

**CHATHAM PUBLIC LIBRARY**  
Chatham Public Library Advisory Committee (CPLAC)

**COMMITTEE MEETING NOTES**

**Chatham Public Library – Top Floor**  
CHATHAM, NY

DATE: August 1, 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/Teresa Barenfeld, Representatives of Friends of the Library,  , \_\_\_\_\_  
Cheryl Nuciforo, Superintendent \_\_\_\_\_ Karen Bechdol, School Designee \_\_\_\_\_  
Luisa Sabin-Kildiss, Library Director   
Others: Library Staff Members Rosemary Calvey, Marilyn Martin, and Becky Klein

**A. CALL TO ORDER**                      **Time:** \_ 2:10 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 covered several topics in her report to the committee as summarized below:

1. Policies Needed

Luisa reviewed a list of policies that she believes the library needs. The list includes policies on the following topics:

Gifts & Donations (separate from the school district policy)

Purchasing (reflecting purchasing needs of the library)

Volunteers

FOIL

Disaster

Public Use of Library Meeting Areas

Inclement Weather (as it effects closing the library, etc.)

Customer Service

These policies will need to be addressed by a policy committee, which we will establish.

We also discussed the importance of a Mission Statement, which will grow out of an analysis of community needs based on surveys and focus groups.

2. Planning Process (also see G.1. below)

Luisa outlined her plan for the library planning process. A press release will be issued on August 10, which will alert the public to the availability of our community survey. Responses to the survey will generate "service responses" or what the public wants from the library. In September,

Luisa plans to test the “service responses” with focus groups. In October, the planning committee (i.e. the CPLAC) will review the plan suggested by the responses. The plan will contain the “service goals”, which were generated by the “service responses”.

For next time: Luisa will share with us service responses we already have. She’ll also provide service responses from the American Library Association and we can compare the two.

#### **E. FRIENDS’ REPRESENTATIVE REPORT**

No report this month.

#### **F. Canaan Report**

No report this month.

#### **G. OLD BUSINESS**

##### 1. Community Survey Exercises

Three members of the library staff (Rosemary Calvey, Marilyn Martin, and Becky Klein) joined us. We broke into three groups and performed two group exercises to help us focus on our vision for the future of the library. First, we listed benefits that we saw coming to the community in the next ten years. In the second exercise, we did a SWOT (strengths, weaknesses, opportunities, threats) Analysis of our community.

For next time: Luisa will compile our responses and share with us.

##### 2. Policy for Computer & Internet Use

We approved the draft of this policy. Luisa will forward to Gail Day.

##### 3. Policy For Collection Development

We approved the draft of this policy. Luisa will forward to Gail Day.

#### **H. NEW BUSINESS**

##### 1. Friend’s Policy

We discussed changes to Luisa’s draft and she will incorporate them.

##### 2. Policy Committee

We agreed on the following process for policy development. Luisa will prioritize the policy needs and draft one or two policies each month. These policy drafts will go to Gail Day for review. Various CPLAC members on an ad hoc basis according to their interest and availability will assist Gail in her review. This ad hoc group will be the policy committee.

##### 3. Booth at Fair

Melony Spock will follow-up on our possible involvement with the school district booth.

#### **I. ITEMS FOR FUTURE AGENDA**

- long-range planning (from survey process)
- develop mission/vision statements (from survey process)
- policies from Director list (incl. FOIL, volunteer, etc.)
- self-checkout of materials
- finalize CPLAC By-laws
- Use of grant money
- Library Club

#### **J. NEXT MEETING**

Our next meeting will be September 12, from 2-4 P.M. on the main floor of the Library. This is the

second Monday of September due to Labor Day.

**L. ADJOURNMENT**

**Time:\_\_\_ 4:00 P.M.\_\_\_\_\_**