Chili Public Library, Board of Trustees Meeting
January 24, 2006 @ 7:03 PM, Minutes, **APPROVED**

Board of Trustees:	Ed Schuler (President), Colleen Behrndt, Jim Cuthbert (Secretary), Judith Kharbas, Glenda Melville (VP), Donna Stein
Excused:	James Lechner (Treasurer)
Library Director:	Jennifer Ries-Taggart
Town Liaison:	Michael Slattery

Approved minutes of December 13, 2005 meeting
Approved abstract: $11,029.76
Approved agenda

Communications

- Guests/Public: none
- Town Board Liaison: Mike Slattery thanked the Library for placing multiple copies of the town of Chili's Master Plan Survey at the Reference Desk; the survey is also available on the Town web site.
- Friends Representative: none

Director's Report: (no action items)

- It's official! We're a 501(c)3 organization, which allows greater potential revenue opportunities with access to grants & gifts. *We also have applied for* the NYS sales tax exemption certificate. This is the form that's presented at stores.
- We are slated to have Envisionware installed on Monday, January 30th. LAS will do the install. There are two parts to Envisionware. One is PC reservations, which will take the place of our current TimeOut software. We can set the time limit a patron can use the PC – currently 90 minutes. The second part is LPTOne – which is the printing piece. Central has debit card boxes wherein you can put money on a debit card, print a job, go the printer, bring up job and use the debit card to pay. Entirely self serve. We will go with what the city branches and the majority of the member libraries are doing, i.e., patron hits print, a box comes up, they are prompted to check on the amt. and cost of their print job, they click OK, get a password, go to Circ. Desk, provide the password, *only then* does the staff member release the print job. Envisionware should prove to be a time and cost saving upgrade, as well as convenience.
- We received great coverage in this week's Gates-Chili Post. Front page news: Circulation Sizzles at Town Library – referring to our highest circulation figure yet. We went from 297,202 items circulated in 2004 to 306, 023 in 2005.
- Junior Friends is holding their book sale on January 28, 2006 from 9AM-4PM
- The provisional and absolute charters were located and framed in matching black frames.
- We have signed up with Rural Opportunities, Inc. (ROI) who will provide, free of charge, two day-long workshops to provide tax assistance for low income patrons, with a focus on the elderly. ROI is a private, not-for-profit regional community development and human service organization that provides services to farm workers, low-income families and economically depressed communities. ROI will provide three tax preparers who will assist one customer/per hour. The preparers will be at the Multi Purpose Room on April 4 and 11, from 10 -3pm. This service will

be provided by appointment only. A sign up sheet will be located at the Information Desk. We will be publicizing in the Gates-Chili Post as the date approaches.

- Our new intern**,** Sarah DeSanctis, started Friday, 1/13/06. Sarah is getting her MLS @ the University of Buffalo. Jeanne Austin volunteered to be her supervising librarian. Sarah will be working Monday and Friday mornings, from 9AM to 1PM. She will be working on several projects including organizing and reviewing our Policy & Procedure Manual, shadowing the Reference Librarian (her interest lies in public services), identifying Local History items that aren't in the online library catalog and, if not too exhausted, doing a history program (she already has a Masters in history).
- Our closing procedures have been temporarily revised to include checking the middle doors from the outside, per Supervisor Logel's request.
- Jennifer will meet with our state legislator **Susan John** on January 26, 2006 on behalf of MCLS. The message will be delivered in an effort to educate the legislators on the necessity of funding public library systems and what happens if they don't (our increased 2007 cost shares).

-Follow up Item: **Audit;** Jennifer spoke to Craig Stevens on January 12, 2006 and is waiting to hear from Bonandio for an audit quote.
-Follow up Item: **Physical Plant Report;** The moldy area, caused by the roof leak, in the Multi Purpose Room has been patched, sanded and is ready for paint. The water damaged ceiling tiles, near the Coffee Café and the Children's Reading Room, have all been replaced. Thank you to Joe Carr for orchestrating this.
-Follow up Item: **Security Update/Senator Alesi grant;** We have held multiple meetings and are nearing our start date. We have met with the CheckPoint representative, the Digital Surveillance Solution Representative and Deputy Charlie Campanella, Monroe County Sheriffs. The security upgrade has three parts: The security cameras, rewiring of the outside doors to sound separately and the addition of locked CD cases. We have $15k to work with. The cameras have been ordered and an installation date is being worked out (within the next few weeks). Once installed, Deputy Charlie Campanella has offered to give us the benefit of his experience. We are in the process of getting quotes for the mirrors, CPU racks and cables. The CD cases have not been ordered yet because Checkpoint has had to backorder these. These will be ordered once a date has been determined for availability.
-State News: NYS Budget: The Governor's 2006/2007 budget has called for flat funding for libraries. Although not overwhelmingly promising, at least we haven't been cut. Now we can concentrate on getting the aid consistent with the 2000 (vs. 1990) census. Let alone address the fact that state aid hasn't been increased since 1997. Lobby Day: March 14, 2006, This annual advocacy one-day event starts very early Tuesday morning; legislative briefings will be held. These briefings will address the current status of the NYS budget negotiations and NYLA's legislative priorities. There will be a rally and speeches held. Advocates will rally together in the well of the Legislative Office Building to show and shout their support for increased library aid and hear from scheduled speakers (Legislators, NYLA Leaders, etc).

-News: MCLS Contract: System All of the MCLS libraries have signed the new MCLS contract. CPL's cost shares will be going from $12,359 in 2006 to $21,425 in 2007 and $27,638 in 2008. MLCS created a document that spells out the costs for going it alone. For a library our size it would cost $110,987 for software, $12,480 for a computer technician and $20,000 for hardware. If we included delivery service, ILL, cataloging, the loss of state aid money and the cost of current MCLS databases, it would cost approximately $341,866. MCLS Petition: MCLS has put together a petition wherein participating MCLS libraries will circulate a petition advocating for the urgent need to provide

more funding to public libraries. There hasn't been a state aid increase since 1997. A petition will be placed at the Junior Friends book sale, as well as at our circulation desk. The petition will request the 2000 census be implemented, which will add $61,000 to MCLS library funds, and request an increase in library system aid.

Committee Reports

- Budget- none
- Personnel- will meet soon
- Long Range Planning- none

Old Business- none

New Business

- Next Board Meeting on 2/28/06, will be held at 7:00 PM at the new Pittsford Library.

Comments from Guests: none

Adjourned @ 7:49PM
Executive Session adjourned @ 8:08PM

Next meeting date/time: February 28, 2006 @ 7:00 PM @ Pittsford Library

Respectfully submitted by Jim Cuthbert (Secretary)

Chili Public Library, Board of Trustees Meeting
@ Pittsford Library
February 28, 2006 @ 7:30 PM, Minutes, **Approved**

Board of Trustees:	Ed Schuler (President), Colleen Behrndt, Jim Cuthbert (Secretary), Judith Kharbas, Glenda Melville (VP)
Excused:	James Lechner (Treasurer), Donna Stein
Library Director:	Jennifer Ries-Taggart
Friends Rep:	Kathy Eisley
Town Liaison:	absent

Approved minutes of January 24, 2006 meeting
Approved abstract: $26,729.41
Approved agenda

Communications:

- Guests/Public: none
- Town Board Liaison: none
- Friends Representative: Kathy Eisley reported that book sale will be March 17-18-19.

Director's Report: (no action items)

- Junior Friends held their first book sale on January 28, 2006 from 9AM-4PM and made ~ $400.
- Kathy Whitmore (2825 Chili Avenue) has named Chili Public Library as the monetary recipient of donations made in her memory.
- Be sure to check out our new table in the YA area. The top is a dark wood and the legs were made from discarded books. The kids are loving it already.

Follow up Items:
-Physical Plant Report: The moldy area, caused by the roof leak, in the Multi Purpose Room has been painted. In short, the job is done.
-Cameras: Five security cameras have been successfully installed by Digital Surveillance. They are located in the server and town hall areas, the Children's and YA areas and at the Circulation Desk. Live video surveillance can be viewed from two circulation stations, as well as from the children's and adult reference PCs and from the Director's PC.
-Round convex mirrors: 2 mirrors for the Children's Room are on order; Dave Tyler will install.
-State News: Lobby Day will be March 14, 2006.
-System News: Harold Hacker Fund for the Advancement of Libraries:
(Mr. Hacker was MCLS director 1954-1978). Fund Purpose: To provide support for projects and services above and beyond those made possible by the normal operating budgets of Rochester Regional Library Council (RRLC), Monroe County Library System (MCLS), Rochester Public Library (RPL) and Pioneer Library System (PLS). Gates Friends donated $200. The committee's goal is to have each member library's Friends group to match this.
-MCLS Petition for increased NYS funding: CPL generated 640 signatures from town of Chili residents. The petitions were sent to the MCLS Office today & will be sent on to the appropriate legislators from there.

Committee Reports

- Budget: none
- Personnel: none
- Long Range Planning: none

Old Business: none
New Business:

- Revenue Generating Discussion:
  -MCLS is considering the institution of an "Overlay District" that would directly tax residents for system services.
  -Chili library will investigate "Capital Campaigns" like the Brighton library.

Comments from Guests: none
Adjourned 8:15PM
Adjourned Executive Session 8:35PM

Next meeting date/time: March 28, 2006 @ 7:00 PM

Respectfully submitted by Jim Cuthbert (Secretary)

Chili Public Library, Board of Trustees Meeting
March 28, 2006 @ 7:05 PM, **FIRST DRAFT**

Board of Trustees:	Ed Schuler (President), Colleen Behrndt, Jim Cuthbert, Judith Kharbas,, Glenda Melville(VP), Donna Stein
Excused:	James Lechner
Library Director:	Jennifer Ries-Taggart
Friends Rep:	absent
Town Liaison:	Michael Slattery

Approved minutes of February 28, 2006 meeting
Approved abstract: $11,712.40
Approved agenda

Communications
- Guests/Public: none
- Town Board Liaison: no comments
- Friends Representative: none

Director's Report:
- Friends of the Chili Public Library held their **annual book sale** on March 16-18 and made approximately $2,700
- Chili Public Library has currently received $210 from the **Kathy Whitmore memorial**
- The **racks for our CPUs** have arrived and will be installed shortly. These racks will keep our new CPUs off the ground

Action Item (1): 2005 CPL Audit
Boychuk & Co. has proposed $1,950 to do the 2005 CPL audit. We budgeted $1,600. They do audits for the Pioneer Library System, as well as for the Geneva, Lyons, Naples and Red Jacket PLs. They do not do audits for any MCLS libraries. Typically town public libraries are included in town audits. Bonadio, who does the Town of Chili audit has not responded despite of several calls in January, February and March.
No Action taken: Jim Cuthbert will contact Bonadio
Action Item (2): Approved CPL Code of Conduct Revision
The major change consists of reducing the wait time for child pick up from a half hour to 15 minutes after library closing time.
Action Item (3): Approved CPL FAX Policy Revision
The major change consists of charging $1.00 for incoming local *and* long distances faxes. We have been charging $2.00 for long distance faxes received (vs. sent). It costs the same for long distance or local transmissions when on the receiving end.
Action Item (4): Approved CPL Out of County Policy
This system wide policy to charge $30. to out of county library users was made in 2003 to help offset the cost of providing service to the more than 15,000 card holders who reside outside Monroe County.
Action Item (5): Approved closing CPL on Saturday, May 27, 2006 (Memorial Day weekend)
Our circulation statistics reflect that historically the entire weekend is a slow one. In short, it's not cost effective to stay open.
Action Item (6): Approved renewing NYSLB membership for $150.

State Lobby Day Report: 31 library staff, trustees, Friends and patrons from all over the Monroe County System joined a record crowd in Albany on March 14th to advocate for more aid to libraries. A large indoor rally took place and participants presented legislators with the 9,560 signatures from the MCLS petition (CPL sent over 700 signatures). We asked the legislators to implement the 2000 census in determining state aid and increase State Aid to libraries by $3 million dollars. The MCLS Staff Association subsidized the majority of the trip.
System News: The Friends of the Chili Public Library has agreed to donate $200 to the Harold Hacker Fund for the Advancement of Libraries, restricting its use to MCLS.

Committee Reports

- Budget: none
- Personnel: none
- Long Range Planning: none

Old Business: none

New Business: none

Comments from Guests: no comments
Adjourned @ 7:50PM
Executive Session Adjourned @ 8:27PM

Next meeting date/time: April 25, 2006 @ 7:00 PM

Respectfully submitted by Jim Cuthbert (Secretary)

Chili Public Library, Board of Trustees Meeting
April 25, 2006@ 6:03 PM, Approved

Board of Trustees:	Ed Schuler (President), Colleen Behrndt, Jim Cuthbert, Judith Kharbas, James Lechner, Glenda Melville(VP)
Excused:	Donna Stein
Library Director:	Jennifer Ries-Taggart
Friends Rep:	Nancy Stein
Town Liaison:	Michael Slattery

Approved minutes of March 28, 2006 meeting
Approved abstract: $28,839.70
Approved agenda

The Chili Library takes this opportunity to remember the late Robert Wegman and appreciates his generous donation of land to Chili for our current Town Offices and Public Library.

Communications:

- Guests/Public: none
- Town Board Liaison: no comments
- Friends Representative: Many upcoming events were mentioned; Considering alternatives to Newsletter due to high mailing costs; $1,300 Digital Projector will be purchased for library.

Director's Report:

- Four **PCs** have been installed along the back wall, in the YA area. LAS will come in early May to complete the Eware install on these PCs and then, they will be ready to go. MS Office software has been ordered and will also be installed on these PCs. Once completed, there will be seven PCs available for word processing, etc.
- New Friends of the CPL and Book Sale Prices **signs** have arrived and are awaiting installation. These signs match our Coffee Café and large Book Sale signs. New wireless decals have also arrived and will be placed at each CPL entrance

Action Item (1): CPL Non- Discriminatory Policy
Referred to Town Attorney for review.

Action Item (2): CPL Video Surveillance Policy
Referred to Town Attorney for review.

Follow up Item: 2005 CPL Audit
On April 19th, Jennifer met with Ken Pink, CPA and Craig Stephens, CPA from the Bonadio Group, Chili Town auditors. Pat Tindale was also in attendance. They briefly reviewed the 2000-2003 Boychuk audits, as well our 501(c)3 docs. They quoted a $5,000 minimum and another $750-$1,000 for Tax Form 990 preparation (part of 501 (c)3 status tax preparation). Craig Stephens will meet with Dianne O'Meara & have a better idea of what will be involved and will present more concrete audit pricing. Fred Stofel & Co. audits the libraries of Ogden & Brockport. Jim Cuthbert will also contact another CPA.

State News: NYS Budget:
Our advocacy efforts paid off! The Governor did not veto the $20 million increase in library aid included in the 2006-07 NYS budget. The additional aid is broken down as follows: $2.7 million using the 2000 Census with hold-harmless provision, $3 million increase for all types of library systems, $14 million in construction and renovation aid for public libraries. We will send a thank you note for their support to: Governor Pataki, State Senator Alesi & State Assemblywoman John.

Committee Reports:

- Budget: will begin working on 2007 budget
- Personnel: none
- Long Range Planning: none

Old Business: Fundraising: Colleen Behrndt is contacting Brighton Memorial Library for ideas.

New Business: Reluctantly accepted Donna Stein resignation letter dated April 21st. Jim Cuthbert will get materials to the ad hoc new trustee committee (Schuler, Melville, Lechner, Cuthbert).

Comments from Guests: none
Adjourned 6:36pm

Next meeting date/time: May 23, 2006 @ 6:00 PM

Respectfully submitted by Jim Cuthbert (Secretary)

Chili Public Library, Board of Trustees Meeting
May 23, 2006@ 6:05 PM APPROVED MINUTES

Board of Trustees:	Ed Schuler (President), Jim Cuthbert, Judith Kharbas, James Lechner, Glenda Melville
Excused:	Colleen Behrndt
Library Director:	Jennifer Ries-Taggart
Town Liaison:	none
Friends Liaison:	none

Approved minutes of April 25, 2006 meeting
Approved abstract $17,657.19
Approved agenda

Communications

- Guests/Public: none
- Town Board Liaison: none
- Friends Representative: none

Director's Report:

- Distributed the **2005 CPL Annual Report to the Community.** These figures were taken from the 2005 NYS Annual Report.
- Distributed the **2006 CPL Friends Donation document.** CPL Friends has provided $5,944.69 to CPL this year. We couldn't have bought the equipment or provided certain services without the Friends. *Thank you to the Friends for their dedication and hard work.*
- We have opted to increase our **internal book sale prices on hard covers** from $1.25 to $1.50. Since we're asking 75 cents for paperbacks, it made sense that a hard cover be double that.
- The **new MCLS library cards** are in! We will be putting up a display as soon as we receive the 'Welcome to MCLS' brochure.
- We have just completed a **'Welcome to CPL brochure'** that will also be distributed to new card holders. I will distribute same once published.
- The Long Range Planning Committee has met and created the **2007/2008/2009 CPL Long Range Plan**. Once thoroughly reviewed, we will present this to the board for their approval.

Follow up Item: CPL Non- Discrimination Policy and CPL Video Surveillance Policy
After reviewing the above proposed CPL policies, Rich Stowe, JD suggested I compare these to similar MCLS policies. I am waiting to hear from MCLS.
Follow up Item: 2005 CPL Audit: Received a quote from The Bonadio Group: $5K for audit, $1K for Form 990 prep.(part of 501(c)3 status). Brighton, Gates and Pittsford libraries have their annual audit paid for by their respective towns. Brighton and Pittsford libraries use Ray Wager & Associates; Gates uses Eldredge, Fox & Poretti. Waiting to hear from Henrietta PL.
System News
What the 20 million NYS library aid increase means to MCLS: $61,316 ongoing, $67,811 one time.

Committee Reports

- Budget: will meet June 9th @ 9:30AM
- Personnel: none
- Long Range Planning: working on draft of Long Range Plan

Old Business:
-New Trustees: Discussed desire for additional board members either by expanding board or having non trustees on committees. Discussed how to get the word out to attract desirable candidates.
-Audit: Received proposal from Bonadio, CPA. Will request proposals from both Wager & Heveron CPA firms. Perhaps audit should focus on 2006 rather than 2005.
-Coffee Fund: Balance is getting close to the $500. to support the Staff Welfare Fund; excess supports CPL.

New Business: Approved Treasurer to shop rates & purchase another $5,000. CD at bank.

Comments from Guests: none
Adjourned: 6:48PM
Next meeting date/time: June 27, 2006 @ 6:00 PM
Respectfully submitted by Jim Cuthbert (Secretary)

Chili Public Library, Board of Trustees Meeting
June 27, 2006@ 6:07 PM

Board of Trustees:	Ed Schuler (President), Colleen Behrndt, Jim Cuthbert, Judith Kharbas, James Lechner, Glenda Melville
Library Director:	Jennifer Ries-Taggart
Town Liaison:	Michael Slattery
Friends Liason:	none

Approved minutes of May 23, 2006 meeting
Approved abstract $31,085.27
Approved agenda

Communications
- Guests/Public: none
- Town Board Liaison: no comments
- Friends Representative: none

Director's Report:
- The **2006 Annual Report to the Community** was sent to our state legislators, thanking them for their support and for the 2006 library aid increase
- MCLS will be getting **Aquabrowser** some time in August. That's the search engine that uses a word cloud. Lexington, KY PL, Arlington, VA PL and Queen PL uses it. This will be a complement to our traditional catalogue; many will prefer to continue using it, but AquaBrowser brings an alternative search mechanism. This software will be paid for by County CIP funds.
- MCLS will be getting more **bandwidth** by the end of July (from 9-15mbps). We should get faster.
- We have another **intern** with us, Stephanie Crawford. She needs 40 hours of credit to complete her Bachelor's in Elementary Education from SUNY Brockport. Stephanie has been very helpful in preparing for the Summer Reading program.
- RPL will be getting an **Intranet** (internal Internet used for staff info. as of the end of June. MCLS will create one by the end of the year. Minutes, policies, etc. will be posted here.
- The **library mats and staff area carpet** were cleaned this month. An entire cleaning will scheduled for the fall, pending the condition.
- The **locking CD cases** have arrived! 3,200 of 'em! These cases mark the final part of the Alesi/security grant. Processing has already begun.
- It's that time again for…**Music on the Lawn.** Starting 7/18 – Michael Taggart & Riverside Drive (classic rock/R&B), 8/1 is Music Markers Big Band (music for all ages) and 8/15 Smugtown Stompers (ragtime/Dixieland). All concerts are free and start @ 7PM. Bring a chair of blanket. Postcards were mailed by Friends of CPL.
- Major preparation and ramp up for June 28th – Kick off date for **NYS Summer Reading Program @ CPL.** Distributed the programming document.
- A **system wide limit of 25 DVDs** has been implemented to protect our collections, as well as alert staff to any potential problems (a big red box will come on monitor when limit is exceeded).
- Distributed '**Welcome to CPL' brochure**

Follow up Item: 2005 CPL Audit Bids:

- **The Bonadio Group**: $5K for audit, $1K for Form 990 preparation (part of 501(c)3 status)
- **Ray Wager, CPA.** The audit is the highest level of accounting. There is also such as beast as 'Agreed Upon Procedures' (AUP) which is ½ the cost of audit and is somewhere between a compilation and review. Audit = $4K; AUP = $2K. Ray stressed the importance of not duplicating what the town does. Brighton and Pittsford libraries use Ray Wager & Associates
- **Heveron & Heveron:** I spoke to John Heveron on 6/12/06. A quote is forthcoming.

Discussed audits & agreed upon procedures. Why doesn't the Town of Chili audit cover the Library, as all the monies go through the Chili Finance Director office? A meeting will be scheduled with Ray Wager and Chili Finance Director with a representative from the CPL as well as CPL board member Cuthbert. Also, CPL board member Berndt will look into the possibility of NYS performing the audit.

Follow up Item: CPL Non- Discriminatory Policy and CPL Video Surveillance Policy: After reviewing the above proposed CPL policies, Rich Stowe, JD suggested I compare these to similar MCLS policies. MCLS doesn't have. I am now waiting to hear if Rochester Public does. *More to follow…*

Follow up Item: Lamping and Electrical Needs: I am in the process of collecting quotes for the relamping of the library, as well as installation of additional electrical outlets and Ethernet ports. I have met with Landmark Electric and Lauterborn Electric and am awaiting actual number quotes, along with meeting a third vendor. *More to follow…*

Committee Reports

- Budget: met June 9th; will meet July 14th
- Personnel: none
- Long Range Planning: revised plan draft

Old Business

-Banking: Treasurer Lechner purchased a $5,000. CD @5.05% with Bank of Castile.

New Business: none
Comments from Guests: none
Adjourned: 7:00PM
Adjourned Executive Session: 7:18PM

Next meeting date/time: July 25, 2006 @ 6:00 PM

APPROVED

Chili Public Library, Board of Trustees Meeting

July 25, 2006@ 6:05 PM

Board of Trustees: Ed Schuler (President), Jim Cuthbert, Judith Kharbas, James Lechner

Excused: Colleen Behrndt, Glenda Melville, Jim Cuthbert

Library Director: Jennifer Ries-Taggart

Town Liaison: Michael Slattery

Friends Liaison: none

Approved minutes of June 27, 2006 meeting

Approved abstract $13,645.75

Approved agenda

Communications

- Guests/Public: none
- Town Board Liaison: none
- Friends Representative: none

Director's Report

- The Friends are planning a one day book sale on Wednesday, August 23rd, from 9 AM to 7 PM.
- Did you have the opportunity to see the CPL ad in the 7/19/06 Gates-Chili Post/Chili-E supplement (circulate ad)?
- CPL has been getting some good press lately. Circulate the first library card article in the 7/5/06 D&C/Our Towns, as well as the CPL Friends article in the 7/19/06 D&C/Our Towns. Both front page!
- Music on the Lawn concerts:
  August 1 Music Markers Big Band (music for all ages)
  August 15 Smugtown Stompers (ragtime/Dixieland).
  All concerts are free and start @ 7PM. Bring a chair or blanket.
- We broke our record for NYS Summer Reading sign up. Our goal was 600. We topped it at 611 participants.
- Full payment of the $8,400 Susan John grant for Sunday hours has been received.

Committee Reports

- Budget: Ongoing meetings
- Personnel: Scheduling meeting
- Long Range Planning: Working on draft of Long Range Plan

Old Business:

2005 CPL Audit
In the process of setting up a meeting with Ray Wager, CPA; Dianne O'Meara; Jim Cuthbert and Library Director Jennifer Ries-Taggart.

CPL Non- Discriminatory Policy and CPL Video Surveillance Policy
MCLS does not have either policy as they are a system. RPL uses the city of Rochester's. Jeff Baker is working on locating these. *More to follow…*

Lamping and Electrical Needs
Jennifer Ries-Taggart is waiting on one more data port quote and will present all at the August board meeting. *More to follow…*

New Business:

Proposed New CPL Logo

CPL

Chili Public Library

Our current logo was created by David Clar, via a contest open to the public. The logo is at *least 20* years old and in need of updating. The above logo was created in an attempt to portray a clean, modern look consistent with the image of our library, as well as incorporating the cat tails which are a recurring symbol of Chili. It still needs tweaking, but before we go too far, it needs review by the Chili Public Library Board.

Board Action Requested: **Approve fine tuning of proposed new CPL Logo**

Board Action Received: Approved

Comments from Guests: none

Adjourned: 7PM

Next meeting date/time: August 22, 2006 @ 6:00 PM

Respectfully submitted by Jennifer Ries-Taggart, Director

Chili Public Library, Board of Trustees Meeting
August 22, 2006@ 6:00 PM at CPL

Board of Trustees:	Ed Schuler (President), Colleen Behrndt, Jim Cuthbert, Judith Kharbas, James Lechner, Glenda Melville
Absent:	none
Library Director:	Jennifer Ries-Taggart
Town Liaison:	Michael Slattery (absent)

Minutes of July 25, 2006 meeting will be completed by Jennifer for future approval
Approved abstract $18,005.27
Approved agenda
Communications:
-Guests/Public: none
-Town Board Liaison: none
-Friends Representative, Kathy Eisley reported: book sale this week; member renewals being sent on post cards to save $; summer concerts well attended.

Director's Report:
-The CPL server has been down. Two of the three hard drives blew. DLI installed a new motherboard and processor. The public is back up and the staff is *getting there*. The back up drives is not reading any data on our backup tapes. We are looking into an estimate on what it will cost to send these tapes out for scanning. It is unknown at this time if the data can be retrieved. Jennifer met with Joe Carr & Isaac re: venting the server Room, which is preternaturally hot. Extreme heat is not good for automation EQ. Two proposals were discussed: cut a hole in the extraordinarily cold Multi Purpose Room and install fan below (~$3K) or design/install a one room climate controlled environment ($3,700). Joe also spoke to his electrical man about the transformer issue (which is making a constant squeal) in the server room. He was quoted him $1,000-$1,400 for repair. Other bids will be secured. Joe will speak to Dianne O'Meara on both these counts and get back to me. He has suggested setting up a meeting between the three of us, which will also include Jim Lechner. Other bids will be secured.
-A volunteer recognition luncheon was held on August 3, 2006 to recognize Louise Schwellensattl for 25 years of volunteer service with the Chili Public Library.
-Our Butterfly Garden was featured in the Gates-Chili Post.
-2007 CPL Budget grant request: Michael Slattery has contacted Senator Alesi's office for an appointment and is waiting to hear back from him. A meeting is scheduled with Assemblywoman Susan John's office August 30th.
-Audit: We have been playing phone tag with Ray Wager, CPA. Ray left a message that he will be tomorrow. We will call him then.
-Lamping the library: Lauterborn has backed out of providing a quote for re-lamping the Chili Public Library due to workload issues. They will, however, submit a quote to install additional electrical outlets and data ports along the YA wall. Two or three bids will be requested.
-Action Item: Long Range Plan: The CPL Long Range Plan was sent to board for in early August, 2006 for review. Two main items are technology & building equipment**.** *Board Action:* Adopted 2007/2008/2009 CPL Long Range Plan.
-Action Item: New CPL Logo: In light of several enthusiastic e-mails, Jennifer has gone ahead and fine tuned the new proposed CPL logo**.** *Board Action:* Adopt logo concept for use on CPL letterhead when recreated after computer crashes.

Committee Reports:

- Budget: Met three times & will meet again next week.
- Personnel: need to meet soon.
- Long Range Planning: Finished, and Approved tonight

Old Business: None

New Business: Report from Friends (Lechner): Sandy Roether will be new President

- CPL truly appreciates support of the Friends group

Comments from Guests: None

Adjourned: 6:47PM

Adjourned Executive Session: 8:13PM

Next meeting date/time: September 26 @ 6:00 PM @ CPL Conference Room

Chili Public Library
Board of Trustees Meeting Minutes **APPROVED**
September 26, 2006 @ 6:06 PM in CPL Multi Purpose Room

Board of Trustees: Ed Schuler (President), Colleen Behrndt, Jim Cuthbert, Judith Kharbas, James Lechner, Glenda Melville
Library Director: Jennifer Ries-Taggart
Town Liaison: Michael Slattery
Friends Liaison: Kathy Eisley
Approved minutes of August 22, 2006 meeting
Approved abstract: $16,016.59
Approved agenda
Communications

- Guests/Public: None
- Town Board Liaison: Asked about budget process status & suggests asking Congressman Randy Kuhl for funding.
- Friends Representative: Reported on recent Gates-Chili Post article, upcoming programs & $1,237. raised from one day book sale.

Director's Report:

1) The $15,000 Jim Alesi security grant funds have been received & spent.
2) The Gates PL will be closed on Saturdays, effective January 1, 2007. We don't know to what extent this will affect CPL, although there will probably be an overflow coming to CPL . Staffing may have to be bumped up on Saturdays. Distributed September 5, 2006 D&C article.
3) When Ernst Lamothe called looking for an excellent employee to feature in the D&C *Our Towns*, I was very pleased to put Pat Tindale's name forward. Pat has been with CPL for sixteen years and has gone through three directors. She has many varied duties including, but not limited to, bookkeeping, payroll and budget. In light of the fact that she is a part time employee, Pat's responsibilities are *huge* and she continues to handles them with great aplomb. Distribute September 13, 2006 D&C article and Pat's thank you note to the board. The flowers from the board were a great touch.
4) Distributed the October 21, 2006 Trustee Information Session brochure re: Libraries, Users and Emerging Technology. RSVP is due October 13, 2006.
5) Action Item: Approved the 2007 CPL proposed budget that has been submitted to Dianne O'Meara, along with narrative and supporting charts. The Supervisor gives the paperwork to the Town Clerk by the end of September. The Chili Town Board adopts the preliminary budget on the first Wednesday in November (1st) (via public hearing). The budget must be adopted by November 20th. Approved the attached 2007 CPL Proposed Budget ('Electronic approval' previously given via e-mail). Mike Slattery stated that NYS advised Town of Chili to maintain a 15% reserve fund.
6) Action Item: Approved the attached 2007 CPL Closed Dates document. In 2007, the CPL will be closed (see attached) the same amount of time as it was in 2006and allow for three day weekends for Memorial Day, July 4th and Labor Day. *Note:* While full time staff have seven paid holidays. Chili employees have eleven and the City of Rochester has thirteen. As it stands, CPL full time employees are not paid for Martin Luther King Day, President's Day, Columbus Day and Veteran's Day (2 days). As municipal employees, these should be paid holidays. Furthermore, if we follow federal rules for travel costs, why not for holidays - especially in light of the fact that these are national holidays? The cost to accomplish this,

however, is over $3,000/year and that doesn't cover the full time employees that are grandfathered in. We would like to address this in our 2008 CPL budget, as we have not counted on this in 2007. Personnel policy committee will review.

7) Follow up Item: 2005 CPL Audit: Ray Wager, CPA; Dianne O'Meara; Jim Cuthbert and Jennifer Ries-Taggart met on September 18. On the basis of this meeting, Ray will submit an audit quote for our review. He said he will try to have it by this board meeting. Not yet received. We will follow up.
8) Follow up Item: CPL Non- Discriminatory Policy and CPL Video Surveillance Policy: MCLS does <u>not</u> have either policy as they are a system. RPL uses the City of Rochester's. Downtown is working on locating these…*still.*
9) Follow up Item: Coffee Report: We have $515. in the coffee fund, even after paying a quarterly invoice of $239. As discussed, we have given some of the monies to the Friendship Club. We will do this in increments and, as such, have written a $100 check to the Friendship Club and will do so again in another few months.
10) Follow up Item: Lamping and Electrical Needs: Jim Lechner expressed interest in reviewing our quotes.
11) Follow up Item: Server Crash Update: Thanks to Chris Levey, Chili IT Director, and our own IT staff, Justin Russell, we are back online. The failure of the back drives to transfer data to the back up tapes has caused a fairly major loss of online documents. Some material has been restored, although not as much as originally thought. Much of the restored material was corrupted. We are forging ahead, currently wading through tons of documents and praying the more important documents aren't corrupted. Once done, the file will go to Katherine and Patricia. There has to be a hierarchical order to this as there are many confidential documents involved (budget, payroll, staff evaluations, etc.). In light of the failure, we are no longer using back up tapes. The library's long-standing tape backup procedure is out of date with current technology trends. Furthermore, the reliability of magnetic DAT tapes is often suspect by IT professionals. Data can often become corrupted during transport or due to exposure to various environmental elements like heat, magnetism &/or moisture. Advancements over the past few years in portable hard drive technology make backing up our library's data to such a medium a viable alternative. Two hard drives have been installed. CPL is also employing an alternate backup source. Using the Symantec BackupExec software, the server automatically backups data daily. These backups are written to the library's LaCie Network Attached Storage (NAS) device, currently being used to archive surveillance video. *FYI:* The NAS was purchased with a portion of the Senator Alesi security grant. Aggressive steps have been taken and CPL is now utilizing a two prong approach to protect our data.
12) CPL Stats: *Adult Summer Reading Program*: 144 Participants, 736 Books read. *Children's NYS Summer Reading/CPL Programs:* 646 participants in actual NYS reading program, 245,517 minutes read, 1,452 participants in children's summer CPL programs (*not* including the reading program)

Committee Reports:

- Budget: discussed above; committee met at least 5 times & worked hard to accomplish budget proposal.
- Personnel: meeting will be scheduled soon.
- Long Range Planning: none

Old Business: None
New Business: None
Comments from Guests: none
Adjourned: 7:12 p.m.

Adjourned Executive Session: 7:56 p.m.
Next meeting date/time: October 24 @ 6:00 PM @ CPL Multi Purpose Room

Chili Public Library Board of Trustees Meeting Minutes
October 24, 2006 @ 6:05 PM in CPL Multi Purpose Room
APPROVED

Board of Trustees: Ed Schuler (President), Colleen Behrndt, Jim Cuthbert, Judith Kharbas, James Lechner, Glenda Melville
Library Director: Jennifer Ries-Taggart
Town Liaison: Michael Slattery
Friends Liaison: Kathy Eisley
Approved minutes of September 26, 2006 meeting
Approved abstract: $21,640.51
Approved agenda
Communications

- Guests/Public-Chili Town Board
- Town Board Liaison -no comments
- Friends Representative: Annual Meeting tomorrow night at 7 p.m. Also, purchased Adobe Software

Director's Report

1) CPL is in line to receive an All Hazard/Weather Radio Receiver from Monroe County. This receiver will provide immediate access to weather and hazard warnings 24/7.The radio is available for pickup at the Monroe County Office of Emergency Preparedness on Scottsville road. They are available to all MCLS libraries.
2) Chuck Rettig has donated the EDITH (Exit Drills in the Home) DVD to CPL.
3) The CPL Friendship Club has donated $50 to the family of Peggy Grace, deceased colleague, in her memory. Additionally, CPL staff has taken up a collection to be used towards the purchase of library materials in Peggy's name (with accompanying memorial bookplate).
4) CPL Friends will purchase six new tables for the Multipurpose room, and to be used in their book sales. Current tables (in closet) are heavy and rickety. Previously, Joe Carr/DPW has lent us tables. Having our own will expedite set up and break down.

Action Item: Approved Revision of Library Card Requirements
Up to now patrons must be five years of age or older to get a library card @ CPL. Requesting that the board reconsider this policy and implement a 'no age' minimum is being presented. An informal survey of the town directors was done. Of the libraries who responded, Brighton, Brockport, Fairport, Ogden and Webster have no limit. Penfield is considering dropping their age limit. Henrietta, Rush and Pittsford still have a five year old limit. The only issue regarding lifting the age minimum would be potential material loss and fine collection concerns. However, since *all* minors under the age of eighteen are under their parents' governance/responsibility and lost materials and/or fines over $35 are automatically sent to our collection agency, Unique Management Systems (UMS). Two reasons to consider this policy change: (1) put the decision in the parents' hands (2) lifting the limit would promote literacy.

DLI Computer Lease – rumors that Company may have gone bankrupt.

Action Item: Approved Senator Alesi Request letter and tabled Congressman Randy Kuhl Request letter. Asking that they fund the 73% cost share increase caused by state aid not keeping up with twenty first century budget demands. Monroe County Library System (MCLS) passed the cost of system services (automation and delivery) on to its member libraries. Increased cost shares (coming up in 2007 and 2008) are due to the lack of state funding. CPL's cost shares will go from $12,359 in

2006 to $21,425 in 2007 and $27,638 in 2008. The 73% increase in 2007 translates out to a $9,066 request.

Follow up Item: Ray Wager, CPL Audit Quote
An audit quote received from Ray Wager: $2,500-$3,500. The towns of Brighton, Henrietta, Parma, Penfield, Perinton and Pittsford currently use Ray Wager & Associates, as do the Gates-Chili and Churchville-Chili Central School Districts. Versus $5K Bonodio check with Finance Director (Diane) to "encumber' when the audit will happen.

Follow up Items: Physical Plant

Lamping and Electrical Needs: Jennifer will meet with our IT person to review power outlet and data ports needs in the Young Adult area. Consideration of present and future needs along with those of the laptop users. Selection and contacting of a vendor will immediately follow these considerations.

Server Room: Historically there has been excessive heat in the library's server room. Joe Carr has been contacted to determine the best way to proceed. Quotes received to date have been inordinately high and overly complicated. Louvers in the door and the purchase of a stand alone AC unit are being considered at this time. *More to follow…*

The overhead transformer has been getting louder. Joe Carr has scheduled a professional to tighten bolts and add gaskets.

Approved Action Item: Change 2006 Veterans Day closed date to Friday, November 10th (Federal observed).

Committee Reports:

- Budget-reviewed 2007 Budget in detail with Chili Town Board
- Personnel-will meet this Friday at 9 a.m.
- Long Range Planning-none

Old Business: Jim L. attended a seminar last Saturday. A video tape is available

- Technology Explosion – USA is 3 to 5 years behind world
- Circulation Libraries 9 times more than attendance all sporting events
- Ipods 65M and 5 years old

New Business:None
Comments from Guests: Mike Slattery
Adjourned: 7:50 p.m.
Executive Session Adjourned: 8:00 p.m.

Next meeting date/time: November 28 @ 6:00 PM @ CPL Multi Purpose Room

Chili Public Library, Board of Trustees Meeting
November 28, 2006 @ 6:10 PM in CPL Multi Purpose Room

APPROVED

Board of Trustees:	Colleen Behrndt, Jim Cuthbert, Judith Kharbas, James Lechner, Glenda Melville (VP)
Excused:	Ed Schuler (President)
Library Director:	Jennifer Ries-Taggart
Town Liaison:	Michael Slattery
Friends Liaison:	Sandy Roether

Approved minutes of October 24, 2006 meeting
Approved abstract $15,317.65
Approved agenda
Communications:

- Guests/Public – no comments
- Town Board Liaison – 2007 budget approved. Town board has candidates interested in library board; Mike will make sure the information gets forwarded to library board.
- Friends Representative – Appreciates donation recognizing Donna Stein. One day book sale scheduled for January. Purchased new tables & sold old tables. Post card membership renewals worked well.

Director's Report:

- Susan Reeves, Peggy Grace's daughter and former CPL trustee, made a $200 donation to the Friends of CPL in Peggy's name. Peggy is now a life time member of the Friends of the CPL**.**
- As voted on at the October board meeting, the 5 year **minimum age limit** to get a library card @ CPL has been lifted. We have had many positive responses to this, as well as several new sign ups and much expressed interest.
- The CPL Holiday party will be held on location Friday, December 15th, from 5:30-7:30PM. Invitations will be sent to the CPL and Friends Boards. Please join us!

Action Item: Approved use of CPL Memorial monies for volunteer recognition events/gifts. After a discussion with Jim Lechner, I understand that the CPL Friendship Club monies are to be used for paid staff members only. The money needed for volunteer recognition events &/or gifts should come out of the CPL Memorial Fund. *FYI:* The usual amount spent annually on volunteer recognition is no more than $350.

Action Item: Approved hiring Ray Wager, CPA to perform an audit of CPL's 2006 financial records. Ray Wager has agreed that a 2006 (vs. 2005) audit makes more sense at this point. He thought it would take approximately a week and, if we choose him, foresees doing it in late January/early February @ the same quoted cost ($2,500-$3,500). Secondly, now that we're a 501(c) 3, we will have to file a Form 990, probably for 2005 *and* 2006. Ray would take care of this as well. I will be sure to check on price if/when I call him. The towns of Brighton, Henrietta, Parma, Penfield, Perinton and Pittsford currently use Ray Wager & Associates, as do the Gates-Chili and Churchville-Chili Central School Districts.

Follow up Item: $50K CCAP Funds. The second stage paperwork required for receipt of the promised $50K CCAP funds has been sent. Now it's a waiting game.
Follow up Item: Physical Plant. Jim Lechner and I will meet with Matt Dobbins this coming Thursday, November 30th, to discuss the stage one re-lamping of the library, the transformer issue, power outlet additions, as well as overall heat balance in the library. The transformer was tightened, although the noise level hasn't perceptibly changed. *FYI:* It has been determined that CPL will not need to add additional data port outlets since the future is going towards wireless.
Follow up Item: Senator Alesi Request Letter. Although the letter to Senator Jim Alesi requesting funding for the 73% MCLS cost share increase was sent last month, we haven't heard anything. Library Director will make a follow up call.
Committee Reports:

- Budget: we appreciate the town board supporting our budget request.
- Personnel: will meet next Friday.
- Long Range Planning: none
- Trustee: (1)**Approved** Charles Havens to fill Donna Stein term which runs through 2010. (2)**Approved** renewing terms through 2011 for Behrndt & Cuthbert. (3) Secretary Cuthbert will send appropriate letters to Chili Town Board.

Old Business:
-Jim Lechner will work with Joe Carr & Issac Heating re: HVAC, transformer noise & transformer room cooling.
-Bank CD matured and was rolled over with $2,000 from MMA.
-Donations made to Friends for Donna Stein recognition & to Memorial Fund.

New Business:

- December 2006 CPL Board meeting will be on the 12th.

Comments from Guests: Chuck Rettig asked about computer server recovery status, status of Gates Library hours & pleased about favorable recent news articles on CPL.
Adjourned 6:37pm
Executive session adjourned 7:29pm

Next meeting date/time: December 12 @ 6:00 PM @ CPL Multi Purpose Room

Chili Public Library Board of Trustees Meeting Minutes
December 12, 2006 @ 6:04 PM

APPROVED

Board of Trustees:	Jim Cuthbert, Charles Havens, Judith Kharbas, James Lechner, Glenda Melville(VP)
Excused:	Ed Schuler, Colleen Behrndt
Library Director:	Jennifer Ries-Taggart and Leeann Sperling (Interim Director)
Town Liaison:	Michael Slattery - Absent
Friends Liaison:	Diana Romeo

Approved minutes of November 28, 2006 meeting
Approved abstract: $6,275.63
Approved agenda

Communications

- Guests/Public- none
- Town Board Liaison- none
- Friends Representative: reported that a January will have a Winter Genealogy program, as well as a book sale.

Director's Report:
1) Reminder to CPL Board: Holiday Party will be held Friday, December 15th, from 5:15-7:30PM.
2) Follow up Item: **2006 CPL Audit.** Ray Wager, CPA, will begin the 2006 CPL audit towards the end of January. Tax Form 990 paperwork was faxed to Ray for his review/action.
3) Follow up Item: **$50,000 CCAP monies to purchase computers**. Response from Assemblywoman Susan John's press agent, Alan Richards is pending. Patty, Chief of Staff, called and indicated we should hear from him soon.
4) Follow up Item: **Installation of Additional Power Outlets.** Installation of additional power outlets against the northeast corner of the library (in the YA section) has been scheduled. The cost will be $2,994. When new PCs were placed in the YA section, they took up the power outlets which caused a shortage for laptop users. Installation of additional outlets will solve the problem. Additional outlets will be added on the other side of the exit door for future expansion needs.
5) Follow up Item: **Phase I of the library re-lamp** has been ordered to move forward. Scheduling is being arranged being somewhat restricted with the upcoming holidays. The project is slated to occur either late December or more likely in January 2007.
6) Follow up Item: **Senator Alesi Request Letter.** Following up on the letter sent to Senator Jim Alesi requesting funding for the 73% MCLS cost share increase, Tracy, Alesi staff member, informed us the budget cycle was over and that our request is in a pile for next year. We should expect a form some time in March 2007. Also, she did not see why our request would not be funded since the Senator is always supportive of libraries.
7) **Library Director's resignation.** A formal letter of resignation was submitted to Ed Schuler, President. A notification will be made to the public regarding the Library Director's move to Brighton Memorial Library as their new Executive Director. The Director's last day @ CPL will be December 22nd. A letter to the community via **Gates-Chili Post** was submitted.

8) **Interim Director**: LeeAnn Sperling has accepted the board's offer to serve as CPL Interim Director. Outstanding CPL Projects document has been created for her use/direction.

Committee Reports:

- Budget: None
- Personnel: Met last Friday and reviewed Personnel policies
- Long Range Planning: None

Old Business: None

New Business

- J. Lechner was granted permission to be excused from the next three board meetings
- Gates Public Library has asked for CPL Budget. What would they get under Freedom of Information Act? Jennifer to check with Chili Town Hall.

Comments from Guests : None

Adjourned @ 6:25 p.m.

Executive Session Adjourned @ 6:34 p.m.

Next meeting date/time: January 23, 2007 @ 6:00 PM @ CPL Multi Purpose Room