

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

MEETING MEETING NOTES

CHATHAM PUBLIC LIBRARY
CHATHAM NY

DATE: June 2, 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 with the addition of an item about program posters and a request by Al to talk about membership on CPLAC under item F.

C. APPROVAL OF MINUTES OF PREVIOUS MEETING

The minutes were approved.

D. FRIENDS' REPORT

Rebecca Greer presented a report. Here are the highlights:

- There are now 20 museums on the museum pass program. She noted that this program costs the FOL about \$1750 per year. A pamphlet about the program is in preparation.
- The Friends' membership drive is underway and is going well.
- They will have their usual table at the Chatham Summerfest on July 12.
- They have received a new grant from John Gross.
- Passed out flyers for the June 14 presentation by Ruth Reichl sponsored by FOL.

E. PUBLIC COMMENT

No members of the public were present.

F. NEWS FROM BOE

Gail said that she would be recommending that Mike Clarke be appointed to replace her on CPLAC. We all recognize that BOE committee assignments are determined by many factors so we'll await developments.

John and Lael have applied for another term on CPLAC. Other interested community members have until June 6 to apply. Members, other than those two, should have input at the appropriate time in the process.

G. COMMENTS FROM THE CHAIRS

We extended our heartfelt thanks to Gail Day for her contributions to CPLAC and the library over her three plus years on the committee. Karen presented a bouquet of flowers and John gave her a certificate of appreciation proclaiming June 2 as “Gail Day” Day at the library.

We determined that the July meeting will be on July 7 at 2 PM. At that meeting we’ll decide on the meeting schedule for the balance of the year. **John will pass this information on to Ann Flanagan. [DONE]**

H. DIRECTOR’S REPORT

Fern presented a report:

- Mid Hudson Library System has implemented a new catalog search software called Encore.
- Gail obtained a complete set of library policies from the school office for placement in the library.
- John bought a camera for the use of the library (as previously approved by Mike), which will be used for publicity pictures.
- Phone problems seem to have been resolved.
- David Fuller has completed the window protection project. **Karen will write him a thank you note and she’ll also contact him to see if he is out any money since he did both sides of the window.**
- We will have a college student volunteer helping with children’s programming this summer.
- We discussed a possible upcoming event which members may wish to attend. Fern will get more information for us.

I. OLD BUSINESS

I.1 Review Job Descriptions

We decided to table this subject until our new director is on board.

I.2 Review Brooke’s List Of Things To Do

We decided to not discuss this, but rather turn the list over to the new director.

J. NEW BUSINESS

J.1 Newsletter Status

John explained that he will undertake to send out a “newsletter” e-mail to our list on the Constant Contact software. The message will indicate that we’ve been having trouble with this process. After that, we’ll put a notice on the website and Facebook page.

J.2 Posters For Programs

Georgene passed out posters she had had designed for the programs on Memoir Writing (June 25) and the Tiffany Window History (June 28). We approved the drafts.

J.3 Future Topic Review
Put off until next meeting.

K. ITEMS FOR FUTURE AGENDA

- K.1 Develop Vision Statement
- K.2 Personnel Plan and Job Descriptions
- 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: __3:30 PM__**

EXECUTIVE SESSION

On a motion by Karen and a second by Al we voted to go into executive session to discuss personnel matters.

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

Next Meeting: July 7, 2014, 2-4 PM, Chatham Public Library