

Public Library Advisory Committee (PLAC)

Chatham Public Library

Minutes of 12/13/10 Meeting

Present: Melony Spock, Chair, Gail Day, Nancy Hammell, Karen Malina, John McGowan, Elizabeth Powers, Al Vinck, Cheryl Nuciforo, Superintendent, Karen Bechdol, Superintendent's Designee, Luisa Sabin-Kildiss, Library Director.

The meeting was called to order at 3:10 pm by Chairperson Spock. The minutes of the previous meeting were approved as read.

Public Comment: none.

Superintendent Nuciforo introduced Ms. Bechdol, CHS Assistant Principal, who will be representing her office at future meetings.

Director's Report:

Ebooks are now available to members and the acquisition of an electronic reading device is being pursued.

A Google Documents system is being set up for the staff to facilitate communication.

Local history archives :

- Berkshire Taconic Foundation grant: \$1500 was received and is in the Friends account.
- National Endowments for Humanities grant: did not accept proposal.
- Hudson River Valley Heritage (www.hrvh.org) is aiding in digitalizing the local collection. Rich Kraham and Gail Wolczanski are volunteering with this project, but more help is needed.

Old Business:

Chairperson Spock solicited volunteers to draft CPLAC by-laws. Ms. Malina will review examples that are available, and draft proposals for the next meeting.

Superintendent Nuciforo reported that the District is moving forward with a server dedicated to

the Library, which will allow the public access to more web sites.

New Business:

The main thrust of this meeting was review of the CPL budget, so that CPLAC members can better identify needs/concerns for 2011-12. In response to a question at the previous meeting, Director Sabin-Kildiss explained that the fees charged by the Mid-Hudson Library are based on 2000 census data and school district boundaries, as well as actual use of services.

Director Sabin-Kildiss explained that many of the budget line items are handled directly by the CSD Business Office. Often funds need to be transferred from one line to another in order to cover actual expenses. The following issues were the primary focus of member discussion on the two budgets which fund the Library:

Fund: L Public Library

“Encumbrances Outstanding”: As there was confusion over the definition of this term, members requested that the Director obtain clarification from the Business Office for the next meeting.

7410-160 Support Staff and 7410-161 Substitute Staff: All permanent staff (4 full-time, 6 part-time) are included under the “support staff” line, while the “substitute” line encompasses all temporary staff, not delineating the purpose of their employment (illness, vacation, training, etc.).

While there are training costs for staff, there is no “professional development” line, and no definitive cost for that need. Director Sabin-Kidliss will obtain last year’s cost figure, particularly for WINCAP training, from the Business Office for the next meeting.

After lengthy discussion, PLAC members were in consensus that substitution costs for regular staff meetings/training should be built into the 2011-12 budget.

7410-200 Equipment (staff and public): Since it is not clear whether the Library is currently part of the CCSD’s rotation replacement system for computer hardware, Chairperson Spock will seek clarification for the next meeting. It was suggested that as staff computers are replaced, they could then be set up for public use.

Discussion ensued about the District’s intent to obtain a server dedicated solely to the Library.

Because there are very specific usage needs which are different for those of the District as a whole, members requested that Director Sabin-Kidliss schedule a meeting with the District technology person to review what would be most efficient before the purchase. Mr. McGowan volunteered to attend that meeting as well.

7410-400 Contractual Expenses: This line for 2011-12 will include ½ of the 76% increase in fees from Mid-Hudson Library.

The Library currently contracts for an automated computer sign-up system for public patrons (SAM) which is very problematic and does not interface well with the computers. Since the contract renewal is not due until 6/11, members were in consensus not to pay for a renewal until there is more information on the new server and it is determined that the system will interface properly.

7410-402 Membership Dues: Director Sabin-Kidliss stated that this line item does not currently cover the cost of CPL dues.

7410-409 Conference/Travel: Since this figure has not proven sufficient for costs, Director Sabin-Kidliss stated that she has used unspent "Service Contract" funds to cover conference and travel. (This has been done with the knowledge of the District Business Office.)

Director Sabin-Kidliss estimated that approximately \$1000 would be needed to cover the costs of both "Membership Dues" and "Conference/Travel."

7410-461 Printed Materials: The funds in this line include \$11,948.31 which was transferred from "7410-460 AV and Books", as well as \$3000 from the Friends account.

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Fund: CM Miscellaneous Special Revenue

ALBERTF - 2989-450: These funds are a donation from an individual foundation.

HRBCANA - 2989-450: These funds are a grant for the Canaan Library from the Hudson River Bank and Trust Foundation. The \$3000 can only be used for program expenses. Mr. Vick will speak with the Canaan librarian and report back at the February meeting with expenditure suggestions .

HRCHAT-2989-450: These funds include a \$3000 grant from HRBTF (program expenses only)

and \$2000 from the Friends. Members suggested using the HRBTF monies to fund the local history archiving project. Director Sabin-Kidliss suggested that another line be added to the CM budget for the Friends' monies, so that the balance could be carried beyond one budget year if necessary.

LIBDONA - 2989-450: These funds reflect other personal donations and/or bequests to the Library. There are no definite plans for expenditures at this time.

Members requested that Chairperson Spock ask the Board of Education if the Library is allowed under law to have a reserve fund in its budget.

The meeting was adjourned at 5 p.m. by Chairperson Spock. The next meeting will be held on Monday, 1/3/11, from 2-4p.m. at the Library.

Respectfully submitted,

Nancy C. Hammell

Acting Secretary