

Meeting Minutes, Chili Public Library Board of Trustees Meeting, Approved
October 23, 2007

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

President Schuler convened the meeting at 6:04 PM.

Approved minutes of September 25, 2007 meeting by seven in favor, none opposed.

Approved abstract: \$16,244.95 by seven in favor, none opposed.

Approved the meeting agenda (with addition for an item from Mr. Baker on the proposed 2008 close dates) by seven in favor, none opposed.

Communications

Guests/Public:

Mr. Ziblutt present. None.

Town Board Liaison:

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

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

Friends Representative:

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

The Friends will publish an annual newsletter in early December.

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

Mr. Baker and The CPL Board sincerely thank the Friend's for the Brightboard now installed at CPL.

Director's Report – September, 2007

General Information:

- **CPL Statistics** – Distribution of monthly CPL statistics:
Circulation +3% from September 2006
Door count +5%
Reference +2%
Programs +45% largely due to preschool and infant story time programs
- **CPL Full Staff Meeting** – Friday, November 2nd at 9:00 – Ed Schuler to attend.
- **Friends of the CPL Board Meeting** – Tuesday, November 13th at 6:30 pm – Ed Schuler to attend.
- **Community Outreach:** The Director met with Ginny Rizzo, coordinator of special projects at Monroe 2-Orleans BOCES Center for Workforce Development on September 20; Joanne Berends, Marketing Specialist from Legacy at Parklands on October 1; and Al Krober, Director of the Golisano Library at Roberts Wesleyan College on October 11.
- **Brightboard:** A big thank you goes to the Friends for purchasing a Brightboard for the Chili Public Library. The Brightboard is a fully self-contained digital signage system complete with a 19" LCD screen. It is being used on the floor by the Circulation Desk to inform the community of library and Friends services and upcoming programs.
- **Chili Public Library Trustee Notebook:** An updated CPL Trustee Notebook will be distributed at the Library Board Meeting.

Follow Up Items:

- **CCAP Grant/Assemblyperson Susan John:** Dormitory Authority states the money from the grant should arrive within 4-6 weeks around the end of November to mid-December. **Mr. Schuler asked that Mr. Baker notify the board if the grant was not received by the end of the first week of December so that action could be taken to secure the money this year.**
- **Gateway Computers:** The Gateway computers have been returned.
- **Girl Scout's project in the Children's Area:** The director has received a certificate of liability insurance from the Girl Scouts of Genesee Valley and will be proceeding to

work with the local scouting troop on the stenciling project to take place in the Children's area.

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

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

Action Item: Approval of the Updated CPL Tutoring Policy

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

Action Item: Approval of the 2008 Closing Dates

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

State News

- Nothing new to report

System News

- **New Trustees Orientation** - The Monroe County Library System have resumed new trustee orientation sessions. The session is both an information sharing and a tour of the Central Library – particularly system services. Information sharing topics include:
 - Library structure in Monroe County;
 - Finance and governance – MCLS and RPL;

- Public Library, School, and RRLR systems in New York; MCLS/Central budget summary;
 - MCLS Technology Plan and Plan of Service; Public Library law in NYS.
- The sessions are Friday November 30 (12-2) and Saturday Dec. 1 (10-12).

Committee Reports

Budget

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

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

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

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

Personnel

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

Long Range Planning

Activities completed for 2007.

Old Business

None.

New Business

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

Mr. Baker was asked by the Board to inquire with Mr. Panz on the possibility and cost to complete an initial assessment on CPL facility needs before the end of fiscal year 2007. Mr. Baker suggested

that the expected budget surplus would be verified with the more recent spending data to support the decision.

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

Comments from Guests

None.

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

**Next meeting date/time: November 27, 2007 at 6:00 PM Roberts Wesleyan College Library.
Mr. Baker to arrange the required public notification**