

# CHATHAM PUBLIC LIBRARY ADVISORY COMMITTEE (CPLAC)

## MEETING NOTES

CHATHAM PUBLIC LIBRARY (Main Floor)  
CHATHAM NY

DATE: April 8, 2013  
TIME: 2:00 – 4:00 PM

Muriel Faxon \_\_\_X\_\_\_; Gail Day \_\_\_X\_\_\_; Nancy Hammell \_\_\_\_\_; Al Vinck \_\_\_X\_\_\_;  
Karen Malina, Co-Chair \_\_\_X\_\_\_; John McGowan, Co-Chair \_\_\_X\_\_\_;  
Elizabeth Powers \_\_\_\_\_; Hanna Bachrach, Library Director \_\_\_\_\_;  
Cheryl Nuciforo, Superintendent \_\_\_; Mike Chudy, School District Designee X\_\_\_;  
Rebecca Greer, Representative of Friends of the Chatham Library \_\_\_X\_\_\_;  
Wendy Fuller, Interim Library Director \_\_\_X\_\_\_.  
Others in attendance: \_\_\_\_\_

### **A. CALL TO ORDER**

Time: \_2:08 PM\_\_\_\_\_

### **B. APPROVAL OF PRESENT AGENDA**

The agenda was approved with the addition of one item. Al requested that there be an explanation of the process to fill the three expiring CPLAC positions. Also, Gail suggested that in the future the agenda have a standing item for “news from the BOE”. The Chairs agreed.

### **C. APPROVAL OF MINUTES OF PREVIOUS MEETING**

The minutes were approved. There was some discussion about certain members being unable to open the document when they receive it. John explained that this is probably due to people having different versions of MS Word and that the solution would be to send the minutes out as a “pdf” document. John will work out this option with Elizabeth.

### **D. FRIENDS’ REPORT**

As introduction, John announced that Bernadette is no longer the liaison to CPLAC from the Friends of the Chatham Library. A new liaison has not been named, but Rebecca Greer, Friends president, joined us today to give a report. Rebecca has also agreed to henceforth send us a copy of the meeting notes from future FOL Board meetings. Below are highlights of Rebecca’s report:

- FOL provided a breakfast for the library staff on March 7.
- A schedule of upcoming programs was distributed. The last two programs (Mr Katz and Ms. Rogers) were very well attended.
- Blackwood & Brouwer Bookstore in Kinderhook is closing. They will continue to support FOL programs by providing books for sale at least through the current schedule.
- Rebecca expressed concern that FOL had not had the chance to approve the text about their organization on the new library brochure. We requested that

Rebecca forward suggestions for changes which we'll consider before the next printing of the brochure.

## **E. PUBLIC COMMENT**

No members of the public were present.

## **F. COMMENTS FROM THE CHAIRS**

John explained that a notice had been published calling for letters of interest/resumes to be submitted by people wanting to be considered for the three expiring terms on CPLAC. The due date is April 30 (there was some question as to the date, but this was clarified after the meeting). John indicated that once these submissions are received, he expects Melony Spock to specify how the process will proceed. He said he assumes that he, and other committee members, will be involved in the selection process, but that nothing is confirmed at this time. Some members of the committee expressed the opinion that CPLAC should be more heavily involved in establishing and implementing a standard process for filling vacancies on the committee. Gail and Mike will follow-up with Cheryl.

## **G. DIRECTOR'S REPORT**

Wendy reported that she has been hearing from other library directors commending us on the excellent programming we've been having recently. Members also reported hearing positive comments from the community. Wendy also reported on window protection (see New Business).

## **H. OLD BUSINESS**

### H.1 Annual Report

The report is complete and submitted. We now wait to see if the state has any questions or concerns. We suggested that the highlights of the report be pulled out and put into a format for community information. Wendy will follow through on that.

### H.2 Library Use Brochure

We reviewed the final document and the group was well pleased with the product.

## **I. NEW BUSINESS**

### I.1 Window Protection

Wendy explained the proposed modifications to protect the Tiffany window based on examination by Chuck Woodard and David Fuller. The work would take about 3 weeks to complete. The committee needs some estimate of cost before we can proceed, so Wendy will pursue that. We discussed possibly applying for a grant to help pay for this project. The following funds or foundations were mentioned: Berkshire-Taconic, T. Backer, HRBT, and Herrington.

### I.2 Summerfest Involvement

We discussed CPLAC's previous involvement with this event. We need more information, e.g. will the event be held. John and Karen will pursue.

### I.3 Space Needs

We discussed our space needs. This is not connected to the current BOE discussion about buildings, but rather concerns libraries current operational needs. Mike indicated that the whole school district has a lack of storage space. Wendy will provide a document from Hanna on this topic for next time.

## **J. ITEMS FOR FUTURE AGENDA**

- J.1 Develop Vision Statement
- J.2 Personnel Plan
- J.3 Canaan Library Overhaul
- J.4 Library Club
- J.5 Update On Historical Collection Work Plan
- J.6 Five-Year Plan
- J.7 Parents Calling To Locate Children
- J.8 Kiosk Status

**ADJOURNMENT (Moved by Muriel, Second by Karen) Time: 3:18 PM**

Executive Session held after public meeting.

**Next Meeting:** May 6, 2-4 PM, at the library