

Meeting Minutes, Chili Public Library Board of Trustees Meeting- APPROVED  
May 26, 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: Sandy Roether  
Guests/Public: Chuck Rettig

President Myers convened the meeting at 6:04 PM. Mr. Havens absent.

**Approved** minutes of April 28, 2009 meeting by six in favor, none opposed.

**Approved** abstract: \$37,618.51 by six in favor, none opposed.

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

- CD Renewal,
- Summer hours, potentially opening library on Saturday

### Communications

#### Guests/Public:

Mr. Rettig – likes that the Career workshops are so well attended and that the library is busy. Also feels that the new books that have recently been added are good choices for the library.

#### Friends of CPL Report:

Ms. Roether – wine tour tickets will be available until June 3<sup>rd</sup>. Barnes & Nobel in Greece is having a book sale on June 12; proceeds will benefit the Chili Public Library “Friends”. Some “Friends” and library staff will participate in Chili-Fest parade on July 4<sup>th</sup> – 5:00pm.

### Director's Report

#### General Information:

- Parking Lot repaved by Town. Looks great!
- Friends book sale scheduled for August 28<sup>th</sup>, preview August 27<sup>th</sup>.
- Staff picnic scheduled August 29<sup>th</sup> at 12:00 noon at Union Station Park. Trustees invited to attend.
- Thank You to Trustees for memorial donation to Lifetime Health in Mrs. Baker's name

- Final Audit report from Boychuk provided. Auditors' recommended additional insurance coverage be acquired to cover additional computer equipment. Replacement coverage is available from Town to cover our shortfall.
- CPL Statistics – distribution of April 2009 statistics.
  - 8-9% increase in attendance year over year in all programs.
  - Greatest increase in adult programs due to Career Search Workshops.

### **Follow-up Items**

- **New teen photo contest** was announced (details on CPL website). Mr. Baker and two staff photographers from Democrat & Chronicle will be contest judges.
- **New shelving in Children's area**, built by CPL staffer David Tyler, is completed and installed. Shelving was designed to accommodate media, puzzles, magazines and books.
- **Full Staff Meeting** – Friday, September 4th at 9:00.
- **Friends of the CPL Board Meeting** – Tuesday, June 16<sup>th</sup> at 6:30 pm – Jim Lechner to attend. (Meetings have been moved to 3<sup>rd</sup> Tuesday of each month).
- **Approval of 2009 Relamping Proposal** – Mr. Baker reviewed the three phase project for relamping of the library. Mr. Lechner highlighted the need to relamp. Over time, fluorescent lamps deteriorate. Maintaining recommended lighting levels is very important to the library. When the library was first constructed, extra lamps were added to specific areas to provide proper lighting levels. Fluorescent lamps gradually deteriorate over time; between the 3-4 years of lamp life, the lamps could be at 50% of their light potential. Periodic changes of lamps/lighting levels must be performed and maintained properly. Mr. Baker reviewed all proposals, and recommended Shuler-Haas as contractor – they are highly recommended and were “lowest priced” bidder.  
**Action Requested:** Approve the Shuler-Haas as contractor for Relamping vendor.

**Approved: six in favor, none opposed.**

- **Approval of increasing Per Cash Transaction for Petty Cash Fund** –current per cash transaction amount is \$12.00. If amount exceeds \$12.00, a voucher must be used to redeem at month's end.  
Action Requested: Per Case transaction to be raised to \$20.00.

**Discussion was had around monitoring of proper petty cash usage.**

**Approved: six in favor, none opposed.**

### **System News:**

- **MCLS Website revised** – The main website has been updated and made more “user friendly”. Mr. Baker wants to train one CPL staff member to see if these modifications will benefit the CPL website.

### Committee Reports

- **Budget:** new meeting scheduled – Thursday, June 4, 8:00am in small conference room.
- **Long Range Planning:** new meeting scheduled Thursday, June 11<sup>th</sup>, at 4:00 pm in small conference room.

### Old Business

None.

### New Business

- Mr. Lechner informed board that CD, approved last month for renewal, was split into 2 parts:
  - \$10,000 for renewal in 18 months at 2.2%.
  - \$9,835.89 for renewal in 11 months at 2%
- Two additional CD's will be due for renewal soon
  - Acct ending in #5565, \$5,497.68, due for renewal June 7
  - Acct ending in #1149, \$5,000, due for renewal June 25

**Action Requested:** Approve the renewal of CDs.

**Approved:** *six in favor, none opposed*

- **Extending summer hours to include opening Saturday's** – request for discussion by Mr. Havens. Mr. Baker reviewed 19 other Monroe County libraries summer hours to offer comparisons. Two are open 9-5:00 on Saturdays: Greece & Fairport. Nine mid-sized/small libraries are open for 3 hours on Saturdays during summer months. It would cost CPL \$3,000, primarily for labor, to open for 3 hours during summer months; July & August. Opening 9:00-5:00 would cost an additional \$11,000. Even though our town survey indicated 30% of respondents would like the library to extend the hours of operation, it would be an additional cost that has not been budgeted for and adds additional risk to the budget. Recent discussions with the town supervisor indicated a “hold” or decrease in funding for 2010. The director said he does not currently receive complaints or objections about not being open on Saturdays. Mr. Meyers agreed that since the board hasn't budgeted for the extra money, he doesn't feel we should risk an expense shortfall this year. Further, Mr. Meyers suggests the Budget committee investigate for hours expansion in 2010, but not 2009. The Director added that staffing issues could also arise, since this potential extra work time was not planned. Board agreed to re-open/discuss expanded summer hours for year 2010.

President Myers adjourned the meeting at 6:59 PM to executive session.

Next meeting date/time: June 23, 2009 at 6:00 PM - CPL Conference Room.