

CHATHAM PUBLIC LIBRARY
Chatham Public Library Advisory Committee (CPLAC)

COMMITTEE MEETING NOTES

Public Library – Main Room, Upstairs
CHATHAM, NY

DATE: May 2, 2011
TIME: 2:00 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

A. CALL TO ORDER **Time:** _ 2:05 P.M.

Since Melony Spock was unable to be with us, the meeting was chaired by Gail Day.

B. APPROVAL OF NEW AGENDA

We approved by voice vote a change to the agenda, which substituted discussion of a policy on training for the previously scheduled policy on computer use.

C. APPROVAL OF MINUTES FROM PREVIOUS MEETING

Minutes our last meeting were approved without correction. However, we did approve a correction in the minutes of the Canaan Library meeting of April 15, 2011. Specifically, a person being considered to run a summer reading program at the Cannan library, Lindsay Meyer, is a teacher at Ichabod Crane, not at Chatham Central School as stated.

D. PUBLIC COMMENT

No members of the public were present.

E. DIRECTOR'S REPORT

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

- She showed us her draft for the annual report to the community. Compared to 2007, total circulation is up over 8%, while inter-library loans (books and materials loaned to customers at other libraries) are up over 32%. The report also will contain a “value calculator” which allows a patron to estimate the savings realized by having the library available. There will also be a story on the CPLAC and a call for volunteers for helping at the library. The report will be distributed via e-mail and on the library website.
- We also discussed the possibility of having hardcopies of the report for handing out at outreach events or at CCS Board of Ed meetings. Gail will follow up with the Superintendent on how to pay for this printing.
- The possibility of sending the report to local officials, and perhaps to the “key communicators” list maintained by the Superintendent’s office, will be pursued by Luisa.

- Rebekkah Smith Aldrich from Mid-Hudson Library System sent some information from the last meeting of the Library Trustees association. They talked about developing a uniform way to answer FOIL requests for circulation records. We'll add this issue to a future agenda.
- Rebekkah also sent Luisa some information on group purchases of computer hardware. Gail noted that all purchases have to go through the standard BOE procedures.
- Luisa met with Reg White of the Greater Hudson Heritage Network to perform a free evaluation of the collection of the library. He will now prepare a report for us with recommended actions.
- Luisa spoke with CCS Treasurer, David Hodgekinson, about accounting for cash collected each month at the library and the need for money for making change. We decided we need a way to account for cash and a Cash Collection Policy. We'll add this to our list of future agenda items. It also was our consensus that there should be a meeting including Luisa, Mr. Hodgekinson, Mr. Snyder (the school Business Manager) and a representative of the CPLAC to talk about these issues. Gail and or Melony will follow up.

F. FRIENDS' REPRESENTATIVE REPORT

Ben Clarke representing The Friends gave a brief oral report. They did not have a quorum at their last meeting, but they have discussed working closely with the Canaan Friends possibly with a potluck supper. He also mentioned the upcoming event with author Rebecca McBride.

G. Canaan Report

Al Vinck reviewed his written report. He has talked to Rich Kraham at The Chatham Press who expressed interest in doing an article on the Canaan Library. Gail announced that the BOE has approved the addition of a representative of the Friends of The Canaan Public Library as a non-voting member of the CPLAC.

H.. OLD BUSINESS

1. CPLAC By-Laws

We continued our review of the draft by-laws prepared by John McGowan. We made addition changes and deletions. John will redraft this document, which we hope to put into final at our next regular meeting.

2. Policy For Circulation

We reviewed the draft of this policy and made some changes. John will redraft and send to Gail so she can bring it to the BOE Policy Committee meeting on May 3.

3. Policy For Training

We reviewed this draft and approved it with only a punctuation change. Gail will also take this to the BOE Policy Committee meeting.

4. Community Survey

Discussion of this topic was deferred to the June meeting.

I. NEW BUSINESS

1. Director's Evaluation

Gail outlined the process that Melony set up for Luisa's performance evaluation. This includes a self-

evaluation from Luisa, completion of an evaluation sheet by the CPLAC members and a meeting with Luisa. After some discussion the committee members decided that we would like to meet for further discussion of the process. Gail will pass this on to Melony who will set up a meeting.

2. Mission & Vision Statements

Discussion of this topic was deferred to the June meeting.

I. ITEMS FOR FUTURE AGENDA

- long-range planning
- community survey (carryover)
- FOIL request policy
- cash collection policy
- computer/internet policy (carryover)
- mission/vision statements (carryover)

J. NEXT MEETING

Our next meeting will be June 6, from 2-4 P.M. on the main floor of the Library.

K. ADJOURNMENT

Time: ___ 4:00 P.M. _____