

**CHAPLIN PUBLIC LIBRARY**  
**Board of Trustees Meeting**  
**Chaplin, Connecticut**  
**Meeting Minutes**  
**September 24, 2018**

Chairperson Eunice Edelman called the meeting to order at 6:36 PM. Board members present were Victor Boomer, 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 AUGUST 20, 2018:**

*Motion to approve the minutes of August 20, 2018, was made by Leslie Ricklin, seconded by Victor Boomer and carried unanimously.*

**4. ADDITINS TO AGENDA:** None

**5. CORRESPONDENCE:**

A newsletter was received from the Library Board Association and includes: Nomination form for Outstanding CT Board of Trustee, and notice for 2018 Trustee Leadership Conference to be held on November 2<sup>nd</sup> at the University of Hartford.

**6. REPORTS:**

**A. Director's Report:**

- Physical circulation for the month of August was 1,073, with 539 items checked out. Electronic checkouts were 38.
- The Library was open for 18 days with 539 walk-ins at an average of 30 per day.
- The Library roof is leaking, leaving water stains on the ceiling. The Public Works Director and First Selectman have been contacted. McClintock Roofing will be here on Thursday to look at the roof. The Senior Center roof is also leaking and dripping water onto the floor.
- The well is ongoing and the town is working with the Department of Health for proper placement.
- A volunteer from the Horizon's Group is volunteering on Wednesdays and has incorporated a Story Hour with sign language into the Playgroup.
- Parish Hill Senior Amber Hall is volunteering at the Library for a Community Service Project.
- There were 20 people in attendance at the CT Author's Trail.
- There were 28 people in attendance for the Psychic Medium.
- There were 12 people in attendance for the Toddler Playgroup.
- The Cookbook Club will meet on October 10<sup>th</sup> with a theme of Mediterranean food.
- The Library will be open on Halloween for the Chaplin Trunk or Treat.
- The Library will be open regular hours from 10am – 1pm for the Harvest Bazar on November 3<sup>rd</sup> with a few tables setup with a book sale.
- Author Martin Podskoch who has a new book "CT 169 Club: Your Passport & Guide to Exploring CT" due out in October will be at the Library on November 26<sup>th</sup> at 6:30pm. Kitty LeShay wrote the text for the town of Chaplin.
- The Municipal Building Use Committee will meet this Thursday at 4pm.

Leslie Ricklin will attend the next Board of Selectmen meeting to address the leaking roof at the Library.

**B. Board Chair Report:**

The Board was asked to consider attending training sessions presented in last month's ACLB Newsletter. Eunice Edelman will contact the ACLB to see if they will host a Northeast Regional Training Session.

**C. Board Members Report:** No Report

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

**A. Follow-up on Alternates :**

Eunice Edelman contacted the Town Clerk regarding alternates to address the lack of a quorum. Reducing the number of Board members should have resolved the issue and adding alternates would require the same process. Discussion was held regarding non-attendance at a Board meeting.

**B. Update on Cupboard (Ross Library):** No Update

**C. Handicap Access Update:**

The handicap door works well. A doorbell will be installed at the front door of the Library.

**D. Directional Signs:**

Directional Signs were approved by the state. Signs will be installed in each direction.

**E. Bicentennial Update:**

Leslie Ricklin read the mission statement for the Bicentennial that was asked to be read at the Board of Selectmen meeting. The Board of Selectmen will establish a Committee to coordinate all events to be held over a 9-12 month period. The Library plans to be a strong participant. Leslie Ricklin and Helen Weingart will attend the next Board of Selectmen meeting to inquire about the Bicentennial Museum.

**F. Landscape Budget Discussion:**

Sandra Horning reported the last quote for landscaping maintenance of the flower beds was \$900 for three visits a year. Bulbs and low maintenance items would be planted to keep weeding to a minimum. The Board consensus is to add funds to the budget for landscaping maintenance.

**G. 2017-18 Annual Report:**

Sandra Horning presented the Chaplin Board of Trustees 2017-18 Annual Report.

***Motion to approve the Chaplin Board of Trustees 2017-18 Annual Report, was made by Diane Cox, seconded by Leslie Ricklin and carried unanimously.***

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

- Update on Cupboard (Ross Library)
- Follow-up on Alternates
- Handicap Access Update
- Directional Signs
- Landscape Budget Discussion
- Follow-up on ACLB Conference
- Book Bags and New Library Logo

**9. ADJOURN:**

***Motion to adjourn (7:54 PM) was made by Leslie Ricklin, seconded by Victor Boomer and carried unanimously.***

Minutes will be approved at the next regular meeting.

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