

CHATHAM PUBLIC LIBRARY ADVISORY COMMITTEE (CPLAC)

MEETING NOTES

CHATHAM PUBLIC LIBRARY
CHATHAM NY

DATE: May 3, 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: Joanne Gerstel

A. CALL TO ORDER Time: 10:06 AM

B. APPROVAL OF PRESENT AGENDA

The agenda was approved.

C. APPROVAL OF MINUTES OF PREVIOUS MEETING

The minutes were approved as drafted.

D. FRIENDS' REPORT

Rebecca reported the following:

- A grant from Greene County Bank was received.
- The annual membership drive is starting.
- The FOCL annual appreciation breakfast for the library staff will be on May 19.
- Upcoming presentations will be held on May 21 by Krystyna Poray Goddu and June 25 by Ruth Reichl.

E. PUBLIC COMMENT

No members of the public were present.

F. NEWS FROM BOE

Muriel reported the following:

- Our revised by-laws were approved at the last BOE meeting.
- Five people (including all incumbents) are running for three board seats.
- The board is discussing search plans for a new Superintendent.

G. COMMENTS FROM THE CHAIRS

John indicated that Karen is retiring from CPLAC. He paid tribute for her many efforts over the past 5 plus years and presented an appreciation certificate to her recognizing her contributions. She will be unable to attend our June meeting, so we bid farewell to her. Al and Georgene also indicated that they were leaving the committee when their terms end in June. Big changes will be felt in CPLAC membership in our new year starting in July.

John reported that he had responded to the offer of the Columbia County representatives on the MHLS board to visit a future CPLAC meeting. He told them we would contact them to set something up after we get organized for the new year.

H. DIRECTOR'S REPORT

Julie reported:

- Plans are being finalized for the "How To" day at the library on May 7.
- The tax preparation program was very successful. Appointments were scheduled by 31 people and over 20 people filed their returns using the service.
- The pre-school class received a tour of the library.

I. OLD BUSINESS

I.1 Evaluation Standards Update

Teri could not be with us today, so we'll finalize the form next month.

I.2 E-mail Archive

Mike reported that Giles is setting up an e-mail account for us to use so that we don't have to use personal e-mails.

I.3 Strategic Plan Survey Update

We talked about the public survey and the due date for return. We will leave the return date at May13 and **Lael will contact Teri to arrange release of the survey. [DONE]**

J. NEW BUSINESS

J.1 Evaluation Goals

We discussed evaluation goals for the director for the coming year. This will be a new feature of our performance evaluation program. We settled on three tentative goals:

- Develop the historical collection with regard to access, cataloging, and protection.
- Expand audio book and DVD collections (and perhaps contract the large print collection)
- Develop a space utilization plan.

Next month, we'll have to finalize the goal or goals we want to use next year and establish some measures to evaluate performance. **All committee members and Julie should think about these possible goals and be prepared to discuss and finalize something at the next meeting.**

J.2 Landscape Options

We talked about the landscape in front of the library where we removed the kiosk. Julie has information on some benches she can order, but we've left open the question of what else we would like to see out there. The sign proposal was discussed and several people mentioned that a sign would distract from the beauty of the building. Al made a motion that we keep things simple for now. Specifically, the motion calls for Julie to order benches and planter urns which would be placed in a semi-circle, for the blacktop where the old kiosk was to be

removed, and for grass to be planted in the whole area bounded by the sidewalks directly in front of the library where the kiosk used to be. The motion was seconded by Karen and was approved by the group. It should be noted that we failed to determine action steps to accomplish the motion, so we'll revisit this subject next month.

K. ITEMS FOR FUTURE AGENDA

ADJOURNMENT **Time: _11:31 AM___**

Motion by Muriel, 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: June 7, 2016, 10 AM at Chatham Public Library