

CHATHAM PUBLIC LIBRARY
Chatham Public Library Advisory Committee (CPLAC)

COMMITTEE MEETING NOTES

Chatham Public Library – Top Floor
CHATHAM, NY

DATE: September 12, 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, Becky Klein, and Fern Pellettieri

A. CALL TO ORDER Time: _ 2:05 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. Canaan Library

The new book drop will be installed at Canaan very shortly. They almost had a tropical storm flood, but were able to catch it in time to avoid damage. The summer reading program went very well.

2. Gaming At The Library

One responder to our recent community survey stated that she didn't think the library should have video games. Luisa will follow up with the lady to clarify her views. The committee recognized that we will not have violent or otherwise objectionable games and that the use of the games will be part of a broader program. Our focus has always been on physical fitness or sports games.

E. FRIENDS' REPRESENTATIVE REPORT

Ben Clark provided a written report and highlighted several items for us. In conjunction with the Kinderhook Garden Club, the Friends have improved the garden and landscaping in front of the library. A review of the participation in the Chatham Summerfest concluded that the Friends would like to participate again, but would need more time to plan next time.

F. Canaan Report

See Director's Report above..

G. OLD BUSINESS

1. Inclement Weather Policy

When school administrative offices close, Luisa would like the flexibility to open the library later. This would be at her directive. We reviewed a sample policy and discussed.

For next time: Luisa and Gail Day will work on this new policy.

2. Computer Network

Unexpected delays have pushed this project back and Luisa would like to get bids for a network specialist to design and complete the work.

For next time: Luisa will draft a proposal and present it to the committee for approval.

H. NEW BUSINESS

1. Review Of Survey Data

Four members of the library staff (Rosemary Calvey, Marilyn Martin, Becky Klein, and Fern Pellettieri) joined us. Luisa gave a presentation on the survey data we collected. One surprise was that the demographic group with the most respondents was the group 50-64 years of age.

For next time: Luisa will compile all the survey responses.

We also discussed the planning process. We identify community needs from surveys and focus groups. These community needs are answered by library service responses, which in turn form the library's mission and specific service goals and objectives. Community needs identified were: space for recreation, presentation and display of local history, wireless computer network, arts participation for adults, after school programs, and agricultural awareness.

We talked about the possibility of English As A Second Language teachers working with the library in a more formal way.

For next time: Karen Bechdol will explore this issue.

We learned that "home schoolers" used to hold some classes at the library, but no longer do so because of insurance paperwork.

For next time: Melony Spock will clarify requirements for such facility use "in the commons".

We also reviewed the 2007 Service Plan (Five-Year Plan) for the library. Quite a few of the goals and objectives are already completed.

2. Focus Groups

Luisa announced that she will be holding evening focus groups on both Monday September 19 and Wednesday September 21. Committee members are welcome to attend these sessions.

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 October 3, from 2-4 P.M. on the main floor of the Library.

L. ADJOURNMENT

Time:___ 4:00 P.M._____