

CHAPLIN PUBLIC LIBRARY
Board of Trustees Meeting
Chaplin, Connecticut
Meeting Minutes
October 15, 2018

Chairperson Eunice Edelman called the meeting to order at 6:30 PM. Board members present were Victor Boomer, 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 SEPTEMBER 24, 2018:

Motion to approve the minutes of September 24, 2018, was made by Leslie Ricklin, seconded by Victor Boomer and carried unanimously.

4. ADDITIONS TO AGENDA:

Add to agenda as Item #7H, Nominate Library Board of Trustees representative for the AdHoc Bicentennial Committee.

5. CORRESPONDENCE: None

6. REPORTS:

A. Director's Report:

- Physical circulation for the month of September was 762, with 368 items checked out. Electronic circulation was 71 items checked out.
- The Library was open for 16 days with 415 walk-ins at an average of 26 per day.
- There was no heat in the Library today. Space Heaters were used until Action Air resolved the issue, a disconnected wire in the ceiling that may have been caused by contractors inspecting the roof.
- The Board of Finance is meeting tonight to approve a transfer of funds for roof replacement and internal repairs for the Library/Senior Center building. A town meeting will be held on October 29th at 7pm to approve Fund Transfers and discuss moving the Library Museum.
- The well is ongoing and waiting for information from the Department of Health.
- The Horizon volunteers are no longer at the Library due to being placed in jobs. The Library is open to any future volunteers if they become available.
- The Cookbook Club was well attended with 17 people.
- The Library will be participating in Trick or Treating with candy and scratch & sniff bookmarks.
- The AdHoc Building Committee is reviewing and updating policies. Insurance will not be required for town sponsored events. Private events will require an insurance rider available through the town.

B. Board Chair Report:

There are bids and offers on the William Ross Library.

C. Board Members Report:

Leslie Ricklin reported that Andy Belisle will restore the cupboard (Ross Library) so that it can be displayed in the present Library as it was intended.

7. OLD BUSINESS/NEW BUSINESS:

A. Update on Cupboard (Ross Library): Discussed already

B. Follow-up on Alternates :

After additional discussion, the Board members present signed a letter to be sent to a Board member for non-attendance at Board meetings.

C. Handicap Access Update:

Work on handicap access has been put on hold due to the roof replacement project.

D. Directional Signs: No Update

E. Landscape Budget Discussion:

Helen Weingart is writing a letter regarding adding funds (approximately \$1,200) to the budget for landscaping. Leslie Ricklin suggested using the plan previously drawn up for landscaping.

F. Follow-up on ACLB Conference:

The ACLB Conference will be held on November 2nd at the University of Hartford. The event includes registration at 9:15am, a Keynote speaker at 10am, Buffet Lunch at noon and wraps up at 2:30pm. The deadline to register is October 22nd. The cost to attend is \$35 for members and \$50 for non-members. There are funds in Special Revenue to cover the costs. Eunice Edelman and Leslie Ricklin will attend the Conference. Diane Cox recommended the Board pay the dues and join the ACLB.

Motion for the Chaplin Library Board of Trustees to pay the dues to join the ACLB, was made by Leslie Ricklin, seconded by Diane Cox and carried unanimously.

Training for new Board members will be available in the Northeast Region in January/February of 2019.

Eunice Edelman nominated Leslie Ricklin for the Outstanding Trustee Award.

G. Book Bags and New Library Logo:

Sandra Horning presented information on developing a new Library logo. A quote from an outside artist would be approximately \$1,000. There are several artists in town that could be approached to develop a new logo. Diane Cox will follow-up with a local Artist Historian for suggestions. Eunice Edelman will follow-up with the head of the Art Department at ECSU. Leslie Ricklin suggested reaching out to the Art Department at Parish Hill who has developed a computer drawing for new street signs in Chaplin.

H. Nominate Library Board of Trustees representative for the AdHoc Bicentennial Committee:

Motion to nominate Leslie Ricklin as the Library Board of Trustees representative for the AdHoc Bicentennial Committee, was made by Diane Cox, seconded by Victor Boomer and carried unanimously.

8. AGENDA ITEMS FOR NEXT MEETING:

- Update on Cupboard (Ross Library)
- Follow-up on Attendance
- Handicap Access Update
- Directional Signs
- Landscape Budget Discussion
- 2019 Meeting Schedule
- Library Logo update

The next meeting will be held on November 19th.

9. ADJOURN:

Motion to adjourn (7:52 PM) was made by Diane Cox, seconded by Leslie Ricklin and carried unanimously.

Minutes will be approved at the next regular meeting.

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