

**CHAPLIN PUBLIC LIBRARY**  
**Board of Trustees Meeting**  
**Chaplin, Connecticut**  
**Meeting Minutes**  
**May 21, 2018**

Chairperson Eunice Edelman called the meeting to order at 6:30 PM. Board members present were Alan Burdick, Diane Cox and Leslie Ricklin. Others present was Library Director Sandra Horning. Unable to attend were Board members Kelly Pothier and Bill Jenkins.

**3. APPROVE MINUTES OF APRIL 16, 2018:**

*Motion to approve the minutes of April 16, 2018, was made by Leslie Ricklin, seconded by Alan Burdick and carried unanimously.*

**4. ADDITINS TO AGENDA:**

*Motion to add to agenda Presentation by Victor Boomer, was made by Alan Burdick, seconded by Leslie Ricklin and carried unanimously.*

**Presentation by Victor Boomer:**

Victor Boomer presented some framed prints from Chaplin Street that will be displayed on the walls in the meeting room. The prints include: The Congregational Church, Old Lincoln Store, aerial view from the Church Steeple, Benjamin Chaplin's house and the old Post Office. The Board thanked Victor for his amazing contribution.

**5. CORRESPONDENCE:** None

**6. REPORTS:**

**A. Director's Report:**

- Circulation for the month of April was 787, with 410 items checked out. Electronic circulation was 71.
- The Library was open for 17 days with 455 walk-ins at an average of 27 per day.
- There were 70 people who participated in the passport program with about 40 other towns.
- The current budget is over budget in propane (approximately \$1,500) and custodian (due to carpet cleaning). Additional funding will need to be requested from the Board of Finance.
- Four cases to display old books were obtained through grant funding.
- There are well issues with the water going out twice. The existing well is too close to the building. Options are being reviewed for a new shared well. Alan Burdick suggested the problem could be increased consumption and suggested lowering the pump.
- Discussion was held regarding bathroom cleaning that will be changed from Tuesday to Thursday.
- The Town Budget Referendum will be held tomorrow May 22<sup>nd</sup> from 12-8pm.
- A Policy on the Meeting Room Use for Town Buildings is being reviewed and includes the Garrison Park Pavilion. The town is considering hiring an Event Coordinator.
- Creature Teachers was well attended with 59 people and showcased in an article in the Courant Community by Kitty LeShay.

- Summer Programs include the following:
  - Summer Reading with a reading rocks theme begins June 25<sup>th</sup>.
  - Drummer on July 11<sup>th</sup>.
  - Music Program on August 8<sup>th</sup>
  - Essential Oils in July
  - CT Author's Trail – author Todd Lentocho on August 27<sup>th</sup>.
  - Psychic Medium in September geared specifically to women.

**B. Board Chair Report:** No Report

**C. Board Members Report:**

Leslie Ricklin reported on the Bicentennial. Helen Weingart has a book on gardens broken down by era that will be used as a guide for the Bicentennial Garden.

Diane Cox reported that the Solar Panels were approved retroactively by the Historic District Commission and are turned on.

**7. OLD BUSINESS/NEW BUSINESS:**

**A. Budget Update:**

The FY2018-19 budget was presented to the town with no questions presented about the Library. The Referendum will be held on May 22<sup>nd</sup>.

**B. Review Library By-Laws:**

The By-Laws were reviewed with some minor corrections and proposed changes on the yearly calendar. Sandra Horning will obtain copies of the Library Director Job Description and Assistant Director Job Description for the Appendix.

**C. Cupboard in the Ross Library:** No Update

**D. Handicap Access:**

The ramp needs to be repaired and will be tied into the meeting room discussions.

**E. Maypole Festival:**

Leslie Ricklin reported on the Maypole Festival held on Saturday, May 19<sup>th</sup> that was well attended considering the bad weather. There was good food from Niko's, music from the Parish Hill Jazz Band, the Maypole Dance and many vendors. There was great support from the Rec Commission. Sandra Horning reported that two patrons signed up for Library Cards in the Library Tent.

**F. Review Performance Appraisal Process re Library Director:**

The Board will complete Performance Review and bring to the next meeting for review during Executive Session.

**8. AGENDA ITEMS FOR NEXT MEETING:**

- Executive Session for Library Director Performance Review
- By-Laws Approval

Leslie Ricklin suggested getting alternates for the Library Board. Eunice Edelman will check with the Town Hall about the process.

**9. ADJOURN:**

***Motion to adjourn (7:58 PM) was made by Alan Burdick, seconded by Diane Cox and carried unanimously.***

Minutes will be approved at the next regular meeting.

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