

CHAPLIN PUBLIC LIBRARY
Board of Trustees Meeting
Chaplin, Connecticut
Meeting Minutes
November 19, 2018

Chairperson Eunice Edelman called the meeting to order at 6:30 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 OCTOBER 15, 2018:

Motion to approve the minutes of October 15, 2018, was made by Victor Boomer, seconded by Leslie Ricklin and carried unanimously.

4. ADDITIONS TO AGENDA:

A message was received from Town Clerk Shari Smith regarding 2019 meeting dates for the Library which is on tonight's agenda.

5. CORRESPONDENCE: None

6. REPORTS:

A. Director's Report:

- Physical circulation for the month of October was 880, with 411 items checked out. Electronic circulation was 78 items checked out.
- The Library was open for 17 days with 600 walk-ins at an average of 35 per day.
- The Library opened late today due to propane running out with an odor at the Senior Center. The tank was filled and the building was aired out within an hour.
- \$75,000 was appropriated for a new roof and includes repairs to the interior. The First Selectman negotiated a reasonable price to remove the solar panels that will be done the week after Thanksgiving. Roof replacement will begin the first week in December.
- The Library/Senior Center was closed November 7th due to no water. A new well will be dug after Thanksgiving pending a permit.
- The Board was presented with a copy of the mandatory Annual Report that was submitted to the state. The report that contains a large amount of data that was previously used to determine the State Library Grant which is no longer available.
- The mini Book Sale held at the Harvest Bazar raised \$99. The books that didn't sell were picked up by the Traveler's Restaurant/Book Store in Union.
- The toddler PreK group dressed up for a Halloween party. The Trunk or Treat was well attended with approximately 200 people in attendance.
- Author Marti Podskoch will be at the Library to discuss his new travel book on Monday, November 26th at 6:30pm.
- A Gingerbread Party will be held on Saturday, December 8th from 11am – 1pm.
- The Cookbook Club will hold a Holiday Social Hour open to the public from 7-8pm.
- The AdHoc Building Use Committee's meeting was postponed.
- Thanksgiving Holiday Hours will be: Open Wednesday 2-5pm and closed Friday.
- Christmas Holiday Hours will be: closed Christmas Eve, closing early at 5pm on Wednesday, December 26th. The hours will be posted on the door and website.

B. Board Chair Report:

Board Chair Eunice Edelman presented a summary from the ACLB Leadership Conference she attended with a focus on strategic planning. Board basics include Board Governance, Advocacy & Fundraising, Effective Board Practices (includes an Orientation Kit for new Board members) and Resources. It is important for the Library to be a member of the ACLB for more regional connections for more extensive programming to supplement and share costs. Leslie Ricklin will work with the Library Director to develop an Orientation Kit.

In addition, the Board was presented with information on EXCITE, a grant funded boot camp training that requires sending four people. The program includes 3 days of training and a ½ day of coaching and mentoring. Sandra Horning will follow-up for more information.

C. Board Members Report:

Leslie Ricklin reported to the Board of Finance that she will represent the Library on the Bicentennial Committee.

7. OLD BUSINESS/NEW BUSINESS:

A. Update on Cupboard (Ross Library): No Update

B. Follow-up on Attendance :

There has been no response to the letter sent for non-attendance.

C. Handicap Access Update:

The top of the ramp at the front of the Library is crumbling and needs to be closed for the winter at the recommendation of the First Selectmen. Handicap access to the meeting room would be available through the Senior Center and require opening by the First Selectman or Public Works Director during off hours. Groups can meet at the Town Hall if space available.

Motion to close the handicap access ramp in front of the Library for repairs and use the new handicap access through the Senior Center, was made by Leslie Ricklin, seconded by Victor Boomer and carried unanimously.

D. Directional Signs:

The Directional Signs will be installed when time and weather permits.

E. Landscape Budget Discussion:

A new line item for Landscaping in the amount of \$1,200 will be presented with the budget to the First Selectman and Board of Finance.

F. 2019 Meeting Schedule:

The Library Board of Trustees will meet at 6:30pm on the following dates for 2019:

January 28	May 20	September 16
February 25	June 17	October 21
March 29	July 15	November 18
April 15	August 19	December 16

Thanks to Victor Boomer for providing a calendar and list of 2019 meeting dates.

Motion to approve the above listed 2019 meeting dates for the Library Board of Trustees, was made by Leslie Ricklin, seconded by Diane Cox and carried unanimously.

G. Library Logo Update:

The Board is waiting to hear from a ECSU Professor and a local Art Historian regarding an artist for the Library Logo. The Board will look for town signs designed by the students at Parish Hill.

8. AGENDA ITEMS FOR NEXT MEETING:

- Strategic Planning for the Library
 - 1) Friends of the Library
- Handicap Access Update
- Library Logo Update
- FY 2019-20 Budget
- Update on Cupboard (Ross Library)

The next meeting is scheduled for December 17th.

9. ADJOURN:

Motion to adjourn (8:04 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***