

CHATHAM PUBLIC LIBRARY ADVISORY COMMITTEE (CPLAC)

MEETING NOTES

CHATHAM PUBLIC LIBRARY
CHATHAM NY

DATE: January 31, 2017
TIME: 10 AM – Noon

Muriel Faxon __X__; Teri Conte __X__; Lael Locke, Co-Chair __X__;
Melissa Sarris __X__; John McGowan, Co-Chair __X__; Joanne Gerstel __X__;
Rosemary Vickery __X__; Julie DeLisle, Library Director __X__;
Cheryl Nuciforo, Superintendent ____; Mike Chudy, School District Designee __X__;
Representative of Friends of Chatham Library: ____;
Others in attendance: _Melony Spock, BOE _____

A. CALL TO ORDER Time: __10:05 AM__

B. APPROVAL OF PRESENT AGENDA

The agenda was approved.

C. APPROVAL OF MINUTES OF PREVIOUS MEETING

The minutes were approved as drafted.

D. FRIENDS' REPORT

There was no report this month.

E. PUBLIC COMMENT

No members of the public were present.

F. NEWS FROM BOE

We welcomed Melony Spock, President of the BOE on one of her periodic visits with us.

Muriel announced that Sal DeAngelo was appointed as the new superintendent. We hope to meet with him on one of his periodic visits to Chatham. **Teri, working with Melony, will set this meeting.**

G. COMMENTS FROM THE CHAIRS

John brought up the annual report, which is due to the state probably in February (before our next meeting). We agreed (motion by Teri, second by Muriel) that **Julie will send her draft to us via e-mail so we can approve it (i.e. register any objections).** That way the report can be forwarded to the BOE for their sign-off prior to submission to the state.

Lael described the meeting she and John had with Julie to discuss the monthly director's report content.

H. DIRECTOR'S REPORT

Julie discussed several programs:

- The Tax Assistance program will one again be held on 2/8, 2/15, and 4/12 with 5 slots available per day. This is offered through the NYS Tax Department.
- The Field Goods program can provide fresh vegetables for a fee for patrons who sign up. **Julie and Mike will discuss the details of this type of program. John will put the program policy on the next agenda for discussion.**
- There will be training in the use of NARCAN for county library staff in February.
- Art work from high school students will be on display at the library.
- The Battle of the Books program is still being worked on by staff.

I. OLD BUSINESS

I.1 Strategic Plan Subcommittee Update

Lael and Joanne showed us the mock-up of the strategic plan report. Comments were collected and the report should be ready for CPLAC approval at the March meeting. We can then forward to the BOE for approval. **Teri will explore printing options.**

I.2 Parking Update

There is nothing new to report.

I.3 New E-Mail Review

Roe and Melissa have been successful in establishing a connection to the Gmail school e-mail. Joanne and Lael are still not connected. **Mike will invite Giles to the next meeting to assist with getting everyone on board.**

J. NEW BUSINESS

J.1 Meeting With New Superintendent

See above under Section F.

J.2 Budget

Mike passed out and discussed a spreadsheet covering the library budget. In May, Mike and Julie will meet to review expenditures to date in the various budget lines.

K. ITEMS FOR FUTURE AGENDA

K.1 Street Fair Participation (April)

K.2 Facility Study

K.3 Landscape Issues (e.g. path to library from sidewalk)

K.4 Program Policy

ADJOURNMENT

Time: _11:30 AM___

NOTE: We went into Executive Session (motion by Teri, second by Lael) at the end of our business meeting.

NOTE: **Bold type** in the body of the notes above is used to indicate “action items” for specified committee members.

Next Meeting: March 7. 2017, 10 AM at Chatham Public Library