

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

**MEETING NOTES**

CHATHAM PUBLIC LIBRARY  
CHATHAM NY

DATE: July 7, 2014  
TIME: 2:00 – 4:00 PM

Muriel Faxon ; (vacant) ; Lael Locke ; Al Vinck ;  
Karen Malina, Co-Chair ; John McGowan, Co-Chair ;  
Georgene Gardner ; Julie DeLisle, Library Director ;  
Cheryl Nuciforo, Superintendent ; Mike Chudy, School District Designee ;  
Representative of Friends of the Chatham Library ;  
Others in attendance:  Gail Day \_\_\_\_\_

**A. CALL TO ORDER**                      Time: 2:07 PM

John asked for and received consent to serve as Chair of the meeting until officers for 2014-15 were named.

We welcomed Julie DeLisle to her first meeting.

**B. APPROVAL OF PRESENT AGENDA**

The agenda was approved with two additions (items J.2 and J.3).

**C. APPROVAL OF MINUTES OF PREVIOUS MEETING**

The minutes were approved as drafted.

**D. FRIENDS' REPORT**

Rebecca Greer gave a report on the Friends activity:

- She handed out the new Museum Pass Program brochure and reported on other libraries that have a pass program. Some libraries have the passes on lanyards, ready to go. **We asked Julie to review the pass program to determine if we need any regulations or procedures to cover it (e.g. lost passes).**
- Summerfest is this Saturday (July 12) and the Friends' table will be in front of the liquor store. Rebecca said they are in desperate need for volunteers to staff the table. **CPLAC members should e-mail directly to Rebecca to sign up for a slot.**

We also set the date for a public reception for our new director, Julie. It will be held on August 14, 4:30 – 6:00 PM at the library. Rebecca and Al and Lael will work together to organize the event.

**E. PUBLIC COMMENT**

Former library director, Hanna Bachrach, (along with daughter, Esther), stopped by briefly to say hello.

## **F. NEWS FROM BOE**

The BOE will have their organizational meeting on July 8. We expect to hear who will be designated as a CPLAC member soon.

## **G. COMMENTS FROM THE CHAIRS**

- John and Karen offered themselves for another term as Co-chairs. Muriel made a motion, with second by AI, that John and Karen continue for another year and the motion passed. Muriel will continue as note taker and Lael will be her back-up.
- We discussed meeting day and time and decided on moving the monthly CPLAC meetings to the first Tuesday of the month at 10 AM. **John will provide the meeting dates to Ann Flanagan. [DONE]**
- We discussed adding David and Wendy Fuller to the Contributor's Plaque and mounting the plaque in the library. Then we should have Nancy Hammell and the Fullers attend a little dedication event. **Julie will discuss this with her staff.**

## **H. DIRECTOR'S REPORT**

Julie provided a report, which she and Fern had compiled. Some highlights:

- The roof leaks have been fixed.
- We continue to have phone problems and issues. **Julie will further investigate phone problems and improvement wishes.**
- Computers tend to go down a lot and Giles is looking to get necessary software to update systems and improve performance.

## **I. OLD BUSINESS**

### I.1 Newsletter Status

The newsletter list has about 400 addresses that are no longer valid and we need to get rid of these. Julie has sent out one newsletter and will work to improve this important tool. **Julie is going to evaluate the Constant Contact software to see if there's something better and cheaper we could use.**

## **J. NEW BUSINESS**

### J.1 Review Of Recent CPLAC Public Programs

Georgene reviewed the two recent public programs that we sponsored and that she set up. The memoir-writing program was very well received and there will be a continuation of the writing program. The Tiffany window event also went over very well. No programs are scheduled for July or August.

### J.2 Evening Programs At Library – Other Nights?

We talked about having programs on weeknights other than Monday or Wednesday. Despite the popularity of Saturdays for events put on by CPLAC or the Friends, it might be nice to have some flexibility in scheduling. **Julie will investigate the subject of having programs on evenings when the library isn't normally open. It seems there are questions of who would lock up the building, etc.**

### J.3 Coordination Of Programs

We talked about coordination of programs (whether produced by CPLAC, Friends or Julie) at the library. It was agreed that Julie should coordinate the schedule. Lael offered her assistance, if needed.

**J.4 Upcoming Issues And Projects**

We briefly talked about the many initiatives that have been dormant since we haven't had a library director for such a long time. Examples would include the archive project and Five Year Plan. We agreed that as Julie gets settled into her job, we can work together with her to set priorities for these projects.

**J.5 Future Topic Review**

Topic deferred.

**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: 3:50 PM**

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

**Next Meeting: August 5, 2014, 10:00 AM - Noon, Chatham Public Library**