

CHATHAM PUBLIC LIBRARY
Chatham Public Library Advisory Committee (CPLAC)

COMMITTEE MEETING NOTES

Public Library – Main Room, Upstairs
CHATHAM, NY

DATE: February 7, 2011
TIME: 2:00 P.M. - 4:00 P.M.

Melony Spock, Chair Gail Day Nancy Hammell
Karen Malina, Al Vinck, John McGowan, Elizabeth Powers,
Eileen Rice/Theresa Barenfeld, Representatives of Friends of the Library, _____, _____
Cheryl Nuciforo, Superintendent Karen Bechdol, School Designee
Luisa Sabin-Kildiss, Library Director

A. CALL TO ORDER **Time:** _about 2:10 P.M.

B. APPROVAL OF MINUTES FROM PREVIOUS MEETING

Minutes were approved with one minor correction.

C. PUBLIC COMMENT

No members of the public were present.

D. DIRECTOR'S REPORT

1. Library Report

Director Luisa Sabin-Kildiss first gave an overview of the budget situation at the Mid-Hudson Library System. Recently 6 people were laid off and they were anticipating a 10% cut in Governor Cuomo's budget. They are still looking at cuts and changes. The impact on the Chatham Library will be an additional \$500 per year for technical support on top of the \$1,500 we currently pay.

The Director next gave a report on the tech support meeting that was attended by her, Melony Spock, John McGowan, Giles Felton (tech support, CCSD), and Robert Drake (tech support, Mid-Hudson Library System). The meeting was very positive and we expect installation of the new network for the library to take place over the spring break. Giles indicated that he would also work on a tech support service plan for equipment replacement. Some software changes were approved and we learned that software could be purchased through TechSoup at lower costs. In addition to the new computer network, the improvements will include new telephone lines (and new phones). Luisa also reported that she had been in contact with Fairpoint Communications about an upgraded phone system with menu options. It's something that the staff would like, but it would add \$400 to the cost. The committee decided to table this item until a future meeting.

The committee discussed two ideas that might cut costs. The question was raised as to whether the school district computer support staff could provide the majority of support the library would need and, if so, could Mid-Hudson provide software support on either a limited contract or "bill for

service” basis. Luisa will look into this. Second, the possible use of more volunteers was raised. It’s recognized, however, that there is a steep learning curve for most library work. Perhaps establishing a volunteer training syllabus might be helpful.

Lastly, the Director stated that the annual report to the state is due this month. She will draft the report and clear it with the committee by e-mail.

2. Superintendent Nuciforo Remarks

The Superintendent gave a brief overview of the roles and responsibilities of the Board of Education (BOE) and the CPLAC as they relate to one another. By law, the BOE is the authority that governs the library.

The BOE has to approve any expenditures or changes to employee hours. Authorization for expenditures comes through budget appropriation and the library can make purchases through standard district purchasing procedures.

The BOE, alone, makes policy. The CPLAC can only make recommendations for new or revised policies through the Superintendent. Also, there can be no conflict between library policies and school district policies.

The BOE makes approval/disapproval decisions. When CPLAC makes recommendations through the Superintendent, she will review and tell the committee if revisions are needed before presentation to the BOE.

Finally, in some cases, regulations might be a better place to accomplish some of our goals, rather than by policy. Regulations can be established by CPLAC to carry out the various approved policies. Of course, regulations can’t contradict policies.

E. FRIEND’S REPRESENTATIVES REPORT

No representative of The Friends attended the meeting.

F. OLD BUSINESS

1. 2011-12 Budget Review

Before she had to leave for another meeting, Superintendent Nuciforo told us that she is putting our budget request in as prepared by the Director. She will report back to the Director if cuts have to be made in our request. We recognized we might need to hold a special meeting if this occurs.

We reviewed all the lines of our budget request and discussed some alternatives. We also discussed what we might want to do with our grant money and donations. Luisa will draft a plan for what we might use these funds.

2. CPLAC By-laws

Discussion of the draft was deferred to a future meeting.

G. NEW BUSINESS

1. Canaan Library

We discussed what our responsibilities were with regard to the Canaan branch library. We recognize that continual close communication between Luisa and the Canaan Librarian (Joanne Hanson) is vital. It would also be a good idea, we felt, to tighten relations between the two libraries and the Friends at both locations. The Canaan Town government is also involved because they own the building the library uses.

The CPLAC unanimously passed a resolution (offered by Gail Day and seconded by Karen Malina) to appoint Al Vinck as our liaison with the Canann Library and the Town of Canaan.

Luisa reported that one area they need help with is weeding out their book collection. This would involve her traveling out to Canaan maybe monthly and Luisa should add a budget item for increased travel expense. There is also an issue with where to store the “weeded” books.

We talked about the possibility of providing a new PC, PC table and perhaps a book drop to Canaan. Gail Day suggested that Canaan have its own budget line. There was also a question as to whether the school district was reimbursed by the Town of Canaan for the Canaan librarian’s salary. That would impact the budget for the Chatham Library.

Luisa will generate a report on what circulation is like in Canaan.

2. Library Policies – Circulation Policy

This will be discussed at a future meeting.

3. Other

Karen Bechdol will look into a problem Luisa is having with travel expense reimbursement.

We decided to talk about the issues of fines and donations at a future meeting.

Our next meeting will be March 7, from 2-4 P.M. on the main floor of the Library.

H. ITEMS FOR FUTURE AGENDA

- mission and vision statements
- long range planning
- by-laws for CPLAC
- fines & donations

I. ADJOURNMENT

Time: ___about 4:20 P.M._____