

Meeting Minutes, Chili Public Library Board of Trustees Meeting-APPROVED
August 26, 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 6:00 PM. Ms. Kharbas arrived at 6:08PM.

Approved minutes of July 22, 2008 meeting by six in favor, none opposed.

Approved abstract: \$17,433.64 by seven in favor, none opposed

Approved the meeting agenda by six in favor, none opposed

Communications

Guests/Public:

None.

Town Board Liaison:

Mr. Slattery expressed thanks to Mr. Schuler for reviewing the budget discussion held by Mr. Baker, Mr. Schuler, and Mr. Myers with Supervisor Dunning. He expects to be able to attend the follow up meeting.

Friends Representative:

Ms. Stein: successful book sale and auction of the donated wine tasting tickets for well over \$1,000. Their effort to hold a new resident reception in the Library had four participants which was less than hoped. Mr. Schuler expressed his appreciation for all their efforts.

Director's Report – August 2008

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

General Information:

- **CPL Statistics** – Distribution of July 2008 statistics. July 2008 was a banner month for the library. We had more in materials circulated (37,473), door count (19,509), reference questions (2,562), and children's program attendance (1,901) than any other month for any of the previous years the library has been open to the public.
- **Summer Reading Statistics** –
 - Children's Summer Reading Program had the most children ever sign up for the program: 672. 196,745 minutes of reading occurred. We had a good representation of schools in the area.
 - Teen's Summer Reading Program had a total of 55 teens reading 381 books this summer.

- Adult's Summer Reading Program had 132 patrons reading a total of 742 books.
- **Full Staff Meeting** – Friday, September 5 at 9:00am. Jim Lechner to attend.
- **Friends of the CPL Board Meeting** – September 16 at 6:00 pm. Jim Lechner to attend.
- **Save the Date**
 - Staff picnic Union Station Park - Sunday, September 21

Follow Up Items:

- **CPL Survey to the Community** – The CPL Survey to the Community is now available in print form at the library and in the Town's Fall & Winter Brochure as well as online via the library's website and the town's website. The survey continues to the end of September. *Mr. Baker: nearly one hundred responses received to date.*
- **T1 line Upgrade** – LAS cut CPL over to dual T1 circuits (3.088mbps) on July 29th. This resulted in improvements in bandwidth usage particularly the speed of the library's circulation module. A network analysis was also performed by CambellNet Solutions to look for ways to increase performance of the internal network. As a result it has been recommended the library upgrade from the 2-24 port 10/100 hubs for the internal network to switches. The library's IT person agrees with the recommendation and the director plans to upgrade to switches in 2009.
- **Security Training** – Library staff attended training on August 1st given by Deputy Charlie Campenella. At the training the officer reviewed the police's role as it relates to security issues that may arise at the library. The Town has arranged for further training for Department Heads and staff to attend on August 28th, about recognizing potential predators. The training will be given by Monroe County Sheriff's Department (Zone C) and staff from Missing and Exploited Children.
- **Disability Insurance** – The director received clarification from Vail Insurance regarding small group disability insurance he will share at the meeting along with information obtained from local insurers Thomas Kernan Insurance and Boughner Rabideau Agency.

Mr. Baker: Vail Insurance provided a quote but the others were either not in the business or did not provide equivalent coverage. Mr. Schuler provided the name of a fourth firm known to provide disability insurance and Mr. Baker will secure a quote from them.

- **Barbara M. Ireland Community Room Heating** – The library continues to work with David Lindsay, Department Head of the Highway Department regarding proposals to rectify the lack of heat in the Barbara M. Ireland Community Room. The library has contacted Lighthouse Energy to help in determining what the operating cost would be between the gas and electric heating options.

Mr. Baker: the installation costs are expected to be high enough to require Town Council approval.

New items:

- **Newspaper Article** –The Chili Public Library was showcased in the Friday, August 8, 2008 front page Democrat and Chronicle article “More families finding free fun at the library”, written by Ernst Lamonthe Jr. The article focused on the increased usage occurring at member libraries during difficult economic times.
- **Town brochure** – The library is included again in the Town of Chili Fall & Winter 2008 Brochure. Within the brochure is the description of the children’s, teen’s, and adult programs for the fall and winter, as well as a Friend’s membership form, and the CPL Survey to the Community.
- **CPL Tote Bags** - The Friend’s will be donating the cost for 250 CPL Tote Bags. More libraries are offering tote bags which patrons use to help them carry out circulating materials. The tote bags are affixed with a bar code so patrons sign out the tote bags when checking out materials. Offering tote bags to patrons reduces the need to use plastic bags, promotes the name of the library, and allows patrons to carry out more materials they check out. CPL expects the tote bags to be available for public use by the end of September.
- **Evanced Events Module**–The Friends of the Chili Public Library also have donated a year’s subscription to Evanced Events module. Evanced is a software product made by librarians specifically suited to libraries. The Evanced Events module allows patrons to visit the library’s website from home and register for the programs of their interest. The software also sends email confirmation to patrons letting them know of the programs they have signed up for. It is also easier for the patrons to see what programs the library is providing at any given time. Currently patrons need to call or walk in to register. Those who do not have a computer would be able to register by contacting library staff who would use the software to register patrons. After a program is over the program disappears from the online calendar. CPL expects the new software to be available for public use by the end of September.
- **Google Maps Directions:** The feature ‘Hours and Directions’ on our webpage has a new option where patrons can select to see the library’s location via Google Maps. Google Maps also allows a ‘Street View’ where patron can see the entrance to the library from the 386 South entrance.
- **NYLA Conference Approval:** The director will be presenting a request for three staff members (Jeff Baker, Richard Gagnier and someone yet to be identified) to attend this year’s New York Library Association (NYLA) Conference in Sarasota this November 7 and 8. The cost (up to \$1,000) will cover registration and one night hotel stay.
Board Action Requested: Approve the cost (up to \$1,000) in registration and hotel fees to attend the NYLA Annual Conference. **Approved by seven in favor, none opposed.**

State News:

- **State Budget** – From Michael J. Borges, Executive Director, New York Library Association: “The Legislature has agreed to approximately \$412 million in further cuts to the 2008-09 State Budget (The Governor wanted \$600 million). These reductions are obtained through a 6% across the board cuts in funds that have not yet been distributed as well as reductions in funding for CUNY (\$50 million) and sweeping unused Legislative Member Items funds (\$50 million). For libraries, this means a further reduction of 6% in Library Aid that has not yet been distributed. The exact amount of the reduction is still undetermined and we are working the Division of Library Development to ascertain the exact figure.”

System News:

- **New MCLS Website** - A new MCLS website will be created in the fall using Ectron software. The software and will be available to member libraries to use for their own sites and CPL staff will be studying pros and cons in using the new software.
- **State Budget** - MCLS is reviewing the specific impact the State budget reduction will have.

Committee Reports

Long Range Planning

None - see the comments in the Director’s report concerning the survey.

Budget

A second proposal for review with Supervisor Dunning and Councilman Slattery has been prepared as a result of the initial meeting in late July. A date has not yet been set due to vacations.

Personnel

None.

Grants

None.

Old Business

None.

New Business

The renewal of CD #12035297 (\$11,193.23) for 12 months at 3% with Canandaigua National Bank was approved by seven in favor, none opposed

Comments from Guests

None.

Mr. Schuler adjourned the meeting at 6:46 PM to an executive session to consider personnel issues associated with the potential hiring of a Young Adult Librarian. No actions were taken by the Board in the executive session.

Next meeting date/time: September 23, 2008 at 6:00 PM CPL Barbara M. Ireland Community Room.