

CHATHAM PUBLIC LIBRARY ADVISORY COMMITTEE (CPLAC)

MEETING NOTES

CHATHAM PUBLIC LIBRARY
CHATHAM NY

DATE: December 6, 2016
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

The agenda was approved.

C. APPROVAL OF MINUTES OF PREVIOUS MEETING

The minutes were approved as drafted.

D. FRIENDS' REPORT

Rebecca reported on the following:

- The Dinitia Smith presentation attracted about 30 people.
- They have applied for a grant from Stewarts.
- Jon Katz is set for an April speaker event.
- She is having some difficulty in filling out the rest of the early 2017 schedule.
- We provided the school vacation weeks to help with planning.

E. PUBLIC COMMENT

No members of the public were present.

F. NEWS FROM BOE

Muriel reported that the search for a new superintendent is progressing.

We also discussed the technology upgrade at the school which will result in all students having a tablet computer assigned.

G. COMMENTS FROM THE CHAIRS

John mentioned that he anticipates the need for an executive session in January to discuss a personnel issue.

G.1 Meeting Dates – 2017

We set the schedule for CPLAC meetings in the first part of 2017. All meetings will be held at 10 AM at the library. The dates are:

January 3

January 31

March 7
April 4
May 2
June 6

H. DIRECTOR'S REPORT

Julie's report included the following:

- She took a course on archives from the Division of Historic Preservation and met with someone from the Southeastern NY Library Resource Council as a follow-up. This training will be used to help design an approach to managing our local history collection.
- Julie and Teri met with Mary Minahan of Catholic Charities to discuss how libraries can contribute to the fight against opioid abuse. Ms. Minahan offered a supply of circulating books and said she would train county library staff in the use of NarCan.

We also discussed the issue of having a defibrillator at the library. **Mike will look into what this would entail.**

I. OLD BUSINESS

I.1 Strategic Plan Subcommittee Update

Lael presented the draft strategic plan. We made a few revisions and decided the Julie and Mike will provide some information for a pie chart showing library discretionary expenditures and percentage of school budget. **If any member has additional comments or changes, they should let Lael have them before the next meeting.**

I.2 Landscape Issues

There is nothing new to report.

I.3 Parking

Mike reported that he and Cheryl met with the village mayor to discuss the parking related issues. There will be advisory signs placed across from the library designating 3 spots for library use (Monday-Friday, 10-5) and the village will look into the possibility of a crosswalk at the corner of Eaton Ave. We also pointed out that there is no signage indicating there is no parking in the rather large gap at the end of the path leading to the library. Also we assume that it's okay to park on the opposite side of Woodbridge where there are no delineated spaces south of the "no parking here to corner" sign. Mike will check on this.

Our thanks go to Cheryl and Mike for pursuing a resolution of the parking issues.

I.4 New E-Mail Feedback

John talked about the new e-mail program/addresses. It's important for us to use this new email so that all our communications are in one place and saved by the school. The program will change later this month from Outlook to Gmail, but the switch should be seamless to users like us. John said that anything he sends out will go to our school email addresses, but he will continue to also send them to the personal addresses of Lael, Joanne, Roe, and Melissa until they start to use their school accounts. **These four should let John know when they are "ready to go"**. John offered to assist if they have any questions.

J. NEW BUSINESS

J.1 By-Law Review

The by-laws state that we will meet monthly, but sometimes there seems to be a very small amount of business to deal with. We discussed the possibility of meeting every other month, but the feeling was that it's easier to cancel a meeting than to add a meeting if situations warrant.

John asked that **all members review the by-laws to see if there are any areas that we should consider revising.**

K. ITEMS FOR FUTURE AGENDA

K.1 Street Fair Participation (April)

K.2 Facility Study

ADJOURNMENT **Time: _11:30 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: January 3, 2017, 10 AM at Chatham Public Library