

CHATHAM PUBLIC LIBRARY  
Public Library Advisory Committee (CPLAC)  
COMMITTEE MEETING MINUTES

Meeting Date: April 2, 2012  
Time: 10:30 AM – 12:00 PM  
Location: MED Conference Room

In Attendance:

**Library Director:** Luisa Sabin-Kildiss

**CPLAC Members:** John McGowan, Co-Chair, Karen Malina, Co-Chair, Melony Spock, Nancy Hammell, Al Vinck, Cheryl Nuciforo

**Representatives of Friends of the Library:** Ben Clark

Executive Session: 10:00 to 10:30am

**A. CALL TO ORDER**

- Time: Meeting was called to order at 10:33 am by John McGowan.

**B. APPROVAL OF PRESENT AGENDA**

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

- Minutes for the last meeting were delayed due to technology problems. Minutes from the last meeting will be sent to The Friends of the Library by John McGowan.
- We also need to include that Teresa and Luisa will plan to work on regulations resulting from the Friends Policy.

**D. FRIEND'S REPORT**

- Attached report submitted by Ben Clark. Ben discussed summer programming and membership drive.

**E. COMMENTS FROM THE CHAIRS**

- *Party for Friends and CPLAC*- Karen said that she will be coordinating with Teresa Barenfeld. Al volunteered his home. Spouses are invited, but no children. Nancy will not be available till after May 20<sup>th</sup>. We will aim for a week night in May. We will invite Canaan friends as well.

- *Meeting with MrNygeres, Director of Mid Hudson Library System-* It was made clear by Co-chairs that separation from the school district might be the ultimate destination, but we do not plan on doing that in the near future. Mr. Nygeres was impressed with all of our hard work in the past year.
- *Bylaws-*A corrected copy of the Bylaws were sent out and renumbered due to an error.

## **F. DIRECTOR'S REPORT**

- *Consultant update-* Five sessions are scheduled with Jillian Thorpe. First presentation took place and dealt with changes staff are going through in the library. New policies that they have to work with were discussed and how to implement them. The next session in April will deal with team building.
- *Computer Separation Update-*Gilles has been working on the router and the server wiring from the outside contractor has been done.

## **G. OLD BUSINESS**

### **G.1 Budget-**

- We discussed lines in the Budget that Luisa does not control like school technology support. Cheryl explained to us how this works.
- We also discussed what happens to the budget when an unexpected expense comes up. Cheryl explained that unexpected expenses are charged to the building they came up in. If an expense is deducted from a budget line the Library Director should communicate with the school Business Office to see how to best apply it so that funds remain for needed future expenses. The insurance deduction for the Tiffany window is not an annual deduction, it is per incidence. The window was insured under the umbrella of the school. Friends are fundraising for repair of the window. We need to protect the Tiffany window, Al will give Luisa a contact of the LTC Society that could advise us about protection of window and possibly have funding.

### **G.2 Cross-walk update**

- Melony will ask Elizabeth if she has looked into the cross-walkwith the village. If not Melony will take care of that.

### **G.3 Friend's regulation update-**

- Luisa met with Theresa and developed a letter of understanding. Luisa shared a first draft. Friends will procedurize "output". By doing this the

director should know what is coming each month. Luisa will email the draft letter of understanding to Melony and she will send it out with minutes for CPLACS comments.

## H. NEW BUSINESS<sup>2</sup>

### H.1 *Press inquiries and public relations Policy-*

- We will talk about how we want to communicate or answer inquiries. We would hope there would be guidance from Library Director or Superintendent on how to respond. We will carry over this conversation and make comments at the next CPLAC meeting.

### H.2 *Disaster Policy*<sup>2</sup>-

- After looking into this it is an Emergency plan they are looking for to protect patrons and staff in case of an Emergency. The School District has an Emergency Plan that is confidential. The school works with a safety officer at quarter that helps formulate a plan. The safety officer is going to pull out sections of the safety plan that are pertinent to the library. An appointment with the safety officer and Luisa needs to be set up to develop a plan or inform Luisa of the plans so that she can carry them out.

## ACTION ITEMS:

- March Meeting Minutes Emailed to the Friends of the Library-John
- L. C. Tiffany Information emailed to Luisa-Al
- Friends Letter of Understanding Emailed to Melony-Luisa
- Coordination of CPLAC & Friends Party-Karen
- Check with Elizabeth on Crosswalk information-Melony