

**CHATHAM PUBLIC LIBRARY ADVISORY COMMITTEE  
(CPLAC)**

**MEETING NOTES**

CHATHAM PUBLIC LIBRARY  
CHATHAM NY

DATE: February 3, 2014  
TIME: 2:00 – 4:00 PM

Muriel Faxon \_\_X\_\_ ; Gail Day \_\_X\_\_ ; Lael Locke \_\_\_\_ ; Al Vinck \_\_\_\_ ;  
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\_\_ ;  
Representative of Friends of the Chatham Library \_\_X\_\_ ;  
Brooke Dittmar, Interim Library Director \_\_X\_\_ .  
Others in attendance: \_\_\_\_\_

**A. CALL TO ORDER**                      Time: \_\_2:10 PM\_\_

**B. APPROVAL OF PRESENT AGENDA**

The agenda was approved.

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

The minutes were approved.

**D. FRIENDS' REPORT**

Rebecca Greer, president of the FOL, gave a report. Here are the highlights:

- expects a large crowd on February 8 for Will Swift talking about his book on the Nixons.
- Tom Callahan, Jr. will speak in April (date not yet set) about tracing his ancestry.
- awaiting grant from Greene County Arts group used for summer reading program. Last year FOL spent \$6,000 on that program. Other grants are still pending from Bank of Greene County and Stewarts. A grant was received from Evelyn Bordawick.
- **Rebecca will send a contact list of the FOL board members to John.**

**[DONE]**

We talked briefly about evaluation of the summer reading program. What are the strengths and improvement opportunities? **Brooke will discuss this with Becky Klein and report back to us.**

**E. PUBLIC COMMENT**

No members of the public were present.

**F. NEWS FROM BOE**

Gail announced that the display policy has had a reading at the last BOE meeting. The process continues.

The consolidation project seems to be on hold while the BOE formulates a new construction proposal to present to the voters. We will continue to develop our expansion proposal in line with developing our 5-year plan.

### **G. COMMENTS FROM THE CHAIRS**

- Karen reported meeting with the elementary school principal, Kristen Reno, on Karen's proposal to have a program at the library for young kids before they enter school. Discussions will continue.
- We discussed a sign, for special events, outside the library. It is not feasible to use the school district sign at the entrance to the high/elementary school driveway. We have a small sandwich board sign, but the consensus was we should have something bigger. **Brooke and Mike will investigate possibilities.**

### **H. DIRECTOR'S REPORT**

Brooke presented her report. Here are the highlights:

- February 26 is Library Advocacy Day at the legislature in Albany.
- professional development for staff is progressing through the use of Lynda.com which provides videos and courses.
- the Annual Report will be completed this week and presented at the 2/11 BOE meeting. It is due to mid-Hudson by 2/19. As soon as possible, Brooke will forward the report electronically to CPLAC members. **CPLAC members will send any comments or corrections to Brooke by 2/7.** On a motion by Karen and second by Muriel, we unanimously approved forwarding the report to the BOE barring major objections.
- the volunteer meeting is all set for 2/15 at 11:30 AM. Georgene indicated that she and Lael would facilitate the meeting. Press release and posters are going out.
- Brooke and Gail met on the archive project. Gail raised the possibility of housing archives from other local groups at the library when/if we get more space. In the meantime we'll continue to develop a plan for our historical material.
- At the recommendation of Giles we plan to add technology funds to the budget to replace outdated PCs on a regular basis.
- the donors plaque will soon be mounted in the reading room.
- there will be a new group forming on contemporary art books and a new Mah Jongg group.
- stained glass protection is due to be installed this week.

### **I. OLD BUSINESS**

#### I.1 Volunteer Program Update

See note above under Section H.

#### I.2 Library Expansion – Staff Reaction

John distributed an updated version of the chart depicting current and possible future uses for the spaces in the current library and various spaces in the middle

school. The update is based on comments and corrections collected from the library staff. **John should add a space for the FOL materials.**

I.3 Planning For The Future – MHLS Assistance

We hope to have Rebekkah Aldrich from MHLS attend a future meeting of CPLAC to help us restart our future planning process. **John and Brooke will work on setting something up and report to all members.**

**J. NEW BUSINESS**

J.1 Archive Project

See note above under Section H. This is really old business, someone pointed out.

J.2 Annual Report

See note above under Section H.

J.3 Library Budget

Mike discussed the library budget. As noted, there is an increase for equipment, which will allow computer replacement. A brief discussion of funding levels for book/printed material purchases led us into questions of whether the public is getting what they want from the CPL. Even if we don't have a book in Chatham, people can get what they seek in a few days via inter-library loan. We decided we need to explore this area and **John will add the topic to the agenda for next time.** Brooke will present our budget request at the 2/25 BOE meeting.

J.4 Future Topic Review

**John will add the event sign to the future agenda list. [DONE]**

**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 Event Sign/Kiosk Revitalization
- K.7 Patrons' Book Needs

**ADJOURNMENT**                      Time: 4:05 PM

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

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