

**CHATHAM PUBLIC LIBRARY ADVISORY COMMITTEE
(CPLAC)**

MEETING NOTES

Superintendent's Conference Room at MED
CHATHAM NY

DATE: May 5, 2014
TIME: 2:00 – 4:00 PM

Muriel Faxon __X__; Gail Day __X__; Lael Locke __X__; Al Vinck __X__;
Karen Malina, Co-Chair __X__; John McGowan, Co-Chair __X__;
Georgene Gardner __X__; (vacant), Library Director ____;
Cheryl Nuciforo, Superintendent ____; Mike Chudy, School District Designee __X__;
Representative of Friends of the Chatham Library __X__;
Fern Pellittieri, Interim Library Person-In-Charge __X__.
Others in attendance: _____

A. CALL TO ORDER Time: __2:05 PM__

B. APPROVAL OF PRESENT AGENDA
The agenda was approved without change.

C. APPROVAL OF MINUTES OF PREVIOUS MEETING
The minutes were approved.

D. FRIENDS' REPORT
Rebecca Greer reported the following:
• We discussed the next several events in the Authors & Artists series. The list is comprised of Lyrysa Smith on May 17, Ruth Reichl on June 14 and Nancy Castaldo on September 27.
• The Friends received a grant from the Paul Sagen Foundation for \$250. Rebecca is applying for more grants.
• They are starting their annual membership drive.

E. PUBLIC COMMENT
No members of the public were present.

F. NEWS FROM BOE
There was nothing to report.

G. COMMENTS FROM THE CHAIRS
• John indicated that the term on CPLAC for both he and Lael will end on June 30 and, to date, nothing has been heard about the process to fill these potential vacancies. **John and Lael were asked to indicate their desire to either stay on the committee or let their term expire via e-mail to all CPLAC members.**

[DONE – both individuals would like to stay.] The committee will then push the process forward.

- John also indicated that we need to set the meeting schedule for the new year at our June meeting and that the July meeting will be the organizational meeting for CPLAC.
- John asked if we had an up-to-date policy manual in the library and pointed out this will be important to have when we get a new director. **Fern and Gail will check into this.**
- John reported that some people in the community don't understand why the public library is under the control of the school district and that we need to talk about this issue when we go into strategic planning.

H. DIRECTOR'S REPORT

Fern provided a report and here are some highlights:

- The end of the fiscal year is approaching and she is making sure that all bills are being submitted for payment and all necessary supplies and books are being ordered.
- Civil Service will be giving a Library Clerk test in May. Our newest hire will have to take this test.
- There was a problem with some inappropriate images left on some of the computer desktops at the end of a recent day. We discussed ways to monitor this situation more closely.
- We discussed the programs set up for children.

I. OLD BUSINESS

I.1 Update On Tiffany Window (Appraisal & Protection)

Karen reported that she left a phone message for David Fuller seeking to find out when the much delayed window protection installation would be completed. She will follow up on this.

Mike reported that the replacement value of the window has been placed at \$677,000. He gave us a copy of the report from the appraiser. He has passed this information along to the school's insurance carrier.

I.2 Proposed Woodard Program

Georgene reported that the public program on the Tiffany window by Chuck Woodward is set for June 20. She also reported that she is continuing to pursue having a program, over several days, on memoir writing.

We also talked about communicating program information. We have not issued a newsletter in some time for various reasons. **John will work with Fern on Constant Contact software to see if we can issue a newsletter soon.** We also recognized that as we offer more programs we'll need to develop a capability to produce posters and other publicity materials.

EXECUTIVE SESSION

On a motion by Karen and a second by Lael we voted to go into executive session to discuss personnel matters. Also because 3 members had to leave at

3:30 for other meetings, we decided to carry over items under “New Business” to the next meeting.

J. NEW BUSINESS

- J.1 Review Job Descriptions
- J.2 Review Brooke List Of Things To Do
- J.3 Future Topic Review

K. ITEMS FOR FUTURE AGENDA

- K.1 Develop Vision Statement
- K.2 Personnel Plan
- K.3 Library Club
- K.4 Five-Year Plan
- K.5 Historical Collection Follow-up
- K.6 Event Sign/Kiosk Revitalization
- K.7 Patron’s Book Needs
- K.8 Museum Pass Loss Policy

ADJOURNMENT **Time: __3:00 PM__**

NOTE: **Bold type** in the body of the notes above is used to indicate “action items” for specified committee members.

Next Meeting: June 2, 2014, 2-4 PM, Chatham Public Library