

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

MEETING NOTES

CHATHAM HIGH SCHOOL
Conference Room

DATE: April 2, 2019
TIME: 10 AM – Noon

Rosemary Vickery, Co-Chair ; Nancy Vazac Jackson ;
John McGowan, Secretary ; Joanne Gerstel, Co-Chair ;
Beth Hover, BOE ; Winnie Legere ; Muriel Faxon, BOE ;
Julie DeLisle, Library Director ;
Mike Chudy, School District Designee ;
Representative of Friends of Chatham Library: ;
Others in attendance: _____

NOTE: The regular business meeting of CPLAC was preceded by a 45 minute Executive Session to discuss personnel matters.

A. CALL TO ORDER Time: 10:48 AM

B. APPROVAL OF PRESENT AGENDA

Agenda approved as written.

John requested that at a future meeting we discuss the role and business of CPLAC going forward including the frequency of meetings.

C. APPROVAL OF MINUTES OF PREVIOUS MEETING

Minutes approved as drafted.

D. FRIENDS' REPORT

Damaris Botwick, president of the Friends Board reported the following:

- they have restructured the board to apportion tasks to various members.
- future programs will feature not just authors, but also programs on areas of community interest to broaden the appeal of the sessions (e.g. Columbia Land Conservancy).
- they are increasing the size of the board.
- the board meets the 2nd Wednesday of the month at the library.
- they held a luncheon to thank Rebecca Greer for her many years of service and accomplishments.

Roe invited Damaris to forward the minutes of the FOL board meetings to John so that he can share them with CPLAC.

John requested that he receive the names and contact information for any new FOL board members so he can forward CPLAC agendas and meeting notes to them.

E. PUBLIC COMMENT

No members of the public were present.

F. NEWS FROM BOE

Muriel reported that capital project bids were opened and costs came in under budget, so work can begin this summer. Also, BOE candidate petitions are available now.

G. COMMENTS FROM THE CHAIRS

Roe reported that they expect to have the new evaluation package to Julie before May. Sal will also see the documents for his input. The package consists of 3 pieces: the evaluation sheets for CPLAC members, a staff survey instrument and a self-evaluation form for the director. Thanks were extended to the sub-committee for their hard work.

H. DIRECTOR'S REPORT

Julie reported on the following:

- We will have a paragraph on the library in the next (and future) editions of the Chatham Central School newsletter.
- The weeding project is done, although weeding of books and materials is really an ongoing function.
- New bathroom doorknobs with an indication of when the room is "Occupied" are a new feature and there is a new light fixture in the upstairs entryway.
- She is working on the best option for new movable bookshelves to replace the fixed-position shelves in the upstairs main floor. The shelves to be replaced are the "free-standing" ones (not against the walls). This change will facilitate the space plan, which calls for an open event space on the main floor.

Julie needs to find out and report to Mike if the firm giving us a quote is on state contract and to decide what electrical changes need to be made to accommodate the open space plan.

I. OLD BUSINESS

Last month, John raised the issue of maintaining an archive of old CPLAC meeting notes, agendas and other documents, which are currently stored in files in Julie's office. Mike investigated with the school records management person and reported to us that there is no need to retain these documents since we are a committee of the BOE and they retain all relevant documents pertaining to CPLAC business.

J. NEW BUSINESS

Roe reported that there is no need for an Executive Session in May.

K. ITEMS FOR FUTURE AGENDA

ADJOURNMENT

Time: __11:40 AM__

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

**Next Meeting: May 7, 2019, 10 AM – MED Elementary School,
Superintendent’s Conference Room**