

CHATHAM PUBLIC LIBRARY
Chatham Public Library Advisory Committee (CPLAC)

COMMITTEE MEETING NOTES

Public Library – Main Room, Upstairs
CHATHAM, NY

DATE: June 6, 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:** _ 2:08 P.M.

B. APPROVAL OF MINUTES FROM PREVIOUS MEETING
Minutes our last meeting were approved without correction.

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

D. DIRECTOR'S REPORT

Director Luisa Sabin-Kildiss showed us two e-mails from community members expressing concern about the number and currency of fiction titles available at the library. Luisa told us that she uses a book buying service and that purchases run about 60% fiction and 40% non-fiction. We agreed that this subject would make for a good question on our upcoming community survey. Luisa will respond to the e-mails and will mention this survey as part of her response.

We also agreed that we would discuss how to use our grant money at the next meeting.

E. FRIENDS' REPRESENTATIVE REPORT

Ben Clarke representing The Friends gave a brief oral report. Recent projects include developing a landscaping plan for the library, a reading by author Rebecca McBride, and an informational table at the Spencertown Summerfest.

F. Canaan Report

Al Vinck reported that, since the BOE had approved adding a representative of the Friends of the Canaan Public Library, he had sent e-mail to Tammy Flaherty inviting her to send a representative to this meeting. Since no representative was present we decided to send a letter extending the invitation again. Melony Spock will pursue this.

G. OLD BUSINESS

1. Community Survey

We discussed the survey of community opinions we plan to conduct this summer. Our target population is residents of the Chatham school district. Our survey efforts will be conducted in the period through the end of September. We looked at some sample surveys that other public libraries have used and we brainstormed and selected questions we want to include. Luisa will pull together

a draft survey instrument including questions about how important various current services are to the respondents and what improvements or services the people would like to see implemented. Luisa will send her draft to the committee members and Elizabeth Powers will share it with her husband who is a survey expert. Committee members will comment on the draft quickly so that we can finalize it before July.

We'll send and distribute the survey in a variety of ways, which we'll finalize at the next meeting. We did decide to have a table at the July 9 Summer Festival in Chatham put on by the Chatham Business Alliance. Luisa will pursue getting a table at that event. Karen Malina will coordinate staffing the table.

As part of our discussion, the subject of self-checkout of library materials was raised. This is used at some other libraries. Luisa will report back on associated costs and other details about this innovation.

2. CPLAC By-Laws

We made a few changes to the draft in the area of members missing meetings and the paragraph listing membership of the committee. John McGowan will re-draft for the next meeting. Also, Melony will pursue a question regarding electronic attendance.

3. Policy For Circulation

Acting on a motion by Al Vinck and seconded by Gail Day the committee approved this policy draft as written. Gail will bring it to the BOE Policy Committee on June 7.

4. Policy For Confidentiality

Acting on a motion by John McGowan and seconded by Gail Day the committee approved this policy draft as written. Gail will bring it to the BOE Policy Committee on June 7.

5. Training Policy

Acting on a motion by John McGowan and seconded by Al Vinck the committee approved this policy draft as written. Gail will bring it to the BOE Policy Committee on June 7.

6. Book Disposal Policy

Acting on a motion by Al Vinck and seconded by John McGowan the committee approved this policy draft as amended. John will make the changes to the draft and send the policy to Gail who will bring it to the BOE Policy Committee on June 7.

H. NEW BUSINESS

1. Petty Cash Policy

Acting on a motion by John McGowan and seconded by Al Vinck the committee approved this policy draft as amended. John will make the changes to the draft and send the policy to Gail who will bring it to the BOE Policy Committee on June 7.

2. Formation of Policy Committee

Discussion of this topic was deferred to the July meeting.

I. ITEMS FOR FUTURE AGENDA

- long-range planning
- mission/vision statements
- FOIL request policy
- computer/internet policy

- Friend Policy
- Volunteer Policy
- Use of grant money
- community survey implementation steps

J. PROCEDURAL

We decided that the meeting notes for our committee's meetings would henceforth be sent to all committee members as soon as possible after the meeting. The meeting notes will also still be included in the meeting package sent just prior to each meeting.

K. NEXT MEETING

Due to the July 4 holiday weekend, our next meeting will be July 11, from 2-4 P.M. on the main floor of the Library.

L. ADJOURNMENT

Time:___ 4:00 P.M._____