

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

MEETING NOTES

CHATHAM PUBLIC LIBRARY
CHATHAM NY

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

Muriel Faxon ____; Gail Day __X__; Lael Locke __X__; Al Vinck ____;
Karen Malina, Co-Chair ____; 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: _____

A. CALL TO ORDER Time: 2:10 PM

We welcomed the newest member of CPLAC, Lael Locke, to her first meeting.

B. APPROVAL OF PRESENT AGENDA

We added an item, I.4 Kiosk Policy to Old Business.

C. APPROVAL OF MINUTES OF PREVIOUS MEETING

The minutes were approved as drafted.

D. FRIENDS' REPORT

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

- Dates have been finalized for the Authors and Artists Series: Jon Katz on January 11, Will Swift on February 8, and David Black on March 22.
- They are working on adding more museums to the free pass museum program.
- The next meeting of the Friends will be on December 10 when they will elect officers.

E. PUBLIC COMMENT

No members of the public were present.

F. NEWS FROM BOE

Gail introduced the fact that the school building proposal had been defeated. We discussed this briefly and decided that we would continue with making plans for possible expansion into the middle school.

G. COMMENTS FROM THE CHAIRS

John gave the following information:

- Mid-Hudson Library System (MHLS) is offering a class on legal issues and, based on a suggestion from Al, John suggested that Brooke contact the

presenter to get information on our security and camera questions, etc. **Brooke will pursue this.**

- He requested that Brooke contact MHLS to explore the possible availability and source of grants that do not need to go through a 501(c) 3 organization. This will dovetail with our future work with the Friends on grant development and support for future programs. Most, if not all, grants are given to non-profit organizations (such as the Friends), but we want to explore all possibilities. **Brooke will pursue this and share with CPLAC and the Friends.**
- Lael and Georgene don't currently receive program alerts via e-mail from MHLS. **Brooke will sign them up for these updates.**

H. DIRECTOR'S REPORT

Brooke presented her report. Here are the highlights:

- Accounts will soon be opened for both Amazon and Barnes & Noble e-readers.
- Brooke has loaded MS Office 2010 on most computers in the library. **Brooke and Mike will meet with Giles on a number of other IT issues.**
- Two new staff members (1 part-time and 1 substitute) are awaiting fingerprint approval. Brooke met with Cheryl on this.
- The library receives a publication from the Library Trustees Association which is up for renewal. **Brooke will review the publication and recommend whether we should renew membership or not.**
- There is a webinar on new service models in libraries that Brooke announced to her staff. **Brooke will send the information on the webinar to CPLAC members.**
- Heard that the Friends will not be doing "The Big Read" this year. Georgene said she would look over the material to see if it might lend itself to using volunteers (a program she is planning to develop).
- We need to follow-up on starting the stained glass window protection project. **Brooke will pursue this.**

I. OLD BUSINESS

I.1 Chatham Library Expansion Plan

John handed out a chart based on the proposal drafted by the library staff showing what each space in the current library is used for and what it might be used for if we expand into the middle school. It also covers the rooms we are looking at in the middle school building. We can modify this chart as we move into crafting our proposal, which will follow the formation of the committee to review requests for middle school space. For now, John asked that **Brooke pass the chart on to her staff so they can make sure that it accurately reflects what they proposed. John will send the chart to CPLACers who weren't at the meeting.** [NOTE: after this meeting, we took another walk through of the rooms in the middle school that we "have our eyes on" for expansion.

I.2 Volunteer Program Development

Georgene talked about her work on the volunteer program. There is already a tutoring program at the middle school and we don't want to duplicate any services. There also doesn't seem to be much of a problem with students in the

library after school lets out. The next step is for Georgene and Brooke to meet with the library staff to get their ideas. John suggested that that meeting could include Karen and Lael or any other interested CPLAC members. **Georgene and Brooke will pursue this initiative.**

I.3 Revisit By-law Change

John reported that he has redrafted the by-law change approved last month, based on comments from Cheryl and Mike. The redraft makes clear that the process for adding new members to CPLAC is the responsibility of the BOE. We approved the new draft. **Mike will pass the new document along to Ann Flanagan.**

I.4 Kiosk Policy

Gail presented a new Kiosk Policy draft. On a motion by John and a second by Lael, we approved the draft. **Gail will send the draft on to the BOE Policy Committee for their review.**

J. NEW BUSINESS

J.1 Plaques

Brooke announced she would pick up the permanent plaque this week.

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

ADJOURNMENT Time: 3:52 PM

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

Next Meeting: January 6, 2014, 2-4 PM, Chatham Public Library.