

**CHATHAM PUBLIC LIBRARY**  
Public Library Advisory Committee (PLAC)

**COMMITTEE MEETING NOTES**

**MED School Conference Room**  
CHATHAM, NY

DATE: December 1, 2010  
TIME: 4:00 P.M.

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

Others in attendance: \_\_\_\_\_

**A. CALL TO ORDER**                      **Time:** \_about 4:10 P.M.

Motion by \_\_\_\_\_Malina\_\_\_\_, seconded by \_\_\_\_\_Day\_\_\_\_\_, that CPLAC (Chatham Public Library Advisory Committee appoint \_\_\_McGowan\_\_\_\_ as Clerk Pro-Temp for the December 1, 2010 CPLAC Meeting.

PASS  YES \_\_\_\_\_NO

**B. PLEDGE OF ALLEGIANCE**

**C. APPROVAL OF PRESENT AGENDA**

Motion by \_\_\_\_\_Hammell\_\_\_\_\_, seconded by \_\_\_\_\_Malina\_\_\_\_\_ to approve the present agenda as written or amended.

PASS \_\_\_\_\_  YES \_\_\_\_\_NO

**D. PUBLIC COMMENT**

No members of the public were present.

**E. DIRECTOR'S REPORT**

Luisa gave a presentation on the "Structure of Library Budget & Upcoming Challenges". A synopsis follows:

Budget – Revenue for the library comes from 5 sources.

- school budget
- Friends of the Library (FOL) direct donations
- grant money that is channeled through the FOL
- bequests

- sale of donated books (not books that are part of the library collection).

Accounting – Moneys in the “L” Fund must be spent within the school budget year. However, funds in the “CM” Fund, which come from donations and grants may be held and carried over past the end of the school year.

Challenges – Luisa pointed to 4 key challenges facing the library.

1. Increase in Mid-Hudson Library System fees. In calendar 2012 our fee will go up 76.64% (an increase of about \$4,700 per year). About half that amount will impact on the 2011-12 school district budget (Mid-Hudson uses a calendar year budget cycle while the school, of course, operates on the school year).

- Questions were raised about the chartered population used in the Mid-Hudson Assessment Formula chart. Luisa will report back on this.

- Luisa reported that she attends a monthly meeting of library directors and a sub-committee of that group worked on the formulas.

- We have to decide how we will meet the higher fees so we can propose a solution to the Board of Education.

2. There’s a need for money for library staff training (including travel expenses and back-up coverage in the library).

3. There is currently an understaffing condition on Wednesdays at the Chatham library. The standard of 3 people on duty when the library is open cannot be met. Also, in summer, one person at the downstairs desk is not enough due to the customer traffic.

4. The grants from the Hudson River Foundation must be spent on programs, not operational expenses, and the grants cover both Canaan and Chatham.

Cheryl indicated that our committee should really get a good handle on our library budget. Then we’ll be in a position to present a report to the Board of Education that shows the impact on programs of increased fees and other challenges. We’ll need to present something by February, so this is a high priority.

## **F. BOARD COMMITTEE REPORTS**

There were no committee reports (since there are, as yet, no committees).

## **G. FRIEND’S REPRESENTATIVES REPORT**

Theresa Barenfeld gave a brief report on the Friends of the Chatham Public Library (FOL). The group will be having training in January provided by Mid-Hudson Library System. Also, at the next meeting they will be electing officers. Theresa is up for president with the rest of the “slate” being John Cooley for vice-president and Eileen Rice for treasurer. The office of secretary is currently vacant. The outcome of the election may result in a new FOL representative being named to CPLAC. There are 8 members on the FOL board.

In response to a question, Theresa indicated they have a budget of about \$16,000 and recently helped pay for the new book drop at the Chatham library.

## **H. OLD BUSINESS**

None.

**I. NEW BUSINESS**

We recognized the importance of working on such areas as: mission & vision, by-laws for our committee, a strategic plan and new or revised policies in several areas. However, the consensus of the group indicates our top priority now has to be on the 2011-12 budget. As a result, we decided to make our next meeting a “budget workshop”.

Our next meeting will be December 13, from 3-5 P.M. in the MED Conference Room. Future regular meetings of the committee will be on the first Monday of each month (place and time TBD).

**K. ITEMS FOR FUTURE AGENDA**

- library policies
- form library committees
- by-laws for CPLAC
- restructure library budget system to reflect actual expenditures
- mission statement
- vision & long-range plan

**M. ADJOURNMENT**Time: 5:20 P.M.MOTION McGowan 2<sup>nd</sup> HammellPASS X YES NO