

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

MEETING NOTES

MARY E. DARDESS ELEM. SCHOOL
CHATHAM NY

DATE: January 30, 2018
TIME: 10 AM – Noon

Lael Locke, Co-Chair ; Rosemary Vickery, Co-Chair ;
Melissa Sarris ; John McGowan ; Joanne Gerstel ;
Beth Hover ; Winnie Legere ; Julie DeLisle, Library Director ;
Mike Chudy, School District Designee ;
Rebecca Greer, Representative of Friends of Chatham Library: ;
Others in attendance: _____

A. CALL TO ORDER Time: 10:01 AM

B. APPROVAL OF PRESENT AGENDA

Agenda approved as written.

C. APPROVAL OF MINUTES OF PREVIOUS MEETING

Meeting Minutes approved as written.

D. FRIENDS' REPORT

Rebecca could not be with us. John reported that according to Rebecca the David Black event was very well attended. The next author talk will be on April 14 with Nancy Castaldo with her book "Back From The Brink". Send any suggestions for future author events to Rebecca.

E. PUBLIC COMMENT

No members of the public were present.

F. NEWS FROM BOE

Mike reported that the school continues to assemble a capital project plan part of which several projects at the library are expected to be included. These cover such things as: ceiling painting and LED lights upstairs, repointing of the chimney, alarm system upgrades, and installation of new gutters.

G. COMMENTS FROM THE CHAIRS

There were no comments.

H. DIRECTOR'S REPORT

Julie reported several items of note:

- She demonstrated the new automated system for reserving and printing museum passes from the library website.

- Julie talked briefly about ChromeBooks, which we can order for patron use at the library. These devices would not completely replace desktop computers currently in use.
- Met with Steve Nieto on moving and replacing furniture and other equipment.
- The outdoor benches (2) have arrived and will be placed in the Spring.
- The meeting with Sal and Mike on technology and phone options has not yet been held.
- A new service (Acorn TV) to provide streaming movies to patrons will replace the current Indie Flix program in February.
- She is working on the annual report to the state and shared some statistics with us. For example, we had 67,000 visitors last year! CPLAC members will receive a copy of the report after it's done. Julie is scheduled to present a synopsis of both the report and our budget request at the BOE meeting on 2/27/18. CPLAC members, of course, can attend.

Winnie noted that it would be helpful if there were a notice posted on the public use library computers reminding patrons to log off their personal accounts when they are finished working. Julie made a note of this.

I. OLD BUSINESS

I.1 Handicap Access Update

This item is still under review by Mike.

I.2 Meeting Schedule

Winnie shared her draft of a sentence to add to the by-laws, which would allow CPLAC to cancel meetings or change the schedule as needs arise. This will provide needed flexibility. We approved the draft language and **Winnie will send the new language to Roe. John will send the current By-Laws document to Roe, who will then revise it with the new language.** At the March meeting, we'll vote on the draft version.

J. NEW BUSINESS

J.1 Circulation Policy

We reviewed the changes to the library Circulation Policy (LIB 1507). The revisions allow the library to collect fines due to other libraries and so allow patrons to "clear their record". We do not have to send the funds collected to the other library and the amount of money collected should be very small. We approved the changes. The revised policy now goes to the BOE for approval.

J.2 Library Budget Proposal 2018-2019

Mike shared a spreadsheet showing the library draft budget. We had a long term employee retire last year and the replacement staff member, of course, earns less and has lower fringe benefit costs. Our overall budget request showed a decrease of over 3% from the previous year.

K. ITEMS FOR FUTURE AGENDA

Roe reviewed the list of these items.

K.1 Mid-point review of Library Director's goals & objectives (March)

- K.2 Vote on amendment to bylaw (March)
- K.3 Strategic Plan – review of goals (March)
- K.4 Library Open House 2018 (TBD)

NOTE: This meeting was the regular CPLAC meeting for February 2018.

ADJOURNMENT **Time: __11:01 AM__**

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

Next Meeting: March 6. 2018, 10 AM at MED Conference Room