

CHAPLIN PUBLIC LIBRARY
Board of Trustees Meeting
Chaplin, Connecticut
Meeting Minutes
April 16, 2018

Chairperson Eunice Edelman called the meeting to order at 6:31 PM. Board members present were Kelly Pothier, Diane Cox, Leslie Ricklin, and Alan Burdick. Others present was Library Director Sandra Horning. Unable to attend was Board member Bill Jenkins.

3. APPROVE MINUTES OF MARCH 19, 2018:

Motion to approve the minutes of March 19, 2018, was made by Leslie Ricklin, seconded by Alan Burdick and carried with one abstention by Kelly Pothier.

4. ADDITIONS TO AGENDA: None

5. CORRESPONDENCE: None

6. REPORTS:

A. Director's Report:

- Physical circulation for the month of March was 726, with 347 checked out. Electronic circulation was 61.
- The Library was open for 16 days with 338 walk-ins at an average of 21 per day. Please note the library closed early on 3 of these days due to bad weather and a power outage.
- A leak started in the meeting room kitchen today. Water leaked through the smoke detector and set off the fire alarm. The town crew and fire department both responded.
- There is a problem with the building's well. Dave Stone asked that the library conserve water until further notice. The repair bill will be split with the senior center.
- Estimates for possible grant spending were presented: Photo printing and framing by Victor Boomer, \$300; Tabletop book display case for old books, \$200; logo work, \$1,000.
Diane Cox made a motion for the Library Director to proceed with using some of the grant money for the photo work by Victor Boomer and for purchasing book display cases, seconded by Leslie Ricklin and carried unanimously.

The logo options will be further reviewed.

- The Library Director met with the CES librarian and enrichment teacher and will be coordinating library visits and the library's summer reading program with CES.
- Deb Field's orchid talk had a good turnout, and the April Passport Program has been going well, with over 40 people already getting passports.
- Creature Teachers will be here this Wed. at 6:30pm
- The Cookbook Club will be next Friday, April 27th at 6:30pm.
- The QC Reads program with Rachel O'Neill will be on May 2nd at 6:30pm.
- The meeting for the use/renting of municipal town buildings (which includes the library meeting room) is scheduled for Thursday, April 26th at 4pm. Sandra Horning will be attending. The agenda has been posted and the meeting is open to the public.

B. Board Chair Report: Eunice Edelman discussed the performance appraisal process for the new Library Director now that she has been in the position long enough to be evaluated. The board discussed strategies for accomplishing this task. It was agreed that the dates in the By-Laws must be updated in order for the Personnel Committee to proceed, and it is also on the Trustee calendar to revise the By-Laws in 2018. It was agreed that the Personnel Committee should consist of the entire board rather than two Trustees and the Chair, due to the reduced numbers of Trustees. These items will be discussed and required actions taken at the May 21st board meeting.

C. Board Members Report: No Report

7. OLD BUSINESS/NEW BUSINESS:

A. Budget Update:

The Library Director attended the Board of Finance hearing, and there were not any further questions on the proposed library budget. Final approval of the budget will not be until after the annual town meeting on May 14th.

B. Policy for Fines:

Leslie Ricklin made a motion to approve the revised Fines Policy, seconded by Diane Cox and passed unanimously. The Library Director will post the new policy online and at the library.

C. Cupboard in the Ross Library:

There has been no progress or update on the cupboard in the library.

D. Handicap Access:

Sandra Horning brought up the library's concerns at the last BOS meeting. The First Selectman said use of the room after hours will be part of the rental discussion for the Library and Senior Center. If it is to be used for private citizens after hours, then the ramp will be discussed. Any changes to the ramp will have to go through the Historic Commission. Sandra is also looking into possible grants for upgrading the library's handicap access.

E. Maypole Festival:

Barbara Barton and Kelly Pothier have volunteered to help out in the Library tent that will be at the festival. In addition to the other activities in the tent, Barbara will organize a seed planting/flower activity for the children.

8. AGENDA ITEMS FOR NEXT MEETING:

- Budget Update
- Review Library By-Laws
- Cupboard in the Ross Library
- Handicap Access
- Maypole Festival

3. ADJOURN:

Motion to adjourn (7:55 PM) was made by Kelly Pothier, seconded by Leslie Ricklin and carried unanimously.

Minutes will be approved at the next regular meeting.

***Respectfully submitted by Sandra Horning
Library Director***