

CHATHAM PUBLIC LIBRARY
Chatham Public Library Advisory Committee (CPLAC)

COMMITTEE MEETING NOTES

MED – Superintendent’s Conference Room
CHATHAM, NY

DATE: July 11, 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 Clark/Theresa Barenfeld, Representatives of Friends of the Library, ,
Cheryl Nuciforo, Superintendent Karen Bechdol, School Designee
Luisa Sabin-Kildiss, Library Director

A. CALL TO ORDER **Time:** _ 2:00 P.M.

B. APPROVAL OF MEETING AGENDA

It was noted that several items from the minutes of the last meeting concerning issues for future consideration were missing from the current agenda. It was agreed that these items would be included at the end of these notes and also in a “pending issues” document to be circulated with the minutes by John McGowan.

C. APPROVAL OF MINUTES FROM PREVIOUS MEETING

Minutes our last meeting were approved without correction.

D. PUBLIC COMMENT

No members of the public were present.

E. DIRECTOR’S REPORT

Director Luisa Sabin-Kildiss covered several topics in her report to the committee as summarized below:

1. Internet Access and Policy

Luisa presented and we discussed a policy for Internet use at the library and this led us to the related issue of wireless use at the library. Currently, use of library computers by students requires a signed parental permission slip to be on file. The library does not monitor individual’s use of the computers. We need a use policy in place which complements the CIPA (Children’s Internet Protection Act) and some of our requirements might also be put into a set of regulations covering Internet use. We also discussed the possibility of a user name and password requirement. In related news, Luisa indicated that the wireless router was “backordered” by CISCO, so our new computer network has been delayed.

For next time: Luisa will provide a draft of a wireless use policy, which we will review in conjunction with the Internet policy she sent us for today. She will also try to provide a sample policy from another library.

2. Community Survey

Luisa reported that we received 96 completed survey forms at our table at the Chatham Summerfest on July 9. She proposed that we use the internet-based Survey Monkey to analyze the data we'll collect. We have a free version right now, but for about \$16 per month we can get the expanded, which allows for entry of more than ten questions and greater data manipulation. Luisa will explore paying for this enhanced version. The data collection and analysis phases will probably extend through October we expect. The goal of the survey is to provide input for our long-range planning effort.

Luisa plans to place our survey on the library web site and Facebook profile and also send it by e-mail to the Library list and to the Key Communicators list maintained by the Chatham School District. She will also try to arrange for some focus groups with various organizations or groups. We brainstormed some potential focus group targets: "home school" group, fire companies, town/village boards, Crellin Park kids, retired teacher organization, school alumni association, etc. For next time: Luisa will make up a survey for Canaan, upgrade Survey Monkey, publish the survey form on the website and Facebook and e-mail it to the library patron list and the Key Communicator list. She will also try to setup some focus groups. She will let all members of the CPLAC know when these focus groups are going to be held and CPLAC members will contact Luisa to arrange to accompany her to one or more (there should be at least one other person besides Luisa at each focus group).

F. FRIENDS' REPRESENTATIVE REPORT

Ben Clark representing The Friends (Chatham) gave a brief written report to the CPLAC. Highlight include: Luisa met with the friends to explain archive digitization project, the group's membership has been revised, and they are working with the Kinderhook Garden Club on plantings and landscaping in front of the library.

G. Canaan Report

No report this month.

H. OLD BUSINESS

1. Community Survey

Report above under E.2.

2. Policy for Computer & Internet Use

Report above under E.1.

I. NEW BUSINESS

1. Collection Development Policy

We discussed a policy that would cover issues regarding the library collection and handling specific requests. We felt the CPLAC must be involved in any process for, as an example, the request for removal of items from the collection. The process chain should be the Director to CPLAC to the CCSBOE.

For next time: Luisa will redraft the policy.

2. Friend's Policy

Theresa Barenfeld provided a draft agreement and Luisa gave us 3 additional examples of a friends or booster group policy. Theresa reported that they do not have a lot of active members so they need

more volunteers, which is one reason they redesigned their membership envelope calling for people to become active. They send out their mailer every year and last year they had a very successful “virtual tea” fundraiser.

For next time: Luisa will draft a proposed policy using the sample from the LaGrange Library and the draft provided by Theresa.

3. Policy Committee

We discussed the need for a policy committee for the CPLAC.

For next time: Luisa will put together her vision for what policies are still needed so we can estimate the workload we are facing.

4. Board of Education News

Al Vinck requested that we be apprised on a regular basis of activities or news from the school board having to do with the library. We decided to add a standing item to the agenda calling for a report from Gail Day or Melony Spock on current happenings.

5. Library Club

Gail Day raised this issue, but we didn't have time to discuss it at this meeting

J. ITEMS FOR FUTURE AGENDA

- long-range planning
- develop mission/vision statements
- FOIL request policy
- self-checkout of materials
- finalize CPLAC By-laws
- Volunteer Policy
- Use of grant money
- Library Club

K. NEXT MEETING

Our next meeting will be August 1, from 2-4 P.M. on the main floor of the Library.

L. ADJOURNMENT

Time: ___ 4:00 P.M. _____