

Meeting Minutes, Chili Public Library Board of Trustees Meeting-APPROVED
April 28, 2009

Board of Trustees: James Myers (President), Glenda Melville (Vice-President), James Lechner (Treasurer), Charles Havens (Secretary), Judith Kharbas, Christina Reece, Steven Ziblut

Library Director: Jeff Baker

Town Liaison: Michael Slattery

Friends Representative:

Guests/Public: Mr. Jack Kosmicki, Boychuk & Co.

President Myers convened the meeting at 6:00 PM. Mr. Ziblut absent.

Approved minutes of March 24, 2009 meeting by six in favor, none opposed.

Approved abstract: \$22,954.33 by six in favor, none opposed.

Approved the meeting agenda by six in favor, none opposed with the following items added:

- CD Renewal,
- Discussion of Mr. Havens submitted resignation,
- Meeting room for CPL Board meetings.

Communications

The draft of the 2008 CPL financial audit was reviewed by Mr. Kosmicki of Boychuk & Co.

- The 2008 report can be compared to 2007 as they were prepared on the same basis.
- No significant problems were identified but three potential process improvements are noted in a letter to the CPL board for their consideration.

Questions and discussion, with the response from Mr. Kosmicki:

- Are there guidelines for an appropriate surplus account? An amount equal to 3 to 4 months of operating expenses is a typical target plus additional capital funding accounts deemed necessary.
- The basis for the \$31,000 depreciation item? This report consolidates all of the depreciation schedules to five years whereas previously there were a range of schedules with some longer than typical for such assets.
- Allocation of salary to fund raising? One per cent of the total salary was an estimate generated to reflect that some degree of fund raising does occur by the staff and this needs to be reflected for IRS compliance.
- The line item for unrestricted net assets includes the Library Memorial Fund? Yes.
- Mr. Baker: the Boychuk & Co. recommendation to increase the insured value of the CPL computer system from \$20,000 is thought to be unnecessary as there is additional coverage from the Town policy. Mr. Baker will secure documentation to this effect.

Friends of CPL Report:

- Two tickets for the Keuka wine trail were donated and will be raffled to raise money.
- The Friends have decided to participate in this year's Chil-E Fest parade.

Director's Report

General Information:

- **CPL Statistics** – Distribution of February 2009 statistics.
- 15 to 17% growth year on year in circulation, door count and reference requests.
- 500% increase in adult program attendance to 360 due to RochesterWorks employment programs.

The CPL Board pays special thanks to Ms. Patti Bruno for organizing the RochesterWorks programs.

- **Full Staff Meeting** – Friday, May 1st at 9:00. Jim Myers to attend.
- **Friends of the CPL Board Meeting** – Tuesday, May 19th at 6:30 pm – Chris Reece to attend.
- **Distribution of Spring & Summer 2009 Town of Chili Newsletter**
- **Earth Day** –To celebrate Earth Day, several library staff are taking their lunch hour on Wednesday, April 29 to collect refuse on the eastside of the Town Hall/Library Complex. Terry Spurling and Pat Tindale are organizing the cleanup.

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, 2008.
- **Volunteers Appreciation Luncheon** – The volunteer appreciation luncheon took place April 20th. Gift pens were distributed and many thanks were given by the staff.
- **Executive Carpet Cleaning** – Over the Easter holiday weekend the library had its carpet's cleaned.

New Items:

- **2009 Legislative Initiative Grant** – In response to the cut in State funding for libraries, Assemblymember Susan John has secured a \$20,000 Legislative Initiative Grant for the Chili Public Library covering the State fiscal year 2009-2010. The purpose of the grant is for the library to acquire or maintain books, software, subscriptions and related items.

- **Online Reference Chat** - Patrons can now chat online with our reference librarians during hours the library is open to the public. By visiting our webpage www.chilibrary.org, on the right hand-side there is a Reference chat box. The patron types in the question they have and the librarian will respond in kind. Typical questions the library answers are if the library owns a particular item and questions of a factual nature.

- **Approval of 2008 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 2008 Chili Public Library System State Annual Report.

Approved: six in favor, none opposed.

- **Approval of CPL Internet Usage Policy Update** – In order to improve upon our patron's ability to use the library's public computers, the library is using a combination of Group Policies, Windows Vista and the software Deep Freeze. Deep Freeze protects workstation software from accidental or malicious damage without restricting user access. This will allow patrons to burn CD's, download software such as resume templates from Office online, and modify the desktop during the patron's PC-reservation session. When a patron closes a session or their time runs out, the terminal automatically reboots, and returns to the original hard drive image. This allows for a consistent configuration of all public computers. The Internet Usage Policy needs to be updated to reflect that patron's may download software from the Internet onto the Library's computers.

Action Requested: Approve CPL Internet usage policy update by removing statement 'download software from Internet onto library's computers'.

After discussion, a motion was made and approved six in favor, none opposed to authorize a pilot study of the new software with the expectation to change the internet policy if the pilot goes well.

- **Computer Use Survey** - The Chili Public Library is participating in a nationwide Internet survey from May 4-18 to find out how people use the free computers and Internet connections in public libraries. RPL and CPL are two of 30 NYS public libraries chosen for the survey. The U.S. IMPACT web survey is being conducted by the University of Washington Information School with support from the Bill & Melinda Gates Foundation. Until now, there has been no nationwide research about how library computing services fit into peoples' lives. Some believe that library computers are used mostly for entertainment, but librarians report that people use them to find jobs, stay connected with family and friends, or to get health information. This information will be used to improve these services and to inform policy makers about how best to fund and support them.
- **The 2nd Annual Spring Teen Photo Contest** – The contest will accept entries between April 27 and May 15 2009, for children ages 12-18 living in Monroe County. The contest is divided into two sections: ages 12-15 years and 16-18 years. There will be prizes supported by the CPL

Friends, an awards reception at the end of May, and all photos will be displayed in the library throughout the month of June 2009 as well as being featured on our website.

System News:

- **New Library Trustee Orientation** - There is a New Library Trustee Orientation on Saturday May 9, 2009, 9:00 am - 12:00 noon in the Rundel Memorial Building, 3rd Floor Board Room. This introduction to the Monroe County Library System is intended for all new trustees at MCLS member libraries, although veteran trustees are also invited. Topics covered will include a brief history of MCLS, introduction to the budget process, the member library contract, advocacy efforts, and system services. Any library trustee may attend by registering at the following website <http://www.libraryweb.org/REGISTRATION/>.

State news:

From the MCLS Director's Blog:

As many of you know, the State budget has been released. The news was better than we expected, but still not 100% positive. The information we've received so far is:

- State Funding for libraries and library systems - \$91.081 million for 2009-2010. The Legislature restored \$10.581 million to the \$80.5 million originally proposed by the Executive.
- The \$91 million is roughly an 8% reduction from last year's funding levels for each program, library system and library (including a roughly 8% reduction to the system supplementary aid). All library aid, including the "one-time" system supplementary aid program of \$8 million will be reduced by the same percentage to achieve the \$91 million funding level. If funding were available for all of the formulas in the law, including the supplementary system aid, the total library aid for 2009-2010 would have been \$102 million.
- Public Library Construction Grants – \$14 million in Capital Funds for 2009-2010. The Executive and Legislature eliminated the \$800,000 annual public library construction grant program.

Committee Reports

- **Budget:** reported that the budget committee met and reviewed the current year spending and that we are on budget year to date. A revision of the monthly interim financial report is in progress to simplify analysis of the data.
- **Library Building:** reported that the CPL status presentation to the Town Council meeting on April 15 led the Town Council to direct the CPL Board and Director to develop a proposal for studying the expansion to be presented to the Town Board. This was delegated to Mr. Baker.

Old Business

None.

New Business

- Mr. Lechner was authorized by a vote of six in favor, none opposed to renew CD xxx7536 for up to 18 months at the best terms available in the local bank community.
- Mr. Myers asked Mr. Havens to withdraw his resignation and request a formal leave of absence when and if it becomes necessary for him to miss three consecutive meetings.
- The Board agreed to use the Barbara Ireland room when available for future meetings as the small conference room has been cramped in recent board meetings.

President Myers adjourned the meeting at 7:30 PM.

Next meeting date/time: May 26, 2009 at 6:00 PM - CPL Conference Room.