

CHATHAM PUBLIC LIBRARY ADVISORY COMMITTEE (CPLAC)

MEETING NOTES

CHATHAM PUBLIC LIBRARY
CHATHAM NY

DATE: January 6, 2014
TIME: 2:00 – 4:00 PM

Muriel Faxon __X__ ; Gail Day __X__ ; Lael Locke __X__ ; Al Vinck __X__ ;
Karen Malina, Co-Chair __X__ ; John McGowan, Co-Chair __X__ ;
Georgene Gardner __X__ ; Hanna Bachrach, Library Director ____ ;
Cheryl Nuciforo, Superintendent ____ ; Mike Chudy, School District Designee X__ ;
Rebecca Greer, Representative of Friends of the Chatham Library __X__ ;
Brooke Dittmar, Interim Library Director __X__ .
Others in attendance: _____

A. CALL TO ORDER Time: __2:08__

B. APPROVAL OF PRESENT AGENDA

The agenda was approved.

C. APPROVAL OF MINUTES OF PREVIOUS MEETING

The minutes were approved with the following addition under section I.2:
We reviewed a report on the volunteer program submitted by Georgene. This report covered efforts by Georgene and Brooke to discuss activities for which volunteers might be used. These might include tutoring, presentations for the public, etc.

D. FRIENDS' REPORT

- Rebecca reviewed the upcoming series of author presentations sponsored by the FOL including the one on January 11 by Jon Katz. Spotty Dog of Hudson will handle book sales at the events.
- She is also working to increase the museum pass program. We need to publicize this availability.
- We had a discussion on the project to conserve and digitize the historical collection of the library (the so-called Archive Project). Rebecca has had conversations with Rich Kraham on what has been done in the past, including work with Hudson River Valley Heritage, which makes historical collections of libraries available on the web. We decided it was premature to apply for grants now since we are unclear on the goals we're trying to achieve. This project has not been given a high priority by previous library directors. The consensus of CPLAC members was that we should have Brooke take a fresh look at what we want from the project and where we should go from here. She will then report back to us so we can approve the project scope and direction. **Brooke will have**

discussions with Gail and Rebecca in preparation for coming up with a plan.

- Newer CPLAC members asked about how the relationship between the library, CPLAC and the Friends works. **John will send copies of the policy and regulation covering this to all.**
- The Friends have a couple of new officers. **Rebecca will send the new list of members of the FOL Board to John [DONE] and he will send to CPLAC members.**
- Rebecca repeated a request for us to suggest people to join the FOL Board.
- We also talked about the volunteer program (see Section I.1 below).

E. PUBLIC COMMENT

No members of the public were present.

F. NEWS FROM BOE

Gail indicated that the BOE has no problem with the display policy, but they indicated that by law we might not be able to restrict what a member/group of the public wants to post. The library director will decide what can be displayed. We thought it would not be wise to post for profit making entities. **Brooke will write regulations for this policy. Gail will proceed with the BOE approval process for the policy.**

G. COMMENTS FROM THE CHAIRS

- John mentioned that recently there have been news articles about local libraries receiving Star Awards from the Library Journal. Brooke had uncovered an article explaining the program and she will look for more information. We want to see if we are eligible to get some stars!
- Karen explained an idea she has about having a “get ready for school” type program at the library. It would utilize volunteers, perhaps current or retired teachers, to work with kids about to go into Kindergarten or the first two grades and their parents. **Karen will meet with Kristen Reno to see what programs are available now for this population. She will also write down her proposal with more detail.**

H. DIRECTOR’S REPORT

Here are the highlights of Brooke’s report:

- HRBT grant report for 2012 submitted.
- Donor plaques have arrived. Brooke will decide where the general plaque will go and the Cummings donation sign will go at the entrance to the teen room.
- The discard book list ready to go to Ann Flanagan.
- Ready to start downloading books on the Nooks.
- Need easier access to kiosk in front of library. **Brooke will contact Mr. Nieto about this as well as other building problems, such as water leaking in the front steps.** We also discussed the possibility of having a changeable sign in front of the library, like the one at the end of the road to MED/HS. **Brooke will**

look into cost of a sign for the library and Mike will see if we could use the school sign for special programs.

- She will soon start interviewing for a vacant position.
- Met with Mike and Giles on IT needs. Brooke will keep tabs on progress.

I. OLD BUSINESS

I.1 Volunteer Program Development

Georgene briefed us on the nascent volunteer program. We talked about a possible reading event around the book *Dirty Life*, which might tie in with the farm film festival in March. We also talked about a volunteer meeting, also in March. This would allow us to gauge interest of the community in helping and we could float the idea of book groups and other ideas. Book groups are a hit and miss proposition and “community reads” can’t always be sustained. **Georgene and Brooke will meet and discuss.**

I.2 Display Policy

See above in Section F.

I.3 Library Expansion

We’ll continue to plan for our proposal to use space in the middle school. We also need to schedule a “retreat” or work session to work on our proposal.

Brooke will get the reaction of the library staff to the chart of options that John prepared.

J. NEW BUSINESS

J.1 Plaques

See note above in Section H.

J.2 Future Topic Review

As an adjunct to the library expansion planning, we agreed that visioning and future (5 year?) plan preparation is something we should address. As a first step John suggested we request some help on getting started from Mid-Hudson.

Brooke will contact Rebekkah Aldrich to see what help they can provide and, if possible have her attend our February meeting.

K. ITEMS FOR FUTURE AGENDA

- K.1 Develop Vision Statement
- K.2 Personnel Plan
- K.3 Library Club
- K.4 Five-Year Plan
- K.5 Historical Collection
- K.6 Nook Program
- K.7 Summer Program – Canaan

ADJOURNMENT **Time: _3:55_____**

NOTE: **Bold type** in the body of the notes above is used to indicate “action items” for specified committee members.

Next Meeting: February 3, 2014, 2-4 PM, Chatham Public Library