

Minutes of the
CHATHAM PUBLIC LIBRARY
Public Library Advisory Committee (CPLAC)
Held at the
CHATHAM PUBLIC LIBRARY, CHATHAM, NY
October 1, 2012 at 1:00 PM

In attendance: Muriel Faxon, Gail Day, Nancy Hammell, John McGowan, Co-Chair, Karen Malina--Co-Chair, Al Vinck, Elizabeth Powers, Berndadette Brusco--Friends Rep, Hanna Bachrach Library Director, Mike Chudy, CCSD Business Administrator.

OPENING REMARKS:

Meeting was called to order at 1:01PM by Chairman McGowan. Minutes of the September meeting were approved.

FRIENDS REPORT:

B Brusco spoke about the grant the Friends have applied for from the Ellsworth Kelly Foundation for 30k. The term is 3-5 years and it is unspecified general money to be used as the library sees fit; excluding capital projects. Also a \$1500 Council of the Arts grant. Both would go to the Friends who would consult with the Library Director to manage.

The Friends made a \$100 donation in memory of Ben Clark to Whiskers, a cat rescue organization. The Friends also will match CPLAC's \$70 donation to purchase books in Ben's memory for the Library.

N Hammell suggested a upcoming event with local author/illustrator Jackie Rogers who will be illustrating the new "Beezus and Ramona" books by Beverly Cleary.

PUBLIC COMMENT:

None

COMMENTS FROM THE CHAIR:

Chairman McGowan clarified that Gail Day reports CPLAC activity to the School Board.

K Malina brought up the issue of cleaning the library and wanted to be sure the library was receiving adequate janitorial hours to keep up with the needs of the library. M Chudy will look into this and will report back at next meeting.

J McGowan suggested CPLAC to work with Director Bachrach to revamp the 5-year plan and develop a bold vision statement and move the library forward.

J McGowan gave praise for all who worked to put together the welcome reception for Hannah Bachrach.

DIRECTOR's REPORT:

Director Bachrach handed out a newsletter for input which CPLAC member will provide feedback.

M Bachrach is working to get the library in order; including cleaning and discarding of old equipment, weeding the collection of books and audio books. Canaan library has a rodent problem that she will work with the Town of Canaan to resolve.

There will be a staff position opening up for a 5 hour Saturday shift. H Bachrach will post and the applicant must take the Columbia County Civil Service exam to be considered.

H Bachrach attend the Chatham Middle School open house to introduce herself to the community and also encourage students to sign-up for library cards. She was able to speak with many parents and answer questions about the library and its services.

H Bachrach has reviewed all of the final library policies that are on file to check for any contradictions or inaccuracies. A discussion ensued regarding circulation policy. A Vinck suggested an up to date policy book be available during meetings for quick reference.

Director Bachrach proposed a slight change in library hours for Thanksgiving eve and Christmas eve. Discussion ensued and H Bachrach will make the decision as she sees fit.

Outlined upcoming children's events through the end of the year.

NEW BUSINESS:

1. J McGowan discussed submissions for "library briefs" in the events section of local newspapers to highlight and promote upcoming events.

2. CPLAC reviewed the Chatham Public Library News Media and Public Relations Policy adopted by the school board on September 18, 2012. It reads as follows:

"The Chatham Public Library Advisory Committee (CPLAC) makes recommendations to the Chatham Board of Education on library matters. All of the committee meetings are open to the public and the opinions of members of the public are always welcome. Inquiries from the news media are also welcome. This document will serve as a standard for members of the CPLAC in dealing with these relationships.

The CPLAC bylaws state that no committee member shall act or speak on behalf of the CPLAC, on any matter, without prior approval of the committee. The CPLAC Chairpersons and/or Vice Chairperson will be designated as spokespersons for the committee when the CPLAC is making a statement on an issue. The Chairperson and/or the Vice Chairperson are also designated as the CPLAC member who will respond to press inquiries.

No member of the CPLAC will speak individually for, or in the name of, CPLAC unless

by explicit direction of the CPLAC. This prohibition extends to written and oral communication and to all forms of social media (e.g. Facebook, Twitter, etc.) All members of the CPLAC are urged, however, to engage with the public in the promotion of the library and its programs as involved citizens. If a CPLAC member, maintains his/her own media, on-line or social networking presence, the member must ensure it is clear that the postings do not represent the Library or CPLAC.

The Library Director is designated as the official spokesperson for the Public Library. The Superintendent is designated as the official spokesperson for the School District."

3. Remote Meeting Attendance

CPLAC discussed the possibility for remote participation in CPLAC meetings. There are nuances of the Open Meeting law that must be clarified before CPLAC can make a decision on the issue. The school attorney will be consulted to help guide CPLAC. Costs associated with phone conferencing and video conferencing will also be taken into consideration.

4. Priority of future discussion items:

J McGowan as members to brainstorm about the items CPLAC would like the director to address in the 5-year plan; volunteer policy; customer service policy, etc.

Next meeting will be Monday, November 5, 2012 at 1:00 PM in the Chatham Public Library

Meeting adjourned at 3:00 PM

Submitted by E. Powers