

Meeting Minutes, Chili Public Library Board of Trustees Meeting APPROVED  
January 27, 2009

Board of Trustees: James Myers (President), Glenda Melville (Vice-President), James Lechner (Treasurer), Charles Havens (Secretary), Judith Kharbas, Christina Reece, Steven Ziblut

Library Director: Jeff Baker

Town Liaison: Michael Slattery

Friends representative: Sandy Roether

President Myers convened the meeting at 6:02 PM. Mr. Lechner, Ms. Kharbas absent, Mr. Baker by telephone with Ms. Sperling in attendance.

**Approved** minutes of December 16, 2008 meeting by five in favor, none opposed.

**Approved** abstract: \$12,308.84 by five in favor, none opposed.

**Approved** the meeting agenda by five in favor, none opposed.

### Communications

#### Guests/Public:

Ms. Borgus: I have been a library supporter and believe the library is generally doing well in meeting its objectives. However, I have a concern that a recent class in crochet/knitting is off target for the library and should be rightly placed in the recreation department. There are additional concerns that the instructor is paid a stipend and that the course is available to non-residents.

Mr. Baker: Thanks for the comment and your support of the library. The majority of programs are directly connected to reading and computing as related to information collection. The course mentioned and others such as ones on travel expose the community to portions of the library collection. The total cost of programs in 2008 was approximately \$9,000 with a total attendance of 9,000 which seems to be fair value. These costs are currently underwritten 50% by the Friends of the Chili Library. The Town tax support for programs have been reduced by 18% from 2008 as a result. Historically, the Recreation Department has been focused on fee based sports activities, there may be an opportunity going forward for more participation by the Recreation Department and we will look into this.

Mr. Myers: I respectfully disagree with Ms. Borgus and think that courses such as this are appropriate activities for the library.

#### Town Board Liaison:

Mr. Slattery: I have a concern that the CPL Board is conducting too many Executive Sessions.

Mr. Havens: The CPL Board meeting minutes document the reasons for the Executive Sessions that have been held during my time as secretary. These have been nearly 100% connected to personnel issues associated with staff and are appropriately confidential. A

summary of Board actions taken in Executive Session have been included in the published minutes when these have occurred but actions are relatively rare. Most issues have been employee specific and involve clarification and implementation of the published CPL personnel policy. Minutes of the Executive Sessions are maintained separately by the President and the Secretary of CPL so there is a record to refer to if it is ever needed.

**Friends Representative:**

Ms. Roether: Book sale this weekend!

**Presentation by Mr. Eric Vail on a proposal to provide short term disability insurance for full time CPL staff with the information provided in separate hand out.**

The Board thanked Mr. Vail for his time and will consider the proposal in its February meeting.

**Director's Report – January 2009**

*Board, Director, Public Officials and Guest's discussion as noted.*

**General Information:**

- **CPL Statistics** – Distribution of December 2009 statistics. Distribution of January – December statistics. The most recent month continues the dramatic increase in usage with it at 18 to 25% over December 2007. All of 2008 was 7 to 8% ahead of 2007.

*Mr. Ziblut: is there data for internet and electronic use? Mr. Baker: possible but not implemented yet.*

- **Full Staff Meeting** – Friday, March 6<sup>th</sup> at 9:00. Chuck Havens to attend.
- **Friends of the CPL Board Meeting** – Tuesday, February 10<sup>th</sup> at 6:30 pm – Judith Kharbas to attend.
- **Friends of the Chili Public Library Winter Book Sale** – The Friends of the Chili Public Library Winter Book Sale is Saturday, January 31, 2009 from 9am to 4pm. The "Friends Only" Preview Sale is on Friday, January 30, 2008 from 2:30-4:30pm.

**Follow Up Items:**

- **2008 In Review** –

**Improvements to the Library's Website**

In January, a 'Staff Picks' feature was added to the library's homepage. Library staff now offer suggestions of material owned by the library for patron's reading and listening enjoyment. The list is updated regularly.

In March, an online story hour for children was added to the library's website.

In July, the library created an online virtual tour of the library.

In October, the library began to provide to the community a new way to register for library programs by providing Evanced, the library's online program registration module.

A teen blog was created in November to improve its communication with the teenage population that uses the library. New teen materials, events and activities are communicated through the blog.

### **CPL Outreach**

The library took part in the Gates-Chili Middle School Career Fair, the Chil-E Fest, and Family Fun Day at Davis Park.

### **CPL Collection**

The library began to provide audiobooks in the new 'Playaway' format which has become very popular. In order to reduce the need for plastic bags the library also began circulating tote bags to patrons.

### **CPL Programs**

This summer proved to be the most successful Summer Reading Program yet for Chili with over 670 children registered. The library increased the number of programs for children, teens, and adults overall and held its' first Teen Photo Contest was in May.

### **Facility Improvements**

To improve upon our patron's use of the facility, the library added new attractive oak shelving and display unit in the library's New Books section. The library and town renamed the library's multipurpose room, the 'Barbara M. Ireland Community Room'. A new gas furnace was installed there to better heat the room for programs and community events. The library installed an additional T1 circuit in order to improve bandwidth. To better guide patrons to appropriate areas within the library new signs were made to provide a unified look.

### **Survey of the Community**

The Chili Public Library surveyed the community and received a total of 560 completed responses. The survey will be used to better understand the needs of the community and improve services.

### **New Items:**

- **Approval of Proposal for Professional Services by Boychuk & Co to Perform the Library's 2008 Audit** - The Chili Public Library received a proposal by Boychuk & Co to serve as an independent auditor for the Chili Public Library. The director is recommending the Library Board approve the proposal by Boychuck & Co not to

exceed \$4,500. **Action requested:** Approve the Proposal for Professional Services by Boychuk & Co to perform the library's 2008 Audit

**Approved five in favor, none opposed.**

- **Approval of Updated Display Case Policy** - The display case in the Chili Public Library is highly used. In order to allow for more local, visually pleasing displays to be accepted for display the director recommends the display case policy be revised. **Action requested:** Approve the updated Display Case Policy as presented.

**Ms. Reece: how are these various policies communicated and enforced? Mr. Baker, Ms. Sperling: policies are provided electronically and in paper from as appropriate. Enforcement is generally not an issue with patrons but it is useful in some circumstances to have them documented.**

**Approved five in favor, none opposed.**

- **Approval of Updated Children's Programming Policy** – Due to the popularity of the children's programming at CPL and the use of the new online registration module, the director recommends the Children's Programming Policy be updated to account for pre-registration, lateness to programs, and program age restriction. **Action requested:** Approve the updated Children's Programming Policy as presented.

**Approved five in favor, none opposed.**

- **Approval of Updated Internet Usage Policy** - The director recommends the Internet Usage Policy be updated in light of the need to specify patrons not use multiple cards or other people's cards to access the internet. **Action requested:** Approve the updated Internet Usage Policy as presented.

**Mr. Ziblut: being new to the board, how is appropriate content managed for children? Mr. Baker, Ms. Sperling: there are filters provided by MCLS that are upgraded regularly and there are no known issues as the monitors are visible to staff. There is a documented procedure for access to blocked sites when deemed appropriate.**

**Approved five in favor, none opposed.**

- **Action Item: Approval of the 2009 CPL Employee Salaries and hourly rates** – The 2009 CPL merit based salaries were presented to the Library Board for approval for implementation on February 1. The increase represents an average increase of 2% from 2008. The item was taken to Executive Session because of employee specific information.

- **Winter/Spring Town Brochure** – The Town Newsletter is available on the town’s website. Within it are four pages describing the programs offered by the library during Winter/Spring 2009.

**System News:**

- **State Aid To Library Systems in 2009** - The MCLS Legislative Committee is developing a petition in light of the Governor’s proposed 20% reduction in state aid to libraries. The petition campaign will be held February 14-21. There will be more information and materials on this.

**State News:**

- No news to report

**Committee Reports**

**Budget**

Mr. Meyers presented a preliminary financial summary for 2008:

Accumulated Surplus January 1, 2008	\$236,908
2008 Reported Revenue	\$1,026,214
Less Grant Accrued to 2007	-\$56,434
2008 Corrected Revenue	\$969,780
2008 Reported Expense	\$992,585
Utilities Accrual	\$10,667
2008 Corrected Expense	\$1,003,252
2008 Revenues Less Expense as Corrected	-\$33,472
Board Designated Equipment Fund	\$34,000
Accumulated Surplus December 31, 2008	\$237,436

**Old Business**

None.

### **New Business**

None.

### **Comments from Guests**

None.

President Myers adjourned the public meeting at 6:58PM to executive session to discuss the specifics of the proposed salary increase and an employee health issue. Actions taken:

- The rate increase by individual was approved by five in favor, none opposed.
- The employee health issue was delegated to the personnel committee for their consideration in the context of the CPL personnel policy.

The executive session was adjourned at 8:18PM.

**Next meeting date/time: February 24, 2009 at 6:00 PM CPL Conference Room.**