

Meeting Minutes, Chili Public Library Board of Trustees Meeting, Approved  
August 28, 2007

Board of Trustees: Ed Schuler (President), Glenda Melville (Vice-President), James Lechner (Treasurer), Charles Havens, Judith Kharbas, Christina Reece, James Myers  
Library Director: Jeff Baker  
Town Liaison: Michael Slattery

President Schuler convened the meeting at 6:00 PM. Ms. Reece and Mr. Lechner absent, Ms. Kharbas arrived a few minutes late.

**Approved** minutes of July 24, 2007 meeting by four in favor, none opposed.

**Approved** abstract: \$23,332.79 by five in favor, none opposed.

**Approved** the meeting agenda by four in favor, none opposed with item added for renewal of a CD.

### Communications

**Guests/Public:**

Mr. Reddick: Noted that the library has been very busy in his recent visits and that the staff is doing a good job.

**Town Board Liaison:**

None.

**Friends Representative:**

None. Not present.

### Director's Report - August, 2007

**General Information:**

- **CPL Statistics** - Distribution of monthly CPL statistics.
- **CPL Full Staff Meeting** - Friday, September 7<sup>th</sup> at 9:00 - Glenda Melville to attend
- **Friends of the CPL Board Meeting** - Tuesday, September 11<sup>th</sup> at 6:30 pm - Charles Havens to attend
- **Summer Reading** - The Summer Reading Program has successfully concluded. 638 children participated in the State-wide program and read a total of 195,900 pages throughout the summer. There were 42 teens who took part in the Newbury Club. 91 adult took part in the summer reading program and read 491 books.
- **Aquabrowser** - A demonstration of the new online catalog search tool was shown at the meeting.
- **OverDrive** - A demonstration of the new downloadable book library service was shown at the meeting.
- **CPL Emerging Technology Team:** A goal of the CPL Long Range Plan for year 2007 is to make the citizens of Chili aware of the programs, materials and services the Chili Public Library offers. To that end a new staff team has been created to investigate emerging technologies and update the library's website. One of the first activities of the team will be to benchmark other library's websites. The team will include Jeff

Baker, Justin Russell, Lee Ann Spearling, Patty Bruno, Jennifer Lindsay, and Jeanne Austin.

- **Marketing:** In order to better market the library, staff will operate a booth at the Gates/Chili Festival September 23 from 11 am – 3 pm. Claire Talbot, Marcia Johnson, and Jennifer Lindsay will man the booth. Also the library is making plans to be involved in next year's Chili-E Fest parade.

### **Follow Up Items:**

- **Alesi Recognition:** Senator Alesi and Chili Town Supervisor attended the CPL Friend's Summer Concert on the Lawn on August 7<sup>th</sup>. At the program the senator was recognized for securing \$10,000 for CPL for the MCLS support services increase and was given a lifetime Friend's membership. Over 50 people attended.
- **IT Budget Update:** An updated budget of the equipment purchased as part of the Assembly member Susan John grant will be distributed at the meeting. Spent to date \$49,044.43
- **Gateway Computers Return** – The computer lease agreement of Somerset Capital Group. Ltd is terminating September 30<sup>th</sup>. The rate quoted by Somerset to return the equipment by freight is \$1,245.50. The library has Property Off Premises coverage insurance extension in the amount of \$15,000 which is the recommended amount to insure the assets. Approval by the board is requested to expend not more than \$1,245.50 in freight cost to return the equipment. **Motion to do approved five in favor, none opposed.**
- **Multipurpose Room** – The work on the multipurpose room is mostly done. The vent now has a timer that allows up to six hours of air to be vented into the room for a program/event. When the vent is closed, cool air is forced to other parts of the library. Monroe Piping has left to balance the vents in the library to complete the work.

### **State News**

- Nothing new to report

### **System News**

- Nothing new to report

## **Committee Reports**

### **Budget**

A meeting was held 8<sup>th</sup>. The budget proposal for submission to the Chili Town Board has been circulated and the comments incorporated for submission later this week. Mr. Schuler will contact the Town Board to determine potential meeting times for presentation and discussion.

### **Personnel**

Meeting is scheduled for August 31.

**Long Range Planning**

Activities completed for 2007.

**Old Business**

None.

**New Business**

Motion made to approve renewal of CD #12035297 for \$5,628.81 at the Bank of Castile for one year. Approved five in favor, none opposed.

**Comments from Guests**

Mr. Reddick asked about the use of the color copier: Mr. Baker reported that it is being used, did not know the actual counts so he could not comment further.

Mr. Schuler closed the meeting at 6:34 PM.

Next meeting date/time: September 25, 2007 at 6:00 PM in the CPL Multi Purpose Room.

**Executive Session**

An Executive Session was held for discussion of a personnel matter. No action required or taken.