

CHAPLIN PUBLIC LIBRARY
Board of Trustees Meeting
Chaplin, Connecticut
Meeting Minutes
January 22, 2018

Chairperson Eunice Edelman called the meeting to order at 6:35 PM. Board members present were Alan Burdick, Diane Cox, Leslie Ricklin and Kelly Pothier. Others present was Library Director Sandra Horning. Unable to attend was Board member Bill Jenkins.

3. APPROVE MINUTES OF DECEMBER 18, 2017:

Motion to approve the minutes of December 18, 2017, was made by Leslie Ricklin, seconded by Diane Cox and carried unanimously.

4. ADDITIONS TO AGENDA: None

5. CORRESPONDENCE:

An Annual Report request memo was received from the Chaplin Board of Finance.

6. REPORTS:

A. Director's Report:

- Circulation for the month of December was 801 with 301 items checked out plus 64 electronics.
- The Library was open for 17 days with 332 walk-ins at an average of 12 per day.
- Kitty LeShay wrote an article for the neighbor section of the Courant showcasing the field trip to the Carl Lutz exhibit.
- "Take Your Child to the Library Day" will be held on Saturday, February 5th with activities for the kids.
- The Cookbook Club will meet on Wednesday, February 7th with gluten-free Chef Robert Landolfi.
- Quiet Corner Reads will announce their book on February 14th.
- A bobcat presentation by a master naturalist has been rescheduled to June 20th due to a scheduling conflict.
- The new blue and white "Open" flag is here and waiting to be installed.
- One of the staff computers has an error message due to a non-valid windows license. The issue has been brought to the town who would like to see an upgrade to Windows 10.
- A log book and china from the Ridgeway house was found from the old Library. A corner china cabinet donated to the Library is still there. Discussion was held regarding preservation of old books and moving the corner cabinet to the current Library location. Leslie Ricklin will contact the 1st Selectmen to get into the old Library to take a photo of the cabinet and discuss how to move it.
- The Closing Policy needs review. The Library will be closed on February 12th for Lincoln's birthday and February 19th for President's Day.

B. Board Chair Report: No Update

C. Board Members Report: No Update

7. OLD BUSINESS/NEW BUSINESS:

A. Library Meeting Room Policy Update:

The Library Meeting Room Policy was presented to the Board of Selectmen who would like to see aligned with all town facilities.

B. Budget Request Review and Proposal for 2018-19:

Sandra Horning presented the proposed budget and a flyer with the Statistics from the Connecticut State Library. Leslie Ricklin suggested keeping flyers to track future trends. The budget was reviewed and includes a salary increase for the Assistant Librarian (title change to reflect actual duties with funds moved from the Assistant Library position (changed to Substitutes). \$250 was moved from Periodicals to Videos. Increases include: Cable/Internet (previously covered by the state), Heating Fuel/Propane and Telephone.

Motion to approve Budget Proposal for FY 2018-19 as presented with changes of title for Library Director and Substitutes consistent with Bylaws, was made by Leslie Ricklin, seconded by Alan Burdick and carried unanimously.

C. Policy Manual Update:

Leslie Ricklin reported on the Policy Manual that is an ongoing process. The Library Closing Policy was revised per discussion on December 18th.

Motion to approve Library Closing Policy as amended per discussion on December 18th, was made by Alan Burdick, seconded by Leslie Ricklin and carried unanimously.

D. Directional Sign Update: No Update

8. AGENDA ITEMS FOR NEXT MEETING:

- Annual Report
- Budget

The next meeting will be held on February 26th at 6:00 pm due to a budget presentation meeting with the Board of Finance at 7pm.

9. ADJOURN:

Motion to adjourn (7:55 PM) was made by Alan Burdick, seconded by Leslie Ricklin and carried unanimously.

Minutes will be approved at the next regular meeting.

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