

**CHAPLIN PUBLIC LIBRARY**  
**Board of Trustees Meeting**  
**Chaplin, Connecticut**  
**Meeting Minutes**  
**January 27, 2014**

**Vice-Chairperson Victor Boomer called the meeting to order at 7:02 PM. Board members present were Bill Jenkins, Anne Sicilian, Linda Rogers, Alan Burdick, Sandra Horning and Anne Marie Charland. Others present was Library Director Jessica Jahnke. Unable to attend was Board members Rebecca Stockdale-Woolley and Kelly Pothier.**

**3. MINUTES FROM THE PREVIOUS MEETING, ADDITIONS/CORRECTIONS:**

*Motion to approve the minutes of December 16, 2013, was made by Bill Jenkins with the following correction:* Item #8A should read – Motion to transfer Assistant Salary to Library Director Salary until the position is filled, retroactive to October 15, 2013, was made by Anne Sicilian, seconded by Victor Boomer and carried unanimously. *The motion was seconded by Anne Sicilian and carried with abstentions by Alan Burdick and Anne Marie Charland.*

**4. CORRESPONDENCE:** None

**5. AUDIENCE FOR CITIZENS:** None

**6. ADDITONS TO AGENDA:** None

**7. REPORTS:**

**A. Director's Report:**

- Circulation for the month of December was 426 with 19 E-books. There were 465 walk-ins, open 16 days with an average of 29 per day.
- The Gingerbread Party was very successful with 51 people in attendance. Victor Boomer took pictures.
- The Lego Club is ongoing with 14 in attendance in December and 27 in attendance in January.
- The budget is being worked on and due February 6<sup>th</sup> to the Board of Finance. The budget presentation will be held on March 10<sup>th</sup>. Oil use has increased and the First Selectmen suggested blinds or quilted curtains for the windows. Anne Sicilian suggested cellular shades which are energy efficient. Alan Burdick suggested looking into dampering the vents to help regulate the heat.
- The following two programs will be held in February:
  - “Love Your Library” on February 8<sup>th</sup> from 10-12am with crafts, cards and sweets.
  - “Introduction to Computers for Seniors” on February 26<sup>th</sup> from 1-2pm where seniors will learn how to operate a computer, setup email and navigate the web.

Bill Jenkins asked about voting on the budget. The only increase to the budget will be for E-Books. The rest of the line items will be the same as last year. Jessica Jahnke will email a copy of the budget to all Board members after meeting with the Senior Center Director to review items that are shared with the Senior Center.

**B. Board Chair Report:**

Victor Boomer reported that Kitty LeShay will take the 10 hour Assistant position. Discussion was held regarding substitutes to cover the Library Director for sick and vacation days. Victor suggested checking with the Senior Center. Anne Sicilian suggested checking with college

students and advertising through the Google group for any interest. Alan Burdick suggested checking with nearby libraries for any interest from their substitutes. Sandra Horning offered to be a substitute if given enough notice.

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

**8. OLD BUSINESS/NEW BUSINESS:**

**A. Merit Raise:**

The subcommittee reviewed merit raise for the Library Director and submitted request to First Selectman for review.

**B. Programming:**

A program is being planned for the April vacation.

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

- Budget Review

**10. ADJOURN:**

*Motion to adjourn (7:43 PM) was made by Bill Jenkins, seconded by Alan Burdick and carried unanimously.*

Minutes will be approved at the next regular meeting.

*Respectfully submitted by Kathleen Scott  
Recording Secretary*