

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

**COMMITTEE MEETING NOTES**

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

DATE: October 3, 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

**A. CALL TO ORDER** **Time:** \_ 2:15 P.M.

**B. APPROVAL OF MINUTES FROM PREVIOUS MEETING**

Minutes our last meeting were approved with one spelling 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:

- At the November meeting, Luisa will present a Long-term Plan of Service to us. This plan will be based on the service requests that grew out of the community survey. Along with this plan, she will present her Personnel Plan to cover staff utilization and evaluation for the future.
- In addition, next month, Luisa will provide us with a detailed proposal for a self-checkout system at the library.
- Luisa and Giles Felton have met with four wiring contractors to discuss our needs for establishing a phone and Internet system for the library, which is separate from the school district system. This work must be done prior to installing the separate computer server we need. Luisa hopes the wiring work can be done for less than \$7,500.
- Library staff members were introduced to the new circulation policy. The key feature of the policy is the requirement that library customers must have their library card in order to take books or other material out of the library.

**E. FRIENDS' REPRESENTATIVE REPORT**

Ben Clark provided a written report for us. It was noted that the Friends' sponsored event on love poetry on October 1 was very well attended.

## F. OLD BUSINESS

### 1. CPLAC By-Laws

We approved the draft of the by-laws without changes. Melony Spock will forward the by-laws to the BOE.

### 2. Computer and Internet Use Policy

This policy was previously approved and sent to the BOE Policy Committee, but since that committee made some changes to the policy, the draft was returned to the CPLAC. We decided that there should be wording added to support the “freedom to read” concept. Al Vinck requested that we have the draft school policy on this subject for comparison, and that draft was provided to us. Luisa and Gail Day will redraft this policy.

We decided that Luisa would need to do a handout for parents covering her regulation for unattended children. A signed permission slip will no longer be needed for Internet use.

### 3. Book Disposal Policy

Gail reported that this policy had its first reading by the BOE Policy Committee.

## G. NEW BUSINESS

### 1. Review Of Service Responses

Luisa reviewed eight Service Responses, which were suggested by the responses to our community survey. She gave some ideas for following through on the areas. More detail will be forthcoming in the plan she will present next month. Below is a list of the service responses:

- Satisfy curiosity; lifelong learning
  - review non-fiction requests
- Stimulate imagination; reading, listening, watching for recreation & pleasure
  - review fiction collection & DVDs
- Local history & genealogy
  - indexing and cataloging
- Formal learning support
  - restructure downstairs & scheduling plus possible TV courses
- Commons
  - Melony will follow up on this
- Referral to community resources & services
- Farming & job search support
  - meeting with farmers
- Basic literacy
  - literacy coaches

### 2. Mission Statement

We didn't have time to delve too deeply into this subject. We have a draft from Luisa, a draft from Al Vinck and Karen Malina, and a sample from another library. [NOTE: we subsequently received from Luisa another sample mission statement.]

For next time: We will all read this background and think about what the mission statement should contain.

### 3. Library Club

We briefly touched on this subject, which was brought up in passing at a previous meeting. This idea needs to be explored further.

### H. 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
- Use of grant money
- Library Club

### I. NEXT MEETING

Our next meeting will be November 7, from 2-4 P.M. on the main floor of the Library.

### J. ADJOURNMENT

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