

Meeting Minutes, Chili Public Library Board of Trustees Meeting Approved
November 27, 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 but due to miscommunication by the CPL Board about the Golisano Library Tour was not able to participate. The Board sincerely apologizes to Mr. Slattery.

The CPL Board was able to tour the Roberts Wesleyan College Golisano Library thanks to Mr. Cuthbert, Roberts Vice-President and Treasurer , and Mr Krober, Library Director. An impressive facility.

The Board was able to discuss the availability of the facility to the general public particularly relating to public meeting space. While the College would consider it, in general the one general meeting room is already in high demand for RWC use.

President Schuler convened the meeting at 6:52 PM.

Approved minutes of October 23, 2007 meeting by seven in favor, none opposed.

Approved abstract: \$16,850.65 by seven in favor, none opposed.

Approved nomination of MS. Melville to Chili Town Council for reappointment as a member of the CPL Board by six in favor, none opposed, Ms. Melville abstaining.

Approved the meeting agenda with the addition of an Executive Session for consideration of a revised draft CPL Personnel Policy.

Communications

Guests/Public:

Mr. Reddick present. Complimented RWC on the beautiful meeting room and Mr.Krober on excellent progress in commissioning the new facility. Commented that the facility is not generally suitable as a supplement for public use affiliated with CPL.

Town Board Liaison:

None.

Friends Representative:

None.

Director's Report – November 2007

(Board and Director's discussion as noted.)

General Information:

- **CPL Statistics** – Distribution of October 2007 CPL statistics.
(Growth on the order of 7% including door count year on year, driven to a significant degree by the increased number of children's programs.)
- **CPL Circ and Reference Staff Meeting** – Friday, December 7th at 9:00.
- **CPL Full Staff Meeting** – Friday, January 4nd at 9:00.
- **Friends of the CPL Board Meeting** – Tuesday, December 11th at 6:30 pm – Jim Lechner to attend.
- **December Holiday Party** – Staff, volunteers, the Friends Board and the Library Board are invited to the CPL Holiday Party, December 14 from 5:30pm-7pm. Everyone is welcome to bring a holiday treat.
- **Board member signup sheet for CPL 2008 Full Staff meeting and Friends meetings for 2008**
(circulated and completed.)

Follow Up Items:

- **CCAP Grant/Assemblyperson Susan John:** Assemblyperson Susan John is scheduled to be at CPL Monday, December 10, 2007 at 10:30am, where she will be recognized for the CCAP grant to the library.
(Mr. Baker indicates the grant is progressing normally, the check is now expected by early February, Ms. O'Meara will be able to apply the money to the 2007 budget. Board members will participate in the public recognition as their work situations allow pending the details of the final arrangements from Mr. Baker.)
- **MCLS ePortal:** LeeAnn Sperling has been trained on the MCLS ePortal, the intranet for library staff. LeeAnn will put the library's policies and procedures, forms, staff and reference notes on the ePortal for staff to use.

Action Items:

- **Approval of the 2008 CPL Closed Dates**
The 2008 CPL Closed Dates recommended by the CPL Board Personnel Committee were presented to the Library Board for approval.

January 1*	Tuesday	New Year's Day
January 21*	Monday	Martin Luther King Day
February 18	Monday	President's Day
March 21	Friday	Good Friday
March 22	Saturday	Day before Easter
March 23	Sunday	Easter
May 24	Saturday	Memorial Day weekend
May 25	Sunday	Memorial Day weekend
May 26*	Monday	Memorial Day (observed)
July 3	Thursday	Close @ 5PM
July 4*	Friday	Independence Day
September 1*	Monday	Labor Day (observed)
November 26	Wednesday	Close @ 5PM
November 27*	Thursday	Thanksgiving Day
November 28	Friday	Day after Thanksgiving
December 24*	Wednesday	Christmas Eve Day
December 25*	Thursday	Christmas
December 26	Friday	Day after Christmas
December 31	Wednesday	Close @ 5PM

*Paid holidays for full time employees

Veterans will have Veteran's Day off as a paid holiday

(Approved seven in favor, none opposed.)

- Approval of New Procedure for Out of County Cards**
 Payments for out-of-county library cards are accepted at the Central Library and selected public libraries in Monroe County. Currently CPL does not accept payment for out-of-county cards but refers patrons to the Central Library. To facilitate our patrons it is proposed CPL accept check, money order, or credit card payment for out-of-county cards.

(Approved seven in favor, none opposed.)

- Approval of Proposed CPL Library Board 2008 meeting dates**

Date	Location
January 22	CPL Multipurpose Room
February 26	CPL Multipurpose Room
March 25	CPL Multipurpose Room
April 22	CPL Multipurpose Room

May 27	To be Determined
June 24	CPL Multipurpose Room
July 22	CPL Multipurpose Room
August 26	CPL Multipurpose Room
September 23	CPL Multipurpose Room
October 28	CPL Multipurpose Room
November 25	To be Determined
December 16	CPL Multipurpose Room

(Approved seven in favor, none opposed.)

- **Approval of the revised CPL Tutoring Policy**

The Tutoring Policy has been updated to allow tutors from nonprofit agencies to tutor within the Chili Public Library. The draft policy was presented to the staff at the November full-staff meeting. It was recommended the conference room be used for this service when available.

CPL TUTORING POLICY

Tutoring is an activity that relates to the Library's role as an educational support center. However, use of the Chili Public Library's space is limited and is therefore restricted for non-profit organizations (i.e. Literacy Volunteers) only. Space for sanctioned tutoring activities is subject to availability. The following guidelines are to be observed.

1. Tutors from non-profit organizations will contact the library to determine if space is available for tutoring activities.
2. Children under 18 years of age who are tutored in the library are the responsibility of the tutor while on library property until released to a parent or legal guardian.
3. Noise should be held to a reasonable level.
4. The library does not serve as an intermediary between students and tutors.
5. Those who are being tutored in the Chili Public Library are encouraged to have a valid library card.

(Approved seven in favor, none opposed. It is noted that there will be a lock added to the meeting room door to the staff area and that Ms. Nancy Mack volunteered to act as CPL liaison to the external organizations.)

State News

- The New York Library Association's (NYLA) 2008 legislative proposal includes a request that the \$8 million increase for library systems received last year be made permanent. The State Education Department has made this request part of its budget request, which increases the chances of the extra funding being added to the Governor's budget, which is due at the end of January 2008. Other funding of the NYLA proposal is \$7.5 million for public library book aid; and \$5 million for the Statewide Internet Library for NOVELNY databases.

System News

- **MCLS/RPL Assistant Director** - Patricia Uttaro has been selected as Assistant Director for MCLS and System Services.
- **MCLS System-Wide Databases** - The Director's Council at its last meeting approved keeping the current system-wide databases subscriptions for 2008 as well as adding the following new databases: WebFeat Federated Searching, Learning Express Basic, and AP Images. The public will have access to the new databases beginning January 2008.

Meetings and Workshops:

CPL Library Board Personnel Policy Team 10/26/07
CPL Emerging Technology Team 10/29/07
Full Staff Meeting 11/2/07
Dick Panz Consulting 11/3/07
Director's Council Meeting 11/7/07
Personnel Meeting 11/9/07
CPL Friends Meeting 11/13/07
Town Library Director's Meeting 11/15/07
CPL Emerging Technology Meeting 11/19/07
Staff Evaluations 11/21/07
CPL Library Board Grant Committee 11/26/07

(A request was made to Mr. Baker based on the effort of the Emerging Technology Team to prepare a brief review of technology trends affecting CPL, specifically the implications of electronic books and databases relative to future CPL expansion and staffing needs. Mr. Baker agreed to do so in 2008. Ms. Kharbas identified a potentially useful review at 5:15 on January 10, 2008 in the Gleason Auditorium on a Mellon grant to the University of Rochester for improved digital cataloging systems.)

Committee Reports

Budget

Noted that the Town Council approved the 2008 CPL Budget proposal from Supervisor Logel: budgeted expense of \$1,066,138 to be provided from a tax levy of \$893,375, application of the previously accumulated surplus of \$99,455 and CPL revenue of \$73,305.

Personnel

A revised draft personnel policy has been provided by the subcommittee and will be discussed by the Board in Executive Session as a personnel issue.

Long Range Planning

Activities completed for 2007.

Grants

The first meeting was held, Mr. Baker reviewed a number of the 2008 budget line items as potential items to secure external funding. *(Discussion on ways and means to identify and pursue external funding. General agreement that this will be a learning experience requiring months or more to complete. Action items:*

- *Mr. Baker to pursue identifying available grants through research of public information.*
- *Mr. Baker to notify the Board of actions expected in early 2008 to pursue state grants through our local representatives in the anticipated NY February budgeting process.)*

Old Business

None.

New Business

Mr. Lechner moved for renewal of CD #12055565 for six months. **Approved seven in favor and none opposed.**

Comments from Guests

Mr. Reddick:

- Advanced notice to the news media for both a reporter and a photographer will improve the chances for coverage of the Representative John event.
- Searching for grants can be done but will take time and effort.
- Recommended investigating the searchable databases at the Golisano library as an example of available technology.
- Recommended electronically posting the CPL board minutes.
- Recommended the Town to pursue improved regional transportation service as a way to help support tutoring opportunities.
- Recommended better long range capital planning for the Town including CPL expansion plans.
- Movable storage options seen at the Golisano Library might be a useful technology for CPL.

Mr. Schuler adjourned to executive session at 8:15PM for discussion of the draft personnel policy. No actions taken in the executive session.

Next meeting date/time: December 18, 2007 at 6:00 PM CPL Public Meeting Room.

Mr. Baker to arrange the required public notification