CHILI PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

January 27, 1997

Call to order 7:09 p.m.

PRESENT: Randy Allen, John Collins, Rilla Crothers, Jim Lechner, Megan Neumann, Dottie Pompa, Gary Squires, Liaison Jim Powers. Visitor Jerry Brixner

ELECTION OF OFFICERS: Motion to postpone election to February meeting by John Collins, second by Gary Squires, carried.

AMENDMENT of the agenda was approved by consensus.

MINUTES of the December 23 and December 30 meetings were approved by consensus.

ABSTRACT OF BILLS, FINE AND PAYROLL RECORD: Motion to approve Abstract #2, dated January 27, 1997, for $8,050.11 by Gary Squires, second by John Collins, carried.

COMMUNICATIONS:
We received a letter from Jim Lechner thanking us for the flowers and our support during his heart surgery.

We received a letter from Carol O'Connor, Town Clerk, with a special invitation to attend the 175th Anniversary Ball, on February 22, 1997, at Logan's Party House. The cost is $20 per person People are being asked to come in the dress of the era (not required).

We received a thank you from the Lions Club of Chili for the library collecting food for their Christmas baskets,

Paul Muckstadt wrote a letter in appreciation of the library staff. Dottie will post this letter so the staff can see it.

We sent a letter to Paul Muckstadt thanking him for the $50 donation to the library's memorial fund.

A letter was sent to the Chili Garden Club thanking them for their beautiful Christmas decorations.

A letter was sent to Mr. Buckle of the Golden Agers thanking them for their $25 donation to the library's memorial fund.

DIRECTOR'S REPORT:
The minutes from the January 17, 1997 staff meeting are in our packets.

Representatives from MCLS will travel to Albany on February 25 to lobby for increased funding from the State Legislature. Anyone who wishes to go should contact Dottie. There will also be a postcard campaign to area legislators this year.

To celebrate the town's 175th Anniversary there will be a reenactment of early Chili history on April 5 at the Roberts Weslyan cultural Life Center. There will also be a parade on the morning of July 19 (during Chil-E Fest). The 175th committee would like the library to do something special during the celebration--perhaps a children's play?

Dottie would like to thank Jim Lechner and Randy Allen for all the help they gave her with the furnace problems, and Jim for help with the front door repair. The hardware on the front door needs to be repaired/replaced. Dottie has gotten bids, the lowest being $275 from Flower City Glass. A motion was made by Jim Lechner, second by Randy Allen that we approve $275+ to repair the door, and if it is not repairable, that all the vendors be re-contacted for replacement quotes with a phone-vote approval by the board. This motion carried.

COMMITTEE & OFFICER'S REPORTS AND RECOMMENDATIONS:
There will be a Friends Newsletter sent out prior to the April 1, 7:30 p.m. program (Jay Stetzer).

OLD BUSINESS:
Dottie and Pat met with Mike Boychuk (auditor) and Dianne Moore on Friday about the budget. One thing they discussed was keeping track of every order as it is placed. Pat & Dottie will come back to us next meeting with information on what steps will be taken to track the budget in a more efficient manner.

The low bid ($15,000+)on the new furnace was submitted by Postler & Jaeckel. The furnace is on order and should be here in approximately six weeks. Although sensors were installed by Leo Roth to fix the heating problem in the back room, they have submitted no paperwork. EDS has done any repairs that have been necessary on the furnace in the past few weeks. A motion to cancel the maintenance contract with Leo Roth due to quality concerns and lack of cooperation with the customer (the library) was made by Jim Lechner, seconded by Randy Allen, carried. Randy will call Joe Carr to check on what must be done to put this motion into practice.

NEW BUSINESS:
Sue Swanton of the Gates Public Library is submitting an Electronic Doorway Library Services Demonstration Project grant application which will include the Gates Public Library, Chili Public Library, Gates-Chili High School, and Rochester Free-Net for free equipment. This involves no financial commitment on our part.

This is the last year that New York State will offer LSCA Title II construction funds. The deadline is April 17, 1997.

Jim Lechner suggested that the Board write a letter to Bill Kelly with a copy to Joe Carr's file thanking him for his (Joe's) work on the furnace. Randy will take care of this.

There were no reports/comments from Mr. Powers.

Jerry Brixner wanted to know from us who EDS is. Jim Lechner explained they are an HVAC mechanical contractor. Jerry asked if we had seen the letters he had written praising the management and staff of the library (we have, and thanked him).

Motion to go into Executive session, for the purpose of discussing personnel matters, within the guidelines of New York State law, by Randy Allen, seconded by Megan Neumann was approved. 8:17. Broke from Executive session at 8:52 p.m.

ADJOURN: Motion by Rilla Crothers, second by Gary Squires was approved 8:53 p.m.

NEXT MEETING FEBRUARY 25, 1997

7:00 p.m.

Respectfully submitted,

Megan L. Neumann

Megan L. Neumann, secretary

CHILI PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

February 25, 1997

Call to order 7:03 p.m.

PRESENT: Randy Allen, John Collins, Jim Lechner, Megan Neumann, Dottie Pompa, Gary Squires, Liaison Jim Powers. Visitors Dorothy Borgus, Jerry Brixner, Bea Wilcox.

ELECTION OF OFFICERS: A motion to table election of officers to a later meeting was made by Randy Allen, second by Megan Neumann was approve

MINUTES of the January 27, 1997 meeting were approved.

ABSTRACT OF BILLS, FINE AND PAYROLL RECORD: Motion to approve Abstract #5, dated February 25, 1997, for $9,149.25 by John Collins, second by Gary Squires, carried.

COMMUNICATIONS:
Randy sent letter of thanks on behalf of the Board to Jim Lechner and Joe Carr for their help with the heating/furnace problem.

A letter was sent to the Leo Roth Corp. indicating that their service contract would not be renewed.

A letter was received by the staff from the staff of the Gates Public Library thanking them for the help of the four people who worked at the Gates Library so that all their staff could attend the funeral of a co-worker.

A letter was sent to Dianne Moore regarding our budget, and the information that we require every month from her.

A letter was sent to Bill Kelly supporting the land acquisition for the new library/town hall.

DIRECTOR'S REPORT:
The minutes of the February 14 staff meeting are in our packets.

Dottie reported on the 175th Anniversary activities. There will be a pageant in April at the Cultural Arts Center at Roberts Weslyan. Dot is no longer helping with the writing of the script.

The staff is taking advantage of computer training classes which are geared toward library assistants. There are 10 classes, and 8 people taking part. We are paying 1/2 prices ($970) for early registration. They are also taking part in some teleconferencing classes which meet once a month for three months.

Dottie gave us information about the MCLS System Services Listserv, which will be used for internal communication for sharing ideas and concerns, give suggestions, and ask questions about system services.

The Electronic Doorway Library Services Aid grant application has been submitted. Gates-Chili High School library has dropped out of this project.

The furnace replacement is projected to take place the week of March 24. Joe Carr will know the week before when it will happen and keep us informed.

COMMITTEE & OFFICER'S REPORTS AND RECOMMENDATIONS:
John Collins reported on the most recent Trustee Council meeting. The trustees will be lobbying February 24 and 25 in Albany. The Council is looking for hosts for the upcoming quadrant meetings in April. Dottie will find out if there is a night that the meeting room is available for this. He told us that there is MCLS governance committee to make sure all is equitable between the county/city funds for the library (75% county, 25% other). There was some discussion about the financial imbalance and the inter-library loan imbalance that seems to be going on. There are some libraries (Gates mostly) who feel that they are not serving their taxpayers by sending their materials out to other libraries who don't have as much. There was also discussion about whether we should be spending money on books or technology.

The Friends will be hosting a program on April 1 featuring Jay Stetzer. There will be a newsletter out soon.

Randy reported that he had been to two meetings about the new building construction. The hearing on Saturday was very civil. The lawyer representing the homeowner involved stated that the property is for sale. Jim Powers explained that condemnation proceedings are to come up with an agreeable price to both parties. There will be public hearings on this matter on February 26 and March 1. Mr. Powers urged us to come. He also told us that we now have a grants person. Jeannie Austin met with her and gave her information on the LSCA grant. We discussed the plans/drawings of the building presented by Sear Brown. We all agree that the concept is great, but we need to see inside concept because of space. We would also like to see a little different design than has been presented.

OLD BUSINESS:
Dottie informed us that we will be evaluating the line items from the budget in April. Dianne Moore will try to accommodate us.

NEW BUSINESS:
There was no new business.

REPORTS/COMMENTS FROM TOWN BOARD LIAISON:
These comments were reported under the new building construction report.

Randy thanked Jerry Brixner for the letter to the editor about executive session since it gave us a lot of information we didn't have. Jerry also asked if there were going to be public hearings about the land acquisition/new building. He also indicated that he had signed up to work on two committees for the Friends and has not been contacted. He wondered if they were raising funds for the new library. Dorothy Borgus asked what the Friends' money goes to and what are they doing. Bea Wilcox said they should try to raise funds now to help with a new library.

ADJOURN: Motion by Gary Squires, second by John Collins was approved 8:10 p.m.

NEXT MEETING MARCH 25, 1997

7:00 p.m.

Respectfully submitted,

Megan L. Neumann

Megan L. Neumann, secretary

CHILI PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

March 25, 1997

Call to order 7:10 p.m.

PRESENT: John Collins, Jim Lechner, Megan Neumann, Dottie Pompa, Gary Squires.

MINUTES of the February 25, 1997 meeting were approved.

ABSTRACT OF BILLS, FINE AND PAYROLL RECORD: Motion to approve Abstract #8, dated March 25, 1997, for $8,776.51 by Gary Squires, second by John Collins, carried.

COMMUNICATIONS:
Jim Lechner and Dottie sent a letter to Bill Kelly on the board's behalf regarding our requests/comments for the new building.

A letter was received from Bette Clark, Chair of the 175th Anniversary Ball, thanking the library for the tote bags used for door prizes.

A letter was sent to Ellen Farnham asking if she could quilt the library logo on our quilt square for the 175th Anniversary quilt. She in turn took the square and had the logo silk-screened on it as her gift to us.

DIRECTOR'S REPORT:
The minutes of the March 21 staff meeting are in our folders.

Joe Carr has told Dottie that the furnace has been shipped but they are not sure where it is. It probably will be installed next week.

Dottie indicated that she would like to change the personnel policy in regards to comp time so that part-time employees could be compensated for time spent attending meetings, teleconferences or workshops on non-scheduled worktime. A motion, made by Megan Neumann, seconded by Gary Squires, to this affect was approved.

We will be pooling money with other town libraries to have a community wide survey. Dottie will keep us posted as to where the additional money would come from if the cost was above the beginning pool.

Dottie told us about the new Seymour Library in Brockport, and urged us all to visit. From all reports it is a wonderful facility.

Dottie has met with consultants from MCLS regarding planning for LAN.

There will be no quadrant meetings held. In lieu of them there will be an evening reception in the garden of the new downtown library.

The Rochester Public Library will be closed from April 21 to May 26 in order to move into the new building. The collection will not be available for five weeks, but ILL, Extension, consultants, delivery service and computer services will still be available.

COMMITTEE & OFFICER'S REPORTS AND RECOMMENDATIONS:
The Friends' program will be April 1.

There was no report about the Building Construction because Randy was not present.

Jim Lechner reported that all the Memorial Fund CD's were renewed for 12 months to accrue better interest.

OLD BUSINESS:
There was no old business.

NEW BUSINESS:
We tabled discussion about the Contributor's Wall in the Rundel Library.

Jim Lechner requested that the article about Dottie which appeared in the 175th Anniversary booklet be added to the minutes.

REPORTS/COMMENTS FROM TOWN BOARD LIAISON:
There was no report because Mr. Powers was not present.

ADJOURN: Motion by Jim Lechner, second by John Collins was approved 8:20 p.m.

NEXT MEETING APRIL 22, 1997

7:00 p.m.

Respectfully submitted,

Megan L. Neumann

Megan L. Neumann, secretary

CHILI PUBLIC LIBRARY

BOARD OF TRUSTEES

APRIL 22, 1997

Call to order 7:04 p.m.

PRESENT: Randy Allen, John Collins, Rilla Crothers, Jim Lechner, Megan Neumann, Dottie Pompa, Gary Squires. Liaison Jim Powers.

MINUTES of the March 25, 1997 meeting were approved.

ABSTRACT OF BILLS, FINE AND PAYROLL RECORDS: Motion to approve Abstract #11, dated April 11, 1997, for $6,540.25 by Rilla Crothers, second by Gary Squires, carried.

COMMUNICATIONS:
We received a copy of a letter to Mr. Kelly from Rona Pierce regarding the National Day of Prayer on May 1 asking for permission to hold it in front of the library, and his reply to her giving the OK.

We received notification of a Town Board Workshop to be held on May 19 at 6:30 p.m. regarding the new Town Hall/Library. This will be held at the Community Center in North Chili.

We received a letter from the 175th committee asking if we would like to participate in the Anniversary Parade on July 19. We agreed that we would like to go together with the Friends, and the library staff for this.

We received a thank you from the 175th Fashion Show coordinators for the tote bags used for door prizes.

DIRECTOR'S REPORT:
There will be a staff meeting on April 25. Dottie will report on this at our next meeting.

The furnace replacement was very well done, a nice job. Jim Lechner indicated that there will be a maintenance contract for all three town buildings.

An EAP Wellness Program will be held on April 29 on Conflict Resolution. This is for all department heads and is presented by Family Service of Rochester.

COMMITTEE & OFFICER'S REPORTS AND RECOMMENDATIONS:
The Friends Board will meet on April 23 to plan a strategy for getting out the vote for the new Town Hall/Library. They want to take an active roll in positive public relations.

OLD BUSINESS:
This topic was tabled until we have more information.

NEW BUSINESS:
We received a copy of the State Environmental Quality Review (SEQR) for the new Town Hall/Library.

Dottie indicated that because of a letter she received about the appropriateness of videos we have available she will be updating the Media Selection policy.

Rilla indicated that she thought we should have guidelines for the use of the Memorial Fund. The Long Range Planning committee will take this on.

REPORTS/COMMENTS FROM TOWN BOARD LIAISON:
June 17 is the target date for the vote on the new Town Hall/Library. We need to get out the vote with groups we are related with, driving people to the poll if necessary.

ADJOURN: A motion by Jim Lechner, second by John Collins was approved
8:12 p.m.

NEXT MEETING MAY 20, 1997

7:00 **A. M.**

Respectfully submitted,

Megan L. Neumann, secretary

CHILI PUBLIC LIBRARY

BOARD OF TRUSTEES

MAY 20, 1997

Call to order 7:03 a.m.

PRESENT: Randy Allen, John Collins, Rilla Crothers, Dave Harris, Megan Neumann, Dottie Pompa, Gary Squires. Liaison Jim Powers.

MINUTES of the April 22, 1997 meeting were approved.

ABSTRACT OF BILLS, FINE AND PAYROLL RECORDS: Motion to approve Abstract #14, dated May 20 1997, for $4,682.64 by Gary Squires, second by Megan Neumann, carried.

COMMUNICATIONS:
Dottie has information about a state wide task force that is looking at the imbalances of services of libraries. Different libraries have different levels of support, and some librarians believe that fees should be charged to those who use their libraries, but who aren't part of their support system.

Dottie received an invitation for the board members for the ribbon-cutting ceremony for the new downtown library on May 27, at 10:00 a.m.

DIRECTOR'S REPORT:
Dottie is trying to work out how to hook up our LAN and connect to the MCLS.

Dottie spoke about the Town Library Service Project. Each public library is required by the state to poll both users and non-users on how their library is performing. It is basically to evaluate each library's value to both users and non-users. The MCLS libraries have decided to work together on this. They hope to use money allocated in the MCLS budget, but pay for it over two years (97-98) to spread the cost out. The survey design will be done professionally.

Dottie has gathered materials selection policies from several libraries. All the Chili librarians will be working on rewriting our policy.

The information in Dottie's files on how discretionary funds (the Memorial, or Gift Fund) are to be spent showed no definitive answer. The only guideline was that the money was to be spent on items that were not able to be covered by the operating budget. The Long Range Planning committee will look over this, and try to come up with some definitive guideline.

Dave Harris and Dottie will attend a workshop on June 14 at the Henrietta Library on Media/Crisis Communication.

There will be a tour of the new Bausch & Lomb Public Library building on June 19 from 7-8 p.m. Mr. Kelly will be attending.

We are compiling a materials safety data report for the town.

COMMITTEE & OFFICER'S REPORTS AND RECOMMENDATIONS:
Judith Kharbas, president of the Friends of the Chili Public Library, joined us to report on proposed activities to "get out the vote" for the new Library/Town Hall in June. They will be writing letters to the editor of the local newspapers. Postcard will be sent to registered borrowers of the library who have used the library in the last 12-18 months. There will be flyers posted in area businesses, and maybe placed in doorways of homes (depending on the number of volunteers). There will be an ad placed in at least the Gates-Chili News. Bookmarks with information about our library as compared to others of towns our size will be handed out to every borrower. They are hoping to have people speak at local organization meetings. Lawn signs have been proposed. And last but not least, they are hoping to have volunteers drive people to the polls.

John had nothing to report from the Trustee Council because he had not yet received the minutes of the meeting.

OLD BUSINESS:
The discussion/decision on the Contributor's Wall at the new downtown library was tabled.

NEW BUSINESS:
There has been a request by a staff member to use a portion of her sick time(up to 80 hours) because her husband is having surgery and may need her care. After a lengthy discussion, and review of our policy, a motion by Randy Allen, second by Rilla Crothers, that all vacation time would be used, or unpaid time, but not sick time since she is not ill, was carried.

REPORTS/COMMENTS FROM TOWN BOARD LIAISON:
After the positive discussion at the workshop meeting on the new library/town hall, Mr. Powers anticipates a unanimous vote by the board to go ahead with the project. The hoped for date of the bond vote will be June 26-27.

ADJOURN: A motion by Randy Allen, second by John Collins was approved 8:06 a.m.

NEXT MEETING JUNE 24, 1997

7:00 **A. M.**

Respectfully submitted,

Megan L. Neumann, secretary

CHILI PUBLIC LIBRARY

BOARD OF TRUSTEES

JUNE 24, 1997

Call to order 7:00 a.m.

PRESENT: Randy Allen, John Collins, Rilla Crothers, Dave Harris, Megan Neumann, Dottie Pompa. Liaison Jim Powers.

MINUTES of the May 20, 1997 meeting were approved.

ABSTRACT OR BILLS, FINE AND PAYROLL RECORDS: Motion to approve Abstract #17, dated June 24, 1997, for $7,163.90 by Jim Lechner, second by Rilla Crothers, carried.

COMMUNICATIONS:
We received a letter from the State Comptroller about a change in the law about what kind of securities public moneys can invest in. These investments can only be fully guaranteed or insured.

DIRECTOR'S REPORT:
Dottie has collected information about other libraries' selection policies. We have received more complaints about R-rated videos. Dottie and the librarians will be working on a revised policy soon.

The Material Safety Data Sheets have been completed. There will be a safety expert coming in to go over them and train the staff, probably at the August staff meeting.

The Gates-Chili News will be doing a special issue on July 9th to commemorate the 175th anniversary. Dottie will be writing a short library history for this.

Dave Harris and the staff are working on the library's entry in the 175th parade.

COMMITTEE & OFFICER'S REPORTS AND RECOMMENDATIONS:
The Friends have placed ads in the Gates-Chili News, the Suburban News and the Community News supporting the Bond Issue. They have also sent 5,125 postcards, at a cost of $1,025, to users of the Chili Library. Judith Kharbas, Pat Tindale, and Cathy Wahl worked on a data base provided by MCLS. There is also a display in the library foyer, and bookmarks have been given out listing the polling places. All members of the Friends group were called about voting. The Friends spent just under $1500 in their effort for the passage of the Bond. We

agreed that there should be an acknowledgment from the Library Board to the Friends in praise of their support and efforts.
The Book Sale will be held July 24, 25, 26 in either a store front in Chili-Paul Plaza or at the Fire House Pavilion. After scouting other book sales those running the book sale have decided to change the price structure.

The Long-Range Planning Committee will meet June 26 at 10:00 a.m.

Dottie attended the Media/Crisis Communication workshop at the Henrietta Public Library on June 14. She said two of the most important things she learned are never say you have No Comment, and never say more that they ask for.

OLD BUSINESS:
The Friends have approved giving $100 towards the Rundel Contributor's Wall. The staff will be asked for donations, and the Board Members will make up the rest of the $300.

Jim Lechner told us that EDS will have the maintenance contract for the air conditioning unit for the spring/summer. In the fall the Town will ask for bids for contracts for HVAC for all town buildings.

NEW BUSINESS:
John Collins, Jim Lechner, Dottie and one staff member will comprise the 1998 Budget and Salary Schedule Committee.

Randy will look over the director's evaluation form to see if it needs to be changed or fine-tuned.

Dottie received a quotation from IKON for a maintenance contract for all wok stations, monitors, and printers for $1007. If she commits to the contract by the end of June we will receive a 10% discount ($906.30). A motion to purchase a maintenance contract for not more than $1000 for one year was made by Randy, second by John, carried.

We agreed that a letter should be sent to the Wegman family on behalf of the Library Board, the Friends, and the library staff, thanking them for the donation of the land for the new town hall/library.

REPORTS/COMMENTS FROM TOWN BOARD LIAISON:
Mr. Powers wanted to remind us that the budget will be coming up quickly, and that when it is estimated it should include moneys for moving into the new library (assuming the bond passes).

(Aside: Dottie said that she likes these early morning meetings, that she's getting used to them. Jim Lechner asked that this be placed in the minutes.)

NEXT MEETING JULY 22, 1997

7:00 A. M.

Respectfully submitted,

Megan L. Neumann, secretary

CHILI PUBLIC LIBRARY

BOARD OF TRUSTEES

JULY 22, 1997

Call to order 7:02 a.m.

PRESENT: Randy Allen, Rilla Crothers, Dave Harris, Jim Lechner, Megan Neumann, Dottie Pompa, Gary Squires, Liaison Jim Powers.

MINUTES of the June 24, 1997 meeting were approved after amendment. Jim Lechner was present at the meeting.

ABSTRACT OF BILLS, FINE AND PAYROLL RECORDS: Motion to approve Abstract #20, dated July 22, 1997, FOR $8115.85 by Rilla Crothers, second by Megan Neumann, carried.

COMMUNICATIONS:
We received a copy of a letter to Bill Kelly from United Way/Red Cross in gratitude for the contributions of the town/library. We met and surpassed the goal for this year. People from the library gave more than in past years.

Dottie had received in the past a letter from Rochester General Hospital asking for donated books for the hospital. Mike has sent two packets of children's books, and received a second letter thanking the library for its donations.

Randy has written a letter to the Friends thanking them for all their help with the successful bond issue vote. He also has written a letter to the Wegman family thanking them for their help by donating the land.

Dottie read the letter written to all the volunteers who helped with the positive vote from Randy which was read the night of the vote to all present and celebrating.

DIRECTOR'S REPORT:
Dot spoke to us about the Federal Communications Act which could affect all public, private and public school libraries. It encompasses $2.25 billion, which libraries need to apply for. In order to do this a technology plan is needed. It is a very complicated, and similar to a program in New York State which is on the shelf at this time.

Dottie reported about the positive responses to the successful referendum (letters, cards, flowers). She will be sending thank-you notes,.

We currently have a 1902 Plat Book of Monroe County in our Local History section. A new one has bee donated by Catherine Sickles, which included portraits. This book is worth $5,000, necessary repairs will cost $375. Marilyn Terpening is working with Ms. Sickles doing an oral history.

The Friends Book Sale is going strong--we have many books, and we are getting ready to go.

The town is having a picnic on September 7 for town/library employees instead of a Christmas party. We need to let Dottie know if we are planning to attend.

There will be a training session in mid-August with Mr. Peck on the material data safety system.

Judith Kharbus will be retiring from the U of R on July 31. She has indicated that she would like to volunteer for special projects at the Chili Library.

The Genesee Transportation Council has asked to place a small kiosk in the library that will hold bus routes, bike safety pamphlets, etc.

The 4th annual band concert will be held at the library on July 23 at 7:00. The Friends will be selling ice cream.

Dottie has been asked to serve on the MCLS Contract Review Committee.

<u>COMMITTEE & OFFICER'S REPORTS AND RECOMMENDATIONS</u>:
The Friends business has been discussed elsewhere.

The Long-Range Planning meeting has been rescheduled.

Dave Harris (Sparky the Dalmatian) reported that the 175th parade was well done and well organized. It lasted one and a half hours. Dave's clients provided the costumes for the Friends "float" in the parade, and wore them in the parade. Kudos to Dave for his involvement.

OLD BUSINESS:
Dottie took up a collection from the staff for the Rundel Contributor's Wall. Our donation will be $22 each.

NEW BUSINESS:
Dot will contact John Collins to set up a meeting time for the Budget Committee.

Mr. Kelly has indicated that we will have a timeline for the new building in two weeks.

REPORTS/COMMENTS FROM TOWN BOARD LIAISON:
Don't forget that we should have a budget to Mr. Kelly by at least September 15th.

ADJOURN: A motion by Megan Neumann, second by Randy Allen was approved 8:00 a.m.

NEXT MEETING AUGUST 19, 1997

7:00 A.M.

Respectfully submitted,

Megan L. Neumann, secretary

CHILI PUBLIC LIBRARY

BOARD OF TRUSTEES

AUGUST 19, 1997

Call to order 7:02 a.m.

PRESENT: Randy Allen, John Collins, Dave Harris, Megan Neumann, Dottie Pompa, Gary Squires

MINUTES of the July 22, 1997 meeting were approved.

ABSTRACT OF BILLS, FINE AND PAYROLL RECORDS: Motion to approve Abstract #23, dated August 19, 1997, for $6498.92 by Gary Squires, second by John Collins, carried.

COMMUNICATIONS:
We received a letter from Joe Carr telling us that Postler & Jaeckle will be making changes in the heating system in the workroom at a cost of $1874.00

We sent a letter thanking Donald Blandino for the donation of a NX240 Rainbow Color Printer.

A letter was sent to Dave Harris thanking him for all his work for the 175th parade.

A letter was sent to Mr. and Mrs. Content thanking them for their involvement in the 175th parade and the use of their costumes.

A letter was sent to Bill Kelly asking him questions regarding the 1998 budget and the new construction. A response came from Dianne Moore that the budget should be prepared as a normal operating budget.

Governor Pataki, Senate Majority Leader Bruno and Speaker of the Assembly Silver were sent a letter asking for the support for additional aid for libraries and the electronic doorway.

DIRECTOR'S REPORT:
Dottie reported that the State plan for the Telecommunications Act (Universal Services) had been shelved. The Federal plan has been worked on, and all the member libraries are looking to MCLS for guidance in this attempt to cut costs for those libraries who can't afford much.

The member library contract with MCLS expires in December 1997. Dottie is on the committee to review this contract and doesn't expect big changes from the current contract.

Dick Panz is visiting all libraries in the county, talking about the MCLS contract (among other things). He spent two hours with Dottie.

Dottie reported that she is currently working with a young lady who has to perform many hours of community service.

The minutes of the August 1 staff meeting are in our folders

Jeanne and Sean are researching security systems for the new library. They have visited and spoken to people in other libraries, and have discovered lots of snags. The cost for preparing a good part of the collection is about $14,000. There was much discussion about how much of this we should do now and what might be covered in the bond issue for the new building.

Dottie has re-ordered 10,000 library cards. This is the first order since 1986.

Dottie wanted us to be aware that the president of the Gates Library Board had contacted her about a publication called the Spotlight that a gentleman complained was not carried by the Gates Library (Sue Swanton was on vacation). Dottie indicated that this man had been here and to Brighton about the same issue and had threatened a staff member there.

Michael has been called by the Greece School District regarding a position there.

COMMITTEE & OFFICER'S REPORTS AND RECOMMENDATIONS:
The Friends Book Sale was quite successful. The Friends Board is discussing when and where to hold the sale next year. They do not want to ask Bernie Iacovangelo for space again (he has graciously given space for the past three years). As a thank-you to him for his help he was given a framed picture of the Cobblestone School painted by Mary Eggleston. Gift certificates were given to the book sale co-chairmen for all their work. The Friends fall program will be a visiting author in conjunction with the 35th anniversary of the library.

The Long-Range Planning committee has discovered that the Memorial/Gift Fund does not have non-profit status. All that needs to be done to change this is to send a letter to the State Education Department signed by all board members to amend the charter.

The Budget Committee has been meeting. John indicated that the budget has to be submitted to Bill Kelly by Friday at 5:00 p.m.

OLD BUSINESS:
Donations for the Rundel Contributor's Wall are due to Dottie now.

NEW BUSINESS:
A motion to approve an increase in the fine drawer moneys from $15 to $25, effective September 24, 1997, made by Megan Neumann, second by Gary Squires, carried.

The Long Range Planning Committee will forge ahead with guidelines for the Memorial Fund.

We will invite the architect for the new building to our September meeting for an update.

REPORTS/COMMENTS FROM TOWN BOARD LIAISON:
There was no report.

ADJOURN: A motion by John Collins, second by Dave Harris was approved
8:10 a.m.

NEXT MEETING SEPTEMBER 23, 1997

7:00 p.m.

Respectfully submitted,

Megan L. Neumann, secretary

CHILI PUBLIC LIBRARY

BOARD OF TRUSTEES

SEPTEMBER 23, 1997

Call to order 7:04 p.m.

PRESENT: Randy Allen, Rilla Crothers, Dave Harris, Megan Neumann, Dottie Pompa, Gary Squires, Liaison Jim Powers

MINUTES of the August 19, 1997 meeting were approved.

ABSTRACT OF BILLS, FINE AND PAYROLL RECORDS: Motion to approve Abstract #26, dated September 23, 1997, for $12, 083.96 by Dave Harris, second by Gary Squires, carried.

COMMUNICATIONS:
We received a letter from Michael McCullough informing us of his resignation.

We received a letter from Joseph Bruno thanking us for our support of library funding, and indicating his support also.

A letter was sent on behalf of the Board, the library, and the Friends to Danny and Bob Wegman thanking them for their gift of the land for the new facility.

A letter was sent to Judith Kharbas/the Friends thanking them for all their help with getting out the positive support for the new Library/Town Hall.

DIRECTOR'S REPORTS:
Dottie still needs money from some of us for the Rundel Contributor's Wall.

We have no nomination at this time for the Service Beyond Measure Award.

Dottie showed us the restored 1902 Plat Book that was a gift from Catherine Sickles.

On September 7th the renovated Rundel building was reopened. There will be a Family Day at both Rundel and the new building on October 4th. A formal dedication of both buildings will be held on October 8th.

Dottie brought us up to date on personnel. Debra Amesbury has been hired as a part-time desk clerk. Mike's last official day was September 11. Lori Bow will be the Story Time coordinator for the fall. Vangie Morrow has been named

Supervisor of the Desk Staff, succeeding Michael. Lee Ann Sperling will join us mid-October as Children's Librarian, after Civil Service approval.

The proposal by Dottie to increase incrementally the salaries of Jeanne and Richard to bring them more in line with other librarians in the county was approved. A motion by Riila, second by Randy that this be effective the start of the next full payroll, carried.

Dottie showed us an article that Richard wrote about graphics novels that appeared in the Sept. 1997 issue of School Library Journal.

COMMITTEE & OFFICER'S REPORTS AND RECOMMENDATIONS:
The Friends of the Library annual meeting will be held on October 14 at Florence Brasser School. There will be election of officers (the same officers are up for re-election), and a program by Susan Wojciechowski, children's author. The Friends will have her books available for sale.

There was no report from the Trustee Council.

The Long-Range Planning committee has proposed an updated version of the library's Gift Fund. A motion to approve the changes by Gary Squires, second by Randy Allen, carried. The committee will meet again in early October to prepare the 1997 annual report.

Dottie and Randy met with Pat Barrett and Chip Stevens from Sear-Brown about the new building. The plans are down from 20,000 sq. ft. to 15,500 sq. ft. There are still many questions to clear up.

OLD BUSINESS:
We discussed having a policy/guidelines for building usage for the new library.

NEW BUSINESS:
The Memorial Fund/Gift Fund, as above was updated Sept. 23, 1997. The amending of the Charter has been deferred.

The 1998 budget has been submitted to Mr. Kelly.

We discussed a dress code for library staff. We will support suggestions made by Dottie, but there will not be an official policy.

A motion by Dave Harris, second by Randy Allen to submit a Construction Grant application carried.

We agreed to hold our next meeting at the Seymour Library in Brockport.

ADJOURN: A motion by Megan Neumann, second by Gary Squires was approved 9:15 p.m.

NEXT MEETING OCTOBER 28, 1997

7:00 p.m.

SEYMOUR LIBRARY, BROCKPORT

Respectfully submitted,

Megan L. Neumann, secretary

CHILI PUBLIC LIBRARY

BOARD OF TRUSTEES

OCTOBER 28, 1997

Our meeting began with a tour of the Seymour Library in Brockport. Our business meeting was called to order at 7:20 p.m.

PRESENT: Randy Allen, Rilla Crothers, Jim Lechner, Megan Neumann, Gary Squires

MINUTES of the September 23, 1997 meeting were approved with typing corrections.

ABSTRACT OF BILLS, FINE AND PAYROLL RECORDS: Motion to approve Abstract #29, dated October 28, 1997, for $15,046.12 by John Collins, second by Gary Squires, carried.

COMMUNICATIONS:
We should have all received invitations to the Service Beyond Measure Award on November 19.

A letter was received from the Rundel Library Foundation thanking us for our contribution to the "wall". We will request that the plaque read "A gift from the Board, Staff and Friends of the Chili Public Library", instead of "A gift from the Chili Public Library."

DIRECTOR'S REPORT:
In Dottie's absence Randy gave the Director's Report.

Our new Children's Librarian, LeeAnn Sperling, started work on October 15, 1997. She will be assisted by Laurie Bow as Storytime Coordinator. Susan Dunn is reducing her hours, and Alex Kelly is our newest volunteer.

The minutes of the October 3 staff meeting are in our packets.

We have been given copies of the CPL's Gift Fund policy which we approved on September 23, 1997.

Letters have been sent to Governor Pataki requesting a letter for the full amount that MCLS requested for state funding.

There will be a public hearing on the preliminary town budget on November 5 at 8:30 p.m. The amount we requested has been increased to encompass health benefits.

We have copies of the Construction Grant application.

We have for our information copies of the Third Statewide Technology Plan and the LSTA Five-Year Plan.

We all have copies of the communications surrounding the Universal Service Discount program.

Dottie was hoping to have volunteers to work on the Free Direct Access Policy and questionnaire with her.

We have not yet received the final draft of the Monroe County Library System contract revisions.

COMMITTEE & OFFICER'S REPORTS AND RECOMMENDATIONS:
The Friends Annual Meeting and program featuring Susan Wojciechowski was a great success. The program was very well done. All current Executive Board members were re-elected. Because of some concern about the level of Dottie's involvement with the Friends' Board, especially in light of the upcoming construction, Randy will contact Judith regarding Dottie's involvement.

We have a copy of the 1997 accomplishments put out by the Long Range Planning committee. They had a good meeting.

A motion made by Jim Lechner, second by Rilla Crothers to request a special meeting with the architect and the entire Library Board regarding the new building, with a second meeting with all the librarians, was carried. Randy will also send a letter to Bill Kelly regarding our concerns about our input to this project.

OLD BUSINESS:
The Charter Amendment discussion was tabled.

NEW BUSINESS:
Jim Lechner's term as trustee expires December 31, 1997. We will send a letter to the town board requesting his reappointment.

Randy is in the process of revising the Director's evaluation form to make it more user-friendly.

Jim Lechner will be representing the library on the 2010 update of the Town of Chili Comprehensive Plan.

REPORTS/COMMENTS FORM TOWN BOARD LIAISON:
Because Mr. Powers was not present, there was no report.

ADJOURN: A motion by Jim Lechner, second by Megan Neumann was approved 8:55 p.m.

NEXT MEETING NOVEMBER 25, 1997

7:00 p.m.

Respectfully submitted,

Megan L. Neumann, secretary

CHILI PUBLIC LIBRARY

BOARD OF TRUSTEES

NOVEMBER 24, 1997

Our meeting was called to order at 5:07 pm, following a meeting with Chip Stevens (architect for Sear Brown), and Joe Carr.

PRESENT: Randy Allen, John Collins, Rilla Crothers, Dave Harris, Jim Lechner, Megan Neumann, Dottie Pompa, Gary Squires. Liaison Jim Powers

MINUTES of the October 28, 1997 meeting were approved with corrections. John Collins was present at the October 28, 1997 meeting.

ABSTRACT OF BILLS, FINE AND PAYROLL RECORDS: Motion to approve Abstract #32, dated November 24, 1997, for $13,570.46 by John Collins, second by Gary Squires.

COMMUNICATIONS:
We have received a letter from Mr. Kelly regarding the expiration of Jim Lechner's term as a trustee. We must have a letter to Mr. Kelly/the board by December 19 recommending Jim's reappointment to the board.

DIRECTOR'S REPORT:
The town has changed the benefits for medical/dental insurance. The town/library covers full-time staff for both medical/dental, 50% for over 20 hours, not yet 40 hours. Dianne Moore spoke to the staff about the changes. Because of the people eligible, and those taking advantage of this, it should cost us about $20,000. We have $22,600 in our line item.

The minutes of the November 7 staff meeting are in our packets

There is a meeting on December 6 at the Henrietta Library on the subject "Evaluating the Director". Randy, Jim and Dot will attend.

We are still waiting for news on the construction grant.

The Central Library dedication ceremony will be held at 10:00 a.m. on November 25.

We are in compliance for the State requirements for minimum standards. A survey of users and non-users is required, and the system has hired Gordon Black to do this in March with results in May.

COMMITTEE & OFFICER'S REPORTS AND RECOMMENDATIONS:
The Long-Range Planning Committee (Jim, Rilla, Jeanne, Dot) would like input on the draft of the Long-Range Plan by Friday, December 5.

John reported on the Trustee Council meeting. He said much of the discussion was about the MCLS contract and the imbalance of sharing of books throughout the system. Some libraries are looking for a plus-use-reward for those who send more out. The other problem area seems to be full inclusion of all materials in the hold/sharing system. He also brought a packet that was handed out about how to recruit, train, etc., library board members. The postcard campaign was also discussed.

Jim reported on the Master Plan committee, on which he represents both the library and the fire department. He indicated that the committee is very pro-active. Several of the section pertaining to the library will be re-written, or dramatically amended.

OLD BUSINESS:

We have all signed a petition to the board of regents asking them to grant us 501(c)(3) (tax exempt) status. Vangie Morrow graciously attended the meeting in order to notarize our signatures.

NEW BUSINESS:
Dottie has the MCLS Contract for Randy to sign. It is due back to MCLS by December 31, 1997.

The Universal Service Discount Program/MCLS Technology Plan is a federal program to bring libraries who don't have the resources up to snuff. It discounts telecommunication costs. You have to have a technology plan in place in order to take part in this. We approved, by consensus, adapting the MCLS Technology Plan.

The Gates Library has requested that we participate in a grant application for $10-30,000, in conjunction with the town historians, for equipment and training for preservation of town records and archives. We agreed, by consensus, to participate.

A motion by Randy, second by Megan, to approve the following holidays for 1998, carried: Thursday, January 1, Monday, May 25, (last open Saturday, June 13) Friday, July 3, Monday, September 7, (reopen Saturdays, September 12), 5:00 p.m. closing Wednesday, November 25, Thursday, November 26, Thursday, December 24, Friday, December 25, Saturday, December 26, 3:00 p.m. closing Thursday, December 31, Friday, January 1, 1999.

REPORTS/COMMENTS FROM TOWN BOARD LIAISON:
There was no report.

ADJOURN: A motion by Dave Harris, second by Jim Lechner was approved 6:17 p.m.

NEXT MEETING DECEMBER 23, 1997

5:00 p.m.

Respectfully submitted,

Megan L. Neumann, secretary

CHILI PUBLIC LIBRARY

BOARD OF TRUSTEES

DECEMBER 23, 1997

Call to order 5:08 p.m.

PRESENT: Randy Allen, John Collins, Rilla Crothers, Dave Harris, Jim Lechner, Megan Neumann, Dottie Pompa, Gary Squires. Liaison Jim Powers. Judith Kharbus, Friends' President.

MINUTES of the November 24, 1997, meeting were approved.

ABSTRACT OF BILLS, FINE AND PAYROLL RECORDS: Motion to approve Abstract #35, dated December 23, 1997, for $6,349.04 by John Collins, second by Gary Squires, carried.

COMMUNICATIONS:
We have sent a letter to the Town Council requesting the re-appointment of Dave Harris.

A letter was sent to Rob Mack, executive at Binney & Smith in thanks for the donation of 800 crayons for our children's programs.

A letter was sent to Rona Pearce for the Chili Historical Society, in thanks for the $50 gift in memory of Dallas Davis. This gift was applied to the rebinding of the 1902 Plat Book.

We received a letter from Mr. Kelly regarding picture I.D. cards. Pictures well be taken on Tuesday, January 20th, at 6:30 p.m. for any of us who would like one. We need to get information to Nadine before this time (name, social security number, title).

We received a letter from Barbara Moore, Net Results, offering her services to set up our LAN for $85 an hour. She has worked with other libraries.

DIRECTOR'S REPORT:
There are no updated drawings for the new library, but they have a memo as a follow-up to our meeting. We will have more information after the first of the year. We do have a site plan to post for the public. Joe Carr has given us a chart schedule, at Jim Lechner's request.

The minutes of the November 3 circulation desk meeting is in our packets.

The minute of the November 5 staff meeting minutes is in our packets.

Knight-Ridder has sold the CARL system to MAID. Seventeen people want to purchase the system. Dottie will keep us updated.

The Friends, Board, Staff and Volunteer holiday luncheon was enjoyed by all. Gift certificates to Borders were given to all volunteers, and greatly appreciated.

Dottie reported that there will be a special meeting for librarians on January 7th at MCLS to get help in filling out the very complicated application for the Universal Service Program.

COMMITTEE & OFFICER'S REPORTS AND RECOMMENDATIONS:
Judith Kharbus reported that the Friends will have a Board Meeting at the end of January to discuss fund raising for the new building. We discussed this at great length because at this point, no one know what is included in the bid, and what the Friends ought to target their fund raising for. Hopefully this information should be available mid-January. Jim Powers will ask the Town Board at what level they think we should target this fund raising. He will also ask the Town Board, at our request, if some should donate money to the library for something that's in the bid, would the money (in bid) stay in the library for use for something else? He also indicated that it would be acceptable for Dottie and Randy to meet with Chip Stevens. Dottie will set up a meeting.

A motion by Megan, second by Randy to adopt the Long-Range Plan as submitted by the Long Range Plan committee, carried.

The budget/salary committee reported on the increase in salaries for 1998. They have tried to bring salaries/wages up to the median for equal libraries, although in some cases we are still below that. If all the hours are worked the increases would amount to $5000, but generally all the hours aren't worked. A motion by Randy, second by Megan, to approved the increase in salaries/wages carried.

OLD BUSINESS:
The Long-Range Plan was discussed under Committee & Officer's Reports and Recommendations.

NEW BUSINESS:
The 1998 increments were handled under Budget/Salary Committee

Randy and Dottie attended the presentation about evaluations. Randy handed out a new evaluation form to be returned to him by December 31.

A proposal for an update to the Master Plan regarding the library was written by Jim Lechner and Dottie. A motion to approve this update made by Rilla, second by Randy was approved.

Dottie reported that our patrons used the Gates Library (6000 per month). We would like to know what they are taking out.

REPORTS/COMMENTS FROM TOWN BOARD LIAISON:
There was no report.

ADJOURN: A motion by Rilla Crothers, second by Randy Allen was approved 6:38 p.m.

NEXT MEETING JANUARY 27, 1998

7:00 p.m.

Respectfully submitted,

Megan L. Neumann, secretary