

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

MEETING NOTES

CHATHAM PUBLIC LIBRARY (Main Floor)
CHATHAM NY

DATE: September 9, 2013
TIME: 2:00 – 4:00 PM

Muriel Faxon ; Gail Day ; _____; Al Vinck ;
Karen Malina, Co-Chair ; John McGowan, Co-Chair ;
Georgene Gardner _____; Hanna Bachrach, Library Director _____;
Cheryl Nuciforo, Superintendent _____; Mike Chudy, School District Designee _____;
Rebecca Greer, Representative of Friends of the Chatham Library ;
Wendy Fuller, Interim Library Director .
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 (Motion by Muriel, Second by Al).

D. FRIENDS' REPORT

Rebecca Greer reported the following:

- Spotty Dog in Hudson has agreed to sell books of speakers at the Author & Artist Series of talks at the library.
- They will cut back on the number of speakers for next year. There is one more scheduled for 2013 (Steve Axelrod on November 11). The schedule for 2014 is being established now.
- Ernie Reis has joined the board of the Friends. Rebecca will provide an updated contact list to John. [DONE]
- In January, the Chatham Press will publish an article about the Friends; they will interview Rebecca.

E. PUBLIC COMMENT

No members of the public were present.

F. NEWS FROM BOE

We discussed the need to fill the vacancy on CPLAC. Gail and Muriel will bring our concern back to the BOE and John will e-mail Mike.

John will also draft an amendment to the by-laws specifying that filling a vacancy which occurs in the middle of a members term will be filled for the balance of the specific term.

G. COMMENTS FROM THE CHAIRS

John summarized the status of the process to hire an interim library director. A request to post the job for candidates residing outside the county is on the way to the Civil Service Commission for consideration.

H. DIRECTOR'S REPORT

Wendy reported/led discussion on the following issues:

- The donor recognition plaque for donors to the library was discussed. We agreed to the following language for the plaque; "In grateful recognition for the generous donations of our patrons." Wendy will need to draft a procedure for recording donations and an article for the library newsletter announcing the plaque and specifying that it will recognize donations over \$500. We also authorized a smaller plaque recognizing the donations in memory of Dr. and Mrs. Cummings, which were used to enhance the audio/visual capability at the library.
- We decided to get rid of the old wooden card catalogs (Motion by Karen, Second by AI). John will contact Mike to specify how we should convey this action to the School Dist./BOE. He will also ask Mike for help in expediting removal of the catalogs, which have been taking up space for quite some time.
- Wendy has drafted an updated Kiosk Policy. Gail will now work on this.
- We authorized reorder of the library brochure. We will add "Chatham Public Library Advisory Committee to the front under the mission statement and other revisions were made as well.
- Our first civil service employee has resigned. Wendy is working with Ann Flanagan to get a list.
- Whittier is interested in taking withdrawn large print books.
- We decided to use grant money to pay for our participation in a program to provide passes to local museums. This is in conjunction with the Friends.

I. OLD BUSINESS

I.1 Window Protection Grants

We will proceed with the initial phase of the protection scheme (i.e. one side of the window). Wendy will make sure HR grant money can be used, although we all are confident it can be used.

I.2 Memorial Plaque Update

For this item see Director's Report section above.

I.3 HRBT Grant Money

We decided how to spend the balance of the HR grant money for 2013. This is comprised of window protection, museum cards, and purchase of a digital camera, DVDs and Kindles.

J. NEW BUSINESS

J.1 New Book Purchase Process

This item was postponed until next time.

J.2 Meeting Time & Location

We confirmed our meeting dates through next June. Meetings will continue to be held 2-4 PM at the Chatham Library (except for October in Canaan Town Hall). John will send this information to members and Ann Flanagan.

J.3 Middle School Tour Recap

We discussed the need to get input for our proposal for using Middle School Space from the staff. Then we need to draft a proposal to submit. There was some concern that proposals might be due in November so we set an ambitious meeting agenda. The meeting to get staff input was changed from September 19 to a new date and time: September 26 at 9 AM.

We also set a work session for CPLAC members on October 7 from Noon to 1:30 PM. This meeting would be before our trip to Canaan for our October meeting.

John will notify members who weren't at our session of these dates and times.

[NOTE BENE: The date and time for this session is now subject to change.

Members of CPLAC will get further communication on this.]

J.4 Kiosk Policy

For this item see Director's Report section above.

J.5 Brochure Reorder

For this item see Director's Report section above.

J.6 Rodents?

This item was postponed until 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

K.6 Nook Program

ADJOURNMENT Time: 4:10 PM

NEXT MONTHLY CPLAC MEETING: October 7, 2-4 PM at Canaan Town Hall