

CHATHAM PUBLIC LIBRARY ADVISORY COMMITTEE (CPLAC)

MEETING NOTES

CHATHAM PUBLIC LIBRARY (Main Floor)
CHATHAM NY

DATE: July 1, 2013
TIME: 2:00 – 4:00 PM

Muriel Faxon __X__; Gail Day __X__; ____; Al Vinck __X__;
Karen Malina, Co-Chair __X__; John McGowan, Co-Chair __X__;
Georgene Gardner __X__; Hanna Bachrach, Library Director ____;
Cheryl Nuciforo, Superintendent ____; Mike Chudy, School District Designee __X__;
Representative of Friends of the Chatham Library ____;
Wendy Fuller, Interim Library Director ____.
Others in attendance: _Fern Pellitieri_____

A. CALL TO ORDER Time: __2:05__

Committee approved having Co-Chair McGowan lead the meeting until the officers for 2013-14 were named under item G.2..

Our new committee member, Georgene Gardner met everyone.

B. APPROVAL OF PRESENT AGENDA

Agenda was approved, however a request was made for an Executive Session to be held at the end of the regular meeting.

C. APPROVAL OF MINUTES OF PREVIOUS MEETING

The minutes were approved as drafted.

D. FRIENDS' REPORT

No board member of the Friends of the Chatham Public Library was present.

E. PUBLIC COMMENT

No members of the public were present.

F. NEWS FROM BOE

Gail reported that the BOE approved the extended leave for Hanna Bachrach, which will extend to July 2014.

G. COMMENTS FROM THE CHAIRS

G.1 Comments

- We talked about handling Hanna's absence. Karen announced that the plan is to hire a temporary replacement for the coming year. As soon as the Superintendent's office posts the temporary job of interim director, she and John will begin the process of identifying candidates. As in the previous hiring of a director, CPLAC will take the lead in the process. Wendy will continue to fill-in as she as been doing.

- John announced that the issue of replacing Nancy Hammell on CPLAC is in the hands of Cheryl and the BOE at this time. This is an extremely busy time for them at this time. We discussed the need for CPLAC to be more involved in directing the filling of CPLAC seats. On a motion by AI and Second by Karen, we asked Mike to pass this proposed change on to Cheryl.
- John mentioned that at the last Town Hall meeting on school consolidation, a slide of possible uses for the Middle School was to expand the Public Library. This is only one of many proposals, of course.
- John handed out a hardcopy of the list of the FOL board contact list.
- We discussed future CPLAC meeting dates for the future. We confirmed the date and time for next month (August 5 at 2PM at the library). Future meeting dates, times and locations will be discussed next month.

G.2 Name Officers For New Year

Karen and John were returned to their positions as Co-Chairs of CPLAC. The position of Secretary will remain vacant for now. John will do the meeting notes for July and has made the standing offer to type the final version of notes taken by others.

John also announced that he will not be at the August meeting and pointed out that the committee has a quorum of 4 to make decisions.

H. DIRECTOR'S REPORT

Fern handed out Wendy's monthly report. Wendy is on vacation.

- Wendy will continue as Interim Director for the next three months.
- Mid-Hudson Library System is looking to fill a trustee position.
- Accident and discipline reporting was clarified. A log is kept for discipline and behavior issues. Accidents and health emergencies are reported to the superintendent office and don't need to be listed in the log.
- Should we have a defibrillator in the library? Karen will follow-up on this issue and Mike will check on the status of the emergency plan for the library.
- A procedure for handling parents who call for their children was issued by Wendy.
- The staff is compiling a list of surplus furniture.
- A patron owes over \$250 in lost book fines and was upset about not being able to take out more books.

I. OLD BUSINESS

I.1 Window Protection Update

There was nothing new to report this month.

I.2 Cummings Memorial Donations

John related the fact that even though she has left CPLAC, Nancy Hammell would like us to resolve the issue of what the money that was donated in memory of her deceased parents was used for. Wendy has been working to research the purchase records, but has only had limited success. She believes the money may have gone to purchase the large screen TV. John will contact Rebecca Greer to see if she can throw any light on any purchases that may have been made through the Friends. On a Motion by Gail with Second by Muriel, we asked Mike to research the possibility of obtaining a plaque to recognize these donations.

J. NEW BUSINESS

J.1 Canaan Visit & Grant Money

The use of grant money for both libraries will be carried over to a future meeting. We decided to have our monthly meeting in either September or October in Canaan so we can tour the library and then meet, hopefully, at the Town Hall. Al will follow-up with Canaan on the availability of meeting space. We will also reach out to and invite Tammy Flaherty of the Canaan Library Friends to join us.

J.2 Medical Emergencies In Library

See Director's Report above.

J.3 HRBT Grant Money

The use of grant money will be discussed at a future meeting.

J.4 Nook Status

We discussed the status of the Nook readers that the library has. We need a valid credit card to load titles and this should not be the personal card of a library employee as in the past. Mike will research the use of credit cards in another location that seemingly has recently solved the problem. It was also agreed that Wendy should do a best practice review with other libraries to see what is being done with e-readers.

J.5 Coverage Of Jobs Under New Contract

We briefly discussed that when the director is out, other staff will cover the duties at the agreed rate, provided it's for more than half a day.

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 Use of HRBT Grant Money

ADJOURNMENT

Time: __ 3:40 PM__

Executive Session (Motion by Al, Second by Gail) held after public meeting

Next meeting: August 5, 2-4 PM at the library.