

CHATHAM PUBLIC LIBRARY ADVISORY COMMITTEE (CPLAC)

MEETING NOTES

CHATHAM PUBLIC LIBRARY
CHATHAM NY

DATE: October 13, 2015
TIME: 10 AM – Noon

Muriel Faxon ____; Teri Conte ____; Lael Locke, Co-Chair __X__;
Karen Malina __X__; John McGowan, Co-Chair __X__; Al Vinck __X__;
Georgene Gardner __X__; Julie DeLisle, Library Director __X__;
Cheryl Nuciforo, Superintendent ____; Mike Chudy, School District Designee __X__;
Rebecca Greer, Representative of Friends of the Chatham Library (FOL) __X__;
Others in attendance: _Joanne Gerstel (FOL)_____

A. CALL TO ORDER Time: __10:05 AM__

B. APPROVAL OF PRESENT AGENDA

The agenda was approved as drafted.

C. APPROVAL OF MINUTES OF PREVIOUS MEETING

The minutes were approved as drafted.

D. FRIENDS' REPORT

Rebecca reported the following:

- The Schwarz event was attended by about 25 people.
- Rebecca will present a talk on her trip to Cuba on October 17.
- Donations to the Friends have doubled over the past year.
- All FOL supporters are on the library Constant Contact list.

Al suggested David Rubel as a possible future speaker.

Rebecca asked about the possibility of having programs during hours when the library is closed. Julie indicated that the FOL could pursue that option, but there has to be a CPLAC member present at the event.

E. PUBLIC COMMENT

No members of the public were present.

F. NEWS FROM BOE

Neither BOE member was present.

Mike Chudy said that the village's new sidewalk project in front of the middle school would begin soon. **Mike will keep Julie informed of potential disruptions for library operations.**

G. COMMENTS FROM THE CHAIRS

- John requested help in filling out a short survey from MHLS. This was completed and **John with forward the survey to the system.**
- John handed out enlarged (and more readable) copies of survey questions used by the RoeJan Library.
- John indicated that Joanne Gerstel and Ernie Reis would be attending CPLAC meetings as they wish. They cannot vote, but we unanimously agreed they could participate in the discussions.

Lael gave an update on some Strategic Planning items:

- The next meeting is on October 27 at 1 PM.
- Lael and Teri have compiled contact information for the focus group people we identified.
- MHLS has a program to explain how to reach non-users and **Julie ill follow-up on this. [DONE]**
- We briefly discussed surveys.

H. DIRECTOR'S REPORT

Julie reported on the following:

- We received a grant to fund a children's program at the local WIC site. The local site is at St. James in Chatham. Other county sites are in Valatie, Copake and Hudson and they will have programs from their local libraries.
- She raised the idea of having a coffee machine (like Keurig) for patrons. The customers must pay for the coffee, indicated Mike. Al and John requested that such a machine should include varieties of tea. **Julie will pursue and implement.** She is also thinking about a water fountain.
- Canaan branch has new furniture including shelving, rug and chair.
- She and Georgene attended a MHLS session on Programming.

I. OLD BUSINESS

I.1 Strategic Planning – Update

See above under section G.

Julie handed out library statistics in various charts, which compare our library with other local libraries. **John will e-mail an electronic copy to Muriel, Teri and Ernie. [DONE]**

J. NEW BUSINESS

J.1 Ceiling Peeling

John noted that the ceiling upstairs needs painting since it is peeling. He also passed along a suggestion he received during his recent meeting with the library staff that the repainting effort should include more creative colors geared to the purpose of the different rooms. Al also suggested that Victorian colors might be in order. Mike said the school architect is doing a building review now and that he'll be meeting with him this week. Al will also see the architect, Matt Monahan, on a non-school matter and will also mention out ideas.

J.2 A Vision For The Kiosk

Julie suggested that the kiosk (which is about 20 years old) should be replaced with benches and a sign/sign bulletin board along the path from the street to the library. We had a sort of muddled discussion of topics like:

- why replace the kiosk
- does anyone read the current kiosk
- the bench design does not complement the library design
- what information should we have on the sign/bulletin board
- can someone like Rich Kraham offer advice (pro bono)?

We decided to carry this topic over to next month, especially since we didn't have BOE input. Hopefully we can have a more focused discussion.

J.3 Spring Defensive Driving Class?

When we set up the Defensive Driving class we switched the location at the "11th hour" from Camhill to the middle school. The Columbia Paper rejected the press release about the event saying it was for a profit-making event. We agreed that the library needs a policy on this. **Julie will pursue the policy development in consultation with Teri.** We were also confused about the school use policy, since it seems that profit-making individuals or entities put on many Adult Education programs. AI will tell the provider to select a date for a spring session.

J.4 Programming Committee

We discussed the things that Georgene and Julie learned at the Programming meeting held by MHLS. Some of the ideas that came out of our subsequent discussion were:

- Get more people from the community.
- Have a day of "how-to" workshops.
- We might need a dedicated line in the budget.
- Seasonal programs should vary with conditions (demographic, weather, holidays, etc.)
- Each person on CPLAC could suggest and set-up a program.
- Karen will share the programs list from North Chatham.

We'll discuss this further at the next meeting.

J.5 Staff Recognition Event

We discussed the CPLAC Staff Recognition event that we'll be holding at 9 AM on October 29. Julie will give AI a final count on staff attending. Mike will open up the building to set up the space.

K. ITEMS FOR FUTURE AGENDA

John reviewed these pending topics. Item K.3 will move to the main agenda next month. For background on Item K.2, **John will contact Rebekkah at MHLS for sample performance evaluation standards. [DONE]**

K.1 Officer Term Limits

- K.2 Update Evaluation Standards
- K.3 Library Programming: Who & How

Motion by Lael, Second by Georgene:

ADJOURNMENT **Time: _12:05 PM___**

NOTE: **Bold type** in the body of the notes above is used to indicate “action items” for specified committee members.

Next Meeting: November 3, 2015, 10 AM - Noon, Chatham Public Library

Planning Workshop: October 27, 2015, 1 – 2:30 PM, Chatham Public Library