

CHATHAM PUBLIC LIBRARY
Chatham Public Library Advisory Committee (CPLAC)

COMMITTEE MEETING NOTES

Public Library – Main Room, Upstairs
CHATHAM, NY

DATE: April 4, 2011
TIME: 1:00 P.M. - 4:00 P.M.

Melony Spock, Chair Gail Day Nancy Hammell
Karen Malina, Al Vinck, John McGowan, Elizabeth Powers,
Ben Clarke/John Cooley, Representatives of Friends of the Library, , _____
Cheryl Nuciforo, Superintendent _____ Karen Bechdol, School Designee
Luisa Sabin-Kildiss, Library Director

Also attending:

Mike Nyerges, Exec. Dir. & Rebekkah Smith Aldrich from Mid-Hudson Library System

A. CALL TO ORDER Time: _ 1:20 P.M.

B. APPROVAL OF MINUTES FROM PREVIOUS MEETING

Minutes were approved without correction.

C. PUBLIC COMMENT

No members of the public were present.

D. DIRECTOR'S REPORT

Director Luisa Sabin-Kildiss gave a verbal report on a number of issues. Here are the highlights:

- She is pursuing the need to archive and protect the historical collection of the library. The Greater Hudson Heritage Network will do a free evaluation of the collection and recommend actions. Committee members suggested that the Columbia County Historical Society and the State Archives might also be good sources of advice on preserving documents. Al Vinck reported that he has an excellent contact in the field and will set up a meeting with that individual. Luisa will soon attend a training session on archiving documents.
- The historical photo digitization project is progressing and it is hoped we will soon post photos on the internet. We talked about having publicity for this rollout at a special event, booth at the CC Fair or on the website.
- Luisa will be preparing her annual Report To The Community. We decided her report should contain a description of the CPLAC and emphasize the value of the library to the community.
- The ceiling damage from the recent roof leak has been fixed.
- Giles Felton of the CCS IT Department has confirmed that wiring in the library will pose no problem for the installation of our new computer network. We expect this work to be done during April school break.

- Luisa needs to follow-up with CCS Business Manager, Chuck Snyder and Treasurer, David Hodgekinson on several questions regarding funding and spending issues. She will set up a meeting with these individuals and Melony Spock will follow up on this issue, as well.
- We reviewed March statistics on circulation at both the Chatham and Canaan libraries.

E. FRIENDS' REPRESENTATIVE REPORT

Ben Clarke representing The Friends gave a brief oral report. They are hoping to tap into the population of writers who are in the immediate area for future events. They have a functioning book group.

F. Canaan Report

Melony Spock reported that hours can be added to the Canaan library schedule by amending the contract. This contract doesn't have to be signed until June.

Al Vinck asked if we could invite a member of the Friends of the Canaan Library to our CPLAC meetings. No objections were raised, but it requires a change to the By-Laws. Also, Melony will get input from Superintendent Nuciforo on this question.

The grant application (to pay for a book drop at Canaan) was completed and forwarded to the Berkshire Taconic Foundation by Al.

We discussed possible summer activities at Canaan. On a related subject, Karen Bechdol reported on her investigation of games at the Guilderland Library. They have a Wii game system and it's popular with "tweens", teens and senior citizens. The available "games" include Dance Party, Lego, various sports and exercise/recreation. Karen gave us a handout summary.

G. OLD BUSINESS

1. CPLAC By-Laws

We reviewed a draft prepared by John McGowan, which included previous comments we made on two sample by-laws provided by Karen Malina.

We had a discussion on the similarities and differences between a mission statement and a written purpose for the CPLAC. Al Vinck, Karen Malina and Karen Bechdol will prepare a mission statement which will be separate from a written purpose for the CPLAC.

We also discussed changes to the section on filling of vacancies and on voting on issues without a meeting. Luisa will forward language on the latter issue to John.

John will redraft, with the changes made so far, and at our next meeting we'll continue with our review of the rest of the document.

2. Policy For Circulation

Discussion of this topic was deferred to the May meeting.

H. NEW BUSINESS

1. Policy For Internet & Computer Use

Discussion of this topic was deferred to the May meeting.

2. Community Survey

We welcomed Michael Nyerges and Rebekkah Smith Aldrich from the Mid-Hudson Library

System who gave a talk and answered questions on conducting a community survey as a guide for library planning and to get our service out to the community. Following are key points from the presentation and discussion:

- It's most important to reach the people who aren't currently using our services. We need to find out why and get information on the community. Then we can try to tailor programs and adjust PR efforts to meet the needs.
- We need to get people to answer our questions by giving presentations at community group meetings, holding focus groups (including community leaders, such as political, religious, etc.), and by conducting surveys (paper, phone or in-person). Note: Kinderhook recently did a phone survey.
- We need to figure out what we want to know and shape questions to address those areas.
- Other libraries have found the big issues to be: hours of operation; variety of collection; children's programs; web site; and technology.
- Ease tabulation of results by asking the same questions at focus groups, on surveys, or any other approach taken. The suggestion is that each committee member then read the results and pick the top five areas to address and then come together and plan priorities as a group.
- It's a good idea to report on results to the community.
- Pick an end date for the collection process, probably no more than 3-4 months after we start.
- We need to capture opinions of part-time residents.
- Open-ended questions of what people would like to see in the future might better be done in a focus group.
- Demographic data such as age, town or village of residence, etc., can be very valuable.
- The number of questions to ask is a judgment call, but probably shouldn't exceed ten.
- Mary Beth Advocate is a survey expert at Mid Hudson. She has sample surveys we can look at and she can review our questions.
- The Friends should be one of our focus groups.
- We should do a separate survey (different color paper?) for Canaan Library.
- Other ideas included: a non-profit group post-paid mail back survey, a bookmark for survey completers, a targeted phone survey to specific populations, appearances at events like the Chatham Fair and Main Street or community events.

For the next meeting, all committee members were asked to write down ideas about how to reach out through organization's meetings, community events and town or area meetings. Then we can brainstorm how to proceed to develop our outreach effort.

I. ITEMS FOR FUTURE AGENDA

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

J. NEXT MEETING

Our next meeting will be May 2, from 2-4 P.M. on the main floor of the Library.

K. ADJOURNMENT

Time: ___ 4:00 P.M. _____