

**CHATHAM PUBLIC LIBRARY**  
**Public Library Advisory Committee (CPLAC)**  
**COMMITTEE MEETING MINUTES**

**Meeting Date: March 5, 2012**

**Time: 10:00 AM – 12:00 PM**

**Location: Chatham Public Library, Chatham, NY**

In Attendance:

**Library Director** Luisa Sabin-Kildess

**CPLAC Members:** John McGowan, Co-Chair, Karen Malina, Co-Chair, Melony Spock, Elizabeth Powers, Al Vinck

**Representative of the Friends of Chatham Library:** Ben Clark, Theresa Barenfeld, Mary Beck, Rebecca Greer

**A. CALL TO ORDER**

Meeting was called to order at 10:10 AM by John McGowan. Introductions were made among those attending the meeting from the friends of the Chatham Public Library.

**B. APPROVAL OF MINUTES FROM PREVIOUS MEETING**

No addendum, minutes were approved.

**C. FRIENDS ISSUES/REPORT**

1. Theresa Barenfeld summarized a meeting she had with Lousia, Cheryl Nuciforo, Karen Malina and John McGowan. They spoke of a lack of communication between the entities and vowed to make special effort moving forward to make officers of the Friends aware of any actions taken or discussed, specifically with new activities, that may affect the Friends.

2. Work closely with Friends and CPLAC

John will summarize tasks from each meeting and will identify who needs to take action

3. Discussed a possible potluck for Board and Friends to get to know one another.

Friends Member Rebecca Greer spoke eloquently on the concept of “words matter” and stated how important this concept is when applied to policy. She questioned the approval clause and worried it would limit spontaneity of booking events at the library if advance consent was necessary. It was discussed that the Friends speak with Lousia to schedule their events and Lousia then has the responsibility to communicate with CPLAC if there was ever anything she felt would be problematic in any way. Lousia is the information transfer between the Friends and CPLAC.

Co-Chair Malina stated the Friends have been given a seat at the table at all meeting and the intent is to be unified.

All want a positive relationship. Establish the liasions and who gets information packets for meetings.

#### **D. PUBLIC COMMENT**

#### **E. COMMENTS FROM THE CHAIRS**

1. Press inquiries – how to respond? Cheryl suggested we come up with a policy or an addendum to the by laws. Louisa is the spokesperson for the library. Chairs of CPLAC should be responsible for CPLAC specific inquiries.

John will draft policy for next meeting

#### **F. DIRECTOR'S REPORT**

**(packet of materials distributed)**

1. Computer contract with Mid-Hudson
2. Advocacy Event in Albany March 6<sup>th</sup>
  - a. Asking for 4% increase to match 4% increase to schools
3. School has to finish installing wiring completed – delay in progress due to Giles' injury. Server is installed – waiting in part for the wireless system
  - a. Then the Mid-Hudson will take over and will install software to maintain remotely. \$2500/year = 4 site visits/year
  - b. Once separated this should save significant dollars. The contract took effect when the wiring was installed in February
4. Friday Director's Meeting, Louisa attended and gave a open meetings laws handout. Follow the same process and Mid Hudson will post on their website.
5. Louisa attended BOE meeting and made presentation and the Annual Report was passed by the BOE.

Discovered the need for a Disaster Policy which deals with flooding, hurricanes, tornados etc. It is a plan for excavating and recovering library materials. Louisa will draft plan for next month's meeting

6. Handout of last ten years of circulation statistics. Chatham borrows more than we lend. This underscores Chatham's need for wide and varied materials.

6. Handout from Mid Hudson regarding technology capabilities- BASIC – ADVANCED – LEADER were the categories. Chatham to be at BASIC level.

## **G. OLD BUSINESS:**

1. Budget – Window repair. Insurance deductible was \$2500 and the cost of the repair was \$2400. We need to clarify our insurance policy and have a reserve fund for unexpected expenditures. Louisa will speak to My. Snyder about building in an emergency fund

## **H. NEW BUSINESS**

The Friends expressed an interest in seeing a crosswalk for pedestrians right in front of the library to assist patrons in crossing street. We tabled the issue until more research could be done as far as the process to make such a request.