

CHAPLIN PUBLIC LIBRARY
Board of Trustees Meeting
Chaplin, Connecticut
Meeting Minutes
July 18 2016

Chairperson Victor Boomer called the meeting to order at 6:33 PM. Board members present were Alan Burdick, Eunice Edelman, Sandra Horning, Rebecca Stockdale-Woolley 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 June 20, 2016, was made by Alan Burdick with the following correction: Item #8D should read – Bill Rose recommended Kyle Blakeslee who has been doing landscaping for about a year. Helen Weingart came in once in June to do some weeding at the Library. *The motion was seconded by Eunice Edelman and carried unanimously.*

4. CORRESPONDENCE: None

5. AUDIENCE FOR CITIZENS: None

6. ADDITONS TO AGENDA:

- Library Director Evaluation:
Victor Boomer will email the Library Director evaluation to each Board member for review at the next meeting.

7. REPORTS:

A. Director's Report:

- Circulation for the month of June was 908.
- The Library was open 19 days with 442 walk-ins for an average of 23 people a day.
- In closing out the 2015-16 fiscal year, \$70,560.17 was spent out of the \$72,295.47 budget with \$1,666.12 returned to the town. The Library Assistant will be requested to work the full 10 hours per week.
- Regarding concerns with including the State Aid Grant in the budget, a request was submitted to the Board of Finance who has agreed to move the \$1,200 Grant funds into a Special Reserve Fund. There will be no State Aid Grant next year due to state budget cuts.
- The form has been completed for the E-rate services (\$1,080 for internet services).
- The Creature Teacher program was well attended by 45 people and showcased in an article in the Chronicle and an article by Kitty LeShay in the Reminder.
- The Fairy and Troll House program was attended by 24 people.
- Upcoming programs include Grass Head Planters on July 20th and Reading Olympics with an Ice-Cream Social in August.

B. Board Chair Report: No Report

C. Board Members Report:

Eunice Edelman presented information discussed at the Board of Selectmen’s meeting regarding the installation of an automatic door that is needed for the disabled at the Library and Senior Center.

8. OLD BUSINESS/NEW BUSINESS:

A. Library Sign Update:

Planning and Zoning and the Historic District Commission have been contacted regarding how to move forward with a new Library sign. A building permit may be needed with a Public Hearing for changes.

B. Status of Members and Vacancies:

A letter of resignation was received from Catherine Dietrichsen. Victor Boomer reviewed the length of terms for each Board member. Helen Weingart is interested in filling the vacancy for a term that ends in 2017.

Motion to recommend to the Board of Selectmen to appoint Helen Weingart to fill vacancy created by Julie LaCasse for a term that ends in 2017), was made by Alan Burdick, seconded by Sandra Horning and carried unanimously.

C. Library Volunteers:

A Chaplin resident has volunteered at the Library to gain experience.

D. Landscaping:

Kyle Blakeslee who has been doing the landscaping at the Library no longer has a contract with the town and has changed his insurance rider. Rebecca Stockdale-Woolley suggested the landscaping be included with the mowing. Victor Boomer will contact the First Selectman regarding landscaping being done by the town. Alan suggested weeding be done as a community service project. Kelly Pothier will check with the Girl Scout Troop regarding community service.

E. Internet Access Policy:

The Board was presented with sample Internet Access Policies for review. The Policy will be tied into the mission statement and kept separate from procedures. The Connecticut Education Network has recommended software to filter content. There will be signage at each computer that will include adults over age 18 can request filters to be removed per the American Library Association. A draft policy will be reviewed at the next meeting and then submitted to the town attorney for review. A Public Hearing will be held to inform the public.

F. CIPA Requirements:

The Board is working on developing an Internet Access Policy.

G. Library Director Salary:

The Board approached the Board of Selectmen twice to request a merit raise for the Library Director. The Board of Selectmen did their own research and found that salaries from other towns were lower with less hours. They also said attendance was lower than what expected based on the population. The Board of Selectmen has no policy on merit raises and doesn’t require advance degrees for their staff.

H. Discussion of FOI Request:

Sandra Horning is waiting for a letter from the town attorney regarding FOI request. There is no conflict of interest with her serving on the Board and working in the Library.

I. Fill Vacancy: Covered under Item #8B

Rebecca Stockdale-Woolley asked the Board to consider having the Board Chair develop and send the Library agenda to the town instead of the Recording Clerk. Board Chair Victor Boomer will take care of the agenda. The Bylaws will be changed at the next meeting to reflect this change.

9. AGENDA ITEMS FOR NEXT MEETING:

- Internet Access/CIPA Requirements
- Library Sign Update
- Landscaping
- FOI Request
- Bylaws
- Status of Vacancy

The August 15th meeting was changed to August 22nd.

10. ADJOURN:

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

Minutes will be approved at the next regular meeting.

*Respectfully submitted by Kathleen Scott
Recording Clerk*