

**CHAPLIN PUBLIC LIBRARY**  
**Board of Trustees Meeting**  
**Chaplin, Connecticut**  
**Special Meeting Minutes**  
**June 12, 2017**

Chairperson Victor Boomer called the meeting to order at 6:34 PM. Board members present were Alan Burdick, Eunice Edelman, Leslie Ricklin, Kelly Pothier, and Priscilla Willey Diwan. Also present was Library Director Sandra Horning. Unable to attend was Board members Rebecca Stockdale-Woolley and Bill Jenkins.

**3. APPROVE MINUTES OF MAY 15, 2017:**

*Motion to approve the minutes of May 15, 2017, was made by Priscilla Willey Diwan, seconded by Alan Burdick, and carried unanimously.*

**4. ADDITIONS TO AGENDA:** None

**5. CORRESPONDENCE:** None

**6. REPORTS:**

**A. Director's Report:**

- Circulation for the month of May was 453 items checked out.
- The Library was open for 17 days with 370 walk-ins with an average of 22 per day.
- Budget Overview: The yearly budget will be coming to a close on June 30<sup>th</sup>. Although Building and Equipment Maintenance are over, the library will still end up below budget because of a substantial amount of money leftover in the propane and directory salary lines.
- The hot water heater broke last week, and was replaced by ActionAir. The bill will be split with the Senior Center. The library's portion will be \$1874.75.
- The library's phone service was partially suspended by Charter last week, but the issue has been resolved.
- The Summer Reading program has been set up, and the flyers have been dropped off at the elementary school. Children can start signing up next Wed. Board members received the schedule of events, which will be on the town website and in the summer issue of the Neighborhood News. It will also be sent out through googlegroups.
- For adult programming, Julie Stygar, a psychic medium, will be doing a program on July 26<sup>th</sup> at 6pm. Marty Podskoch will be here as part of the CT Author Trail on Monday, August 7<sup>th</sup> at 6:30, and Kelly Caisse will do a Farm-to-Table event on Friday, August 11<sup>th</sup> at 5pm.
- Tomorrow is the Quiet Corner Reads program at the Pomfret School. Patrons have been interested and 11 Chaplin residents will be attending the event.
- Sandra Horning will not receive a director email or master key until the new budget year.

**B. Board Chair Report:** No Report

**C. Board Members Report:** No Report

**7. OLD BUSINESS/NEW BUSINESS:**

**A. Discuss Connecticut Public Library Trustee Manual**

Eunice Edelman and Priscilla Willey Diwan have both read the manual, and agree with Leslie Ricklin that the library needs to have some policies and procedures in place. A policy subcommittee will be formed with Victor Boomer, Leslie Ricklin, and Priscilla Willey Diwan. Priscilla Willey Diwan advocated creating handicap, emergency disaster, and facilities plans. Leslie Ricklin suggested a collection policy, including a policy for handling the old library books. Rebecca Stockdale-Woolley left a folder with Sandra Horning about policies that have been discussed at previous board meetings. Sandra will copy the folder for each of the committee members. Creating a Friends of the Library group was also discussed.

**B. Discuss Bicentennial:**

Leslie Ricklin attended the Senior Capstone Project Fair on Wednesday, May 17<sup>th</sup>. She was impressed with the projects, but there were no history ones. As a result, she is looking at other groups that might be interested in helping record some of the older Chaplin residents' memories and stories. Kelly Pothier said her children's 4-H group may be interested.

**C. Sign Replacement:**

The zoning officer and the historic District Commission have both approved moving the sign location next to the building, which is similar to the Senior Center sign's location. The established date will be 1911. Last week, Sandra Horning submitted an invoice of \$1250 to the finance manager because a 50% deposit is required to begin work on the sign.

**D. Directional Sign**

No update, Dave Stone is still waiting to hear back.

**E. Discuss Website:**

No answer has been received from the First Selectman on the website. Multiple messages have been left. Victor Boomer will ask if this item can be added to the next selectman meeting scheduled for July 6<sup>th</sup>.

**8. AGENDA ITEMS FOR NEXT MEETING:**

- Policy and Planning Committee
- Discuss Bicentennial
- Sign Replacement
- Directional Sign
- Discuss Website
- Landscaping

**9. ADJOURN:**

Chaplin Library – Page 3 of 3

Minutes: May 15, 2017

***Motion to adjourn (7:50 PM) was made by Alan Burdick, seconded by Leslie Ricklin and carried unanimously.***

Minutes will be approved at the next regular meeting.

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