

CHATHAM PUBLIC LIBRARY ADVISORY COMMITTEE (CPLAC)

MEETING NOTES

MARY E. DARDESS ELEM. SCHOOL
CHATHAM NY

DATE: December 5, 2017
TIME: 10 AM – Noon

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

A. CALL TO ORDER Time: 10:00 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. Julie reported that there is a new podium for use at the author talks.

E. PUBLIC COMMENT

No members of the public were present.

F. NEWS FROM BOE

No separate report. See J.1 below for school issues.

G. COMMENTS FROM THE CHAIRS

There were no comments.

H. DIRECTOR'S REPORT

Julie reported several items of note:

- Maintenance staff will moved the computer furniture out of the "teen room". This will facilitate using the space for meetings and programs. She suggested that art works be placed on the walls of this room. John suggested contacting the school art teachers.
- She will soon implement an online system for patrons to sign out/print museum passes. The cost of the program will be about \$1,000 per year.

I. OLD BUSINESS

I.1 Handicap Access Update

Mike reported that the cost for installing a door opener for handicap access to the lower level of the library is around \$4,300. This figure came from the school architect. **Mike will collect further details on the estimate.**

I.2 Meeting Schedule

We discussed options to make the CPLAC meeting more flexible. Any changes would require amendment of the By-Laws of the committee. CPLAC Chairs have historically cancelled upcoming CPLAC meetings for various reasons, but this power is not covered in the By-Laws. Here is the language contained in the current version (5/20/16):

6. MEETINGS

- a. Meetings shall be held each month, the date, hour and location to be set by CPLAC.

All CPLAC members are invited to draft a sentence to be added to the current version to give us the flexibility we want. We'll discuss and arrive at a proposed draft at the next meeting, so we can vote on the change at the following meeting. The BOE also has to approve the change.

J. NEW BUSINESS

J.1 We were joined by Superintendent, Sal DeAngelo, and we continued a discussion begun in November and addressed a few new issues. Once again, we thank Sal for taking the time to meet with us. Here is the overview:

- Maintenance

Julie should continue to contact Steve Nieto with her needs via e-mail with a copy to Mike. Current high priority needs are 1) moving cabinets from behind the circulation desk and 2) send to surplus the larger computer tables upstairs (these will be replaced with new tables). **Mike will meet with Julie on these needs.**

Painting would go on a project list and Mike will look into this as well. It's important to remember that maintenance staff has to address needs all over the school district buildings.

- IT Support

Julie should continue to contact Giles with needs via e-mail with a copy to Mike. Some time ago the library's internet and phone systems were separated from the school systems. As a result, it appears that the speed of the library connection is slower than what is available to the rest of the school buildings. We should check to see if there can be a faster connection at the library and also to investigate if the library should be reintegrated with the school district phone and internet

services. **[Note: John will look into the background of why the systems were separated to begin with.]**

Sal said he would be interested in doing a review of the internet set-up at the library, perhaps in a meeting with Giles, Mike and Julie.

- Personnel

It is not looking good for adding more people at the library (i.e. a new librarian position to expand programs, etc.). **Julie will send a memo to Sal documenting her desire to add staff to address specific needs.**

- Capital Project

The district is working on a proposal for a capital, which should be rolled out for public review and input early in 2018. A lot of the projects will involve HVAC, roofing and other repairs to district buildings. There should be a few items for the library.

- School Newsletter

We talked about putting something about the library in the next issue of the School Newsletter, which will be devoted to “the budget”. It depends on how large the newsletter issue will be as to how much space the library would get.

- Fine Collection

At present, the library does not collect fines for late return of our materials by borrowers. We can, however, collect fines that our patrons owe to other MHLS libraries and keep the funds received (under a \$25 fine). There was no objection to starting this. The accounting mechanism is already in place.

K. ITEMS FOR FUTURE AGENDA

Roe reviewed the list of these items.

- K.1 Budget proposal review – January submission to BOE
- K.2 Mid-point review of Library Director’s goals & objectives
- K.2 Strategic Plan – review of goals (March)
- K.3 Library Open House 2018

NOTE: We changed the date of the January 2018 meeting. As listed below it will be on January 4.

ADJOURNMENT Time: 11:37 AM

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

Next Meeting: January 4, 2018, 10 AM at MED Conference Room