

CHAPLIN PUBLIC LIBRARY
Board of Trustees Meeting
Chaplin, Connecticut
Meeting Minutes
June 18, 2018

Chairperson Eunice Edelman called the meeting to order at 6:30 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 MAY 21, 2018:

Motion to approve the minutes of May 21, 2018, was made by Leslie Ricklin with the following correction: Add to beginning of agenda – Others present was Victor Boomer. *The motion was seconded by Alan Burdick and carried unanimously.*

4. ADDITINS TO AGENDA: None

5. CORRESPONDENCE: None

6. REPORTS:

A. Director's Report:

- Physical circulation for the month of May was 743 with 372 items checked out. Electronic checkouts were 59.
- The Library was open for 16 days with 306 walk-ins at an average of 19 per day.
- The budget passed with the Library budget accepted.
- Propane is over in the current budget. The Financial Advisor will meet with the Board of Finance to discuss this issue that is also a problem with other agencies.
- There are still problems with the water pressure from the well. The town is looking into a new well.
- There is a new volunteer from the Pomfret School that has been a great help at the Library including making a Summer Reading sign and helping with new Library cards for Library Day. The Library was opened special hours so that all students from Chaplin Elementary (over 150 kids) could visit the Library and get their Library cards. Activities included a scavenger hunt and incentive popsicle party.
- The Board was presented with a brochure for the Summer Reading program that begins June 25th. The first 50 children that sign up will receive a free ticket for a Yard Goat's game.
- The Playgroup ends this Wednesday.
- Quiet Corner Reads this Wednesday on the Other Einstein is sold out.
- The Essential Oils program will be held on July 30th at 6:30pm.
- The Cookbook Club will meet on August 8th at 6:30pm with seasonal recipes from backyards to support local businesses inviting Kelly Caisse and Darcy Rose.
- The Municipal Buildings Committee will meet to review insurance.
- Thanks to Victor Boomer for helping to date photos he enlarged for the Library meeting room. Each will include a plaque with the name of the building and dated 1930s. The free Library was established on October 7, 1901 and dedicated to the William Ross Public Library in 1931.

- The Library will try the A-Z Travel Database in the new fiscal year. The cost is \$200, on the website and can be accessed from anywhere with a Library card. Chaplin Elementary is using this database as well.
- The Public Works Director has been notified about dead trees, milkweed and weeds growing back from the bad mulch next to the wall that needs to be removed.

B. Board Chair Report:

Chairperson Eunice Edelman discussed the need for Alternates (to fill in for lack of a quorum) for the Library Board of Trustees with the Town Clerk who has contacted the Town Attorney. The issue could be considered at a town meeting for approval of alternates consistent with other Boards.

C. Board Members Report:

Alan Burdick submitted a letter of resignation from the Library Board of Trustees effective at the end of tonight's meeting. Chairperson Eunice Edelman will submit the resignation to the Town Hall and recommend appointing Victor Boomer as the replacement to fill the Board vacancy and be seated at the August meeting to assure a quorum.

7. OLD BUSINESS/NEW BUSINESS:

Motion to move Item 7B to Item 7A and Item 7A to Item 7B, was made by Alan Burdick, seconded by Leslie Ricklin and carried unanimously.

A. ByLaws Approval:

Discussion was held regarding the revised ByLaws that includes the Assistant Librarian Job Description (needs review by the Town Attorney and approval by the Board of Selectmen) and Chapter 14 FOI Act. Eunice Edelman will follow up with town on the Assistant Librarian Job Description. Approval of the ByLaws was tabled until the next meeting.

B. Executive Session for Library Director Performance Review:

Motion to enter into Executive Session (7:26 PM) for the purpose of discussing Library Director Performance Review, was made by Leslie Ricklin, seconded by Alan Burdick and carried unanimously.

Motion to come out of Executive Session (7:55 PM) was made by Leslie Ricklin, seconded by Diane Cox and carried unanimously.

Sandra Horning was commended for the great job she does as Library Director. Eunice Edelman will compile Performance Evaluation forms and meet with Sandra Horning to review along with long term goals.

8. AGENDA ITEMS FOR NEXT MEETING:

- Updates from Attorney Dennis O'Brien regarding Alternates, Bylaws and Assistant Librarian Job Description
- Handicap Access Update

- Cupboard in the Ross Library
- Directional Signs
- Bicentennial Garden Update
- Board Vacancy

The July meeting is cancelled. The next meeting will be held on August 20th.

9. ADJOURN:

Motion to adjourn (8:05 PM) was made by Diane Cox, seconded by Kelly Pothier and carried unanimously.

Minutes will be approved at the next regular meeting.

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