

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

**COMMITTEE MEETING NOTES**

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

DATE: November 7, 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: \_ 2:05 P.M.

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

Minutes our last meeting were approved as drafted.

**C. PUBLIC COMMENT**

No members of the public were present.

**D. DIRECTOR'S REPORT**

Director Luisa Sabin-Kildiss covered two topics in her report to the committee as summarized below:

- The network wiring project is gaining momentum. Fairpoint should be installing the external wire in about ten days. Then the contractor will set up the internal network. The cost will be \$3,600.

- Luisa showed a PowerPoint presentation on Express Lane, which is a patron self-checkout system which works with the Millennium library system we currently use. The start-up cost is \$4,800 and yearly maintenance is \$350. The committee was impressed with the features of the product and approved acquiring Express Lane.

For next time: Grant money should be able to cover the cost of Express Lane. We'll discuss this issue at the next meeting.

**E. FRIENDS' REPRESENTATIVE REPORT**

Ben Clark provided a written report for us. Of particular note, is the effort of the Friends to get new general members and members of the board.

For next time: We agreed to put this item on our December agenda so we can brainstorm ideas.

**F. OLD BUSINESS**

1. Personnel Plan

Luisa will be developing a personnel plan to augment the Long Range Plan for the libraries.

Superintendent Cheryl Nucifero answered some questions the committee had about this type of plan.

## 2. Mission Statement

This item will be carried over to the December meeting.

For next time: We will all read the background we received in October and think about what the mission statement should contain.

## 3. Long Term Plan Of Service

We did not have adequate time to discuss the plan, so we'll discuss it at the December meeting.

For next time: All committee members should review the draft plan and come prepared with comments in December.

## 4. Computer Use Policy

We need to remove some procedural elements from this policy before we can approve it.

For next time: Luisa will revise the draft.

## 5. Internet Use Policy

Acting on a motion by Nancy Hammell and seconded by Elizabeth Powers the committee approved this policy draft with a minor correction. Gail will bring it to the BOE Policy Committee.

## 6. Friends Policy

Acting on a motion by Karen Malina and seconded by Elizabeth Powers the committee approved this policy draft with minor corrections. Gail will bring it to the BOE Policy Committee.

## 7. Inclement Weather Policy

Acting on a motion by Al Vinck and seconded by Karen Malina the committee approved this policy draft with minor corrections. Gail will bring it to the BOE Policy Committee.

## G. NEW BUSINESS

### 1. Use Of Grant Monies

We did not have time to discuss this issue.

For next time: Luisa will make a presentation on use of the grants.

### 2. Pamphlet For Use Of Library By Minors

Luisa showed some text that she proposes to use in a pamphlet to inform parents about rules for minors using the library.

For next time: We'll discuss this idea in greater detail.

## 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.)
- work plan for historical collection
- Canaan Library overhaul proposal
- Library Club

**I. NEXT MEETING**

Our next meeting will be December 5, from 2-4 P.M. in the Superintendent's Conference Room at MED.

**J. Announcement**

Chairperson Melony Spock announced that Karen Bechdol is leaving the CPLAC as of this meeting. We all thanked Karen for her very valuable contributions to our discussions and work and we wished her well.

**K. ADJOURNMENT**

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