

CHATHAM PUBLIC LIBRARY ADVISORY COMMITTEE (CPLAC)

MEETING NOTES

CHATHAM PUBLIC LIBRARY
CHATHAM NY

DATE: May 2, 2017
TIME: 10 AM – Noon

Muriel Faxon __X__; Teri Conte __X__; Lael Locke, Co-Chair __X__;
Melissa Sarris __X__; John McGowan, Co-Chair __X__; Joanne Gerstel __X__;
Rosemary Vickery __X__; Julie DeLisle, Library Director __X__;
Cheryl Nuciforo, Superintendent __; Mike Chudy, School District Designee __X__;
Rebecca Greer, Representative of Friends of Chatham Library: __X__;
Others in attendance: _____

A. CALL TO ORDER Time: __10:05 AM__

B. APPROVAL OF PRESENT AGENDA

Agenda approved as written.

C. APPROVAL OF MINUTES OF PREVIOUS MEETING

Agenda approved as written.

D. FRIENDS' REPORT

Rebecca presented the following report:

- Two recent events were very well attended (i.e. Jerri Dell and Joan Buck).
- Upcoming on May 6 is John Katz.
- She is looking for authors for Fall.
- Mary Beck is returning to the FOCPL Board.
- Fundraising annual appeal is beginning.

We made several suggestions of authors (Khosrova) and artists (Sarris, Apfel) for the series.

E. PUBLIC COMMENT

No members of the public were present.

F. NEWS FROM BOE

Teri and Muriel gave the following report:

- Our Strategic Plan was approved by the BOE.
- Some CPLAC terms are expiring. John and Lael both indicated they would like to stay on the committee.
- The CCS BOE election will be held on May 16.
- Teri will be leaving the BOE (and CPLAC), but will be helping the Friends, (which is good news for all concerned).
- Teri wants to revamp the Tech Tutors before she leaves, possibly changing it to an appointment type program.

G. COMMENTS FROM THE CHAIRS

G.1 Ongoing Tasks

John handed out a list of tasks that need to be completed on a monthly basis. These are things that he has been doing and the sheet can be used going forward as a reference. He indicated that while he wants to stay on CPLAC, he wants to step away from the leadership position he's held for the last 5 years.

John will send an electronic copy of the list to all committee members.

G.2 Preparation For Director Evaluation

John explained the performance evaluation process for the library director and showed the form we use. We determined that we'll do our rating at the next meeting (in executive session at 9 AM) and Mike will compile the results. **John will send the evaluation form to the members electronically. Also, Julie is encouraged to send us a "self evaluation" prior to our meeting.**

[NOTE: We decided to switch the June meeting to June 13 in order to accommodate to some schedule conflicts. So, the executive session will be at 9 on that day (**Mike will open the building and John will remind him of this on June 12**) and the public meeting will start at 10.

H. DIRECTOR'S REPORT

Julie gave us her report. Highlights are:

- The summer reading program has the theme, Building A Better World.
- They now offer a monthly visit from a Health Navigator to help with health insurance questions.
- She continues her push to weed the collection.
- They are looking into digitizing microfilmed newspaper collections and yearbooks.
- The Columbia County Library Association will have an exhibit at the Hudson Children's Book Festival and at the Chatham Fair.

I. OLD BUSINESS

I.1 Strategic Plan Report Update

As noted above, the report was approved by the BOE, so Joanne and Lael will discuss printing options with Mike.

I.2 Parking Update

Mike indicated that the mayor told him he will order a pair of signs for spaces for library patrons.

J. NEW BUSINESS

J.1 New E-Mail Ongoing Saga

We were joined by Giles Felton. After the meeting he worked with several members to resolve the problems they have had signing on to the school Gmail system. Thanks, Giles!

J.2 Street Fair Participation (?)

We discussed the possibility of having a table at the Chatham Summerfest in July. Teri offered to coordinate the library participation, working with Julie, and we liked that approach.

J.3 CPLAC Meeting Frequency
We decided to carry over this discussion to the June meeting.

K. ITEMS FOR FUTURE AGENDA

- K.1 Facility Study
- K.2 Landscape Issues (e.g. path to library from sidewalk)
- K.3 Projects For Space Plan
- K.4 Budget Planning (December)

ADJOURNMENT **Time: _11:45 AM_**

Next Meeting: June 13. 2017, 10 AM at Chatham Public Library