

CHATHAM PUBLIC LIBRARY ADVISORY COMMITTEE (CPLAC)

MEETING NOTES

CHATHAM PUBLIC LIBRARY
CHATHAM NY

DATE: February 2, 2016
TIME: 10 AM – Noon

Muriel Faxon ; Teri Conte ; Lael Locke, Co-Chair ;
Karen Malina ; John McGowan, Co-Chair ; Al Vinck ;
Georgene Gardner ; Julie DeLisle, Library Director ;
Cheryl Nuciforo, Superintendent ; Mike Chudy, School District Designee ;
Rebecca Greer, Representative of Friends of Chatham Library: ;
Others in attendance: _____

A. CALL TO ORDER **Time: 10:05 AM**

There was a brief Executive Session to deal with a personnel issue.

B. APPROVAL OF PRESENT AGENDA

The agenda was approved after the addition of an item dealing with the budget, under new business.

C. APPROVAL OF MINUTES OF PREVIOUS MEETING

The minutes were approved as drafted.

D. FRIENDS' REPORT

Rebecca gave the following report:

- A \$500 grant from Kinderhook Bank was received.
- There was an overflow crowd for the Lincoln Mayorga event, which was well-received despite a microphone malfunction.
- Upcoming speakers include Anne Heller on February 27 and Margaret Roach on March 12.

E. PUBLIC COMMENT

No members of the public were present.

F. NEWS FROM BOE

There was nothing to report this month.

G. COMMENTS FROM THE CHAIRS

- John announced that a member of the public donated \$1,000 to the library in recognition of the service she received from Rosemary and Becky. Muriel will follow up to see if their efforts can be recognized.
- John indicated that as of September, Karen would like to see our meeting day switched to something other than Tuesday. We'll consider that when we set days for the next year.

- John introduced the subject of making the library independent of the school district. He and Lael led a brief discussion of the topic and the consensus seemed to be that we should analyze the pros and cons of this move, since it seems to come up from time to time. It really falls under the general approach to strategic planning, so we'll deal with it there.

H. DIRECTOR'S REPORT

Julie reported the following:

- She distributed a spreadsheet showing key measures such as programs offered and attended, circulation and patron visits. All measures are up and we were very pleased with the report.
- She had previously sent her annual report for our review. We had no questions or comments. On a motion by Muriel and second by Georgene we approved the report to be forwarded to the BOE.
- She pointed out that a lot of the credit for the improving numbers reported in both the key measure spreadsheet and the annual report should be given to her hardworking staff.
- The ukelele program was very successful and will probably be repeated.

I. OLD BUSINESS

I.1 Programming Policy

We reviewed the new draft of this policy. On a motion by Karen and a second by Lael, we approved the draft for submission to the BOE.

I.2 Evaluation Standards Update

We had received some comments from AI on the draft evaluation standards. Some of these comments involved spelling and verb tenses, which were forwarded to Teri. Other comments reflected AI's feeling that some of the standards are impossible for CPLAC to evaluate or measure and his feeling that the checklist may be seen as adversarial. He advocated using specific goals instead of the checklist, but several people pointed out that the scheme we select has to conform to the evaluation set-up that the school uses for other M/C individuals. We'll continue our discussion next month by which time **Mike will provide us with some examples of what the district uses for evaluation standards. [DONE]** We did agree we'd like to see some space for making comments on the various standards on the evaluation sheet.

J. NEW BUSINESS

J.1 By-Laws

John presented a draft of the first two pages of the by-laws with two changes:

- Under section "2. Purpose" wording was changed to reflect more accurately the roles that CPLAC should take on.
- Under section "3. Committee Membership" wording was added to reflect current practice that when candidates are being interviewed for a place on the committee the names of the candidates be given, for their input, to those committee members whose terms are not up for renewal.

There were no comments on the first change, but regarding the second, several members thought that CPLAC should be represented on the interview committee. John and Karen pointed out that we had previously been turned down on this idea. **Muriel will pursue this point to see if we might get a different decision.** Lael also pointed out some spelling errors, which will be corrected. This topic will be carried over to next month.

J.2 Budget

Mike gave us a sheet showing the budget breakdown for the library and led us through the numbers. On a motion by Karen and a second by Lael, we approved the budget. Julie will make a presentation to the BOE on February 23 (meeting starts at 6:30) and as per custom, the CPLAC Co-Chairs will attend. Other members of CPLAC are welcome also.

K. ITEMS FOR FUTURE AGENDA

ADJOURNMENT **Time: _11:46 AM_**

Motion by Karen, second by Lael.

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

Next Meeting: March 1, 2016, 10 AM at Chatham Public Library