

CHATHAM PUBLIC LIBRARY ADVISORY COMMITTEE (CPLAC)

MEETING NOTES

CHATHAM PUBLIC LIBRARY
CHATHAM NY

DATE: March 1, 2016
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__;
Rebecca Greer, Representative of Friends of Chatham Library: __X__;
Others in attendance: _Joanne Gerstel (FoCPL)_____

A. CALL TO ORDER Time: 10:10 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 gave a report including the following:

- The Friends recently gave the library \$5,000, which is a lump sum to be used as Julie sees fit.
- Arrangements are being made to get a refrigerator for the staff breakroom.
- Upcoming programs include Margaret Roach on March 12, William Belcher on April 9, Krystyna Poray Goddu on May 21, and Ruth Reichl on June 25.

E. PUBLIC COMMENT

No members of the public were present.

F. NEWS FROM BOE

Teri and Muriel reported that the BOE was impressed with the operational numbers that Julie presented at the last board meeting. Virtually all of the indicators were up compared to last year. Also, at that meeting the library budget request was approved and Julie was permanently appointed to the director job after successfully completing her probation.

G. COMMENTS FROM THE CHAIRS

John thanked and recognized Teri and Muriel for their outspoken and steadfast support for the library at the last board meeting and in general as members of the BOE.

H. DIRECTOR'S REPORT

Julie reported on the following:

- The income tax preparation program has been fully booked.
- Online magazines, which were recently added to our offerings, are becoming extremely popular.
- Upcoming programs include Drop Everything and Read Day on April 16, and Ukulele Jam on March 19.

I. OLD BUSINESS

I.1 Evaluation Standards Update

We reviewed and discussed the evaluation standards for the director position that we talked about last month. Teri explained that the checklist evaluation document will be accompanied each year by specific goals for the director to concentrate on for the coming year. Al had previously sent in some grammar and spelling corrections, which John provided to Teri. We had also previously agreed to add space on the evaluation instrument to provide comments, if warranted, under each evaluation factor. **Teri will make the correction to the evaluation document.** On a motion by Teri and Second by Karen we approved the document with the corrections. During our May meeting we'll formulate director goals for the coming year.

I.2 By-Laws Revisions

Muriel reported that the BOE would not likely approve having a CPLAC representative on an interview committee formed to fill CPLAC vacancies. However, there should be no objection to allowing CPLAC to have input on the candidates being interviewed. The drafted by-law revisions, which we discussed last month, include this "input" proviso. So, we can proceed to our vote on the by-law revisions at the April meeting. They can then be sent to the BOE for approval.

J. NEW BUSINESS

J.1 Programming Report/Update

Georgene, Lael and Julie talked about programming plans they are finalizing. On May 7 there will be a Skill Share Saturday where volunteers will demonstrate different skills. Also, on the drawing board is a rollout event for the high school literary magazine and a "banned book" event in September.

J.2 E-Mail Retention

John raised the issue of retaining e-mails which CPLAC members send to each other. We don't conduct business in these e-mails, but rather just share information. The question is do we each have to retain these missives on our computers. **Mike said he would look into this issue.**

K. ITEMS FOR FUTURE AGENDA

K.1 Evaluation Goals (May)

ADJOURNMENT **Time: _11:00 AM_**

Motion by Teri, Second by Karen

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

Next Meeting: April 12, 2016, 10 AM at Chatham Public Library