

# CHATHAM PUBLIC LIBRARY ADVISORY COMMITTEE (CPLAC)

## MEETING AGENDA

CHATHAM PUBLIC LIBRARY  
CHATHAM NY

DATE: November 3, 2015  
TIME: 10 AM – Noon

Muriel Faxon \_\_X\_\_ ; Teri Conte \_\_X\_\_ ; Lael Locke, Co-Chair \_\_X\_\_ ;  
Karen Malina \_\_X\_\_ ; John McGowan, Co-Chair \_\_X\_\_ ; Al Vinck \_\_X\_\_ ;  
Georgene Gardner \_\_X\_\_ ; Julie DeLisle, Library Director \_\_X\_\_ ;  
Cheryl Nuciforo, Superintendent \_\_\_ ; Mike Chudy, School District Designee X\_\_ ;  
Representative of Friends of the Chatham Library \_\_\_ ;  
Others in attendance: \_\_Joanne Gerstel & Ernie Reis (from FOCL)

**A. CALL TO ORDER** Time: \_\_10:05\_\_

**B. APPROVAL OF PRESENT AGENDA**

The agenda was approved as drafted.

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

The minutes were approved as drafted.

**D. FRIENDS' REPORT**

Rebecca Greer could not be with us today, but sent an e-mail to John, which he circulated, about a Better Business Bureau Workshop on strategic planning. She did not give any additional report to John. John indicated that Rebecca had requested that she give the report for the Friends at our meetings and that he would honor that request.

**E. PUBLIC COMMENT**

Ernie gave some additional information on the BBB workshop noted above.

**F. NEWS FROM BOE**

Teri reported that the BOE is beginning the process of planning to meet future fiscal needs of the school district. They will start from scratch and consolidation is not on the table right now. Going forward, the library will always be considered in the planning.

**G. COMMENTS FROM THE CHAIRS**

G.1 Meeting Dates

John announced the CPLAC meeting dates for the first half of 2016. The meetings will be at 10 AM on the first Tuesday of each month: January 5, February 2, March 1, April 5, May 3, and June 7.

G.2 Evaluation Standards Update

John said that he received some evaluation standard information from Rebekkah Smith-Aldrich and said he'd like to start looking at this in January. We decided to form a sub-committee of Teri, Karen and John to work on new standards and report back to the full committee. **John will forward his information to Teri and Karen and they can get started.**

### G.3 Georgia Connection

Al will leave for Georgia later this month. And will miss 4 CPLAC meetings. We discussed how he will attend our meetings by phone or computer.

### G.4 Thank You Note

John read and passed around a "thank you" note from the staff of the library expressing their appreciation for the breakfast reception that CPLAC provided for them.

## H. DIRECTOR'S REPORT

- Last month we had talked about getting a water cooler for the library. The state does not favor such refillable coolers, so Julie will look into getting a permanent water fountain installed.
- We should be receiving an invitation to the Columbia County Library Association dinner.
- They have rearranged the DVDs by genre and circulation has increased.
- We reviewed a draft policy on library programs from Julie. We had some issues with getting too "procedural" in some areas. We had a larger discussion of requiring that programs be "offered free to the public". Despite the fact that this policy proviso would prevent us from ever charging the public for any program in the future, Julie expressed that she feels strongly that due to our taxpayer supported structure we shouldn't charge the public for our programs. We decided we needed a legal ruling on this question. We agreed to the following action steps: **Mike will get a legal ruling on the question and let Julie know the outcome. Julie will redraft the policy based on input and send the redraft to all committee members. CPLAC members should send their comments to Julie by mid-November.**

## I. OLD BUSINESS

### I.1 Strategic Planning – Focus Group Discussion

We need to set up a focus group or groups to help us format our community survey and get the input of key community individuals. We decided to precede our December meeting with a ½ hour session to discuss this next step. The strategic planning mini-meeting will start at 9:30 AM and will be followed by the regular CPLAC meeting at 10 AM.

### I.2 Paint Update

A facilities plan for the next 5 years is in the planning stages and the painting of the library interior will be part of that. In the meantime, the peeling paint should be given some priority.

### I.3 Kiosk Update

There are two issues here.

First, dating from earlier this year, we had discussed a sign to announce current events at the library which would catch the attention of passersby. We do have to get the sandwich board we currently have out on the street everyday. **Julie will see that this is done.**

Second, we discussed what to do with the kiosk currently in front of the library. We reviewed a proposal that Rich Kraham had drawn up at the request of Joanne. There are a number of ways we can go, but the discussion coalesced around the proposal that we get rid of the current kiosk. On a motion by Teri, and second by Karen, we decided that we want to remove the kiosk. **Teri will bring our recommendation to the BOE.**

#### I.3 Spring Defensive Driving Class

On a motion by Al, and second by Lael, we decided to not hold this class in the future. This was decided apart from the question of the legality of the provider charging the public a fee on school property. **Julie will contact Victor Bujanow to let him know our decision.**

This led to a brief decision about the issue of CPLAC members starting programs and how that relates to using library staff. We'll take this up again in the future.

### J. NEW BUSINESS

#### J.1 Library Programming: Who & How & Where

This was discussed above under section H.

### K. ITEMS FOR FUTURE AGENDA

- K.1 Officer Term Limits
- K.2 Update Evaluation Standards
- K.3 Library Statistics
- K.4 Kiosk Replacement (?)
- K.5 Role of CPLAC

**ADJOURNMENT**                      **Time: \_\_Noon\_\_**

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

**Next Meeting: December 1, 2015, Chatham Public Library  
Planning Workshop 9:30 – 10 AM  
CPLAC business meeting 10 AM - Noon**