

CHATHAM PUBLIC LIBRARY
Public Library Advisory Committee (CPLAC)
COMMITTEE MEETING MINUTES

Meeting Date: May 7, 2012
Time: 10:00 a.m. - 12:00 p.m.
Location: MED Conference Room

In attendance: Library Director Louis Sabin-Kildiss
CPLAC Members: Cheryl Nuciforo; John McGowan, Co-Chair; Karen Malina, Co-Chair; Melony Spock, Nancy Hammell, Al Vinck, Gail Day, Elizabeth Powers

10:05: Executive Session

A. Call to Order Public Session at 10:33 a.m.

B. Approval of Present Agenda and Minutes from previous meeting

C. Friends Issues / Report

There was not a representative from the Friends in attendance

D. PUBLIC COMMENT

No members of the public were present.

E. COMMENTS FROM THE CHAIRS

Co-Chairman McGowan:

Discussed the passing of Friends' member and representative to CPLAC Ben Clark. A collection was taken up from CPLAC members to donate to the Friends of the Chatham Library in Ben's honor.

Meeting ends the mark of the first year of official by-law tenure of CPLAC

F. DIRECTOR'S REPORT:

Discussed the launching of the Nook reader program. So far all four nooks are loaned out. Feedback from the public has been very positive.

Director Sabin-Kildess handed out a list of goals to accomplish before her last day of May 31st including:

- ordering materials to use up budget allocations
- spending \$900 from the Albert Foundation to cover the summer reading program
- contacting the University at Albany to secure an archives intern
- supply Fern with a new computer for the upstairs circulation desk
- Hudson River Bank and Trust grants for Canaan and Chatham accepted by the Board
- materials for the summer reading program to be finalized

- Canaan summer reading program to be run by Robyn Perry Coe
- Senior gaming program with Rotary and Chatham Rescue Squad. Having a trial run on May 8th
- Continue to weed through collection
- two more customer service training sessions

The director submitted her resignation effective May 31st to pursue other career options.

She will meet with co-chairs on May 21st to go over all duties, etc. that the new Director would have to assume such as updating the website, staff evaluations, etc.

G. OLD BUSINESS

1. Crosswalk:

Elizabeth Powers met with the Chatham Police Department to discuss the possibility of adding a crosswalk in front of the library. The Friends had requested this for their member safety. She reported that the addition of a crosswalk near the library would need to go through the Mayor's office and the Department of Transportation for approval. Due to the placement of where the crosswalk could logically go, it could actually create further safety issues due to oncoming traffic from Kinderhook Street turning onto Woodbridge Avenue. Also approximately eight public parking spaces would be lost. Also, the crosswalk would have to be staffed during school drop-off and pick-up times.

2. Friends' procedure update: Tabled until new Director is hired.

3. Press inquires and public relations: John drafted up an addendum to the by-laws. Mrs. Nuciforo has suggested CPLAC should have a policy to govern this. It needs to cover social media as well as traditional media.

4. Disaster Policies:

The Director drafted a general policy outlining that the Library needs to have a disaster policy. It has had the first reading by the Board of Education. Dave Clapp is currently drafting a specific comprehensive policy.

H. NEW BUSINESS

1. Tiffany window preservation:

Al Vinck researched funding streams for the preservation of the Tiffany window. He contacted the Berkshire Foundation to apply for grant monies for future protection and preservation. He also contacted Judy Grunberg's foundation to inquire.

Also - it was discussed how best to protect the window without compromising the beauty of the window. Installing plexi glass around the window to prevent contact with the window was suggested as a possibility. Al will continue to work on the

issue. Will consult with Chick Wood, local expert to continue the discussion.

2. Prioritize future agenda items - Tabled until new Director is hired.

3. Process for finding new Director:

Louisa's last day is May 31st. Interim Director needs to be found while search takes place for permanent hire. Superintendent Nuciforo outlined the process the Board uses to look for leadership position candidates. Use the input of the Friends, the public, staff and ask what they are looking for in a director. Establish criteria, post notice in the library and hold public meetings for patron and community input.

CPLAC to screen applicants before full interview. Search committee to consist of two members of the Friends, representatives from CPLAC, person from the community.

Three public sessions were determined: May 14th from 10-11a.m.; May 16th from 7-8 p.m.; May 19th from 11-1 p.m.

Meeting adjourned at 12:00p.m.