

CHATHAM PUBLIC LIBRARY
Chatham Public Library Advisory Committee (CPLAC)

COMMITTEE MEETING NOTES

BOE Conference Room – MED School
CHATHAM, NY

DATE: January 9, 2012
TIME: 10:00a.m -12:00p.m.

John McGowan, Co-Chair Karen Malina, Co-Chair Nancy Hammell
Gail Day Al Vinck Melony Spock Elizabeth Powers
Ben Clark/Theresa Barenfeld, Representatives of Friends of the Library, ,
Cheryl Nuciforo, Superintendent School Designee
Luisa Sabin-Kildiss, Library Director

A. EXECUTIVE SESSION 10:00a.m. – 11:00a.m.

B. CALL TO ORDER 11:05 a.m.

APPROVAL OF PRESENT AGENDA:

Amend Roll-call to reflect new officers, John McGowan and Karen Malina as Co-Chairs

C. APPROVAL OF MINUTES FROM PREVIOUS MEETING

Minutes of our last meeting were approved as drafted. Motion by Nancy Hammell; seconded by Karen Malina.

D. PUBLIC COMMENT

No members of the public were present.

E. COMMENTS BY THE CHAIR

Chairman McGowan recognized and thanked Melony Spock for her tenure as Chair of CPLAC and recognized his Co-Chair Karen Malina.

Chairman McGowan outlined his vision as Chair:

Priorities to include:

Customer Service

Review comprehensive plan to discuss vision for the library to make sure it meets expectations before being sent to the Board of Education for review.

Discussed the need to make the CPLAC meeting packets available to board members the Monday or Wednesday before the monthly meeting.

F. FRIENDS' REPRESENTATIVE REPORT

Ben Clark reported that there were two new members of the Friends approved. Ben reported three Friends had been approved to plan their annual fundraiser party. Locations were discussed. Typically 30 members attend and the American Legion allows use of their facility free of charge. This fundraiser is also a part of their renewal/membership drive.

The Friends have put aside \$3,000 to purchase games for the library. They are awaiting the logistics and further instruction from the library Director.

G. DIRECTOR'S REPORT

1. Automated Phones

The new automated phone answering system is up and running and so far, it has been a positive addition.

2. Census Results

Luisa handed out a Mid-Hudson 2010 Census Report and noted that Chatham's population has increased by 130 residents and the library can expect to see a small increase in state aid.

3. E-book Circulation

The Director reported an increase in e-book circulation statistics. Mostly best-sellers so far.

4. Preliminary Budget

The school district accountant Mr. Schneider has asked Louisa to recommend where cuts could occur. No specific percentage has been assigned. The Board discussed strategies. It was determined that Louisa should meet with Mr. Schneider to ask for further guidelines.

Louisa reported that the school district wants the monies to repair the library's damaged Tiffany window to come from the library's budget. An estimate of \$2,240 for the repair was given. The board asked to Louisa to find out if perhaps the School's insurance would cover the repair, leaving only the deductible to come out of the library's budget. Also discussed the possibility of making a public appeal to raise funds if necessary.

H. OLD BUSINESS

1. Policies have had their first readings at the School Board meeting with the second reading to occur at the January 10, 2012 School Board meeting; anticipated adoption of policies to take place at the January 24, 2012 meeting. Louisa will prepare a policy tracking handout. Additionally, existing staff policies are to be reviewed.

I. NEW BUSINESS

- Discussed the feasibility of teleconferencing for planned absences of board members
- Review long range plan for input
- Set-up the agendas for CPLAC meetings earlier in the month

J. NEXT MEETING

Louisa to follow-up on budget report and window repair.

K. ADJOURNMENT

Time:___ 12:00 P.M.__X__