

**Minutes of the
CHATHAM PUBLIC LIBRARY
Public Library Advisory Committee (CPLAC)
Held at the Chatham Public Library
December 3, 2012 at 1:00 PM**

In attendance: Gail Day, Nancy Hammell, John McGowan, Co-Chair, Elizabeth Powers, Hanna Bachrach Library Director, Mike Chudy, CCSD Business Administrator, Al Vinck via telephone; Bernadette Brusco. Members Absent: Kren Malina and Muriel Faxon

OPENING REMARKS:

Meeting was called to order at 1:01PM by Chairman McGowan. Minutes of the November meeting were approved as well as present agenda.

FRIENDS REPORT:

B Brusco outlined upcoming events, including an event with local illustrator Jackie Rodgers. Friends' T-shirts have been designed and will be for sale. Reported that the annual report is in development and annual meeting will take place this month and officers will be elected.

PUBLIC COMMENT:

None

COMMENTS FROM THE CHAIR:

Chairman McGowan reported that he and K Malina will meet with Superintendent Cheryl Nuciforo to discuss evaluation structure and CPLAC member process. J McGowan distributed 2013 meeting dates for CPLAC. Meeting times will change to 10:30-12:30p.m. until further notice.

DIRECTOR'S REPORT:

Director Bachrach updated CPLAC member on hiring process for the part-time position at the Library and clarified snow days and emergency closing policies. Director Bachrach discussed sales of books at the library by the bookstore. B Brusco suggested there be one unified policy for governing sales at library events. H Bachrach outlined the annual report process she will undertake. It was reported that the self-checkout station will cost an additional \$88.62 than originally thought.

Feedback was given from recent Library events regarding content and attendance and upcoming events were outlined.

OLD BUSINESS: None

NEW BUSINESS:

1.M Chudy outlined budget process and distributed a draft budget sheet for 2013-14. discussion ensued.

2. G.Day reported on volunteer policy and Library use policy.

FUTURE AGENDA ITEMS:

Mission Statement

Personnel Plan

Canaan Library Overhaul

Library Club

Meeting adjourned at 2:58 p.m. Next meeting to be held at 10:30 a.m. on January 14, 2013 at the Chatham Public Library.

Submitted by E. Powers