

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

MEETING NOTES

CANAAN TOWN HALL
CANAAN NY

DATE: October 7, 2013
TIME: 2:00 – 4:00 PM

Muriel Faxon __X__ ; Gail Day ____ ; ____ ; Al Vinck __X__ ;
Karen Malina, Co-Chair __X__ ; John McGowan, Co-Chair __X__ ;
Georgene Gardner ____ ; Hanna Bachrach, Library Director ____ ;
Cheryl Nuciforo, Superintendent ____ ; Mike Chudy, School District Designee __X__ ;
Representative of Friends of the Chatham Library ____ ;
Wendy Fuller, Interim Library Director ____ .
Others in attendance: _Fern Pellettieri, library staff; Joanne Hanson, library staff;
Tammy Flaherty, Friends of Canaan Library; Rick Keveney, Canaan Town
Supervisor__

NOTE: Before the meeting, CPLAC members visited the Canaan Library and Joanne Hanson and Tammy Flaherty answered our questions. We were all impressed by the good condition of the building and the organization of the collection.

A. CALL TO ORDER Time: __2:15 PM__

B. APPROVAL OF PRESENT AGENDA

The agenda was approved.

C. APPROVAL OF MINUTES OF PREVIOUS MEETING

The minutes were approved with one correction. The last Friends' presentation of 2013 will be Steve Axelrod on November 2nd. An incorrect date was listed in the September meeting notes.

D. FRIENDS' REPORT

There was no report.

E. PUBLIC COMMENT

No members of the public were present.

F. NEWS FROM BOE

There was nothing to report.

G. COMMENTS FROM THE CHAIRS

- Karen thanked the library staff for the Suggestions For Library Expansion document that they had prepared. CPLAC will review the plan and respond to the staff as soon as possible.
- CPLAC will be interviewing 4 candidates for the interim director position.

H. DIRECTOR'S REPORT

Fern Pelletieri filled in for Wendy Fuller (absent for jury duty) and gave the following report:

- the next staff meeting will be on October 17 at 10 AM and John and Karen announced tentative plans to attend.
- Wendy is conducting interviews for a Library Clerk vacancy.
- the new brochures are in. John suggested that the Friends get a supply.
- there are a number of older art books that might have some value. Mike will look into how we could sell them.
- Wendy recently met with Cynthia Herron, Dean of the Middle School, on student behavior.

I. OLD BUSINESS

I.1 Memorial Plaque Update

Both plaques are on order.

I.2 Kiosk Policy

This item was postponed until next time.

J. NEW BUSINESS

J.1 Canaan Library View & Discussion

Rick Keveney joined us and we discussed the condition of the library building. Rick reported that the library is being cleaned more frequently and that there is an annual treatment to control termites and carpenter ants. The windows now open and Rick will look into getting a screen door. This last item may be a problem since the door is probably a non standard size.

We also discussed the summer program at the Canaan library. Rick said that there were 30-40 kids in the town's summer rec program in the summer before last. However, last year the numbers were down. This was also reflected in the library program. We all agree that the program is important and that we will start early in the new year to plan a program approach jointly with the town.

J.2 Rodents

Al suggested some remedies for controlling mice, especially using a spray insulation type material to seal the floor. Rick said he would look into this possibility. Joanne reported that the mouse problem is much improved.

J.3 Chatham Library Expansion Time Line & Recap

We discussed the plan drafted by the library staff on expansion (see G. above). Highlights are:

- why wasn't the third room of the shop complex involved in the plans? It seems the staff didn't want to overreach. But what function would be done in that space?
- what new ventures could we embrace?
- where does a room for public gatherings and programs fit in this?

- the subject of expansion is really tied in with our vision for the future of the library and we have to start tackling that.
- John will look into the responses to the public survey we did 2 years ago.
- the suggestion was made to put out suggestion boxes in the library.
- we discussed the need for a volunteer coordinator and we decided to visit other libraries to see how they handle such subjects as: what types of programs are offered, use and organization of volunteers, and security. Karen and Muriel will visit New Lebanon and John will stop in at Kinderhook and North Chatham. There is a sense that a larger group may want to visit Hillsdale, which is often held up as the “gold standard” of using a volunteer corps.

J.4 New Book Purchase Process

This item was postponed until next time.

J.5 By-Law Change

On a motion by Al and Second by Karen, we approved an addition to the CPLAC by-laws to specify that vacancies occurring in CPLAC membership in the midst of a member’s term will be filled for the balance of that term. Mike and Muriel will forward this change to BOE if it is necessary for them to approve it.

J.6 Security Input From Al

Al had met with a security expert, Larry Rush, who has done security camera installations. Al shared Mr. Rush’s insights with us. We recognize we need to get input from the staff on what they think of a security camera set-up. We may want to have this fellow meet with us. It might be possible to have a grant pay for this and we need to see what other libraries do for security.

- on the subject of grants, we recognize it would be useful to identify as many grant sources as possible. John will follow-up with Mid-Hudson on this.

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
- K.7 Summer Program In Canaan

ADJOURNMENT Time: **__3:55 PM__**

Motion by Muriel, Second by Al

NEXT MEETING: November 5, 2013, 2-4 PM at Chatham Public Library