

Meeting Minutes, Chili Public Library Board of Trustees Meeting APPROVED  
November 18, 2008

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  
Friends representative: Sandy Roether

President Schuler convened the meeting at 6:00 PM. Ms. Reece absent.

**Approved** minutes of October 28, 2008 meeting by six in favor, none opposed.

**Approved** abstract: \$12,587.19 by six in favor, none opposed.

**Approved** the meeting agenda by six in favor, none opposed with items added for discussion of the reserve fund, information on certificate of deposit renewals and removing the item for election of officers.

### Communications

**Guests/Public:**

None.

**Town Board Liaison:**

Mr. Slattery: noted that the Town Council added approximately \$12,000 to the initial proposed 2009 CPL budget in recognition of the growth of services over 2008 – recognizes this is small as a percentage of the budget but it is the best the Council felt they could do.

**Friends Representative:**

Ms. Diana Romeo: book sale in January.

### Director's Report –November 2008

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

**General Information:**

- **CPL Circ and Reference Staff Meeting** – Friday, December 5<sup>th</sup> at 9:00.
- **Full Staff Meeting** – Friday, January 2, 2009 at 9am.
- **Friends of the CPL Board Meeting** –Tuesday, December 9, 2008 at 6:30pm.
- **December Holiday Party** – Staff, volunteers, the Friends Board and the Library Board are invited to the CPL Holiday Party, December 5 from 5:30pm-7:30pm. Everyone is welcome to bring a holiday treat.
- **Friends of the Chili Public Library Book Sale:** The next book sale is January 30-31. The Friends preview is Friday, January 30 from 2:30pm-4:30pm. The book sale is open to the public Saturday, January 31 from 9am-4pm.

- **CPL Board sign-up sheet for 2009 Friends Meetings will be distributed**
- **CPL Board sign-up sheet for 2008 Full Staff Meetings will be distributed**
- **CPL Statistics** –Distribution of October statistics: circulation up 7%, door count 4%.

**Follow Up Items:**

- **NYLA Conference:** Richard Gagnier, Cathy Kyle and Jeff Baker attended this year’s New York Library Association Conference this year, November 6-7, 2008 in Saratoga Springs. Richard attended the following programs: “But I Want To Watch It Now! Film Formats in Libraries”; “Film Festival Fun @ Your Library”; “Library Friends as Advocates”. Jeff attended the following programs: “Politics and Networking”; “Keeping Up, Keeping Organized”; “Green Libraries”; “Library Friends as Advocates”. Cathy Kyle attended the following workshops: Tween/Teen Programming 101; YSS Featured Author & Membership Meeting; Online Summer Reading Program Registration; Meet the Bloggers.
- **MCLS 2009-2011 Contract Approval**  
The Monroe County Library System Library Board contract with member libraries has been updated and reviewed by the Director’s Council. It will be approved by the MCLS Library Board at their November 17<sup>th</sup> meeting. Member libraries are asked to approve the document. The contract covers January 1, 2009 – December 31, 2011. According to the contract the cost share is scheduled to increase 3% each year.  
**Action requested: Approve the MCLS 2009-2011 Contract**

***Mr. Baker reviewed details of the proposed agreement. It contains a new item pertained to the definition of MCLS responsibility for providing bandwidth. A second item pertained to the definition of MCLS internet policy whose wording seemed potentially ambiguous to the CPL Board. A vote was postponed to December pending clarification.***

- **Approval of Proposed CPL Library Board 2009 meeting dates**  
Below are the proposed dates for the CPL Library Board meetings for 2009
- | <b>Date</b>  | <b>Location</b>                   |
|--------------|-----------------------------------|
| January 27   | Barbara M. Ireland Community Room |
| February 24  | Barbara M. Ireland Community Room |
| March 24     | Barbara M. Ireland Community Room |
| April 28     | Barbara M. Ireland Community Room |
| May 26       | Barbara M. Ireland Community Room |
| June 23      | Barbara M. Ireland Community Room |
| July 28      | Barbara M. Ireland Community Room |
| August 25    | Barbara M. Ireland Community Room |
| September 22 | Barbara M. Ireland Community Room |
| October 27   | Barbara M. Ireland Community Room |
| November 17  | Barbara M. Ireland Community Room |

December 15

Barbara M. Ireland Community Room

**Action requested: Approve proposed CPL Library Board 2009 meeting dates as presented.**

*Approved six in favor, none opposed.*

- **Amend Section 17.1 of the Chili Public Library Personnel Policy**

As noted in the Chili Public Library Personnel Policy adopted December 18, 2007, "The coordination of all health insurance coverage, including dental provisions, shall be through the Town of Chili, and shall be subject to such modifications as may take place from time to time." The Town of Chili has investigated health insurance plans that would be more cost effective and offer greater benefits to the town and its employees.

**Action requested: Amend the Chili Public Library Personnel Policy adopted December 18, 2007 to add coverage under the HSA-Compatible Health Plan "Preferred Care MyCare" to be offered with a Health Savings Account.**

*Approved six in favor, none opposed.*

- **Approve Maximum Contribution Towards the Health Insurance Premium**

**Action requested: Effective January 1, 2009, for the calendar year 2009, the Library will pay the following maximum monthly contribution towards the health insurance premium: single - \$385; two person - \$700; parent and children - \$775; or family coverage - \$805, and the employee will pay by payroll deduction, the balance of the premium cost, if any; or if they wish to pay the town directly, the balance of the premium must be paid in advance by the 20<sup>th</sup> of each month preceding the period coverage.**

- **Funding Health Savings Accounts - 2009**

In order to offer existing employees and eligible retirees a consumer driven medical plan, the employer needs to make a significant contribution effective January 1, 2009.

**Action requested: The employer will contribute six months of its' share to the Health Savings Account effective January 1, 2009 with the balance of the employer annual contribution to be funded monthly over 12 months; and this funding shall be for the year 2009 only.**

*The two health insurance motions were combined for a single vote: Approved six in favor, none opposed.*

#### State News

- **Nothing new to report.**

**System News**

- **Trustee Training - Library Districts in New York State**

**Date:** Saturday December 6, 2008; **Time:** 10:00 am – 12:00 noon

**Locaton:** Irondequoit Public Library – Evans Branch on Cooper Road

Libby Post, President of Communication Services, will speak to MCLS member library trustees about Library Taxing Districts during this program. Post helped 28 out of 30 libraries in the Mid-Hudson Library System win their referendum campaigns in 2005-06 through her innovative Library Campaign Training Institute, and has also successfully managed the building referendum campaign for Saugerties Public Library, garnering 64% of the vote. A seasoned campaign consultant, Post also has over 20 years of experience in not for profit branding, marketing, public relations and fundraising. She is now taking her electoral campaign experience and putting it to work for libraries and library systems.

**Committee Reports**

**Long Range Planning**

None.

**Budget**

None.

**Personnel**

None.

**Grants**

None.

**Old Business**

None.

**New Business**

Mr. Lechner reported the renewal of CD's 12049107 for \$5,725.77 and 12048976 for \$13,537.08 for six months at Eastman Savings and Loan.

Mr. Myers made a motion to move the CPL Board established capital reserve fund of \$52,000 into the general reserve as it is no longer needed with Representative John's state grant.

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

Mr. Baker reported that he will meet with Supervisor Dunning on November 25<sup>th</sup> at 9:30AM to discuss CPL participation in the Town's long range capital planning process and asked interested CPL Board members to attend if their schedules allowed.

Mr. Baker provided a draft of a letter to Chili's State Representatives to present CPL's interests in the State budget negotiations which was signed by Mr. Schuler. Mr. Lechner commented that the letter was well done.

#### **Comments from Guests**

None.

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

Next meeting date/time: December 16, 2008 at 6:00 PM CPL Barbara M. Ireland Community Room.