

CHATHAM PUBLIC LIBRARY
Chatham Public Library Advisory Committee (CPLAC)

COMMITTEE MEETING NOTES

BOE Conference Room – MED School
CHATHAM, NY

DATE: December 5, 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 _____ School Designee _____
Luisa Sabin-Kildiss, Library Director

A. CALL TO ORDER Time: _ 3:00 P.M.

B. NEW OFFICERS

Melony Spock is giving up the Chairperson position, although she will continue to serve on the CPLAC. New officers for the committee were named: Chairperson, John McGowan; Vice-Chairperson, Karen Malina; and Secretary, Elizabeth Powers. John and Karen indicated that in practice they would operate as co-chairs. The officers will assume their duties in January.

C. APPROVAL OF MINUTES FROM PREVIOUS MEETING

Minutes our last meeting were approved as drafted.

D. PUBLIC COMMENT

No members of the public were present.

E. DIRECTOR'S REPORT

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

- We heard a description of the proposed use of unspent grant money which the library has available.

Chatham 2010:

The games for the proposed Xbox and Wii game systems were not purchased due to constantly changing prices and the need to get bids to purchase through the school. We decided that Luisa would purchase the game consoles through the school and solicit the Friends of the Library to purchase the games, if they would. Ben Clark indicated that this might be possible and Luisa will pursue the issue.

Canaan 2010:

The grant funds should be used to support another summer program and to buy books (including craft books for adults).

Chatham 2011:

Funds will be used to replace outdated health books.

Chatham bequest:

The majority of this money will be used for the wiring and telephone project.

- The network wiring project is continues on course. Fairpoint should be installing the external telephone lines. This phase was delayed by a misunderstanding of our needs by Fairpoint. Then the contractor will set up the internal network. We expect all the work to be done by Christmas or just after. This project will allow increased efficiency, a separate network for the library and Wi-Fi availability.

F. FRIENDS' REPRESENTATIVE REPORT

Ben Clark reported that there wasn't a Friends meeting in December, so there was little to report. Several members provided a name of someone they thought would be good on the Friends board and Ben will follow up on that.

We noted that Teresa Barendfeld recently lost her father and the committee decided to make an appropriate gesture in sympathy.

G. OLD BUSINESS

1. Computer Use Policy

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

Luisa noted that the library has four Nook e-book readers, which we can loan out. We will need a policy on loaning electronic book readers.

H. NEW BUSINESS

1. Mission Statement

Acting on a motion by John McGowan and seconded by Al Vinck the committee approved the mission statement drafted by Al and Karen with several changes. John will send the revised text to Luisa for inclusion in the Long Term Plan of Service.

2. Long Term Plan of Service

We reviewed Luisa's draft and made several minor changes.

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

3. Work Plan For Historical Collection

Luisa presented her work plan for preserving the historical collection. She has spoken to an expert from the State Archives and has purchased archival boxes. The plan calls for project completion within one year, but we realize this may be too ambitious a time frame.

For next time: Luisa will give an update on progress.

I. ITEMS FOR FUTURE AGENDA

- develop vision statement
- policies from Director list (incl. FOIL, volunteer, etc.)
- personnel plan
- minor's use pamphlet
- Canaan Library overhaul proposal

- Library Club

J. NEXT MEETING

We reached consensus that, starting in January, our regular monthly meetings will be held from 10 A.M. to Noon on the first Monday of each month (unless that day is a holiday, in which case we'll meet on the second Monday).

Consequently, our next meeting will be January 9, from 10 A.M. - Noon in the Chatham Library (Main Room).

K. ADJOURNMENT

Time:___ 4:00 P.M._____