

**Chatham Public Library
Public Library Advisory Committee (PLAC)
COMMITTEE MEETING MINUTES**

**Chatham Public Library Date:
Chatham, NY**

**January 3, 2011
TIME: 2:00 p.m.**

Members in attendance: Melony Spock, Gail Day, Karen Malina, John McGowan, Elizabeth Powers, Luisa Sabin-Kildiss, Karen Bechdol

Members absent: Nancy Hammell and Al Vinck

No members of the public were in attendance.

Meeting called to order at 2:00 p.m.

Minutes from December meeting were reviewed and approved.

Director's report:

Director Sabin-Kildiss unveiled new proposed library website. She demonstrated features including user friendly look and feel. The website will include information on advisory members and possibly include link to minutes of meetings. Discussed adding newsletter archive link. The newly formatted website should be up and running within two weeks. The committee also discussed a donation page and will consult with Friends of Chatham Library for further input on soliciting donations.

Old Business:

Discussed the computer needs of the library and the possibility of being included in the school district's rotation plan for new computers. The library currently has \$680 in the budget for new technology equipment and questions were raised if that was adequate for the whole library. Director Sabin-Kildiss will meet with Giles Felton and the Mid-Hudson Technology team to discuss new system server dedicated to the library. The need to define tech support responsibilities was broached and we need to pinpoint who will maintain the server and who to call for support.

- Director Sabin-Kildiss met with school business director Diane Malecki
Identified Director Sabin-Kildiss' budget priorities for the Library:
- Additional staff to remedy current shortage on Wednesday equal to 10 hours/month at a cost of \$1,680 per year.
- Mileage reimbursement for Director Sabin-Kildiss to attend Mid-Hudson sponsored trainings and the monthly Mid-Hudson Library System Directors Association meeting.
- Mileage for library staff to attend trainings.
- Conference attendance (travel, lodging, registration fees, etc.) for Director.
- Monthly training to keep up civil servant requirements.
- Also will look into the possibility of rotating staff training to keep expenses down.
- Mid-Hudson no longer provides any travel reimbursements due to New York State budget cuts.
- Director Sabin-Kildiss will draft a policy for travel and trainings and will draft and revised budget document with adjusted numbers to reflect the specific needs of the library

NEW BUSINESS:

Karin Malina presented the Committee with drafts of by-laws. The Committee went through the documents and discussed what by-laws were relevant to the Committee. Ms. Malina will continue to edit by-laws and should have a new draft for review at February meeting.

Meeting was adjourned at 4:00 p.m.

The next meeting will be held at the Chatham Public Library on February 8, 2011 at 2:00 p.m.