

**CHATHAM PUBLIC LIBRARY ADVISORY COMMITTEE  
(CPLAC)**

**MEETING NOTES**

CHATHAM PUBLIC LIBRARY  
CHATHAM NY

DATE: October 3, 2017  
TIME: 1 PM – 3 PM

Lael Locke, Co-Chair \_\_X\_\_; Rosemary Vickery, Co-Chair \_\_X\_\_;  
Melissa Sarris \_\_X\_\_; John McGowan \_\_X\_\_; Joanne Gerstel \_\_X\_\_;  
Beth Hover \_\_\_\_; Winnie Legere \_\_X\_\_; Julie DeLisle, Library Director \_\_X\_\_;  
Mike Chudy, School District Designee \_\_;  
Rebecca Greer, Representative of Friends of Chatham Library: \_\_X\_\_;  
Others in attendance: \_\_\_\_\_

**A. CALL TO ORDER** Time: \_\_1:00 PM\_\_

**B. APPROVAL OF PRESENT AGENDA**

Agenda approved as written.

**C. APPROVAL OF MINUTES OF PREVIOUS MEETING**

Meeting Minutes approved as written.

**D. FRIENDS' REPORT**

Lael prefaced the report by explaining that Roe and she had discussed having a twice yearly membership/financial report from Rebecca. The report: In 2015 there were about 430 members. This year they sent out 340 renewal notices for which 105 had no reply. They resent reminders to this later group and so far have received about \$950 in contributions. Recent expenditures include \$588 for the Constant Contact information sharing software, \$89 for mailing costs, and \$7,500 for digitization of yearbooks.

Rebecca also reported:

- Jo Page's program was attended by 25 people and 7 books were sold.
- There will be no Authors & Artists program in October due to many other events in town.
- Francis Greenbuger will give a presentation on 11/4.

**E. PUBLIC COMMENT**

No members of the public were present.

**F. NEWS FROM BOE**

Winnie announced that two new members have been appointed to the board. They are Sarah Mellin and Tom Luzzi.

**G. COMMENTS FROM THE CHAIRS**

Lael announced that Julie's report will be in a new format as we move forward.

It will consist of 1) an update on Columbia County and MHLS activities, 2) Goals/Objectives update, and 3) highlights and new programs at the Chatham Library.

## **H. DIRECTOR'S REPORT**

Julie reported:

- the MHLS library directors will have a dinner meeting on October 27 in Hyde Park and CPLAC members can sign-up.
- there will also be a meeting of the Columbia County Library Association on December 7 at Winding Brook CC. We'll be getting an invitation.
- the programs for October were listed on sheets, which she handed out
- meeting space objective is covered under section J.

## **I. OLD BUSINESS**

### **I.1 Handicap Access Update**

John reported that Mike had told him that the school architect was currently looking into this issue. Right now, there is no automatic door opener for people who might need it.

## **J. NEW BUSINESS**

### **J.1 Strategic Plan**

We agreed that we need action items and a plan to proceed on the strategic plan goals. Julie said they have moved books and supplies out of the former teen room, but need someone from the school to take the bookcases down and move them elsewhere in the building. She has not been able to get that done. The goal is to make the room a general meeting space. **Julie will come up with a list of milestones/deliverables for progressing the strategic plan.** Discussion of this problem led us to the next topic.

### **J.2 School/Library Connection**

Julie has had some problems getting maintenance projects done and the most recent is the movement of bookshelves as noted above. She would like to see a dedicated maintenance person for the library. She noted that the library's interior has not been painted, although other school buildings have been. We discussed having an outside entity (paid by FOL) or volunteers help with projects, but this raises union, liability and other complications. We also talked about the need to request new personnel, especially with Fern retiring.

We recognize that these issues are budgetary and organizational. We'll be going over the budget in December, but we thought it would be good to bring Sal DeAngelo up to date on these issues. **Roe and Lael will invite the Superintendent to our November 7 meeting to discuss library needs and issues.** If Sal can't join us on that date, Roe and Lael will try to set up a meeting with him and Mike Chudy on another date.

### **J.3 Library Open House**

We discussed the idea of an Open House at the library. We decided it was too late for this year, but we'll revisit for 2018.

### **J.4 CPLAC Meeting Location**

Julie suggested that we move the CPLAC meeting date or location so that our meetings don't disturb library patrons. Moving the day didn't seem to gain much support, but we'll check into another location. **Winnie will check with Ann Flanagan about the availability of the Board Conference room at the MED School.**

**K. ITEMS FOR FUTURE AGENDA**

K.1 Budget Planning (December)

**ADJOURNMENT**                      **Time: \_\_2:10 PM\_\_**

**Next Meeting: November 7. 2017, 10 AM at Chatham Public Library**