

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

**MEETING NOTES**

CHATHAM PUBLIC LIBRARY  
CHATHAM NY

DATE: November 4, 2013  
TIME: 2:00 – 4:00 PM

Muriel Faxon \_\_X\_\_ ; Gail Day \_\_X\_\_ ; \_\_\_\_ ; Al Vinck \_\_X\_\_ ;  
Karen Malina, Co-Chair \_\_X\_\_ ; 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 \_\_\_\_ ;  
Brooke Dittmar, Interim Library Director \_\_X\_\_ .  
Others in attendance: \_Wendy Fuller\_\_\_\_\_

Before the meeting was called to order, we presented flowers and a certificate of appreciation to Wendy Fuller for her service as interim director.

**A. CALL TO ORDER**                      Time: \_\_2:07\_\_

**B. APPROVAL OF PRESENT AGENDA**

The agenda was approved (motion by Muriel, second by Karen).

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

The minutes were approved.

**D. FRIENDS' REPORT**

John gave a brief report based on information provided to him by Rebecca Greer.

- The November 2 Friends' event featuring Steve Axelrod was very well attended (45+ people) with early arrivals and lots of questions. The program drew people from a wide geographic area.
- Future programs include John Katz on January 11 to talk about his new dog book, Will Swift on February 8 with his new book on the Nixons, and in March (date not yet set), David Black will talk about his experiences writing TV and movie scripts.
- Spotty Dog, in Hudson, will provide books for sale at these events.

**E. PUBLIC COMMENT**

No members of the public were present.

**F. NEWS FROM BOE**

We learned that there has seemingly been no movement on the process to pick a new member to fill the vacant seat on CPLAC. **Mike, Gail and Muriel will pursue this.** [NOTE: This process is now underway.]

The committee, which will review proposals for use of the middle school building, has not yet been formed.

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

- Karen talked about how the process of hiring Brooke went. John announced that the letters to the unsuccessful candidates had been sent out according to Ann Flanagan.
- John announced that he would be attending the meeting on the Chatham Village Comprehensive Plan on November 9. Georgene will also be there as a facilitator. It's important to keep the library on the radar of the village plan committee as they progress.
- Karen described her conversation with the New Lebanon Library director about volunteers and programs. They have about \$4,000. for programs and about 30 volunteers. **Karen will prepare some notes and arrange for CPLAC members to get a copy.**

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

Wendy delivered the director's report, since Brooke has only just started work. We welcomed Brooke Dittmar as our new interim Library Director. Here are the highlights of Wendy's report:

- She gave intensive training for one week to Brooke and will be available for questions, should they arise.
- She surveyed other libraries about security cameras and they are not widely used and are usually aimed at public use areas. Steve Nieto will keep the library in mind as he conducts his district-wide security survey. He'll also look into using the walkie-talkies that are around somewhere.
- She suggested that in looking into expanding into the middle school, we consider the orchestra room, which we hadn't looked at previously.
- The library is lacking in storage space, some of which would facilitate storing donated or surplus books for periodic book sales. This raised the question of whether the library can accept proceeds from such sales or does the money have to go to the Friends. **Mike will look into this question.**
- The teen room needs painting and we wondered who would do the painting. **Mike will look into this question.**
- The Nooks are up at Barnes & Noble awaiting software upgrades. We noted that Roe Jan is not going forward with the Kindle device for whatever reason. **Brooke will do some research on such electronic devices used in libraries and what to do about missing devices.** Wendy mentioned that Overdrive software could be used to download books on devices. There is also the problem of paying for the books that are downloaded. **Mike and Brooke will meet on this latter issue.**
- The plaques aren't here yet.
- Kate Gulliver's reading series will return.
- There are three new staff members: Eden Kane (Saturday & 1 Wednesday), Jane Miller (substitute list), and, of course, Brooke.

- Computers need upgrades to Microsoft Word updates and there are other issues to be resolved. **Mike and Brooke will meet with Giles on this area.**

## **I. OLD BUSINESS**

### I.1 Kiosk Policy

This policy needs to be reworked. **Brooke and Gail will work on this.**

### I.2 Chatham Library Expansion Plan

There isn't much we can do until the expansion committee sets guidelines for applying for middle school space. **John will draft something to show are options, including the orchestra room, maybe a matrix.** At the next CPLAC meeting, we'll take some time and take another tour of the space in the MS building, particularly the orchestra room and potential storage or computer areas. Brooke suggested basic computer training would be a good service for the library to provide.

We also tossed around the idea of conducting a community survey, but we had a divided opinion on that step, at least right now. We'll revisit this.

### I.3 Security Follow-up

See Director's Report section.

## **J. NEW BUSINESS**

### J.1 Volunteer Program Development

This item is carried over to next meeting.

### J.2 Grant Writing

John related how Rebecca Greer had mentioned that she had taken a grant-writing course. Grant writing is a vital piece for development. **Brooke will pursue this subject when she meets with the Friends.**

### J.3 New Book Purchase Process

CPLAC has no role in book/material purchasing, but we should look at the funding in our budget in January. **Brooke will take note of this.**

### J.4 Art Book Disposal

**Brooke will follow-up on selling these books.**

### J.5 Added Topics

- Al suggested that Brooke might look into the organization of materials/books at the Canaan branch.
- Al asked about the possibility of having a speaker/conference phone at CPLAC meetings so he could participate in meetings while he's away this winter. **Mike will look into 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 – Canaan
- K.8 Book Buying Budget

**ADJOURNMENT**                      **Time: 4:00**

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

**Next Meeting: December 2, 2013, 2-4 PM, Chatham Public Library.**