

Meeting Minutes, Chili Public Library Board of Trustees Meeting-APPROVED
April 22, 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 6:04 PM.

Approved minutes of March 28, 2008 meeting by seven in favor, none opposed.

Approved abstract: \$21,472.04 by seven in favor, none opposed.

Approved the meeting agenda by seven in favor, none opposed

Communications

Boychuk & Co. Auditors Report

Mr. Jack Kosmicki reviewed the draft of the Financial Statement which is included in the public record of this meeting.

Guests/Public:

Mr. Rettick commented favorably on the new shelving and the increased public communication in the media relative to the library, and specifically praised Mr. Tyler of the staff for returning personal property inadvertently left behind by Mr. Rettick.

Town Board Liaison:

Mr. Slattery commented that the draft of the next Town Recreation news letter contains useful information on library activities.

Friends Representative:

None.

Director's Report – April 2008

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

General Information:

- **CPL Statistics** – Distribution of March 2008 statistics.
- **Full Staff Meeting** – Friday, May 2nd at 9:00 – Jim Lechner to attend.
- **Friends of the CPL Board Meeting** – Tuesday, May 13th at 6:30 pm – Chris Reece to attend.

- **Children's Area Shelving** - David Tyler has built two small bookshelves in the Children's area to facilitate space needs. This has been paid for through the CPL Memorial Fund.
- **Wii** - Thanks to the Friends of the Chili Public Library, the Wii has been purchased for the library. The Friends have agreed to additionally purchase the Wii software program Rock Band soon to be released and particularly popular with Teens. To date the library has scheduled a 'Play Games on our new Wii!' Program for Wednesdays, June 25, July 30, and August 20 from 1:30-3:30.
- **The Chili Public Library Teen Photo Contest** - The Chili Public Library is going to have its first ever Teen Photography Contest. For children ages 10-18 living in Monroe County. Submissions will be accepted May 1-15, 2008. There will be a photo show featuring all submissions and a reception will be Saturday, May 31 at the Chili Public Library at 3 pm. First place: \$50 mall gift certificate, second place \$30 mall gift certificate, third place \$ 20 mall gift certificate. All photos will be displayed in the library during the month of June, 2008, and winners will be featured on the Chili Public Library website. There will also be a "viewer's choice" (\$10 gift certificate) award, that will be voted on by patrons of the Chili Public Library that view the display. Votes will be tallied on June 30.
- **Volunteer luncheon** – Each year the library shows it's appreciation to volunteers who work at the library. The library has 16 volunteers who perform such tasks as doing the day's router, being a Dewey Duster, etc. This year the luncheon will be held Monday, April 28 at 12 noon in the multipurpose room.

Follow Up Items:

- **Independent Auditors Report** – Jack Kosmicki from Boychuk and Co. will present the Chili Public Library's Independent Auditors Report as of December 31, 2007.

New items:

- **Approval of CPL Board Designated Fund** – In order to assure future replacement of computer equipment at the library, the Board of Trustees have recommended designating \$17,000 of the net assets be set aside as a reserve.

Action Request: Approve the CPL Board Designated Fund in the amount of \$17,000.

It was noted that the designation had been included in two previous budgets and thus should be increased to \$34,000 total. The increased amount was approved seven in favor, none opposed.

- **Approval of 2007 Chili Public Library State Annual Report** - Every year, the Chili Public Library must submit a System State Annual Report to the Division of Library Development. The assurance that this "Annual Report" was reviewed and approved

by the System Board is required. A system report summary document will be distributed at the meeting and a copy of the full report will be available for review.

Action Requested: Approve the 2007 Chili Public Library System State Annual Report.

Approved seven in favor, none opposed.

- **Approval of Bulletin Board and Public Information Handouts Policy** – In order to effectively manage the library’s bulletin board, and the community information table in the lobby, a policy has been drafted.

Action Requested: Approve the Bulletin Board and Public Information Handouts Policy as described.

Approved seven in favor, none opposed pending review by Mr. Stowe, Town Attorney.

- **Approval of Library Sponsoring a Hole at the 3rd Annual 4-person scramble Golf Tournament** – The 3rd annual 4-person scramble golf tournament will be held Friday, May 16, 2008 at the Chili Country Club, sponsored by Curt Amesbury and Phil Sheehan. All proceeds will go to the Friends of the Chili Public Library. An organization may sponsor a flag at one of the holes for a \$40 fee. It has been recommended that the library sponsor a flag in appreciation for this event.

Action Requested: Approve the library sponsoring a hole at the 3rd Annual 4-person scramble golf tournament.

The Board members and Mr. Baker made the contribution personally and thank Mr. Amesbury and Mr. Sheehan for their generous support.

State News:

- **State Funding** - The 2008-09 State Budget has both good news and bad news for libraries. The good news is that the \$5 million cut in Library Aid to library systems proposed by the Governor was restored. The budget also continues the \$14 million in public library construction aid. The bad news is that the Division of Budget imposed a 2% across the board cut in many, but not all, state funded programs. Meaning overall Library Aid will be \$2 million less than last year.

System News

- Nothing to report

Committee Reports

Budget

The budget committee consists of Mr. Lechner, Ms. Melville, Mr. Myers and Mr. Havens and will hold a meeting in early May to start the 2009 budget process.

Personnel

None.

Long Range Planning

The consideration of potential Library expansion is being pursued by first conducting a community survey. A public meeting was held on April 18 to prepare a draft which has been circulated for comments. A committee has been created consisting of Mr. Schuler, Ms. Kharbas, Ms. Reece and Mr. Havens for future meetings with the next to be held soon to refine the draft for further review to include Mr. Dunning, Mr. Slattery and others as deemed appropriate.

Grants

None.

Old Business

Minutes of the special April 18, 2008 meeting Approved seven in favor, none opposed.

New Business

Certificates of Deposit 12049107 for \$5,603 and 12048976 for \$13,246 were approved for renewal for six months by seven in favor, none opposed.

Comments from Guests

None.

Mr. Schuler adjourned the meeting at 7:19 PM.

Next meeting date/time: May 27, 2008 at 6:00 PM CPL Public Meeting Room.