

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

MEETING NOTES

Zoom Meeting

Date: September 1, 2020

Chatham, NY

TIME: 10:00 AM

Jean Northup X ; Jane Herzhauser X ; John McGowan, Chair X ; Julie DeLisle, Library Director X ; Mike Chudy, School District Designee X ; Beth Hover, BOE X ; Muriel Faxon, BOE X ; Nancy V. Jackson, Secretary X ; Representative of Friends of Chatham Library: ;
Others in attendance: None

A. CALL TO ORDER Time: 10:00

- Approval of Temp Chair

There was a motion that passed unanimously for John McGowan to serve as Temporary Chair for this meeting until election of officers.

B. APPROVAL OF PRESENT AGENDA

There was a motion by Muriel Faxon to approve the present agenda as written that was seconded and passed unanimously.

C. APPROVAL OF MINUTES OF PREVIOUS MEETING

There was a motion by Jean Northup to approve the minutes of the previous meeting on February 4, 2020 that was seconded and passed unanimously.

D. FRIENDS' REPORT

The Friends Group has not met since March and cancelled programs due to the pandemic. There was no representative at today's meeting.

E. PUBLIC COMMENT

There were no public comments.

F. NEWS FROM BOE

The BOE has not met in person since the pandemic began. Some work on the capital improvements at the Library has continued. Painting of trim inside, some outside work and some A/C issues have been addressed. Phone service to the Library was out for a week following storm tree damage earlier in the summer.

G. COMMENTS FROM THE CHAIRS

Election of Officers:

John McGowan announced that Winnie Legere has opted to leave the Committee; the open seat was advertised but there were no applicants. Another notice will be placed in local media seeking applicants to the committee to fill this vacancy.

John McGowan was unanimously re-elected as Chair of the Committee; Nancy Jackson was unanimously re-elected as secretary. It was unanimously decided that Jean Northup and Jane Herzhauser would share the Co-Chair position, with Jean serving for the first 6 months of this academic year and Jane for the second 6 months of this academic year. This arrangement will allow both of them to become more familiar with the work of the committee.

Meeting Dates:

The following meeting dates were scheduled for the upcoming year:

November 3, 2020 – this will be a Zoom meeting

February 2, 2021

April 13, 2021

May 4, 2021 – if needed

June 1, 2021

H. DIRECTOR'S REPORT

This is the Director's Report submitted by Julie DeLisle to the CPLAC meeting on 9/1/2020:

The library's doors closed to the public on March 16. The staff continued to work inside for a few more weeks, until district staff were sent home to work. Delivery between libraries stopped and we sealed our book return.

As the president of the Friends of the Library mentioned, they have ceased having meetings or hosting programs. Amy Bass was the last author to visit the library, on Feb. 22, quite a nice event to end on.

Library staff meetings, workshops and classes continue online. Our staff has attended online webinars in library security, customer service, and other topics. These were offered by our own library system, our regional library council, library associations, colleges, museums, historical societies, and other entities across the country. We also contributed towards helping our community--when face shields were difficult to obtain, a makers' space in Philmont started producing them. They sent out a call for anyone with a laminator, and the library staff took turns running ours. We helped create most of the 1000 face shields which were distributed to local nursing homes and other sites in the region.

Although our doors were closed, patrons continued to check out books & magazines using the various online services we offer: Overdrive--ebooks & audiobooks; Kanopy--streaming movies; Acorn--streaming British tv series. In April I added Hoopla, which offers ebooks, audio, music, tv & comic books. Usage for every service has increased since March. I had just added the ability to sign up for a library card online to our website, so that proved to be fortunate timing.

Following the lead of other libraries in the system, I created phone lists for staff to reach out to patrons who might have felt isolated, providing information regarding our services.

With the inability to gather in person, several of the groups we had hosted went on to create their own meetups online, including mah jongg, ukulele jam and dream journaling. With the group purchase of Zoom licences by the Columbia County libraries, we continue to run our book discussion group, childrens' story times, and memoir writers' group. I started a second book group, the CookBook Club, which meets monthly to share experiences making recipes from a different cookbook.

This year's Community Arts Grant was funding two ceramics workshop series with a local artist. One of the series had just started, with one session held in March. Over the summer our artist/teacher created instructional videos, which she shared with the students, who received the materials for the class in packets, to take home.

The summer reading program also went virtual this summer. Children & teens were able to sign up using an online program and app called ReadSquared. Becky created take home craft kits which included materials & directions. These were very popular, and we plan to continue them in the fall. She also held a book discussion series for teens. We also offered a creative writing workshop for tweens, led by an author of books for that age group. In the fall, the Lego Club will resume meeting online.

Carly used her time at home to digitize the postcard collection, the Village of Chatham collection and the Chatham school collection. Using a smaller, newer scanner on loan from the Southeastern New York Library Resources Council, she has been adding new entries to our section on the New York Heritage site, and re-scanning old entries at a higher resolution. She is also correcting and adding information where it had been lacking. These materials include photographs, postcards, and other printed ephemera. You can see these collections [here](#).

On June 17th, the Columbia County Libraries coordinated to re-open together to offer non-contact curbside service. Since then, we have each been getting ready to re-open for browsing. This has involved accumulating PPE (personal protective equipment), moving furniture, separating computer stations, etc. The district has purchased sneeze guards but they have not been installed yet. We are still waiting for our air conditioning to be adjusted--the unit upstairs is not working properly, and the system downstairs is also not working properly.

I. OLD BUSINESS

There was no Old Business.

J. NEW BUSINESS

John McGowan encouraged members to submit agenda items for the next meeting on November 3, 2020.

The next CPLAC meeting will be a Zoom meeting due to Co-vid and future meeting arrangements, as well a Library access, will be guided by state and local Co-vid guidelines.

John McGowan reminded the Committee that the Strategic Plan for the Library is due for an update in another year. **John will share a copy of the current Strategic Plan with Committee members to begin this process.**

K. FUTURE AGENDA ITEMS

No future agenda items were raised.

ADJOURNMENT **Time: 10:50**

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

The next meeting will be Tuesday, November 3, 2020 using the Zoom format.