

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

MEETING NOTES

MED ELEMENTARY SCHOOL
Superintendent's Conference Room

DATE: June 4, 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: An executive session was held from 10 to 10:30 AM. The regular public meeting was scheduled to start at 10:30

A. CALL TO ORDER Time: 10:35 AM

B. APPROVAL OF PRESENT AGENDA

Agenda approved as written.

C. APPROVAL OF MINUTES OF PREVIOUS MEETING

Minutes approved as drafted.

D. FRIENDS' REPORT

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

- Peter Paden of Columbia Land Conservancy made a presentation on June 1, which was well received.
- The program schedule for the fall is almost set.
- They have updated their e-mail list.
- They now have a slide in the nightly slide show at the Crandell.
- Anyone contributing over \$500 to the Friends gets their name on a plaque at the library.
- There is currently one vacancy on the FOCL Board

E. PUBLIC COMMENT

No members of the public were present.

F. NEWS FROM BOE

Muriel reported that the budget passed. She was congratulated for her re-election.

G. COMMENTS FROM THE CHAIRS

Joanne talked about the feedback that Julie gave to the subcommittee on the new evaluation form. We decided that we wouldn't make any changes at this point, but the evaluation factors and their wording will be subject to review and possible revision in June 2020. We did revise the title of the employee feedback form, because we're looking for responses that reflect employee perceptions and not necessarily as indicating issues that Julie would be responsible for reacting to or correcting. We thanked the subcommittee members for their hard work.

John had prepared a sheet summarizing the library modifications project. We decided to table this issue until Mike can be with us. It will be discussed at a meeting involving Julie, Mike, Roe, Joanne, and John on June 18.

John raised the issue of new CPLAC members. Muriel indicated that names have been sent to Craig Simmons and as soon as the BOE can vote on them, we'll receive word. When that happens, **John will send background material to the new members.**

H. DIRECTOR'S REPORT

Julie reported on the following:

- An employee will soon be having surgery, but coverage for her duties has already been planned.
- One substitute employee has left for a full-time job. A replacement is pending.
- A new light fixture, paid for by the Friends, was installed in the foyer.
- MHLS has started a program of automatically renewing items checked out at participating libraries as they approach the due date. Only 3 member libraries opted out of this new system.
- Julie will send to us a list of Chatham Fair slots that need filling by volunteers for the Columbia County Library Association booth.
- She received signs from Tobacco Free Action of Columbia and Greene Counties, which list the library hours in addition to a no-smoking message. Maintenance staff is looking into suitable poles to mount these signs on at the two library entrances.

Roe explained that she, Joanne, and John will meet with Mike and Julie on June 18 at 10:30 in the library. They will provide Julie with her annual performance evaluation. They will also discuss the library modification project.

I. OLD BUSINESS

We approved the final version of the evaluation and employee feedback forms. See Section G above. Mike and Sal had previously reviewed these forms and had requested no changes.

J. NEW BUSINESS

We discussed the frequency of CPLAC meetings for the coming (2019-20) school year. We decided that at this point we don't expect the need to meet each month. We settled on the following schedule: September 10, November 5,

February 4, April 7, May 5, and June 2. All meetings will be at 10 AM. **Winnie will arrange with Diane Hammon for meeting space for these dates.** If we need to add a meeting for months not covered we'd try for the first Tuesday of that month or other date agreed upon. CPLAC has the flexibility to adjust our schedule as specified in the latest version of our by-laws. After Roe and Joanne leave the committee at the end of June, we agreed that John will serve as acting Chair until officer elections are held at the September meeting.

We presented to both Roe and Joanne a bouquet of flowers and an appreciation certificate as an expression of our esteem and affection for these wonderful colleagues who are retiring from CPLAC.

K. ITEMS FOR FUTURE AGENDA

- Conduct election of officers.
- Discuss role of CPLAC going forward.
- Document details of library modification plans.

ADJOURNMENT **Time: __11:35 AM__**

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

Next Meeting: September 10, 2019, 10 AM – MED Elementary School, Superintendent's Conference Room