

Meeting Minutes, Chili Public Library Board of Trustees Meeting-APPROVED
March 25, 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 6:00 PM. Mr. Lechner, Ms. Reece absent.

Approved minutes of February 26, 2008 meeting by five in favor, none opposed.

Approved abstract: \$20,667.05 by five in favor, none opposed.

Approved the meeting agenda.

Communications

Guests/Public:

None.

Town Board Liaison:

None.

Friends Representative:

Ms. Kalamaroff reported that the recent Friend's of CPL book sale earned \$1,213.

Director's Report – March 2008

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

General Information:

- **CPL Statistics** – Distribution of February 2008 statistics showing 10% to 14% growth in circulation, reference and door count year on year.
- **Circ and Reference Staff Meeting** – Friday, April 4th at 9:00.
- **Friends of the CPL Board Meeting** – Tuesday, April 15th at 6:30 pm – Ed Schuler to attend.
- **Big Read Grant** - MCLS has been awarded a Big Read grant from the National Endowment for the Arts and Arts Midwest. The Big Read provides citizens with the opportunity to read and discuss a single book within their communities. The featured book is Fahrenheit 451 by Ray Bradbury and will take place from April 13th through May 31st throughout the system. The Chili Public Library will be having a Fahrenheit 451 book discussion on May 6 at 7pm, and the movie will be shown on May 13 at 6:30.

- **Painting-** The general spot painting and specific room painting has been completed satisfactorily with minimal interruption to service.

Follow Up Items:

- **Multipurpose Room** – Monroe Piping has determined the heater in the ceiling of the multipurpose room is not adequately ducting air to the room. Corrective actions are under consideration.

Mr. Slattery suggested that Mr. Baker should be sure to inform the Commissioner of Public Works.

- **New Book Display Unit** – On March 21 Dave Tyler installed the oak shelving unit which will be used to better display the library's new books. The unit has a three door glass display case and corner display cabinet. The unit is supported by Friends of the Chili Public Library and CPL Memorial Funds.

Mr. Baker asked the Board to consider increasing the payment to Mr. Tyler by \$250 over the quoted \$1900 to cover unforeseen expenses. The Board feels the quality of the work was exceptional and approved the additional expense by five in favor, none opposed.

- **Girl Scouts Community Project** - Girl Scout Troop 270 have completed their community project for the library. The girl scouts have worked more than the 15 hours each in order to earn a Junior Girl Scout Bronze Award.
- **Approval of the CCAP Grant Disbursement Agreement Resolution** – The library has fulfilled all of the criteria necessary to receive the Community Capital Assistance Program Grant as set forth in the authorizing legislation for CCAP. In order for the library to submit the Dormitory Authority the Grant Disbursement Agreement, the library needs to adopt the resolution authorizing the CPL director to sign the agreement on behalf of the library board. Upon receiving the signed agreement, the Authority will begin the requisition process.
Action Request: Approve the CCAP Grant Disbursement Resolution authorizing the CPL Director to sign the agreement on behalf of the library board

Approved by five in favor, none opposed pending approval from Mr. Stowe, Town Attorney.

New items:

- **Approval of the Revised CPL Code of Conduct** – In order for the library to better serve our patrons the CPL Code of Conduct has been revised.

Action Request: To approve the revision of the CPL Code of Conduct as presented.

Approved by five in favor, none opposed requesting Mr. Baker to forward the changes to Mr. Stowe, Town Attorney.

- **Approval of the Revised Chili Public Library Children's Programming Policy** - In order for the Children's staff to more effectively provide programming to those in the community, the Chili Public Library Children's Programming Policy has been revised. **Action Request:** To approve the revision of the Chili Public Library Children's Programming Policy as presented.

Board discussion on a proposed paragraph restricting program registration to parents and guardians led to its removal as it was felt that in some circumstances there are caregivers that might not fit the definition and may be problematic for the library staff to implement. The remainder of the proposed changes were approved five in favor, none opposed.

- **CPL Financial Audit** - Boychuk and Company is scheduled to start March 26, 2008

State News:

- **State Budget** – New York Library Association (NYLA) Lobby Day was a successful event. There was a record turnout -- 1,008 library advocates. 88 legislators met with advocates, and had their photos taken for the NYLA READ posters. Both the Senate and the Assembly have agreed that they will restore the \$5 million that was not included in the Governor's budget. Governor Paterson must approve it and the Senate/Assembly must agree on how to pay for it.

System News

- **MCLS Petition** – Over 7,000 petition signatures among the member libraries were collected and delivered in Albany to State legislators Lobby Day, March 11, 2008.
- **New York State Public Library Construction Grant** – Grant requests should be returned to the MCLS Office by April 30, 2008.
- **MCLS Marketing Survey** – There were 529 invitations sent to MCLS stakeholders to take the MCLS Marketing survey. Almost 350 responses were received. A PowerPoint presentation of the survey results will be created by the Ad Council and shared with the Directors Council. The Director will relay this information to the library board.
- **LSTA Grant** – Upon further notice, purchasing Overdrive content is NOT fundable by the LSTA grant. Central is committed to continuing Overdrive and will look at other sources of funding. The non-competitive LSTA grant will be rewritten to fund an oral history project for our web site.
- **NEW Location Designation** – In order to maintain consistency among member libraries, the Director's Council agreed to limit books given the NEW location designation six months across the system.

Committee Reports

Budget

The merit increase and the creation of the Assistant to the Director position approved in the last board meeting have been approved.

Personnel

None.

Long Range Planning

Mr. Panz was contacted regarding a survey directed to potential expansion needs but he declined for lack of expertise. Examples of surveys from other libraries have been secured. Mr. Schuler suggested a specific Board meeting with proper public notification to discuss this before the April 2008 CPL Board meeting. Mr. Schuler to designate a time and place.

Grants

None.

Old Business

Mr. Schuler will explore short term disability coverage to the library staff.

A proposal to rename the Library meeting room in honor of Ms. Ireland has been approved by Supervisor Dunning and Mr. Baker is to proceed with arrangements to honor Ms. Ireland.

New Business

None.

Comments from Guests

None.

Mr. Schuler adjourned the meeting at 6:54PM.

Next meeting date/time: April 22, 2008 at 6:00 PM CPL Public Meeting Room.