

CHATHAM PUBLIC LIBRARY ADVISORY COMMITTEE (CPLAC)

MEETING NOTES

CHATHAM PUBLIC LIBRARY (Main Floor)
CHATHAM NY

DATE: June 3, 2013
TIME: 2:00 – 4:00 PM

Muriel Faxon __X__ ; Gail Day _X__ ; Nancy Hammell ___X_ ; Al Vinck __X__ ;
Karen Malina, Co-Chair __X__ ; John McGowan, Co-Chair __X__ ;
Elizabeth Powers __X__ ; 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: __2:10__

B. APPROVAL OF PRESENT AGENDA

The agenda was approved (motion by Karen, Seconded by Muriel)

C. APPROVAL OF MINUTES OF PREVIOUS MEETING

The minutes were approved (motion by Al, Seconded by Muriel)

D. FRIENDS' REPORT

Rebecca Greer gave the report:

- Passed out the new schedule of FOL sponsored events at the library
- Noted that after the June 22 presentation by David Nasaw there would be a reception at her home
- John Spitzer has resigned from the board of the FOL
- The Friends will staff a table at the Chatham Summerfest. CPLAC members volunteered to help with that if Rebecca will send a list of times that they could use help.

E. PUBLIC COMMENT

No members of the public were present.

F. NEWS FROM BOE

Gail reported that applicants for membership on CPLAC would soon receive the results of the BOE's determination.

G. COMMENTS FROM THE CHAIRS

- We bid a fond farewell to Elizabeth, who ended her CPLAC term with this meeting. She was presented with a flower arrangement and a certificate of appreciation declaring June 3, 2013 as Elizabeth Powers Day at the library.

- John passed to Wendy the first part of the CPLAC Archives, which he is establishing. This first segment consists of the meeting notes and agendas for all CPLAC meetings 2010-2013. Wendy will find an appropriate filing spot.
- John and Karen regularly get e-mail bulletins from Mid-Hudson Library System and asked if anyone else would like to have these passed on to them. Gail requested that she receive the bulletins.
- John indicated that he had conversations with Cheryl Nuciforo and Melony Spock about communications and CPLAC's role in the future process to fill expiring terms on CPLAC. Karen, John, Melony, Cheryl and Mike will meet on this soon.

H. DIRECTOR'S REPORT

Wendy provided the following information:

- The Summer Reading Program at Chatham will start on June 17 and run through August 16.
- At Canaan, Becky Klein will be offering a summer reading program for the Canaan summer camp program on Friday afternoons. This will be at the library and the town hall. Wendy requested that we have a substitute cover Beck's absence at Chatham. This would be paid for by the HRB Foundation funds for Canaan. CPLAC endorsed this approach (motion by AI, Seconded by Muriel).
- We discussed accidents and health episodes in the vicinity of the library (possibly even on surrounding streets). We recognized a need for procedures for the staff and how to react to emergencies. Mike will look into this and Wendy will check with other libraries to see if they have defibrillators. We also tried to recall whatever happened to the "disaster plan" for the library, which was being prepared last year.
- We reviewed the Rules Of Conduct for library patrons, which Wendy had revised to correspond with the library brochure. Wendy will accept recommendations for additional changes for a few days and will forward to CPLAC members the "final" redraft.
- There have been intermittent problems with the new Sierra computer system. Giles Felton from our IT and people from Fairpoint Communications say that the problem lies with Mid-Hudson. Tech people from Mid-Hudson will meet with Giles this week.

I. OLD BUSINESS

I.1 Window Protection Update

Chuck Woodard, who proposed a solution for protection, suggested we might want to do only one side of the window, namely the one facing the back of the building, so we can see how it works. Wendy will continue to explore other people who might submit proposals.

I.2 Revisit Parents Calling To Locate Children

Wendy advised that, right now, staff is telling callers that they cannot tell them if a certain child is at the library, but they will relent if the caller makes a special plea. The discussion, which followed, turned up the need to decide if a policy is required on this or just a clear procedure for staff to follow. Gail will check with

the BOE Policy Committee and Wendy will determine just what written procedure is available to the staff.

J. NEW BUSINESS

J.1 Canaan Visit

We decided it would be a good idea for CPLAC to visit the Canaan Library, since many of us have not seen it. We further decided it would be a good thing to have a CPLAC meeting in Canaan (perhaps at the Town Hall). We'll work out the details next month.

J.2 Canaan Overhaul Question

Tammy Flaherty had raised a question in an e-mail about why our list of "Items For Future Agenda" had listed "Canaan Library Overhaul". Tammy was unaware of any work that needed to be done at the building. John reported that this item dated back to the days in late 2011 and early 2012 when the new book drop and other improvements were going on at Canaan. John will inform Tammy of the outcome.

K. ITEMS FOR FUTURE AGENDA

- K.1 Develop Vision Statement
- K.2 Personnel Plan
- K.3 Library Club
- K.4 Update On Historical Collection Work Plan
- K.5 Five-Year Plan
- K.6 Kiosk Status
- K.7 Nook Status

ADJOURNMENT (Motion by Gail, Seconded by Karen) Time: 3:25 PM

Executive Session held after public meeting.

Next meeting: July 1, 2-4 PM, at the library