

Meeting Minutes, Chili Public Library Board of Trustees Meeting-APPROVED  
July 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  
Friends representative: Nancy Stein

President Schuler convened the meeting at 6:02 PM. Ms. Melville and Ms. Reece absent.

**Approved** minutes of June 25, 2008 meeting by five in favor, none opposed.

**Approved** abstract: \$14,976.33 by five in favor, none opposed

**Approved** the meeting agenda by five in favor, none opposed

### Communications

**Guests/Public:**

None.

**Town Board Liaison:**

None.

**Friends Representative:**

None.

### Director's Report – July 2008

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

**General Information:**

- **CPL Statistics** – Distribution of June 2008 statistics – continuing the general approximate 5% annual growth rate. *Ms. Kharbas asked if there were standards across libraries for the metrics such as reference requests. Mr. Baker responded that they are based on common understanding.*
- **Circ and Staff Meeting** – Friday, August 1 at 9:00am
- **Friends of the CPL Board Meeting** – Tuesday, August 12 at 5:30 pm. *Mr. Lechner will attend.*
- **Save the Date**
  1. CPL Friends Books Sale - Friday, August 15, 9am-4pm. Thursday, August 14, 5-7pm, Friends Only Preview Sale.
  2. Smugtown Stompers concert – Tuesday, August 12 at 6pm.
  3. Staff picnic Union Station Park - Sunday, September 21

**Follow Up Items:**

- **Relamping** – The Relamping Phase 3 project is completed along with replacement of burned out bulbs throughout the library.
- **Hot water heater** – The library has a new 30 gallon tank hot water heater located in the maintenance closet by the staff break area. Previously the staff break area and staff bathrooms received hot water through four 10 gallon tanks that were situated in the ceiling and continually broke down.
- **Barbara M. Ireland Community Room heating** – The town and the library are in the process of receiving vendor proposals to rectify the lack of heat in the Barbara M. Ireland Community Room. So far we have received a proposal for a gas furnace installation which seems to be the best long term solution. This is preferential to a ceiling cassette heat pump system or electric baseboard heat. We are awaiting a proposal on the cost and effectiveness of an electric heat grid option.

*Ms. Kharbas: on the subject of the Barbara M. Ireland room, are there plans for a ceremony to recognize the commemoration with Ms. Irelands family present? Mr. Baker responded that the ceremony would be best coordinated with the plaque which is being prepared. He will contact the family when timing is known.*

*Mr. Lechner: on the subject of recognition, are there plans to recognize Representative Johns for the state grant for computer technology that has now been received? Mr. Baker will contact her staff to see what would be appropriate.*

- **Chil-E Fest** – During Chil-E-Fest the library had a spot in front of the Chili Senior Center to promote the library, read stories to children and introduce the community to the State's Summer Reading program *Catch the Reading Bug*. It was an all around fun event and we look to do it again next year.



- **New Signage** – There are four new signs in the library in the same burgundy color as those in the Children’s area. The signs are *New Books, Checkout, Returns* and *Restrooms*. The new signs make a unified look to the library.
- **Disability Insurance** – The director received information from Vail Insurance regarding information about their group disability program which will be distributed at the library board meeting.

***The Board expressed a general desire to proceed to provide coverage for full time employees. Mr. Baker was asked to secure additional quotes for review by the budget committee with presentation to the full board as soon as practicable.***

- **Teen Librarian I Position** – The Librarian I position for a Teen Librarian has been posted and the director has been receiving several applications.
- **Brockport-Seymour Library Trustees** – The director of the Brockport-Seymour Library is interested in familiarizing her library’s trustees as to how other member libraries run their meetings. She is interested in having her library trustees attend the Chili Public Library Board’s August meeting.

**New items:**

- **New Picnic Table**- The library’s picnic table was replaced by the Highway Department as the previous table was beyond repair.

***Mr. Baker and the Board sincerely appreciate the responsiveness of the Town Highway Department to fix problems.***

- **Public Wireless** – The equipment for the public wireless no longer works and has been replaced.
- **Music CD's and Large Print Material** - The library’s music CDs have been moved to where the Large Print books were located and visa-versa This was done to allow for the growth of the music CD collection which will occur when the library’s older collection is put in uniform CD cases and all of the music CDs will be together.
- **Building Maintenance** - The Highway Department has fixed the cracks in the outside pillars and painted them. The large outside circular vent has been painted as well.
- **Staff work area** - A staff subcommittee was formed to look into ways to improve the workflow of the staff work area next to the conference room. As a result five staff have moved to different desks and the location for mending is in a new area.

**State News:**

- **Library Services Aid** – There is a 2% cut in state funds in Library Services Aid. As a result the Chili Public Library will be receiving \$8,397 in LSA funds.

**System News:**

- **No news to report**

**Committee Reports**

**Budget**

An initial proposal for review with Supervisor Dunning and Councilman Slattery has been prepared. Mr. Baker, Mr. Schuler and Mr. Myers will meet with them on July 28.

**Personnel**

None.

**Long Range Planning**

The survey form has been completed. There is support from Supervisor Dunning to distribute it electronically and in the

**Grants**

None.

**Old Business**

None.

**New Business**

A discussion was held concerning summer hours after the publication of a letter to the editor in the Democrat and Chronicle critical of CPL for closing Saturdays during the summer. Mr. Baker reviewed the practices of other MCLS libraries: three maintain regular hours, four reduce to 3 or 4 hours, twelve including Chili are closed. There was a discussion on the cost of opening compared to the expected usage. There was a general consensus that there would be little benefit this year if the library were opened as it would be difficult to communicate effectively with the few weeks left. It was decided to review the issue prior to next summer based on feedback from the survey.

**Comments from Guests**

None.

Mr. Schuler adjourned the meeting at 7:12 PM.

Next meeting date/time: August 26 2008 at 6:00 PM CPL Public Meeting Room.