

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

MEETING NOTES

CHATHAM PUBLIC LIBRARY
CHATHAM NY

DATE: November 4, 2014
TIME: 10:00 AM – Noon

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

A. CALL TO ORDER Time: 10:10 AM

B. APPROVAL OF PRESENT AGENDA
The agenda was approved without change.

C. APPROVAL OF MINUTES OF PREVIOUS MEETING
John reported that Rebecca Greer had reported one correction to him. A previous library director, Ms. Sabin-Kildiss, had requested that the Friends of the Chatham Library purchase a trashcan for the front of the library. The request did not come from the school district. The notes were approved with that correction.

D. FRIENDS' REPORT
Since Rebecca was unable to attend our meeting, there was no report. We did learn that the author had mistaken the time for last week's Author and Artist event and did not appear. About 35 people, however, enjoyed the subsequent tour event.

E. PUBLIC COMMENT
No members of the public were present.

F. NEWS FROM BOE
The policies on Conflict Of Interest and on Allegations Of Fraud will go to second reading at the BOE meeting this evening.

G. COMMENTS FROM THE CHAIRS
• John reminded the committee that the CPLAC meetings are open meetings and that members should refrain from any comments of a negative nature regarding any persons or groups. He stated that this was just one of his yearly reminders and not inspired by any actions on anyone's part.

- Karen alerted us that the discussion on consolidation would begin again at tonight's BOE meeting. She stated that CPLAC would need to put forth a request for some space if a decision is made to close the middle school. This is related to our need to devise a 5-year plan, which we would expect to tackle once Julie has had about a year to assess needs and so forth. **In connection with this subject, John requested that Mike help to set up a "walk-through" for Julie and Teri to the middle school rooms we had previously talked about for potential expansion of the public library. John would like to be included in this tour.**

H. DIRECTOR'S REPORT

The main discussion revolved around figures from MHLS that show the Chatham Library has a higher than average percentage of books that have not been checked out in the past three years and has a greater than average ratio of books borrowed (inter-library loan) from other libraries to books loaned to other libraries. This comparison covers all the libraries under the MHLS umbrella. These numbers are one way to gauge local customers interests and begin to customize our book collection.

The trashcan is back in place near the front of the library.

I. OLD BUSINESS

I.1 Review Of Projects From Brainstorm

Teri reported on several of the possible projects we had discussed and on which she had done follow-up.

- Students are available to move old books over to the Payn Home for community service credit. **Julie will coordinate this project by contacting Dawn Elbert, Community Service Club Advisor at CHS.**
- Using school students to help older adults master basic computer skills is another project that seems to have merit. **Julie, Teri and Mike will work together to come up with a more detailed proposal for our discussion.**
- A project to give support to a literary magazine project at the high school was also discussed. **Teri, Lael and Mike will follow-up on this idea.**
- Mentoring and an inter-generational book club were also the subject of some discussion.

Al talked briefly about an AARP sponsored defensive driving course to be publicized by the library. **Al will get more program details and Mike will check out logistics for us.**

We felt that the library should provide recognition to any students who volunteer to help with any of our projects. In general, we should boost the connection of the library and the school district by having receptions, programs, etc. based on what the students are accomplishing.

I.2 Internet Policy Discussion

We folded this discussion into the general policy discussion below under item J.!

J. NEW BUSINESS

J.1 Other Policies Needing Review/Update

Teri led us through what she is doing, in conjunction with Julie, on policies. MHLS has provided us with a list of policies that all libraries should have. In our case, many of the policies, which cover the library, are actually contained in the policy manual of the school district. Teri provided printouts of a first set of these school district policies so that MHLS can be assured that the library has policies in these areas (e.g. personnel). Teri will continue to work through the list of required policies. CPLAC will get involved when policies that impact only the library need to be established or revised. There are many library policies that need updating, Teri stated. Here is the basic process we'll follow as we move through the policies:

- Teri and Julie will decide what policy to review and update. NOTE: first up will be technology and computer use.
- They will let the other CPLAC members know when they will be meeting to review/revise the policy so that any interested member can join the session.
- A draft arising from the review/revise meeting will be discussed at a regular CPLAC meeting. The Chairs will place the policy on the agenda and Teri will send an electronic copy of the draft to the members before the meeting.
- After CPLAC approves a final version of a policy, Teri will bring it to the BOE Policy Committee.

Al made a request that **Julie look into the need for policies to cover controversial issues.**

K. ITEMS FOR FUTURE AGENDA

- K.1 Five-Year Plan/ Strategic Planning
- K.2 Collection Development

ADJOURNMENT **Time: _11:45 AM_____**

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

Next Meeting: November 25, 2014, 10:00 AM - Noon, Chatham Public Library [NOTE: This late November meeting takes the place of the usual December meeting.]