

Chaplin Public Library
Board of Trustees Meeting
Chaplin, Connecticut
Meeting Minutes
January 23, 2017

1. **Chairperson Victor Boomer called the meeting to order** at 6:32 PM.

2. **Board members present** were: Eunice Edelman, Sandra Horning, Rebecca Stockdale-Woolley, Priscilla Willey, Kelly Pothier, Leslie Richland, Bill Jenkins (7:02 PM). Absent: Alex Burdick. Library volunteer Alex Stewart Hill was present.

3. **Approve Minutes** of December 19, 2016:

Recording Clerk Kathleen Scott was unable to attend. Priscilla Willey took notes for the minutes.

Sandra Horning pointed out an error in the minutes: Correction as follows: 5.A. Director's report.

"The town will be asked to establish a general email [removing 'website'] for the Library and Jessica Jahnke will be asked to direct any future emails to this email [removing 'website']."

Victor Boomer made a motion to approve the minutes of December 19, 2017, seconded by Eunice, and carried unanimously.

4. **Correspondence**

a. Letter dated January 19, 2017, from the All CT Library Boards (ACLB). Victor Boomer read out the letter, which included a newsletter outlining benefits of membership: receiving the newsletter, opportunities to learn more about programs, reduced attendance fees for ACLB events. Gail B. Richmond is the President of the ACLB.

In the discussion that followed, it was found to be unknown as to whether we are members of this association, or of other Library associations, and what kinds of Library associations are available, their costs and comparable benefits.

Chaplin Library is already a member of the CT Library Consortium (CLC).

Sandy Horning will look into the matter further.

5. **Reports**

A. **Directors Report:** Sandra Horning presented the report on the library.

1. The Library was open in December for 14 days with 224 walk-ins, averaging 16 people per day. Circulation: 254 items were checked out.

2. Kitty LeShay helped cover some hours over the holidays and the week Angie was sick.

3. Computers are still crashing.

4. The Town IT support personnel, has not been back. The work the Town IT support personnel recommended, to wipe the computers of data will come out of the Town, not Library, budget. The computers are running Window 7 Professional, except the oldest one which is running Windows Vista Home Basic.

5. Alex Hill installed a new printer for the library that he was able to procure from UCONN surplus.

6. The Literary Station needs to be replaced. Sandra Horning presented a quotation for the cost of a new early literacy station computer from the previous vendor (\$2700).
7. Sandra has been sending bills to Town Finance Manager, so Library is up to date on this.
8. Sandra and Angie have been ordering books and DVD's in keeping with the budget.
9. Sandra posted the Director job on the CLC with an end date of posting at December 19, 2016, and updated listing information to indicate that Jessica Jahnke was no longer the director.
10. Sandra spoke with Town Assistant about the email for the library: the Town IT support personnel is working on it. Meanwhile Jessica is sending correspondence she receives on her personal email to Victor or Sandra.
11. Sandra gave a Wednesday preschool play group notice to Chaplin Elementary School (CES), on Jan 1. 1-3 families with children have been showing up the past few weeks.
12. Sandra suggested a "love your Library/Valentine" event in February on a Friday evening, Feb. 10 from 5 -6. Sandra will notify the Chronicle, create a flyer and drop it at CES.
13. Sandra discussed the Play and Learn Classroom Loft style playscape requested by a patron. Issues of continuing concern are liability and space for the playscape.
14. Chaplin Library directional signs. One that was made over 13 years ago was found by Alex S. Hill whilst voluntarily cleaning out a room at the library. We need to make sure that it meets the DOT/Town compliance regulations, and see about ordering another one so that there is a clear pointer to the Library from different lanes on Rte. 198.
15. 6:33 PM Victor Boomer made a motion that we buy another directional sign dependent upon the Town Hall and DOT compliance. It was seconded by Leslie, 6:55 PM and carried unanimously.

6. Old Business/New Business

A. Greet New Member: Welcoming Leslie Richland who is back on the Library Board after an 8 year hiatus.

B. New Business:

1. Sandy passed out a tentative budget for the coming fiscal year.
2. Presentation by Library Volunteer and Chaplin Resident , and UCONN systems Engineer, Alex Stewart Hill on our Library technology. Alex gave a clear and concise presentation on:
 - a. Who he was in relation to the Library, and his area of extensive expertise in computer technology and IT, and how he has been able to use it for the Library.
 - b. What he has been working on in the library, which included: making the second circulation desk computer functional, restoring and refurbishing the AV equipment cart, recycling the old technology and toners, finding, sorting through and organizing our useful spares. He further got a barcode scanner that the Library had working again, and (even) cleaned the kitchen.
 - c. From the UCONN university surplus, he was able to procure for the library: a color laser printer, and Intel 15 workstation, an HP jet Print Server, a Digital Projector, spare keyboards and mice, and useful spare parts, a security lock, RAM, DVD/VCR, and displays. With his technical knowledge and skills, he has been able to pull together all the materials for a Literacy Center and Work Station.
 - d. He outlined the **library needs**: Alex was able to get about \$8000 worth of equipment from the surplus. We will need to buy toner at about \$100 for a set of two. Hard Drives for around \$300 – \$400. S. video Cables, and the Active HDMI SVGA display adaptors for about \$25.
 - e. Alex outlined the **labor needs** for the library: Administrative passwords for the workstations, a network printer, and building an early learning workstation.
 - f. The early learning work station would have no internet, would serve an elementary and middleschool curriculum, have active books, a game based curriculum in all subjects, would be like a CCC school computer.

g. Other observations that Alex made that will help the library function well are to: renew training for database, attempt database local back up, website update, programs, room on live calendar, Signage, open, US and State Flags, social media updates.

h. Alex emphasized that the library is about all literacy. It should serve as a redundant office for patrons, and have a bullet proof printer.

I. **Labor Costs:** Alex can do the IT for the workstations, make them rock solid. They will have keyboard and mouse, not the touch screen. He estimates his cost to be about \$1000. for the IT work. To be the Library on call IT person, he will get back to us with the per hour costs, usually around \$100 per hour. Alex will send the board a written budget proposal for the project. He can be reached at (860) 455-9965.

j. Sandra will talk with the Town Finance Manager about getting regular IT support from Alex.

C. Old Business: the closing date for the Library Director position application was January 19th. Eleven Applications have been received. It is up to the subcommittee: Eunice, Leslie, and Victor Boomer. Files will be given to them at the end of the meeting.

7. Agenda items for Next Meeting

A. Discuss Alex Hill's proposal for the Library Technical work and equipment.

B. Billy Jenkins made a motion to approve the Budget at the February meeting. Seconded by Eunice and carried unanimously.

C. Discuss the Library Internet Policy at the next meeting and make a public hearing on March 20th regarding our internet policy.

D. Follow up on the road signage for the Library.

E. Approve plans for 2022, the 200th birthday of the Town of Chaplin. To gather what information and stories, oral histories that we can from elder Chaplin residents, as Charlotte Shed, to put the event into the curriculum of schools.

8. **Adjourn:**The meeting was adjourned at 8:15 PM with a motion by Billy Jenkins, seconded by Eunice Edelman and carried unanimously.

Minutes will be approved at the next regular meeting.

*Respectfully submitted by Priscilla Willey Diwan
Chaplin Library Board Member*