

CHAPLIN PUBLIC LIBRARY
Board of Trustees Meeting
Chaplin, Connecticut
Special Meeting Minutes
August 22 2016

Chairperson Victor Boomer called the meeting to order at 6:34 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 July 18, 2016, was made by Alan Burdick, seconded by Rebecca Stockdale-Woolley and carried unanimously.

4. CORRESPONDENCE: None

5. AUDIENCE FOR CITIZENS: None

6. ADDITONS TO AGENDA: None

7. REPORTS:

A. Director's Report:

- Circulation for the month of July was 473 with 503 walk-ins.
- Summer Reading ended on August 3rd with an Ice-Cream social with 25 people in attendance.
- The CT Author's Trail is sponsoring the author of "The Doomsday of Medicine" on Wednesday, August 24th. The Library is asked to provide a basket with a plant, book or bottle of wine to raffle off. Eunice Edelman will donate soap. Sandra Horning suggested including a plant and first aid kit to keep with the theme of the book.
Motion to authorize the Library Director to use funds from Special Revenue for a basket to be raffled off, was made by Alan Burdick, seconded by Victor Boomer and carried unanimously.
- IBoss will be used as an internet filter. Blocking can be modified to allow access to some sites.
- The Senior Center has asked the Library to split the cost of \$1,250 to power wash the buildings. There is some mold and peeling paint on the Library building that would require repainting if power washed. Sandra Horning suggested waiting until spring and checking with the town. Alan Burdick suggested the Board may have to check with the Historic District

B. Board Chair Report: No Report

C. Board Members Report: No Report

8. OLD BUSINESS/NEW BUSINESS:

A. Library Sign Update:

A building permit and Legal Notice will be needed to install a new sign for the Library.

Sandra Horning suggested checking with the town regarding gypsy moths on the two trees out front.

B. Status of Members and Vacancies:

Helen Weingart was appointed by the Board of Selectmen to fill a vacancy on the Library Board of Trustees.

C. Library Volunteers: None

D. Landscaping:

The company that mows for the town is not interested in weeding and taking care of the flower beds. Three other companies have been contacted with two of the companies not available until October. Victor Boomer will notify the First Selectman.

E. Discuss and Approve Internet Access Policy:

The draft Internet Access Policy was reviewed by the Town Attorney with recommended changes regarding children's internet access. The Policy will be sent back to the attorney with a note that Chaplin is a small Library and other nearby Libraries have a similar policy in place.

F. Library Assistant Resignation:

A letter of resignation was received from Library Assistant Kitty LeShay.

G. Discuss and Approve Library Assistant Description:

An add for the Library Assistant position and substitutes was posted on the town website, in the Chronicle, and on the CT Library Association site. A draft job description was presented for review and needs to be approved by the Library Board and the Board of Selectmen. It will be sent to the town attorney for review with recommended changes. Eunice Edelman suggested checking with the town to clarify hiring practices that are different from what was done previously. Victor Boomer will check with the First Selectman.

H. Discussion of FOI Request: No Update

I. Library Director Evaluation:

Victor Boomer will email a copy of the Library Director Evaluation to each Board member.

9. AGENDA ITEMS FOR NEXT MEETING:

- Library Sign Update
- Status of Members and Vacancies
- Landscaping
- Discuss and Approve Internet Access Policy
- Discuss and Approve Library Assistant Job Description
- Discussion of FOI Request
- Library Director Evaluation

10. ADJOURN:

Motion to adjourn (7:31 PM) was made by Eunice Edelman, seconded by Rebecca Stockdale-Woolley and carried unanimously.

Minutes will be approved at the next regular meeting.

***Respectfully submitted by Kathleen Scott
Recording Clerk***