

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

**MEETING NOTES**

Superintendent's Conference Room at MED  
CHATHAM NY

DATE: April 14, 2014  
TIME: 3:00 – 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\_\_; (vacant), Library Director \_\_\_\_;  
Cheryl Nuciforo, Superintendent \_\_\_\_; Mike Chudy, School District Designee \_\_X\_\_;  
Representative of Friends of the Chatham Library \_\_\_\_;  
Fern Pellittieri, Interim Library Person-In-Charge \_\_X\_\_.  
Others in attendance: \_\_\_\_\_

**NOTE: An Executive Session before the start of this rescheduled CPLAC meeting to discuss personnel matters.**

**A. CALL TO ORDER** Time: \_\_2:45 PM\_\_

**B. APPROVAL OF PRESENT AGENDA**

The agenda was approved with two additions suggested by Georgene.

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

The minutes were approved.

**D. FRIENDS' REPORT**

Rebecca could not be with us today, but provided a report to John, which he read:

- Tom Callahan's presentation at the library on Saturday was well received by about 25 attendees.
- The Friends received a grant from the Bank of Greene County for the expansion of the Museum Pass Program. Rebecca will seek another grant to cover the cost of a brochure about the program.
- The Friends held the annual Staff Appreciation Breakfast for the library staff on March 27.

**E. PUBLIC COMMENT**

No members of the public were present.

**F. NEWS FROM BOE**

Gail reported that the board has been briefed on the library titles we'd like to see created. She and Karen have worked on job descriptions and we'll review them at our next meeting. **John will put this on the agenda.**

Gail also indicated that she has brought to the BOE's attention that in any discussions of safety or security (such as the recent debate on having a school resource officer) that the library security should be included in the discussion.

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

- John talked about the list of "things to do" sent to us by Brooke. It's important that we spend all the money allocated, especially funds from grants. Members suggested that we review the list to see if there are some things that we can handle until we hire a new director. **John will put this on the agenda.**
- Karen will follow-up with Kristen Reno on her pre-school proposal. It could enhance the new pre-K program.
- **John will send a copy of interview questions that we've used in previous director searches to committee members. [DONE]**

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

Fern delivered an excellent report on current issues at the library. Highlights:

- Grant money was received from the Hudson River Bank Foundation for Chatham and Canaan.
- She is getting a budget status report on from central office on where we stand in spending versus allocated funds. We agreed this would be a good tool to use on an ongoing basis for both the new director and us.
- Books and DVDs are being purchased.
- Teen computers are still down because they have so many downloaded games and they need to be cleaned off on a regular basis. **Mike will follow-up with Giles and Fern.**
- Problems with our phones continue. **On a related issue, John will attempt to get Hannah's name and voice off the voice mail message.**
- Rebekkah Smith-Aldrich sent a form for libraries planning to apply for aid for construction. **Mike will meet with Fern on this.**
- Rural Intelligence website named the library as one of the 10 Best Things About Chatham.

We also talked about the Tiffany window. Mike reported that progress is being made on getting an appraisal of the window. The protective installation is still not completed. **Karen will contact David Fuller to get a status update on the work.**

## **I. OLD BUSINESS**

### **I.1 Planning For The Future**

John briefly reviewed our recent session with Rebekkah Smith-Aldrich on strategic planning. Fern had copies of the handout for those CPLAC members who couldn't attend the training session. The process seems like a good one to tie us into what the community wants. Lael pointed out that this also would dovetail with the efforts of the village to update their master plan. We'll wait until we have a new director to go forward with the program.

## **J. NEW BUSINESS**

J.1 Window Presentation

Georgene brought up the idea of having Chuck Woodard give a presentation at the library on our Tiffany window. Apparently, the Friends did not see this as falling under the authors and artists series, so we would sponsor the event.

**Georgene will seek to set up this program and keep us posted.**

J.2 Memoir Writing Program

Georgene discussed the possibility of having a memoir-writing program at the library. She will investigate and provide us with more details.

J.3 Future Topic Review

**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 Job Descriptions
- K.9 Review Things To Do List

**ADJOURNMENT**                      **Time: \_\_3:40 PM\_\_**

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

**Next Meeting: May 5, 2014, 2-4 PM, Chatham Public Library**