

CHAPLIN PUBLIC LIBRARY
Board of Trustees Meeting
Chaplin, Connecticut
Meeting Minutes
October 17, 2016

Chairperson Victor Boomer called the meeting to order at 6:34 PM. Board members present were Alan Burdick, Eunice Edelman, Helen Weingart and Kelly Pothier. Others present was Library Director Jessica Jahnke. Unable to attend was Board member Bill Jenkins, Sandra Horning and Rebecca Stockdale-Woolley.

3. APPROVE MINUTES OF AUGUST 22, 2016:

Motion to approve minutes of August 22, 2016 was made by Alan Burdick, seconded by Helen Weingart and carried unanimously.

4. CORRESPONDENCE:

There is a CT Library Board of Trustees Leadership Conference on November 4th at the University of Hartford.

5. REPORTS:

A. Director's Report:

- Circulation for the month of August was 773 with 507 walkins. The Library was open 17 days with an average of 29 per day.
- Circulation for the month of September was 561 with 345 walkins. The Library was open 14 days with an average of 24 per day.
- The CT Author's Trail hosted author Ralph LaGuardia with 43 in attendance and received rave reviews.
- The Senior Center power washed their building that greatly approved the appearance. Jessica Jahnke recommends splitting the cost of \$1,250 with the Senior Center. She will check on the cost of painting.
- There were 23 applicants for the Library Assistant position. One candidate has been chosen out of 8 finalists and has not been offered the position to date.

B. Board Chair Report: No Report

C. Board Members Report: No Report

6. OLD BUSINESS/NEW BUSINESS:

A. Library Sign Update:

The Historic District has approved the new sign and the Chaplin Zoning fee has been waived.

B. Landscaping:

HHH Property Maintenance from Ashford did a nice job weeding and spreading 3 inches of mulch at a cost of \$372.23.

C. Discuss By-Laws:

Eunice Edelman expressed concerns with the change to the Bylaws regarding the Library Director and Board of Selectmen responsible for hiring new staff without any discussion by

the Board. The Bylaws were approved with that change in December 2015. A copy of the Bylaws will be provided to each Board member for review for any other items that need to be addressed. At this reading there is an issue with #5 Library Staff.

D. Library Director Evaluation:

Two Board members are needed for the Library Director Evaluation Committee. Victor Boomer and Eunice Edelman will review the evaluation and bring to the Board for the next meeting to be discussed in Executive Session.

E. Discuss and Approve Internet Access Policy:

An Internet Access Policy is required to be CIPA compliant and to be eligible for the E-rate. The Policy needs to be displayed and included in the Bylaws. The Board was presented with the proposed Internet Access Policy with filtering/blocking technology along with a legal opinion from the town attorney. The Policy was revised to an adult may request to turn off filtering. Alan Burdick expressed concerns with adults that are prohibited from any computer access being allowed to shut off filtering. Jessica Jahnke will check on this issue.

Motion to approve Internet Access Policy with revision of an adult may request to turn off filtering, was made by Helen Weingart, seconded by Alan Burdick and carried unanimously.

F. Discuss the ACLB Handbook concerning the Library Director's Role in Hiring:

The ACLB Handbook recommends the Library Director for hiring Library personnel.

7. AGENDA ITEMS FOR NEXT MEETING:

- Meeting schedule for 2017
- Offensive/Inappropriate Behavior Guidelines and Policies
- Sign Update
- State Aid to Libraries Grant
- Executive Session for Library Director Evaluation

The next meeting is scheduled for November 21st.

8. ADJOURN:

Motion to adjourn (8:00 PM) was made by Kelly Pothier, seconded by Alan Burdick and carried unanimously.

Minutes will be approved at the next regular meeting.

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