

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

MEETING NOTES

Mary E. Dardess Elementary School
Superintendent's Conference Room
Chatham, NY

Date: November 5, 2019

TIME: 10:00 AM

Jean Northup __X__; Jane Herzhauser __X__; John McGowan, Chair __X__; Julie DeLisle, Library Director ____; Mike Chudy, School District Designee ____; Beth Hover, BOE ____; Muriel Faxon, BOE__X__; Winnie Legere, Co-Chair_X__; Nancy Vazac Jackson, Secretary __X__; Representative of Friends of Chatham Library: _X__; Others in attendance: _____

A. CALL TO ORDER Time: _10:00AM_____

B. APPROVAL OF PRESENT AGENDA

Agenda approved as written.

C. APPROVAL OF MINUTES OF PREVIOUS MEETING

Minutes from 9.10.2019 approved as drafted.

D. FRIENDS' REPORT

Teri Conte gave the Friends report. A new Fundraiser letter will be going out soon, focusing on people who have donated in the past, but not recently. The last 2 presentations have been well-attended. Monthly presentations for most of the upcoming year are in place, with a variety of authors speaking about their books, and community organizations looking to reach out to people interested in volunteering or in need of the services the new groups plan to offer.

Friends plans to update the donor's plaque in the library that lists names of people who donate more than \$500 to the library.

Rebecca Grier has relocated to Virginia near family. Friends had an appreciation event for her at her final meeting with Friends.

E. PUBLIC COMMENT

No members of the public were present.

F. NEWS FROM BOE

Muriel gave an update on the BOE. The last meeting focused on testing and scores at all 3 schools, which are all improving. Tonight's meeting will concern contract negotiations with 2 unions.

G. COMMENTS FROM THE CHAIRS

- Director evaluation forms

Jane noted 3 suggested changes to the new Librarian's Evaluation form. **There was unanimous agreement to make the changes, which will be made by Nancy and updated copies circulated to the CPLAC members**

H. DIRECTOR'S REPORT

- General report

John gave the Director's report written by Julie, who was unable to attend the meeting today. Most of Phase 1 changes have been completed: painting, new lighting and A/C. The upstairs room will remain closed until a few more details are settled. The magazine racks will remain downstairs, and the furniture opposite the computer area will be rearranged as a trial to see if people like the new arrangement.

Kanopy has been purchased by the Columbia County Library Assn. and will be available for the Chatham Library through that county group.

Julie attended 3 classes on digital scanning and will be attending a 3 day NY Library Assn. meeting from Nov. 13 – 16.

The donation of \$5000.00 from Walter Wilson has been received.

Library Advocacy Day in Albany will be Tuesday, Feb. 25. CPLAC members are encouraged to attend.

- Ongoing tech help for the public

The Tech Tutors program from the high school will again be in place this year. It takes a while for the school to get it set up at the beginning of the school year, so it is not yet available. Julie is interested in looking into whether a paid position could be available to have assistance year round, as the students are never available in the summer months. It may be able to be part of a staff member's assignment; **Teri indicated she would investigate with the Friends about whether a stipend could be available for this purpose.**

- Library tours

Julie has suggested a tour of newly renovated libraries in the area (Hudson, Kinderhook and Claverack) for CPLAC members to see what nearby libraries are offering to their communities.

I. OLD BUSINESS

- Review library modifications so far and discuss shelving

There are questions about the moveable shelving and electric work (removing the "dog house" outlets and adding new outlets that are flush with the floor) that some members thought was part of Phase 1 work. **John will follow up on this with an email to Julie, Mike and Steve Nieto (Building and Grounds) for clarification.**

- Review future meeting issues

The members reviewed plans for future meetings.

Feb. 4:

-budget review

-review of annual report to State Ed. Dept. – Julie completes it, CPLAC approves it, then forwards to BOE.

-short executive session to complete interim evaluation of Julie and give her feedback mid-year

-anything new that has come up prior to Feb 4

April 7: regular meeting

May 5: Executive meeting to complete Julie's evaluation

Julie meets with Mike, John and Winnie after evaluation form data is ready

Arrange for posting of notice for new CPLAC members

June 2: set up meeting dates for next year

J. NEW BUSINESS

There was no new business.

K. FUTURE AGENDA ITEMS

No future agenda items were raised.

ADJOURNMENT

Time: _10:55__

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

Next meeting will Tuesday February 4, 2020 10:00AM in MED Superintendent's Conference Room.