library Summer Reading Program – Tails and Tales!**

**For Children**

When they read 20 minutes a day during the following weeks:
- Jul 11-17: fiction
- Jul 18-24: biography
- Jul 25-31: fairy Tale
- Aug 1-7: audio book
- Aug 8-14: graphic novel
- Aug 15-21: non-fiction

For each of week 20 minutes a day read, the children receive a bead and if they read the special category they get a special bead and some weeks a free book!

At the end of the summer, the Library will be raffling off these prizes:
- Rochester Museum and Science Center tickets (donated by the RMSC)
  - Seneca Park Zoo tickets (donated by Seneca Park Zoo)
  - Genesee Country Village and Museum tickets (donated by GCV&M)
  - Girl’s Bike (donated by the Chili Tompkins Bank of Castile)
  - Boy’s Bike (donated by the St Pius X Federal Credit Union)
  - Unicorn themed gift box
  - Movie themed gift box
  - Dinosaur themed gift box
Teens and Adults

No registration required. They pick up at the library raffle tickets they fill out each time they read 167 pages a week. The Chili Library will be giving away different themed boxes at the end of this summer. For the adults: Cooking, Gardening, Car Care, Movie Night, Coffee, Pampering. For the teens: Celestial Theme, Movie Night, Beauty Queen, Sorry I have Plants this Weekend, Aspiring Artist, Health and Fitness

- **Wheelchair Donated to the Library** – The wheelchair was graciously donated by the Gates-Chili Rotary and Westside Medial Supply. The wheelchair is available at the library for the convenience and safety of our patrons.

New Items:

- **Approval of the 2022 Chili Public Library Proposed Budget** – The Library Director's 2022 Budget request will be presented to the Library Board. The library's 2022 budget request needs to be approved at the July Library Board meeting. Once proved the budget proposal will be forwarded to the Chili Supervisor.
  
  **Action Requested** – Approve the 2022 Chili Public Library Proposed Budget Request as amended.

  On July 22, 2021, Director Baker and the CPL Board president Ackerman had a preliminary discussion with Supervisor Dunning about the CPL proposed 2022 budget where Mr. Dunning emphasized concerns about the State tax cap. The CPL Board reviewed the CPL 2022 proposed budget with these concerns in mind while strongly supporting what is essential to maintaining the quality service CPL provides to the residents of Chili.

  Sue called the motion to approve the proposed 2022 Chili Public Library budget request as amended. Motion made by Jim Lechner; 2nd by Vinny Dallo. In Favor: 6; Opposed: 0; Abstained: 0.

- **Approval of Long-Range Plan Survey** – The CPL Long Range Plan Committee has created a survey to be given to the public in order to better serve our patrons.
  
  **Action Requested** – Approve the survey to be distributed via social media and in print.

  Please see comments under committee reports.

  Sue Ackerman asked if there were any objections to the approval of the distribution of the Long-Range Plan survey as amended, via social media and in print. Hearing none, distribution was approved by Unanimous Consent.
MCLS Items:

- None to report

State Items:

- None to report

Meetings:

- MCLS Directors Meeting – 6/23/21
- CPR/AED Training – 6/24/21
- Gates Chili Chamber of Commerce Program Committee Meeting – 6/29/21
- Gates Chili Chamber of Commerce Golf Tournament Meeting – 6/30/21
- CPL Full Staff Meeting – 7/2/21 CPL
- Long Range Plan Meeting – 7/6/21
- Gates Chili Chamber of Commerce Golf Tournament Meeting – 7/7/21
- Directors’ Council Meeting – 7/7/21
- Gates Chili Chamber of Commerce Ribbon Cutting – 7/8/21
- CPL Long Range Plan Meeting – 7/13/21
- CPL Budget Subcommittee Meeting – 7/13/21
- Friends of the Chili Public Library Board Meeting – 7/13/21
- Town of Chili Bicentennial – 7/15/21
- Gates Chili Chamber of Commerce Golf Tournament Meeting – 7/20/21
- Gates Chili Chamber of Commerce Program Committee Meeting – 7/20/21 2022
- Budget Meeting – 7/22/21
- 25th Annual Gates Chili Chamber of Commerce Golf Tournament – 7/26/21

Committees: Long Range Planning Committee – The planning committee presented the Chili Library Strategic Planning Survey Draft to the CPL Board. The CPL Board edited the document and then, as amended, it was put before the CPL Board for approval to distribute.

Old Business: None

New Business: None

Review of the CPL Budget Spreadsheet and Memorial Fund Spreadsheet: Power packs for patron use to charge devices were purchased.
Approval Items:

- Approval of Library Fund Abstract amount of $15,071.86.
- Approval of Memorial Fund Expenditures amount of $1,521.99.
- Approval of Memorial Fund Donations. There were no donations this month.

- Sue Ackerman asked if there were any objections to the approval of the Library Fund Abstract and Memorial Fund Expenditures. 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: August 24, 2021 @ 6pm in the Chili Public Library Ireland Community Room.

Announcing Chili’s Bicentennial Celebrations for 2022 (1822-2022)

February 22 - Town Board Meeting celebrating the date that NYS incorporated Chili as a town and ceremony unveiling a Historical Marker Sign at Town Hall explaining the founding of Chili.

March 5 - Bicentennial Gala Dinner Dance at Jack's Place, Chili Country Club

April - Chili Business Month

April 24-30 - Chili Restaurant Week

May 6 - 200 Painting Rocks Event

May - Historic Scavenger Hunt across Chili

Weekend of June 25 - Chili Fest parade, festival & fireworks

October 1 - Founders' Day 5K, Family Walk & Picnic at Davis Park

A timeline of Chili's History will be on display at the library and online throughout the year.

Be on the lookout for our bicentennial social media presence coming in January of 2022 and check the town's website for more information.

Motion made by; 2nd.
In Favor: 7; Opposed: 0; Abstained: 0.
Sue Ackerman asked if there were any objections to the approval of. Hearing none, approved by Unanimous Consent.
Chili Public Library
Board of Trustees Meeting
Approved Minutes for August 24, 2021

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

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

Absent: None
Excused: Lorraine Ahearn, Vinny Dallo

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

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

Approval of minutes of July 27, 2021: Sue Ackerman asked if there were any objections to the approval of the minutes. Hearing none, the minutes were approved with Unanimous Consent.

Communications
• Town Liaison: The Chili Fire Department is having a 20th Anniversary of 9/11 Event at 6pm on 9/11. The town passed a resolution to purchase Zoning Software for community use. Bicentennial signage for the Library and Senior Center has been ordered.
• Guests/Public: None Present

Director’s Report

General Information:

• Friends of the CPL Board: The next Friends of the CPL Board meeting is September 14, 2021. Jeff Stoiber has volunteered to attend. The Library will host the next MCLS Friends Council meeting in October. The next Friends Fall Book Sale. Friends Preview - Wednesday, September 29 from 4pm-8pm. General Public - Thursday, September 30 from noon-8pm, Friday, October 1 from 9am-4pm, Saturday, October 2 from 9am-4pm. $5 Bag Sale - Sunday, October 3, from 1pm-4pm

• Chili Public Library Foundation Board: The next CPL Foundation Board meeting is September 1, 2021.
### Statistics:

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<th>Month</th>
<th>July 2021*</th>
<th>July 2020</th>
<th>% of change</th>
</tr>
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<tbody>
<tr>
<td>Circulation</td>
<td>24,511</td>
<td>14,123</td>
<td>74%</td>
</tr>
<tr>
<td>Library Visits*</td>
<td>N/A</td>
<td>3,737</td>
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<td>Reference Questions</td>
<td>1,752</td>
<td>1,119</td>
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<tr>
<td>Programs (in-house)</td>
<td>33</td>
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</tr>
<tr>
<td>Program Attendance (in-house)</td>
<td>426</td>
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<td>100%</td>
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<tr>
<td>Items Borrowed (holds)</td>
<td>823</td>
<td>667</td>
<td>23%</td>
</tr>
<tr>
<td>Items Loaned (holds)</td>
<td>1,138</td>
<td>831</td>
<td>37%</td>
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<tr>
<td>Overdrive</td>
<td>3,187</td>
<td>3,260</td>
<td>-2%</td>
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<tr>
<td>Hoopla New Patrons</td>
<td>10</td>
<td>19</td>
<td>-47%</td>
</tr>
<tr>
<td>Hoopla Unique Patrons</td>
<td>82</td>
<td>79</td>
<td>4%</td>
</tr>
<tr>
<td>Hoopla Circulation</td>
<td>249</td>
<td>230</td>
<td>8%</td>
</tr>
<tr>
<td>Meeting Room</td>
<td>40</td>
<td>0</td>
<td>100%</td>
</tr>
<tr>
<td>Website Visits</td>
<td>4,680</td>
<td>4,131</td>
<td>13%</td>
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<tr>
<td>Website Pageviews</td>
<td>7,293</td>
<td>6,762</td>
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<table>
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<tr>
<th>Month</th>
<th>Aug 2020- Jul 2021</th>
<th>Aug 2019- Jul 2020</th>
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<tr>
<td>Circulation</td>
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<td>171,467</td>
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<td>Library Visits</td>
<td>34,990</td>
<td>83,786</td>
<td>-58%</td>
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<tr>
<td>Reference Questions</td>
<td>13,069</td>
<td>12,201</td>
<td>7%</td>
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<tr>
<td>Programs</td>
<td>34</td>
<td>374</td>
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<tr>
<td>Program Attendance</td>
<td>442</td>
<td>6,088</td>
<td>-93%</td>
</tr>
<tr>
<td>Overdrive</td>
<td>38,041</td>
<td>36,107</td>
<td>5%</td>
</tr>
<tr>
<td>Hoopla Circulation</td>
<td>2,800</td>
<td>510</td>
<td>449%</td>
</tr>
</tbody>
</table>

*The electronic people counter in the new library has not been set up yet. Due to the COVID-19 virus, the library closed to the public on March 14, 2020. The library began curbside service on May 20, 2020 with limited amounts of staff reporting and reopened to the public with limited hours on July 6, 2020. The library closed again to only curbside service again on December 14, 2020. Reopened again February 1, 2021. The library closed completely on April 17, 2021 to pack and prepare for the move to the new Community Center which occurred on May 15, 2021.
Virtual Program

<table>
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<tr>
<th>Adult Programs</th>
<th>Sessions</th>
<th>Participants</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2</td>
<td>52</td>
</tr>
</tbody>
</table>

- **Results of the 25th Annual Golf Tournament & Dinner Auction** – $6,135.77 was raised for the Chili Public Library at the Golf Tournament. The Chamber will present the check to the Friends of the Chili Public Library at the Chamber’s annual meeting in November. The Director has received approval for the funds to be used to purchase needed additional picture book shelving in the Children’s Room.

- **Town Budget Workshop** - The Library’s Town Board Budget Workshop is scheduled for Thursday, September 2nd at 5pm.

- **New Library Cards Issued!** – For the month of July the Library issued 175 new Library cards. The usual amount of Library cards issued during this time of year is between 60 to 70 library cards.

**New Items:**

- **Library Street Sign** - After a patron turns onto Old Scottsville Chili Road from Chili Avenue, on the right they will see a 24” green library street sign with an arrow pointing to the left. In the opposite direction when they are on Old Scottsville Chili Road driving toward Chili Avenue, on the right they will see another 24” green library street sign with an arrow pointing to the right. These signs will help patrons find the library.

- **Personnel Update** – Madeline Warburton has resigned her part time Library Page position. Alivia Amering has been hired as a part time Library Page effective June 21, 2021. Faith Walter has been hired as a part time Library Page effective July 12, 2021. Elizabeth Kurz Michel has been hired as a part time Teen Clerk effective August 16, 2021. Alexander Keller has been hired as a part time Library Assistant effective August 17, 2021.

- **Library Building Update** – This past month the Library Director has seen the installation of three overhead struts for the Adult Fiction and Non Fiction area to better secure the shelving. Library staff have also been finishing putting metal backstops that were purchased for the Adult Fiction and Non Fiction shelving.
• **Library Signage** – It has been three months now the Library has been in the new building. Based on patron feedback and observing how the new Library is being used the Director has determined what additional signage is needed for the Library. He will review his thoughts on the topic at the Library Board meeting.

• **Ireland Room Reservation Procedure** – In that the Library is part of the Chili Community Center the Library Director recommends the Ireland Room follow the same room reservation procedure as is followed in reserving the Senior Center and Recreation Center rooms. It is recommended the price to reserve the Ireland Room is $20/hour for resident/members, and $50/hour for non-resident/business/organization. The Library will have priority in reserving the room for its programs. Procedure discussed action tabled until next month for further review.

**MCLS Items:**

• **September MCLS Directors’ Council Meeting** – The first in-person meeting the MCLS Directors will have since the beginning of 2020 will be at the Chili Public Library in September.

• **September MCLS Children’s Librarians Meeting** - The first in-person meeting the MCLS Children’s Librarians will have since the beginning of 2020 will be at the Chili Public Library in September.

• **Annual MCLS Legislative Thank You Breakfast** – The MCLS Legislative Annual Legislative Thank You Breakfast is tentatively scheduled for Friday, October 8, 2021 from 8:30am-10am at the Chili Public Library. The Library Board is welcome to register for this event.

**State Items:**

None to report

**Meetings:**

- CPL Foundation Meeting – 7/28/21
- Meeting with Recreation Department Head – 7/29/21
- CPL Full Staff Meeting – 8/6/21
- Gates Chili Chamber of Commerce Executive Committee Meeting – 8/10/21
- Gates Chili Chamber of Commerce Program Committee Meeting – 8/10/21
- Friends of the Chili Public Library Board Meeting – 8/10/21
- CPL Foundation Meeting – 8/11/21
- Gates Chili Chamber of Commerce Golf Tournament Meeting – 8/24/21

**Committees:** None to report
Old Business: None

New Business: None

Approval Items:
- Approval of July Library Fund Abstract amount of $8,847.46.
- Approval of Memorial Fund Expenditures amount of $7,588.00.
- Approval of Memorial Fund Donations. There were no donations to the Memorial Fund.

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

Additional Comments from Audience: None

Hearing no objections, the meeting was adjourned @ 7:18pm.

Next meeting date/time: Tuesday, September 28, 2021 @ 6pm in the Chili Public Library Ireland Community Room.
Meeting called to order @ 6:00pm by President Ackerman

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

Approval of minutes of August 24, 2021: 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:
  1. Town Board meeting scheduled for October 13th; includes a public hearing on the proposed Budget.
  2. Bicentennial Board Meeting: February 22, 2022 marks the 200th anniversary of the first Town of Chili Board of Trustees meeting. The Town Board normally meets on the 4th Wednesday of the month; this proposed date change creates a potential conflict with CPL Board of Trustees meeting.
  3. Gates Chili Chamber of Commerce (GCCC) will present ceremonious “big checks” to the Friends of Chili & Gates libraries, at the GCCC annual meeting on November 16, 2021. $6,150 was raised for each of library’s Friends, resulting from the Golf Tournament.

- Guests/Public: None Present

Director’s Report

General Information:
- Friends of the CPL Board:
  1. The next Friends of the CPL Board meeting is October 13, 2021. Jim Lechner has volunteered to attend.
  2. Fall Book Sale starts Wednesday 9/29 (Friends Preview); Thursday 9/30 through Sunday 10/03 (General Public).
3. The Library was scheduled to host the next MCLS Friends Council meeting in October; this event has been canceled.

- **Chili Public Library Foundation Board:**
  1. The next CPL Foundation Board meeting is September 29, 2021.
  2. The Foundation is holding a special event, “Library After Hours,” on the evening of Friday, November 12, 2021. Invitations were presented to each of the Trustees in attendance. The Foundation Board is working on an agenda.

**Statistics:**

<table>
<thead>
<tr>
<th>Month</th>
<th>August 2021</th>
<th>August 2020*</th>
<th>% of change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circulation</td>
<td>22,230</td>
<td>15,965</td>
<td>39%</td>
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<tr>
<td>Library Visits*</td>
<td>7,292**</td>
<td>4,422</td>
<td>65%</td>
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<tr>
<td>Reference Questions</td>
<td>1,556</td>
<td>1,169</td>
<td>33%</td>
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<tr>
<td>Programs (in-house)</td>
<td>42</td>
<td>0</td>
<td>100%</td>
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<tr>
<td>Program Attendance (in-house)</td>
<td>969</td>
<td>0</td>
<td>100%</td>
</tr>
<tr>
<td>Items Borrowed (holds)</td>
<td>886</td>
<td>701</td>
<td>26%</td>
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<tr>
<td>Items Loaned (holds)</td>
<td>998</td>
<td>722</td>
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<tr>
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<td>3,334</td>
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<tr>
<td>Hoopla New Patrons</td>
<td>13</td>
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<td>8%</td>
</tr>
<tr>
<td>Hoopla Unique Patrons</td>
<td>86</td>
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<td>12%</td>
</tr>
<tr>
<td>Hoopla Circulation</td>
<td>276</td>
<td>0</td>
<td>100%</td>
</tr>
<tr>
<td>Meeting Room</td>
<td>56</td>
<td>0</td>
<td>100%</td>
</tr>
<tr>
<td>Website Visits</td>
<td>4,292</td>
<td>3,320</td>
<td>295</td>
</tr>
<tr>
<td>Website Pageviews</td>
<td>6,464</td>
<td>5,116</td>
<td>26%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Month</th>
<th>Sept 2020 - Aug 2021</th>
<th>Sept 2019 – Aug 2020</th>
<th>% of change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circulation</td>
<td>177,319</td>
<td>166,673</td>
<td>6%</td>
</tr>
<tr>
<td>Library Visits</td>
<td>37,860</td>
<td>76,288</td>
<td>-50%</td>
</tr>
<tr>
<td>Reference Questions</td>
<td>13,456</td>
<td>11,970</td>
<td>12%</td>
</tr>
<tr>
<td>Programs</td>
<td>76</td>
<td>327</td>
<td>-77%</td>
</tr>
<tr>
<td>Program Attendance</td>
<td>1,411</td>
<td>4,758</td>
<td>-70%</td>
</tr>
<tr>
<td>--------------------</td>
<td>-------</td>
<td>-------</td>
<td>------</td>
</tr>
<tr>
<td>Overdrive</td>
<td>37,949</td>
<td>36,966</td>
<td>3%</td>
</tr>
<tr>
<td>Hoopla Circulation</td>
<td>2,810</td>
<td>776</td>
<td>262%</td>
</tr>
</tbody>
</table>

* Due to COVID measures during August 2020, the Library was open 32 hours per week. August 2021 the Library was open 64 hours per week.

** New Library door counter device started working on August 9, 2021.

### Virtual Program

<table>
<thead>
<tr>
<th>Adult Programs</th>
<th>Sessions</th>
<th>Participants</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>42</td>
</tr>
</tbody>
</table>

- **2021 New York Summer Reading Program Results:**  
  - Children Registered: 683  
  - Children Raffle Tickets Submitted: 1396  
  - Minutes Read: 195,440  

  Teens Registered: 51  
  Teens Raffle Tickets Submitted: 254  
  Pages Read: 42,418  

  Adults Registered: 79  
  Adult Raffle Tickets Submitted: 470  
  Pages Read: 78,490  

The Library had 22 Summer Reading programs for children, which 561 people attended.  
The Library had 22 Summer Reading programs for teens, which 85 people attended.  
The Library had 9 Summer Reading programs for adults, which 179 people attended.

The Library was able to bring back the popular Tie-Dye program, our Teen Pizza program and were able to meet in-person for our Adult craft programs for the first time since February of 2020. Cricut machine has been a success. Overall, it was a fantastic first summer in our new space!

### New Items:

- **Personnel Update** – Alex Carr, new employee, teaching sewing classes. Teen clerk Elizabeth Kurz Michel has resigned.

- **CDC Masking Guidelines** – Fully vaccinated employees are not required to wear face coverings. Unvaccinated employees must wear facial covering in public. Proof of vaccination can be provided to the Town HR department. Unvaccinated visitors are encouraged to wear face coverings.
MCLS Items:
- **Annual MCLS Legislative Thank You Breakfast** – The MCLS Legislative Annual Legislative Thank You Breakfast has been canceled.

State Items:
- None to report

Meetings:
- CPL Foundation Meeting – 9/01/21
- Meeting with Recreation Department Head – ____
- CPL Full Staff Meeting – _____
- Gates Chili Chamber of Commerce Executive Committee Meeting – _____
- Gates Chili Chamber of Commerce Program Committee Meeting – _____
- Friends of the Chili Public Library Board Meeting – _____
- CPL Foundation Meeting – _____
- Gates Chili Chamber of Commerce Golf Tournament Meeting – _____

Committees: None to report

Old Business: None

New Business: None

**Approval Items (all passed unanimously):**

- NYLA Conference in Syracuse: Approval of $1,250 total expenditures for three (3) participants.
- Approval of the Ireland Room updated reservation procedure.
- Approval of $500 from the Memorial Fund for the 2021 CPL Holiday Party (12/17/2021 @ 7pm).
- Approval of Proposed CPL Board of Trustees 2022 Meeting Dates; location moved to CPL Conference Room; start time 6pm. All meetings take place on the fourth (4th) Tuesday of the month, with the exception of February (moved to Wed 2/23 to accommodate Town’s bicentennial meeting), November (3rd Tuesday 11/15) and December (3rd Tuesday 12/20).
- Approval of 2021-2022 Local Library Services Aid: MCLS has distributed the first portion (90%), amount = $7,358.
- Approval of Payment for End Cap Signage: $4,311.60 from the Memorial Fund.
- Approval of the 2021 CPL Budget Amendment: approved receipt of patron’s donation, amount = $7,712.04; approved increasing expense account (Equipment) by $7,712.04.

**Sue Ackerman asked if there were any objections** to the approval of the Library Fund Abstract and Memorial Fund Expenditures. **Hearing none**, both were approved by Unanimous Consent.
**Long Range Planning Survey:** reviewed the results of survey. Long Range Planning committee will meet to review in depth and provide analysis to the full Board.

**Additional Comments from Audience:** None

**Hearing no objections, the meeting was adjourned @ 7:04pm.**

**Next meeting date/time:** Tuesday, October 26, 2021 @ 6pm in the Chili Public Library Conference Room.
Chili Public Library Board of Trustees Meeting
Approved Minutes for October 26, 2021

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

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

Absent: None
Excused: None

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

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

Approval of minutes of September 28, 2021: 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/Gates Chili Chamber of Commerce:**
  - A public hearing is planned to gather input concerning park land use contiguous to the Chili Public Library. The Chili Town Board is actively searching for funding to develop this park.
  - On November 11, 2021 there will be a drive by salute to veterans from the Town of Chili. Signs have been placed in each veterans’ yard.
  - The Town of Chili Bicentennial committee is prepared to place Bicentennial signage throughout Chili in 2022.
  - Ann Lander is the new Town of Chili assessor.
  - At the November 16, 2021 meeting, the Gates Chili Chamber of Commerce will present a check for $6,150 to CPL Friends from the 2021 Golf Tournament proceeds

- **Guests/Public:** Bill Calnon, Chili Public Library Foundation, Inc. Vice President.
The Chili Library Public Foundation, Inc. and Chili Public Library are hosting an invitation only after-hours event on November 12, 2021. The various rooms of the new library will be showcased to view the many areas within CPL. Attendees will have the opportunity to learn about the wide-ranging programs offered and visions of what CPL can do with financial support. There will be time for mingling with other library lovers.
Director’s Report:
(Please note: All documents to be discussed were electronically sent to the CPL Board prior to the meeting. Documents emended during the meeting were electronically sent to CPL Board members.)

General Information
- Bathrooms: A design flaw in the plumbing was corrected.

- **Friends of the CPL Board:** The Monroe County Library System Friends Council met at CPL on October 13 and received a tour of the library from the Director. The Friends had a successful Fall Book Sale bringing in $3,000 in sales. The CPL Board appreciates the work the Friends do to support the library.

- **MCLS Department Meetings:** CPL has hosted other meetings for various departments, such as MCLS Teen Librarians and Children’s Librarians. These groups received tours from Director Baker.

Statistics:

<table>
<thead>
<tr>
<th>Month</th>
<th>September 2021</th>
<th>September 2020</th>
<th>% Of change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circulation</td>
<td>17,457</td>
<td>14,823</td>
<td>18%</td>
</tr>
<tr>
<td>Library Visits*</td>
<td>8,029</td>
<td>4,997</td>
<td>61%</td>
</tr>
<tr>
<td>Reference Questions</td>
<td>1,295</td>
<td>1,286</td>
<td>1%</td>
</tr>
<tr>
<td>Programs (in-house)</td>
<td>35</td>
<td>0</td>
<td>100%</td>
</tr>
<tr>
<td>Program Attendance (in-)</td>
<td>302</td>
<td>0</td>
<td>100%</td>
</tr>
<tr>
<td>Items Borrowed (holds)</td>
<td>947</td>
<td>815</td>
<td>16%</td>
</tr>
<tr>
<td>Items Loaned (holds)</td>
<td>884</td>
<td>697</td>
<td>27%</td>
</tr>
<tr>
<td>Overdrive</td>
<td>3,092</td>
<td>3,192</td>
<td>-3%</td>
</tr>
<tr>
<td>Hoopla New Patrons</td>
<td>10</td>
<td>10</td>
<td>0%</td>
</tr>
<tr>
<td>Hoopla Unique Patrons</td>
<td>72</td>
<td>75</td>
<td>-4%</td>
</tr>
<tr>
<td>Hoopla Circulation</td>
<td>246</td>
<td>200</td>
<td>23%</td>
</tr>
<tr>
<td>Meeting Room</td>
<td>78</td>
<td>0</td>
<td>100%</td>
</tr>
<tr>
<td>Website Visits</td>
<td>4,315</td>
<td>3,124</td>
<td>38%</td>
</tr>
<tr>
<td>Website Pageviews</td>
<td>6,541</td>
<td>4,901</td>
<td>33%</td>
</tr>
<tr>
<td>Curbside</td>
<td>1</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Makerspace Open Hours</td>
<td>7</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Month</th>
<th>Oct 2020-Sep</th>
<th>Oct 2019-Sep</th>
<th>% of change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circulation</td>
<td>179,953</td>
<td>162,458</td>
<td>11%</td>
</tr>
<tr>
<td>Library Visits</td>
<td>40,892</td>
<td>70,017</td>
<td>-42%</td>
</tr>
<tr>
<td>Reference Questions</td>
<td>13,465</td>
<td>11,753</td>
<td>15%</td>
</tr>
<tr>
<td>Programs</td>
<td>111</td>
<td>273</td>
<td>-59%</td>
</tr>
<tr>
<td>Program Attendance</td>
<td>1,713</td>
<td>3,866</td>
<td>-57%</td>
</tr>
<tr>
<td>Overdrive</td>
<td>37,849</td>
<td>37,699</td>
<td>0%</td>
</tr>
<tr>
<td>Hoopla Circulation</td>
<td>2,856</td>
<td>976</td>
<td>193%</td>
</tr>
</tbody>
</table>
Due to COVID measures during September 2020 the Library was open 32 hours a week, no in-library programming took place. The statistics are becoming commensurate with pre-pandemic numbers. Many in-house programs are replacing the pandemic virtual programming.

### Virtual Programming

<table>
<thead>
<tr>
<th>Adult Programs (Painting Night)</th>
<th>Sessions</th>
<th>Participants</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>45</td>
</tr>
</tbody>
</table>

### New Items:

- **Community Halloween** - The Library and Recreation Department are having a Community Halloween event at the Community Center on October 30, 2021 from 12pm-2pm. The event is for ages 2-7.

- **OverDrive Big Library Read** – OverDrive’s next Big Library Read has been announced. The e-book and audiobook *Five Total Strangers* by Natalie D. Richards will be available in the MCLS catalog and on the Libby app November 1-15, 2021 for simultaneous use at no charge to member libraries. OverDrive will also be sunsetting the OverDrive app and focus on Libby as the primary app for users. This will occur February 2022.

- **Personnel Update** – Alyssa Conhold-Sova has been hired as a Part-Time Clerk, for up to 19.5 hours per week at $13.50 per hour. The CPL Board endorsed the action. Start date is November 5, 2021.

**Approval Filing of the 2020 990 Form with the IRS:** As a non-profit the Chili Public Library needs to file a Form 990 with the IRS. FreedMaxick filled out the form following the town audit.

**Action Requested:** Approve filing of the 2020 Form 990 with the IRS.

Sue Ackerman asked if there were any objections to the approval of the filing of the 2020 Form 990 with the IRS. Hearing none, the filing was approved by Unanimous Consent.

**Approval of the Library Holiday Closed Dates Adjustments for 2021:** To be in line with the Community Center’s holiday closing schedule, the Director requests the Library Board approve the following.

- Closing the Library at 5pm on Veterans Day, Thursday, November 11, 2021
- Closing the Library on New Year Eve’s, Friday, December 31, 2021

**Action Requested:** Approve the 2021 Library Holiday Closing adjustments as presented.

Sue Ackerman asked if there were any objections to the approval of the 2021 Library Holiday Closing adjustments as presented. Hearing none, the closings were approved by Unanimous Consent.
• Approval of Chili Public Library Proposed 2022 Closed Dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Closed Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 1^</td>
<td>Saturday</td>
<td>New Year’s Day</td>
</tr>
<tr>
<td>January 2</td>
<td>Sunday</td>
<td>Day after New Year’s Day</td>
</tr>
<tr>
<td>January 17^</td>
<td>Monday</td>
<td>Martin Luther King Day</td>
</tr>
<tr>
<td>February 21^</td>
<td>Monday</td>
<td>President’s Day</td>
</tr>
<tr>
<td>April 17</td>
<td>Sunday</td>
<td>Easter</td>
</tr>
<tr>
<td>May 28</td>
<td>Saturday</td>
<td>Memorial Day weekend</td>
</tr>
<tr>
<td>May 29</td>
<td>Sunday</td>
<td>Memorial Day weekend</td>
</tr>
<tr>
<td>May 30^</td>
<td>Monday</td>
<td>Memorial Day</td>
</tr>
<tr>
<td>July 2</td>
<td>Saturday</td>
<td>July 4 weekend</td>
</tr>
<tr>
<td>July 3</td>
<td>Sunday</td>
<td>July 4 weekend</td>
</tr>
<tr>
<td>July 4^</td>
<td>Monday</td>
<td>Independence Day</td>
</tr>
<tr>
<td>September 3</td>
<td>Saturday</td>
<td>Labor Day weekend</td>
</tr>
<tr>
<td>September 4</td>
<td>Sunday</td>
<td>Labor Day weekend</td>
</tr>
<tr>
<td>September 5^</td>
<td>Monday</td>
<td>Labor Day</td>
</tr>
<tr>
<td>November 23</td>
<td>Wednesday</td>
<td>Close @ 5PM (CC at 6pm)</td>
</tr>
<tr>
<td>November 24^</td>
<td>Thursday</td>
<td>Thanksgiving Day</td>
</tr>
<tr>
<td>November 25^</td>
<td>Friday</td>
<td>Day after Thanksgiving</td>
</tr>
<tr>
<td>December 24^</td>
<td>Saturday</td>
<td>Christmas Eve</td>
</tr>
<tr>
<td>December 25</td>
<td>Sunday</td>
<td>Christmas Day</td>
</tr>
<tr>
<td>December 26^</td>
<td>Monday</td>
<td>Christmas Day observed</td>
</tr>
<tr>
<td>December 31</td>
<td>Saturday</td>
<td>New Year’s Eve</td>
</tr>
</tbody>
</table>

Days highlighted in yellow, the Community Center building will be closed. Days not highlighted in yellow, the Community Center building will be open for the gym and walk/run track, and the Recreation and Senior Center Departments will be closed.

^10 paid holidays
Closed Sundays

**Action Requested:** Approve the Chili Public Library Proposed 2022 Closed Dates as presented.

*Sue Ackerman asked if there were any objections* to the approval of the Chili Public Library Proposed 2022 Closed Dates as presented. **Hearing none**, the closed dates were approved by **Unanimous Consent**.

• Approval of $10 Maximum Per Fax, and 15 Cents per page of Lamination Paper Sold for Use in the Spark Lab (Makerspace).

**Action Requested:** Approve of $10 Maximum Per Fax, and 15 Cents per page of Lamination Paper Sold for Use in the Spark Lab (Makerspace).

*Sue Ackerman asked if there were any objections to the approval of $10 Maximum Per Fax, and 15 Cents per page of Lamination Paper Sold for Use in the Spark Lab (Makerspace).** **Hearing none**, fees were approved by **Unanimous Consent**.
• Approval Chili Public Library Spark Lab (Makerspace) Policy Revision: The guidelines of the Makerspace Policy have been updated. **Action Requested:** Approve the Library’s Spark Lab (Makerspace) policy revision.

Sue Ackerman asked if there were any objections to the approval of the Library’s Spark Lab (Makerspace) policy revision. Hearing none, the policy revision was approved by Unanimous Consent.

• Approval Chili Public Library 3D Printer Policy Revision: The guidelines of the 3D Printer Policy has been updated. **Action Requested:** Approve the Library’s 3D printer policy revision.

Sue Ackerman asked if there were any objections to the approval of the library’s 3D printer policy revision. Hearing none, the policy revision was approved by Unanimous Consent.

• Chili Public Library 2021 Year End Report: The Library Director will review the draft the Library’s Year End Report. Final yearly figures will be updated at the beginning of 2022.

MCLS Items:
• None to report

State Items:
• None to report

Meetings:
- Gates Chili Chamber of Commerce Program Committee Meeting – 10/6/21
- Directors’ Council Meeting – 10/7/21
- CPL Foundation Meeting – 10/7/21
- Full Staff Meeting – 10/8/21
- Gates Chili Chamber of Commerce Meeting – 10/12/21
- Department Heads Meeting – 10/13/21
- Friends of the Chili Public Library Board Meeting – 10/13/21
- MCLS Friends Council Meeting – 10/13/21
- Member Library Directors Council Meeting – 10-14-21
- Gates Chili Chamber of Commerce Program Committee Meeting – 10/14/21
- Bicentennial Subcommittee Meeting – 10/14/21
- MCLS Roundtable Meeting – 10/20/21
- Gates Chili Chamber of Commerce Awards Gala – 10/20/21
- CPL Foundation Meeting – 10/21/21
Committees: None

Old Business: None

New Business: Sue Ackerman and Lori Ahearn have completed their 5-year terms as trustees. Lori Ahearn would like to continue as a CPL Trustee. Sue Ackerman is retiring from the CPL Board. Lori Hahn is appointed to replace Sue Ackerman as CPL Board President. The search committee will be filling the vacated trustee position. The CPL Board thanks Sue Ackerman for her years of service to CPL.

Review of the CPL Budget Spreadsheet and Memorial Fund Spreadsheet: 90% of the Library System Grant (LLSA) for the new library has been received. The approved payment for the endcaps appears on the spreadsheet.

Approval Items:

- Approval of Library Fund Abstract amount of $8,466.40.
- Approval of Memorial Fund Expenditures amount of $4,33.60
- 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 @ 7:00 pm.

Next meeting date/time: November 16, 2021 @ 6pm in the Chili Public Library Ireland Community Room.
Chili Public Library Board of Trustees Meeting
Approved Minutes for November 16, 2021

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

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

Absent: None
Excused: Susan Ackerman, Jeffrey Stoiber, Lori Hahn

Meeting called to order @ 6:00pm by Lorraine Ahearn.

Approval of agenda: Lorraine Ahearn asked if there were any objections to the approval of the agenda, as amended. Hearing none, the agenda was approved with Unanimous Consent.

Approval of minutes of October 26, 2021: Lorraine Ahearn asked if there were any objections to the approval of the minutes. Hearing none, the minutes were approved with Unanimous Consent.

Communications
- Town Liaison/Gates Chili Chamber of Commerce:
  - A public hearing will be planned to gather feedback on whether to opt out of allowing marijuana dispensaries in the Town of Chili.
  - The Town of Chili budget has passed. The town tax will decrease by 16% in 2022.
  - A community tree lighting and stationary parade is planned Friday, December 3rd at the Town of Chili Community Center parking lot.

Director’s Report:
(Please note: All documents to be discussed were electronically sent to the CPL Board prior to the meeting. Documents emended during the meeting were electronically sent to CPL Board members.)

General Information
- **Friends of the CPL**: The Friends Board will not be meeting in December.

- **CPL Foundation**: The Foundation had an invitation only special event at the library on November 12, 2021.

- **Outreach** – The Library and Recreation Department had a Community Halloween event on October 30, 2021. The Library’s CPL-on-the-Go! was represented at the Gates Chili School District Fall Family Fest on November 10, 2021.

- **Reading Room Art Wall** – There is a new display of art in oils, pastels, acrylic, watercolor, and mixed media from the Chili Art Group.

- **CPL Holiday Party**: The CPL Holiday Party is Friday, December 17, 2021 at 7:00pm. Library Board, Town Board, CPL Friends Board, CPL Foundation Board, staff and volunteers are welcome to attend.

- **Tabletop Gaming Club** – The Library has begun a new Tabletop Gaming Club for Teens between the ages of 13 and 18.

### Statistics:

<table>
<thead>
<tr>
<th>Month</th>
<th>October 2021</th>
<th>*October 2020</th>
<th>% of change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circulation</td>
<td>16,208</td>
<td>14,774</td>
<td>10%</td>
</tr>
<tr>
<td>Library Visits</td>
<td>8,629</td>
<td>5,010</td>
<td>72%</td>
</tr>
<tr>
<td>Reference Questions</td>
<td>1,352</td>
<td>1,461</td>
<td>-7%</td>
</tr>
<tr>
<td>Programs (in-house)</td>
<td>53</td>
<td>0</td>
<td>100%</td>
</tr>
<tr>
<td>Program Attendance (in-house)</td>
<td>685</td>
<td>0</td>
<td>100%</td>
</tr>
<tr>
<td>Items Borrowed (holds)</td>
<td>775</td>
<td>799</td>
<td>-3%</td>
</tr>
<tr>
<td>Items Loaned (holds)</td>
<td>1,043</td>
<td>646</td>
<td>61%</td>
</tr>
<tr>
<td>Overdrive</td>
<td>2,983</td>
<td>3,340</td>
<td>-11%</td>
</tr>
<tr>
<td>Hoopla New Patrons (patron registered for the first time)</td>
<td>14</td>
<td>22</td>
<td>-36%</td>
</tr>
<tr>
<td>Hoopla Unique Patrons (borrowed at least one title)</td>
<td>85</td>
<td>79</td>
<td>8%</td>
</tr>
<tr>
<td>Hoopla Circulation</td>
<td>237</td>
<td>248</td>
<td>-4%</td>
</tr>
<tr>
<td>Meeting Room</td>
<td>104</td>
<td>0</td>
<td>100%</td>
</tr>
<tr>
<td>Website Visits</td>
<td>4,722</td>
<td>3,091</td>
<td>53%</td>
</tr>
<tr>
<td>Website Pageviews</td>
<td>6,987</td>
<td>4,746</td>
<td>47%</td>
</tr>
<tr>
<td>Curbside</td>
<td>1</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Makerspace Open Hours</td>
<td>72</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

|-------------------|-------------------|-------------|
Circulation 181,387 157,998 15%
Library Visits 44,509 63,327 -30%
Reference Questions 13,356 11,686 14%
Programs 148 211 -30%
Program Attendance 2,398 2,857 -16%
Overdrive 37,492 38,676 -3%
Hoopla Circulation 2,845 1,224 132%

*Due to COVID measures during October 2020 the Library was open 32 hours a week, no in-library programming took place. The statistics are becoming commensurate with pre-pandemic numbers. Many in-house programs are replacing the pandemic virtual programming.

Virtual Programming

<table>
<thead>
<tr>
<th>Sessions</th>
<th>Participants</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult Programs (Painting Night)</td>
<td>1</td>
</tr>
</tbody>
</table>

New Items:

Approval of the Updated Chili Public Library Personnel Policy – The Library Director requests the Library Board approve the updated 2021 CPL Personnel Policy.

Action Requested: Approve the Updated CPL Personnel Policy as presented.

Lorraine Ahearn asked if there were any objections to the approval of the Updated Chili Public Library Personnel Policy. Hearing none, the updated personnel policy was approved by Unanimous Consent.

MCLS Items:

- None to report

State Items:

- None to report

Meetings:

- MCLS Teen Meeting– 10/27/21
- Bicentennial Subcommittee Meeting – 10/28/21
- Gates Chili Chamber of Commerce Program Committee Meeting – 11/2/21
- Directors’ Council Meeting – 11/3/21
- Town Finance Director Meeting – 11/3/21
- CPL Foundation Meeting – 11/4/21
- Full Staff Meeting – 11/5/21
Gates Chili Chamber of Commerce Meeting – 11/9/21
Friends of the Chili Public Library Board Meeting – 1’/9/21
Department Heads Meeting – 11/10/21
Town Veterans Reverse Parade – 11/11/21
Gates Chili Chamber of Commerce Annual Meeting – 11/16/21

Committees: None

Old Business: None

New Business: None

Approval Items:

- Approval of Library Fund Abstract amount of $32,695.39.
- Approval of Memorial Fund Expenditures amount of $38.49.

- Lorraine Ahearn asked if there were any objections to the approval of the Library Fund Abstract and Memorial Fund Expenditures. Hearing none all were approved by Unanimous Consent.

Additional Comments from Audience: None

Hearing no objections, the meeting was adjourned @ 6:45 pm.

Next meeting date/time: December 14, 2021 @ 6pm in the Chili Public Library Ireland Community Room.
Chili Public Library Board of Trustees Meeting
Approved Minutes for December 14, 2021

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

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

Absent: None
Excused: Vinny Dallo

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

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

Approval of minutes of November 16, 2021: 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: Not Present
• Guests/Public: None Present

NY State Covid mandate: Director Baker reported in response to the Governor’s mandate of December 13, 2021, Supervisor Dunning reiterated to staff that all employees and the unvaccinated are to wear a mask in Town of Chili buildings.

Director's Report
(Please note: All documents to be discussed were electronically sent to the CPL Board prior to the meeting. Documents emended during the meeting were electronically sent to CPL Board members).

The Board thanks Sue Ackerman for her years of service to CPL and wish her well in her future endeavors.

General Information:
• Friends of the CPL: The Friends Board will next meet January 11, 2022. They are having a 20% off Holiday Hold Card Sale. $4 entitles our patrons 12 holds for the price of 8.
• CPL Foundation: The next Foundation meeting is January 12, 2022.
• Outreach – The Library took part in the Parade of Lights and Tree Lighting Ceremony at the Chili Community Center. Mrs. Claus (Vangie Morrow) with help from her elves (Cathy Kyle and Jill Marshall) set aside time from her busy schedule to read stories to the little ones in the Ireland Room, while outside each child and teen were thrilled to receive a free book
courtesy of the Friends of the Chili Public Library. The books were given away at the CPL on the Go table staffed by Jeff Baker, Jenn Lowden and Valerie Scheg.

- **Sign-Up Sheets** - The director will distribute the CPL Board sign-up sheets for library trustees to attend the 2022 CPL full staff meetings and the CPL Friends Board meetings.

- **3,000+ Magazines Titles Are Now Available to Our Chili Patrons Via Libby, the one-tap reading app.** This unlimited all-in package, offers simultaneous use access to 3,000+ titles provided by OverDrive. The titles will only appear when a CPL library card is used.

- **Teen Programs at the Library:** Now that the Library has an enclosed room in the new Community Center our Youth Services staff have created the following programs and events specifically geared to teens. Library clerk Max Bell, under the direction of Youth Services librarian Cathy Kyle, will facilitate events.

  **Movie Monday** - The TV in the Teen Room will be showing a film that reflects the interests of teens, including films that tackle topical issues, films based on popular YA novels, superhero films, etc. Only films rated PG-13 or lower will be shown. Occurs on the first Monday of every month. No registration required.

  **LEGO Club** - Teens will be invited to join us for a creative night of play with our hefty supply of Legos. This will be similar to the Lego night held for younger kids,
except that here teens will be able to separate themselves into a calmer environment, though with no less fun.
Occurs on the second Tuesday of every month. No registration required.

**Teen Gaming Guild (Game Night)** - Teens will be welcome to join us for an evening of board games, ranging from traditional family night games such as Monopoly and Risk, up through popular tabletop games such as Settlers of Catan and Dungeons and Dragons.
Occurs on the third Tuesday of every month. Registration required.

**Anime Club** - Anime is a popular form of media among many teens, and the Anime Club will provide an opportunity for them to gather and discuss their favorites, and even watch some on the TV in the Teen Room (only age-appropriate anime will be discussed or shown).
Occurs on the fourth Monday of every month. No registration required.

**Teens Together** - This will be a safe place for discussion of anything that those present wish to discuss. It is a judgment free zone, and is meant for teens to have a place to open up, especially if they feel they are unable to do so elsewhere.
Occurs on the fourth Wednesday of every month. No registration required.

**Teen Pizza Friday** - Back by popular demand, this will be a purely fun experience, in which pizza, games, movies, and more will be provided and teens are welcome to come hang out in the library after hours.
Occurs on the fourth Friday of every month. Registration required.

**Teens Who Brunch** - On February 19
Similar to Teen Pizza Fridays, except in the morning, and with brunch instead of pizza.

**Clay Crafting for Tweens** - On February 22
Tweens (ages 8-12) will be invited to come express their creativity and craft whatever they’d like out of clay.

**Board Game Development** (Tuesdays in March)
Teens will put their heads together and, using the influences of tabletop games, craft a unique board game. This will be a collaborative effort, and span several evenings throughout the month. At the end of the month, we will have a special Teen Game Night in which we will play the game we have crafted.

**Marvel Week** (April 17 - 23)
Among the fans of Marvel Comics, April is an especially important month. To celebrate, we will have several events throughout the week for teens to come and join the celebration, including a specially crafted Escape Room put together by Youth Services, a superhero-themed tween craft night, and a special movie night featuring a Marvel superhero film
**Star Wars Week** (May 1-7)
May is Star Wars Month, especially the first week (May the Fourth be with you). As such, this week is Star Wars week, featuring a similar setup as Marvel Week, but with Star Wars. There will be another escape room, a special Star Wars movie night as our Movie Monday for the month, as well as a Star Wars storytime for the little kids. There will also be a special Game Night in which Star Wars games will be made available.

- **Town of Chili Bicentennial Programs at the Library**: In celebration of the Town of Chili’s Bicentennial in 2022 the Library will be having the following programs and events at the Library throughout next year.

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**CELEBRATE THE TOWN OF CHILI**

**Bicentennial 1822-2022**

**QUILT STORY**
SATURDAY, JANUARY 15, 2022 AT 2PM FOR PRESCHOOL- GRADE 3
THE MUSEUM EDUCATOR USES QUILTS TO BRING TO LIFE THE TOUCHING STORY OF A 19TH-CENTURY GIRL AND HER QUILT.

**SAP, SYRUP, & SUGAR**
SATURDAY, MARCH 12, 2022 AT 2PM FOR ALL AGES
CHILDREN WILL EXPLORE THE SWEET HISTORY AND SCIENCE BEHIND MAPLE SUGAR AND SYRUP PRODUCTION FROM EARLY AMERICA TO PRESENT-DAY COMMERCIAL PRODUCTION. THEY WILL LEARN HOW TO IDENTIFY A MAPLE TREE AND TRY THEIR HAND AT “TAPPING” A TREE. THEY WILL DISCOVER HOW SAP IS TURNED INTO SUGAR AND SYRUP AND TASTE THE FINISHED PRODUCT.

**LANGUAGE OF FLOWERS**
DATE TBD FOR GRADES 7-12 AND ADULT GROUPS
LEARN ABOUT ONE OF THE MOST ENCHANTING CUSTOMS OF THE 19TH CENTURY — COMMUNICATING THROUGH FLOWERS INSTEAD OF WORDS. FIND OUT WHAT DIFFERENT FLOWERS MEAN AND HOW TO COMMUNICATE COVERTLY USING SPECIMENS FROM YOUR BACKYARD.

**19TH CENTURY GAMES**
SATURDAY, JULY 30, 2022 AT 2PM FOR ALL AGES

**EDGAR ALLAN POE**
SATURDAY, OCTOBER 15, 2022 AT 2PM FOR GRADES 7-12 AND ADULTS
AMERICAN AUTHOR. POE WAS A MASTER AT CREATING TALES OF MYSTERY AND THE MACABRE. HIS WELL-KNOWN SHORT STORY “THE TELL-TALE HEART” WILL BE DRAMATICALLY PERFORMED AS PART OF THIS PROGRAM. FOLLOWING THE ONE MAN PERFORMANCE, HISTORIC INFORMATION ABOUT POE, AND EXCERPTS FROM HIS OTHER WRITINGS, WILL BE SHARED ALONG WITH A DISCUSSION OF THE COMMON THEMES THAT APPEARED IN HIS WORK.

**VICTORIAN YULETIDE**
SATURDAY, DECEMBER 10, 2022 AT 2PM GRADES 4-12 AND ADULTS
FESTIVE SEASONAL DECORATING FLOURISHED IN VICTORIAN AMERICA. AT THIS PROGRAM, A MUSEUM EDUCATOR WILL FACILITATE THE RECREATION OF THE SPIRIT AND CHARM OF 19TH-CENTURY YULETIDE CELEBRATIONS.

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**TOWN OF CHILI BICENTENNIAL TIMELINE**
WHO WERE THE FIRST SETTERS AND FIRST BUSINESSES IN THE CHILI AREA? VISIT THE LIBRARY’S WEBSITE WWW.CHILILIBRARY.ORG AND FIND OUT BY VIEWING THE TOWN OF CHILI BICENTENNIAL TIMELINE, WHERE INTERESTING TIDBITS OF INFORMATION ABOUT THE TOWN OF CHILI’S HISTORY CAN BE FOUND.

**THE CHILI ART GROUP’S BICENTENNIAL EXHIBIT**
FROM JANUARY THROUGH MARCH 2022, THE CHILI ART GROUP IS EXHIBITING ARTWORK IN THE LIBRARY’S READING ROOM. TO CELEBRATE THE TOWN’S BICENTENNIAL, THE THEME OF THE EXHIBIT IS CHILI PAST AND PRESENT.
Statistics:

<table>
<thead>
<tr>
<th>Month</th>
<th>November 2021</th>
<th>November 2020</th>
<th>% of change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circulation</td>
<td>16,121</td>
<td>14,349</td>
<td>12%</td>
</tr>
<tr>
<td>Library Visits</td>
<td>8,212</td>
<td>4,010</td>
<td>105%</td>
</tr>
<tr>
<td>Reference Questions</td>
<td>1,228</td>
<td>1,080</td>
<td>14%</td>
</tr>
<tr>
<td>Programs (in-house)</td>
<td>40</td>
<td>0</td>
<td>100%</td>
</tr>
<tr>
<td>Program Attendance (in-house)</td>
<td>459</td>
<td>0</td>
<td>100%</td>
</tr>
<tr>
<td>Items Borrowed (holds)</td>
<td>783</td>
<td>673</td>
<td>16%</td>
</tr>
<tr>
<td>Items Loaned (holds)</td>
<td>1,134</td>
<td>879</td>
<td>29%</td>
</tr>
<tr>
<td>Overdrive</td>
<td>2,848</td>
<td>3,095</td>
<td>-8%</td>
</tr>
<tr>
<td>Hoopla New Patrons</td>
<td>10</td>
<td>11</td>
<td>-9%</td>
</tr>
<tr>
<td>Hoopla Unique Patrons</td>
<td>86</td>
<td>87</td>
<td>-1%</td>
</tr>
<tr>
<td>Hoopla Circulation</td>
<td>266</td>
<td>289</td>
<td>-8%</td>
</tr>
<tr>
<td>Meeting Room</td>
<td>141</td>
<td>0</td>
<td>100%</td>
</tr>
<tr>
<td>Website Visits</td>
<td>4,663</td>
<td>2,808</td>
<td>66%</td>
</tr>
<tr>
<td>Website Pageviews</td>
<td>6,584</td>
<td>4,288</td>
<td>54%</td>
</tr>
<tr>
<td>Curbside</td>
<td>1</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Makerspace Open Hours</td>
<td>53</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

*Due to COVID measures during October 2020 the Library was open 32 hours a week, no in-library programming took place. Library visits are increasing but are not yet at pre-pandemic levels.*

Virtual Programming

<table>
<thead>
<tr>
<th>Program</th>
<th>Sessions</th>
<th>Participants</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult Programs (Painting night)</td>
<td>1</td>
<td>47</td>
</tr>
</tbody>
</table>

MCLS Items:
- None to report

State Items:
- None to report

Meetings:
- Gates Chili Chamber of Commerce Golf Committee Meeting – 11/30/21
- Directors’ Council Meeting – 11/3/21
- Gates Chili Chamber of Commerce Ribbon cutting – 12/1/21
Committees: The CPL Board vacancy, created by the resignation of Sue Ackerman, will be posted until the end of January, 2022.

Old Business: None

New Business: Director Baker reviewed the proposed 2022 CPL staff pay rates.

• Approval of Proposed 2022 Chili Public Library Employee Pay Rates
  The Director requests the Library Board approve the proposed 2022 Chili Public Library employee pay rates, to go into effect the beginning of payroll 2 on December 2, 2022.
  Action Requested: Approve the Proposed 2022 Chili Public Library Employee Pay Rates as Presented.

  Sue Ackerman asked if there were any objections to the approval of the Proposed 2022 Chili Public Library Employee Pay Rates as Presented. Hearing none, the pay rates, as presented, were approved by Unanimous Consent.

Review of the CPL Budget Spreadsheet and Memorial Fund Spreadsheet: Revenues from fees, fines and holds were above projections. Some people are paying on line. Programming is on target. There was a savings on utilities since we are no longer paying for two buildings.

Approval Items:

• Approval of Library Fund Abstract amount of $25,290.08.
• Approval of Memorial Fund Expenditures. None this month.
• Approval of Memorial Fund Donations. None this month.

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

Additional Comments from Audience: None

Hearing no objections, the meeting was adjourned @ 6:30 PM.
Next meeting date/time: January 25, 2022 @ 6pm in the Chili Public Library Conference Room.