

CHAPLIN PUBLIC LIBRARY
Board of Trustees Meeting
Chaplin, Connecticut
Special Meeting Minutes
August 24, 2015

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

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

Motion to approve the minutes of May 18, 2015, was made by Victor Boomer, seconded by Alan Burdick.

4. CORRESPONDENCE: None

5. REPORTS:

A. Director's Report:

- Circulation for the month of July was 970.
- The Library was open 16 days, with 406 patron walk-ins, for a total 25.37 per day.
- Summer Reading ended on August 19th with an Ice Cream Social for participating children.
- The Raising Readers program, which was held on Wednesday nights from 6-7, for six weeks was a success. The participating families were very pleased with the program and deemed it a beneficial and positive experience.
- We have found a reliable landscaper who has weeded the garden and will be able to maintain the garden in the future. A line will be added to the 2016-2017 FY budget for landscaping.
- A patron suggested we purchase a display case to display local artifacts and patron collections in the library. We had discussed this in the past and will pursue the possibility again.
- The job description for the Assistant was revised and presented by the Director.

Motion to approve revisions to Assistant Director job description was made Sandy Horning and seconded by Linda Rogers.

B. Board Chair Report: No Report

C. Board Members Report: No Report

6. OLD BUSINESS:

A. By-Laws Discussion:

Victor Boomer presented revised By-Laws. The board discussed changes and will vote on them at the next board meeting.

B. Book Club Update:

The 3rd meeting of the Chaplin Library Book Club will be held on Wednesday, September 23rd at 6 pm. The selected book for this month is The Nightingale, by Kristin Hannah.

C. Procedure for Reducing Library Board Members from 9 to 6:

The board discussed the possibility of reducing the number of board members and will revisit the topic at a later date.

D. New Computer Card Catalog:

The library has purchased a new patron computer to be used for searching the library catalog.

E. Story Hour/Play Group:

Playgroup will tentatively begin on Wednesday, September 23rd from 10 am to 11 am.

F. Quorum Difficulty:

The board discussed the difficulty of having a quorum for our monthly meetings.

G. Changing Assistant hours from 10 to 5:

The board discussed the need for assistant coverage for a full 10 hours a week, which is the budgeted assistant schedule. Currently, the assistant is regularly working 7 hours a week.

7. AGENDA ITEMS FOR NEXT MEETING:

- Performance Review
- Executive Session
- Changing hours of meetings-feedback
- Hours of employment for assistant
- By-Laws
- Story-hour funding