

**Minutes of the
CHATHAM PUBLIC LIBRARY
Public Library Advisory Committee (CPLAC)
Held at the
Superintendent's Conference Room - MED
November 5, 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, Hanna Bachrach Library Director, Mike Chudy, CCSD Business Administrator.

OPENING REMARKS:

Meeting was called to order at 1:06PM by Chairman McGowan. Minutes of the October meeting were approved as well as present agenda.

FRIENDS REPORT:

B Brusco absent.

PUBLIC COMMENT:

None

COMMENTS FROM THE CHAIR:

Chairman McGowan read a thank you note from Wendy Fuller who served as interim director of the Library. She wrote a note of appreciation for the opportunity to serve in that capacity as the search was conducted for the current director.

- 1.) J McGowan will work with H Bachrach and K Malina to find a spot in the Library to house CPLAC documents
- 2.) Discussed members of CPLAC to attend Library functions on a voluntary basis
- 3.) Discussed deadlines for the budget, which is due in February and will be presented to the School Board in March. M Chudy to prepare for discussion in December.
- 4.) Annual Report; H Bachrach to begin prepping for APLC input in December and submit to the School Board in January.
- 5.) Officer terms: Motion to change terms of CPLAC officers to coincide with July 1 to June 30. Motion by M Faxon; seconded by N Hammell; all in favor

DIRECTOR'S REPORT:

Director Bachrach outlined her proposal for holiday hours;

Motion by M Faxon to approve new hours as proposed; seconded by N Hammell; all in favor

Discussed booksales at Library event. Need clarification of law. M Chudy to investigate.

OLD BUSINESS:

1. H Bachrach contacted Canaan Town Supervisor; Canaan Branch has been thoroughly cleaned; Canaan not willing to hire a pest company.

2. H Bachrach and M Chudy met to go over maintenance. Things going well and they are satisfied with the changes.

3. Remote meeting. M Chudy consulted. Public notice required in local paper and public must be allowed to attend. These are the requirements just to listen or participate. A Vinck is willing to post notice and will call into meeting to listen for December - January.

NEW BUSINESS:

1. Kiosk/Display Case Policy

Outside currently only for Library use; two bulletins inside the Library for public use; two display cases inside Library - one for Library use and one for public.

G Day discussed policy process. Customer Service, Volunteer, and Kiosk policies all needing to be written

2. Library Use Brochure

Discussion ensued

EXECUTIVE SESSION called at 2:56p.m.

Next meeting will be Monday, November 3, 2012 at 1:00 PM in the Chatham Public Library

Meeting adjourned at 3:05 PM

Submitted by E. Powers