



- The school district business office wants greater accountability of the money the library takes in for various incidentals. About \$170 is collected per month in 5 separate categories. We recognized we need procedures and perhaps a spreadsheet to account for these transactions. Luisa will continue to talk to David Hodgekinson.
- The superintendent had asked that the original library budget request be reduced by \$2,500. Luisa reported that she had reduced the support staff request and made other adjustments to the budget request to meet the new target. We discussed the inclusion of the phone auto-attendant to direct incoming calls. Some members were reluctant to have our callers greeted by an automated menu-driven answering system. Luisa said it would really help her staff handle work, however. We decided that we should explore a 3 month trial with a one-layer menu and to ask for customer feedback on the new system.
- Both the Chatham Public Library and the Canaan Branch have been awarded another \$5,000 each from the Hudson River Bank & Trust Foundation.
- We talked briefly about the governance of the library. The library is currently under the BOE of the Chatham School District. This is rather unique in New York and in the future we may need to investigate other models.
- Luisa will invite Rebekkah Smith Aldrich, from Mid-Hudson Library System, to our next meeting to talk about conducting a community survey. We recognize that such a survey is an important step in the near term. Luisa will also invite the new executive director of the MHLS, Michael Nygeres to attend.

## **E. FRIEND'S REPRESENTATIVES REPORT**

John Cooley representing The Friends gave a brief oral report. Of particular note are two readings that will be coming up: April 9 – Judy Staber and May 14 – Becky McBride. The Friends is a valuable source of support for the library and the committee expressed their appreciation. Luisa mentioned that the Friends just donated \$5,500 for audio books to the library.

## **F. OLD BUSINESS**

### **1. 2011-12 Budget Revision**

Voting on a motion by Al Vinck and seconded by Gail Day, the committee approved the revised budget as prepared by Luisa Sabin-Kildiss.

### **2. Book Disposal Policy**

We reviewed and suggested changes to a draft policy on book disposal. We sought clarity on where funds realized from the disposal of books would go. Luisa recommended that any such funds should go in the CM fund and she will speak with David Hodgekinson about this. In the meantime, in order to get this policy to the BOE Policy Committee in time for their April 5 meeting, we agreed that Luisa would redraft it with changes we discussed and send it on to Gail with a copy to the CPLAC members. Voting on a motion by Karen Malina and seconded by Gail Day, the committee approved the policy.

### **3. Training Policy**

We reviewed and suggested changes to a draft policy on staff training. Once again, Luisa will redraft

the policy and forward it as in F2 above.

Voting on a motion by Al Vinck and seconded by Karen Malina, the committee approved the policy.

#### 4. CPLAC By-Laws

Discussion of this topic was deferred to the April meeting.

#### 5. Circulation Policy

Discussion of this topic was deferred to the April meeting. Committee members were asked to read the draft and make suggested changes before the meeting.

#### 6. Canaan Report & Contract

Al Vinck reported on the recent meeting that was held at the Canaan library, which was attended by Tammy Flaherty (Friends of Canaan Library), Joanne Hanson (Canaan Librarian), Rick Keaveney (Canaan Town Supervisor), Luisa Sabin Kildiss, Melony Spock and himself. Al, Melony and Luisa said that the meeting was very productive. Highlights:

- Al will contact the New Lebanon about their summer program activities.
- Al is pursuing a grant to pay for a book drop at Canaan.
- Rick is going to look into setting up wireless access at the library.
- Rick said that the library hours could be expanded by one day a week. Melony will check with Superintendent Nuciforo on getting the extra money in the budget (this outlay is reimbursed by the Town of Canaan).

We also talked about disposing of old PCs in both Canaan and Chatham. Melony will talk to Superintendent Nuciforo about how to get this equipment taken out.

#### 7. MHLS Technology Contract

We reviewed the contract and no one had any changes.

#### 8. Use Of HRB&T Funds

We reviewed some ideas for the grant money we have from the Hudson River Bank & Trust grants. Some ideas revolve around software for teens and “tweens”. Karen Bechdol will Bethlehem Library (and perhaps other libraries) have done in this area.

### **G. NEW BUSINESS**

#### 1. Annual Report

Luisa gave us some highlights from the annual report that she submitted to the state recently.

### **H. ITEMS FOR FUTURE AGENDA**

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

**I. EXECUTIVE SESSION****J. NEXT MEETING**

Since we decided to invite the staffers from MHLS to our next meeting, we'll start our meeting an hour earlier and plan to have them join us at 3:00. Luisa will confirm this with our guests.

Our next meeting will be April 4, from 1-4 P.M. on the main floor of the Library.

**K. ADJOURNMENT**

Time: \_\_\_about 4:15 P.M.\_\_\_\_\_