

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

**MEETING NOTES**

MARY E. DARDESS ELEM. SCHOOL  
CHATHAM NY

DATE: March 6, 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 ;  
Representative of Friends of Chatham Library: ;  
Others in attendance: \_\_\_\_\_

**A. CALL TO ORDER** Time: 10:06 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:

- On February 24, Jana Laiz (the writer in residence at Arrowhead, the one-time home of Herman Melville) gave a talk on "A Free Woman On God's Earth". The event was well attended.
- The next talk will be on April 14, when Nancy Cataldo will discuss "Back From The Brink" about saving animals from extinction.

**E. PUBLIC COMMENT**

No members of the public were present.

**F. NEWS FROM BOE**

Julie presented an overview of programs and the library budget request at the last BOE meeting.

**G. COMMENTS FROM THE CHAIRS**

There were no comments.

**H. DIRECTOR'S REPORT**

H.1 Maintenance Update

In the Community Room, bookcases have been removed and some new chairs are on order. Upstairs in the Computer Room, several chairs have been mounted on casters, which will make them easier to move.

On another issue, Julie reported that she and her staff have been reviewing current library procedures and compiling questions and areas of concern. This effort is in preparation for a future visit from a workflow expert from MHLS.

## **I. OLD BUSINESS**

### **I.1 Handicap Access Update**

A plan is in place to install a button for handicapped patrons at the lower library door. This will be done as soon as possible.

Mike also said that he hopes that integrating the library and phone systems with the school district systems should be done by the summer. John requested that we make sure that the library can still have an option list (press 1 for library hours, etc.) for patrons calling the library.

### **I.2 Meeting Schedule**

We approved a change to the CPLAC By-laws which added the following language to Section 6, Meetings:

2/2/18 addendum: CPLAC reserves the right to cancel a meeting if a quorum is not expected or if there are no urgent agenda items requiring immediate discussion.

This change gives greater flexibility to the CPLAC Chairs in setting meetings.

## **J. NEW BUSINESS**

### **J.1 & J.2 Review of library Director Goals & Strategic Plan**

We discussed Julie's goals and the relation to the strategic plan goals. Julie pointed out that the Chatham High yearbooks have been digitized and newspapers are in the process. Staff will be trained to help patrons in using this new format.

We spent most of the discussion on space utilization and planning. The new Community Room space is being booked for use and **we requested that Julie track its use**. We need to respond to community needs for meeting space, but we need some data on use of current spaces. We talked about moveable furniture and bookshelves, but we're not sure what demand we're trying to address. Joanne offered to have a possible space plan prepared by her architect husband and we agreed. **Mike will provide a library floor plan to Joanne**. We also noted that when programs need the larger space of the middle school library, that set-up would be easier if Julie had a key to the elevator, so she can enter the MS library directly from the elevator. **Mike will look into this**.

## **K. ITEMS FOR FUTURE AGENDA**

### **K.1 Library Open House 2018 (TBD)**

Julie indicated that the Friends do not wish to be involved in planning this event.

**NOTE: We decided that the lack of pending agenda items means that we will not hold a meeting on April 3 as previously scheduled.**

**ADJOURNMENT**                      **Time: \_\_ 11:00 AM\_\_**

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

**Next Meeting: May 1, 2018, 10 AM at MED Superintendent’s Conference Room**