

Meeting Minutes, Chili Public Library Board of Trustees Meeting APPROVED
February 26, 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

President Schuler convened the meeting at 6:02 PM. Mr. Lechner, Mr. Slattery and Ms. Melville absent.

Approved minutes of January 22, 2008 meeting by five in favor, none opposed.

Approved abstract: \$22,870.80 by five in favor, none opposed.

Approved the meeting agenda with the addition of an Executive Session for consideration of personnel issues.

Communications

Guests/Public:

None.

Town Board Liaison:

None.

Friends Representative:

Ms. Roether reported that a Friend's of CPL book sale was occurring the following weekend.

Ms. Roether also noted that the Town Recreation Department was assuming responsibility for the concert series in 2008. Mr. Schuler thanked the Friend's for the many fine concerts they provided over the years.

Director's Report – February 2008

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

General Information:

- Supervisor Dunning has opened the Use of the Town Council Meeting Room for Library Programs

Mr. Schuler thanked Supervisor Dunning as it will allow increased attendance for the most popular programs.

- **CPL Statistics** – January 2008 shows continuing growth in almost all measures.
- **Full Staff Meeting** – Friday, March 7th at 9:00. Glenda Melville to attend.

- **Friends of the CPL Board Meeting** – Tuesday, March 11th 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, March 1, 2008 from 9am to 4pm (ending with a \$2 bag sale). “Friends Only” Preview Sale on Friday, February 29, 2008 from 2:30-4:30pm.
- **NYSALB Membership** – The library board’s New York State Association of Library Boards (NYSALB) membership has been renewed. New members will be receiving the ‘Trustee’ newsletter. The 2008 Trustee Institute will be held May 3rd & 4th at the Sarasota Springs Holiday Inn. April 15th deadline for registration by mail or online anytime <http://www.nysalb.org/institute/index.html>.
- **MCLS Library Learning 2.0 Project** – On January 21st, eighty four staff began an eight-week MCLS Library 2.0 exercise project. Jeff Baker, LeeAnn Sperling, Jill Sutter, Patty Bruno, Jenn Lindsay, and Richard Gagnier are participants from CPL. The goal of this program is to encourage staff to experiment and learn about the new and emerging technologies on the web that are changing the way the public and the libraries access information and communicate with each other. The objectives are to:
 1. Encourage exploration of Web 2.0 and new technologies by MCLS staff.
 2. Provide staff with new tools (freely available on the Internet) to support MCLS’s mission.

Follow Up Items:

- **Assembly member Susan John visit** - The Director and library trustee, Jim Myers visited Assembly member Susan John’s office February 7th to advocate for sustained State aid for public library systems.
- **Senator Jim Alesi visit** – A visit was made to Senator Jim Alesi’s local district office on February 26. The Senator was out for medical reasons so the meeting was with his staff, approximately 25 people participated.
- **2007 Community Capital Assistance Program Grant (CCAP)** – The library’s CCAP grant has been posted on the New York State Assembly Ways and Means website on February 4, 2008. This is the last step in the process for the library receiving the grant funds. It is to be on the website for 30 days after which the contract will be sent to the library.
- **Azuradisk Dual Disc Cleaner** – The library has purchased an Azuradisk Dual Disc cleaner through Memorial funds to replace its previous model. The cleaner is proving to be more efficient in cleaning and repairing of the library’s disc collection.
- **Approval of Quote from Pacer Property Services to Spot Paint and Patch the Library**

The library is in need of patch and paint of selected areas within the library. Three quotes were obtained. Pacer Property Services quoted the price of \$3,272.35 to spot paint the library. The painting will take 3-4 days during March 16-23.

Action requested: Approve of Quote from Pacer Property Services as Described

A motion was made and passed by five in favor none opposed to approve an expense not to exceed \$3500 for Pacer Property Services.

- **Approval of Proposal for Professional Services by Boychuk & Co to Perform the Library's 2007 Audit**

The Chili Public Library received two proposals (Ray Wager, and Boychuk & Co) to serve as independent auditors for the Chili Public Library. Bonadio never responded to the library's request. The director is recommending the Library Board approve the proposal by Boychuck & Co not to exceed \$4,500 for the year 2007.

Action requested: Approve the Proposal for Professional Services by Boychuk & Co to perform the library's 2007 Audit

A motion was made and passed by five in favor none opposed to approve an expense not to exceed \$4500 for Boychuk & Co..

- **Photo Release Form** – Town attorney Richard Stowe has approved a photo release form the library is now using to obtain permission from patrons to use their photos on the library's website, newsletter, and publicity flyers. The photo release form will be distributed at the board meeting.
- **Meeting with the Director of Parks and Recreation** – The director along with programming staff of the library met with Michael Curley on February 3rd. It was agreed there hasn't been much overlap in program content between the Recreation and Library with the exception of the Teen Babysitting programs which both sessions fill up. The Recreation Department tends to have programs that require registration for a cost that occur over time (3 months typically). The library tends to have 'one-shot' programs that are free of charge and either require registration or are walk-in. As a result of the meeting it was proposed at the February 12th Friends of the Public Library meeting to no longer have a library concert series as the Recreation Department will now be having one. The library will have its programs listed in the Recreation newsletter which comes out three times a year. In order to complement each other's programming, the director will be meeting with Mr. Curley a month prior to each newsletter's release and will continue to work on having collaborative ventures.

State News:

- **MCLS Petition** – The Governor's Budget did not include the \$5 million in supplemental library system aid that was added by the Legislature to the 2007-08 State Budget. Public libraries need library system funding to continue providing a high level of service to the community. Because of this the member libraries have been asked by the Monroe County Library System to take part in a petition campaign to support increased state funding to library systems. There is a petition display within the library. Petition signatures will be collected through February 28, 2008. The petitions will be presented to our state legislators in Albany on Lobby Day, March 11, 2008.

System News

- **MCLS Contract/Finance Committee** – It is the consensus of the MCLS Contract/Finance Committee that the next contract (2009-2011) includes a 3% increase in cost shares for each year of the contract. For CPL that would work out as follows: Year 2008 - \$26,823, Year 2009 - \$27,628, Year 2010 - \$28,457, Year 2011 - \$29,310. Still to be dealt with in committee are equitable technology in telecommunications and infrastructure and a draft of the Internet policy strategy. The Contract will go the MCLS Board in September, then immediately to the Directors' Council and to all Member Boards for approval. This should be completed by the end of December Of 2008.
- **MCLS Website** – The Monroe County Library System is looking to have a new website vendor hopefully by the end of summer.
- **Marketing Team** – Town Board members, Library Trustees and staff have been surveyed by the MCLS Marketing Team. The Ad Council will analyze the surveys and share results at a staff workshop on March 22nd. Results will also be shared with the Directors' Council.
- **LSTA Service Improvement Grant** – is a non-competitive two year grant for library systems which provides \$11,500 each year. MCLS has proposed to build and enhance the current OverDrive downloadable collection and reduce the number of active holds on each OverDrive title by increasing duplicate titles using the guidelines currently followed by MCLS. The Director's Council unanimously voted to enhance the OverDrive collection.

Committee Reports

Budget

A detailed report for the estimated close for 2007 was presented showing a surplus of \$21,278 or 2.1% on the budget of \$1,012,465. A line item is needed to document that an additional \$17,000 was set aside for future computer equipment replacement.

A spending plan was presented to reconcile the 2008 CPL request with the Town Council approved budget of \$1,066,381. Proposed actions include using the Memorial Fund as described in the January 2008 CPL Board meeting to cover some items, delaying the hiring of a new young adult librarian until mid year and implementing a 2% merit increase for the staff.

Mr. Baker reported that he has met with Supervisor Dunning to discuss the Town budget item of \$22,790 to explore potential library expansion as one of several Town facility needs. In order to continue the fact finding, a meeting will be conducted with a recognized expert on libraries informing Supervisor Dunning and Councilman Slattery.

Personnel

None.

Long Range Planning

None.

Grants

CPL has learned that the request to Representative Johns has been turned down due to the large grant in 2007 and the tight finances in the state in 2008.

Old Business

Mr. Baker has determined from Ms. O'Meara that the Town does not provide short term disability coverage to the library staff. He was requested by the Board to ascertain potential sources and cost for this coverage.

New Business

A proposal was made by Mr. Baker to rename the Library meeting room in honor of Ms. Ireland. While wholeheartedly approving the intent, Mr. Schuler is to verify that the CPL Board has this authority from Supervisor Dunning before proceeding

The renewal of a CD for \$10,924.48 for six months at 3.25% at the Bank of Castile was approved by five in favor, none opposed.

Comments from Guests

None.

Mr. Schuler adjourned to executive session at 7:09PM for discussion of personnel issues.

Executive Session

Actions taken in the executive session:

- A 2% merit increase was granted to the library staff.
- The creation of the position of Assistant to the Director was created and Ms. LeeAnn Sperling appointed.

Next meeting date/time: March 25, 2008 at 6:00 PM CPL Public Meeting Room.