

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

MEETING NOTES

CHATHAM PUBLIC LIBRARY
CHATHAM NY

DATE: December 1, 2015
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 _____

NOTE: This meeting was preceded by a Strategic Planning workshop from 9:30 – 10 AM.

A. CALL TO ORDER Time: 10:10 AM

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 gave the following report:

- As of January 1, John Cooley will be retiring from the Friends Board and Eileen Rice will be rejoining that body.
- The speakers for the A&A Series for the first quarter of 2016 are Lincoln Mayorga, Anne C. Heller, and Margaret Roach.
- Bert Faye will be appearing on December 13 at 3 PM.
- Contributions continue to come to the Friends.

E. PUBLIC COMMENT

No members of the public were present.

F. NEWS FROM BOE

The removal of the kiosk in front of the library has been approved by the BOE. Staff of the district will do this work and it will not impact the library budget. **Julie will ask Mike about the schedule to remove the kiosk.** Teri noted that any plans to replace this notice board or reconfigure the area would need prior BOE approval. As a courtesy, Julie has already spoken to former library director, Wendy Fuller, about our plans to remove the kiosk (Wendy's husband, David, built the structure).

G. COMMENTS FROM THE CHAIRS

There were no comments, however, it should be noted that John and Lael have instituted a new protocol for our discussions at both strategic planning and regular CPLAC meetings.

H. DIRECTOR'S REPORT

Highlights of Julie's report:

- The Friends are paying for the new coffee machine and its rolling cart. Patrons of the library will soon be able to buy coffee. **Julie should look into having a press release when the coffee cart is ready to go.**
- The Friends have also agreed to spend up to \$5,000 for programming in 2016. We thank the group.
- Steve Nieto has inspected the peeling paint and it will be tested for lead content. Paint has been falling on the floor lately. **Teri said she would follow-up on this issue.**
- Berkshire Taconic Foundation provided us with a \$2,500 grant to provide early literacy programming at the local WIC center.

I. OLD BUSINESS

I.1 Kiosk Update

See above under section F.

Also, the moveable sign listing current programs is being brought out near the street each day.

I.2 Programming Policy

Mike was not able to be with us today, so we do not have a legal ruling about charging for programs at the library. We did discuss the wisdom of charging patrons of the library for programs at our tax supported institution. Julie has done extensive research on this question. **Julie will redraft the Programming Policy for our review next month.**

I.3 • Paint Follow-up

See above under section H.

J. NEW BUSINESS

J.1 Evaluation Standards Update

Teri, Karen & John reported on their work on new evaluation standards for the library director position. The new standards are based on a model from Georgia. Teri stated that there are some changes in the rating scale she needs to make. **Teri will redraft the standards document and send it to us. Also, Julie will review the document.** We hope to finalize the document in January. Starting next year, we suggested that we also start using specific goals as part of the evaluation process.

J.2 Role of CPLAC – Clarify & Discuss

We had a discussion on what CPLAC's role should be. CPLAC is an oversight committee and is not charged with running the library on a day-to-day basis.

John offered a list of things that, in his view, CPLAC ought to be concerned with (in no particular order):

- 1) policy
- 2) budget
- 3) any change that requires BOE approval
- 4) strategic planning
- 5) anything that might impact public perception of the library

To this list, we added a role for us in supervising (in that we have to evaluate) the library director and in forming a search committee whenever the position becomes vacant.

We agreed that library programming is and should be under the control of the director. We do have a programming committee that works with Julie.

K. ITEMS FOR FUTURE AGENDA

K.1 Officer Term Limits

ADJOURNMENT **Time: _11:20 PM_**

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

Next Meeting: January 5, 2016, Chatham Public Library
Strategic Planning Workshop 9:30 – 10 AM
CPLAC business meeting 10 AM - Noon