

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

MEETING NOTES

CHATHAM PUBLIC LIBRARY
CHATHAM NY

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

Muriel Faxon __X__; Gail Day __X__; Lael Locke __X__; Al Vinck __X__;
Karen Malina, Co-Chair ____; 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: 2:05

John announced that Brooke has resigned and he extended to her thanks for all her efforts as interim director.

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 FOCL, announced upcoming events in the Authors and Artists Series: David Black on March 22, Thomas Callahan on April 12 and Lyrissa Smith on May 17. **John will forward the list to CPLAC members.** Some of these programs attract rather large crowds, which stretch the capacity of the room where they are held. We discussed possibly holding future events like this in the middle school library. **Mike will look into the feasibility of this.**

We also discussed what to do if a patron loses a museum pass, which we loan out under the program sponsored by FOCL. We may need to amend a policy to answer this potential problem. **John will add this to our to do list for future agendas.**

Rebecca reported that the Friends received a \$250 donation from Kinderhook Bank.

E. PUBLIC COMMENT

No members of the public were present.

F. NEWS FROM BOE

Gail reported that the display policy had its second reading.

John asked if the recent BOE discussion about what meetings are public had any impact on this committee. Muriel and Gail explained that CPLAC meetings are public and are not affected by the issue, which the BOE is exploring.

G. COMMENTS FROM THE CHAIRS

John stated that it was his hope and intent that CPLAC start working on a plan for the future in earnest, despite the fact that we continue to have change in the library directorship. No arguments were raised.

John read an e-mail from Wendy pointing out that the Saratoga Library has recently been remodeled and CPLAC might want to take a tour as we prepare to plan future space. The suggestion was noted with no action.

John expressed frustration that the window protection system was still not in place. The Plexiglas is on site.

H. DIRECTOR'S REPORT

Brooke said that she was wrapping up work on some issues and will leave lists of things to follow-up on and critical things that need attention. She explained a major problem we are experiencing with the Internet connection at the library, which Fairpoint, Giles and she have been working to correct. **Brooke will prepare a list of issues and send it to CPLAC members.** Brooke also said that she sees a need for some clerical support for future directors to help with the routine matters that can keep work from getting done on larger issues. **John will add this idea to the future planning process documents.**

I. OLD BUSINESS

I.1 Volunteer Meeting Update

Georgene reported on the meeting of potential volunteers that was held on February 15. Some of the ideas raised include: use of library as community hub; greater emphasis on publicity of events; improved space layout and collection; and ideas for use of volunteers. So, there was a positive response and Georgene and Lael will be in touch with all attendees and set up another meeting very soon. **John will send copies of the report to CPLAC members.**

I.2 Library Budget Presentation

The budget presentation generated no questions at the BOE meeting.

J. NEW BUSINESS

J.1 Planning For The Future – Next Steps

John announced that he and Karen would be meeting with Rebecca Smith-Aldrich on March 27, from 1:30-3:30 at the library to talk about restarting our future planning process. He said that any other CPLAC member wanting to attend the session was welcome to do so. **John will let Ann Flanagan know that we might have a quorum on that date which would mean it would be a meeting (for training only and not to conduct business). [DONE]**

J.2 Future Topic Review

Next time.

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 Follow-up
- K.6 Event Sign/Kiosk Revitalization
- K.7 Patron's Book Needs
- K.8 Museum Pass Loss

ADJOURNMENT Time: 3:15

We adjourned for an Executive Session at the end of the meeting to discuss personnel matters.

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

Next Meeting: April 14, 2014, 2-4 PM, Chatham Public Library