

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

**MEETING NOTES**

CHATHAM PUBLIC LIBRARY  
CHATHAM NY

DATE: November 25, 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 ;  
Rebecca Greer, Representative of Friends of the Chatham Library ;  
Others in attendance: \_\_\_\_\_

**A. CALL TO ORDER**                      Time: 10:05 AM

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

**C. APPROVAL OF MINUTES OF PREVIOUS MEETING**  
The minutes were approved without change.

**D. FRIENDS' REPORT**  
Rebecca outlined upcoming programs in the Authors & Artists Series. They are still trying to reschedule the author of the beer brewing book who failed to show up for his program. Fortunately, the 35 attendees were able to take the brewery tour at Chatham Brewing.  
Hugh Howard is tentatively scheduled for January 10 to talk about his book on Civil war houses. They are also trying to firm up appearances by Peter Biskind and V. Klinkenburg in February and March.  
Karen and Julie suggested a Mah Jongg event.

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

**F. NEWS FROM BOE**  
We heard that the consolidation project will be subject to further study by the BOE, so we'll relax our efforts in speculating about expanding the library space.

**G. COMMENTS FROM THE CHAIRS**  
Karen raised the issue of the "book weeding process" which is used to take outdated and/or rarely checked-out books out of the collection. This was based on a discussion she had with Julie and John at the monthly agenda meeting. The current process requires the BOE approval of the list to discard materials at their

monthly meeting. The idea is to shorten or streamline this process which would help with problems with storage of the books to be discarded. Although it seems clear that the BOE must approve the discarding of materials (purchased with taxpayer money), **Teri will bring this issue back to the BOE Policy Committee for discussion.**

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

Julie reported on the following:

- A grant has been received from the Alumni Association for the 1,000 Books By Five program.
- The memoir writers group would like to do a reading.
- A part-time clerk has been hired and will work Monday and Wednesdays 5-8 PM.

## **I. OLD BUSINESS**

### I.1 Update On Projects Discussed Last Meeting

We reviewed progress on the projects we had discussed:

- Students moving books to Payn Home – this project will not move forward based on input from the Superintendent
- Students help older patrons with computer skills – this will move forward, hopefully with about 6 students. **Julie will report progress.**
- Literary magazine support – this will be carried over. **Teri, Lael and Mike will follow-up on this idea.**
- Mentoring and book club – we won't proceed on these.
- Daytime defensive driving class through AARP – we'll proceed with this for sometime in the Spring. **Al will get more program details.**

### I.2 Update On Policy Review

Teri reported that the Conflict Of Interest Policy and the Whistleblower Policy received final approval.

## **J. NEW BUSINESS**

### J.1 Weeding

We discussed this above under Section G.

### J.2 Remote Meeting Attendance

We talked about attendance at meetings by phone when members are away and how it relates to the Open Meetings Law. Teri gave us some updated information on compliance with the law, which she picked up at a recent training session.

We decided to add the subject "Reconfigure Our Current Space" to the list for future agendas.

## **K. ITEMS FOR FUTURE AGENDA**

- K.1 Five-Year Plan/ Strategic Planning
- K.2 Collection Development
- K.3 Reconfigure Our Current Space

**ADJOURNMENT**                      **Time: \_11:15 AM\_\_\_\_\_**

Motion by Muriel, Second by Teri

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

**Next Meeting: January 6, 2015, 10:00 AM - Noon, Chatham Public Library**