

CHAPLIN PUBLIC LIBRARY
Board of Trustees Meeting
Chaplin, Connecticut
Meeting Minutes
December 17, 2018

Chairperson Eunice Edelman called the meeting to order at 6:32 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 NOVEMBER 19, 2018:

Motion to approve the minutes of November 19, 2018, was made by Leslie Ricklin with the following correction: Item #3 should read – Correct the March meeting date to March 18th. *The motion was seconded by Victor Boomer and carried unanimously.*

4. ADDITIONS TO AGENDA:

Add to the agenda Election of Officers as Item #7F and Priscilla Kamilla Willey Diwan Memorial as Item #7G.

Condolences to Alex and Angie Hill on the loss of Alex's mother Alexandra Stewart Hill.

5. CORRESPONDENCE:

- A letter was received from the town regarding the budget that will be discussed later on the agenda.
- An email was received regarding the CIP Committee.

6. REPORTS:

A. Director's Report:

- Physical circulation for the month of November was 719, with 393 items checked out. Electronic circulation was 26 items checked out. Circulation was down due to extra closings, the Holidays and problems with the well and heat.
- The Library was open for 14 days with 346 walk-ins at an average of 26 per day.
- The Library was out of water on Saturday due to a toilet that was running in the Senior Center. The concerns with water has cancelled the Senior Center Holiday Lunch.
- Drilling of the well will begin on December 26th. The Library will be closed from December 24th until January 2 and will reopen on January 4th.
- The new roof was installed before the heavy rain storm and the solar panels are waiting to be installed with a better contract negotiated by the First Selectman.
- There was a good turnout of approximately 25 people for author Marty Podskoch who presented his book on travel. A copy of the book is available at the Library.
- The Gingerbread Party went well with 50 people in attendance.
- The Cookbook Club Holiday Social Hour went well with over 30 people in attendance.
- Upcoming events include: Take Your Child to the Library Day that will be held on Saturday, February, 2nd.
- The Municipal Building AdHoc Committee has not met.
- Longevity Pay and raises were discussed at the Board of Selectmen meeting for the Senior Center Director, Administrative Assistant and Finance Manager.

B. Board Chair Report: None

C. Board Member Reports: None

7. OLD BUSINESS/NEW BUSINESS:

A. Strategic Planning for the Library

1) Friends of the Library:

Victor Boomer suggested developing 3-5 year long term goals. Leslie Ricklin suggested the first objective should be to help establish a Friends of the Library by inviting interested supporters to a brainstorming session. A Library Supporter Social Hour is tentatively scheduled for Monday, March 25th at 6:30pm.

B. Handicap Access Update:

The ramp will be blocked off due to a safety hazard. Funds will be set aside to repair the concrete on the ramp. Eunice Edelman expressed concerns opening the Handicap Access Door.

C. Library Logo Update:

- ECSU Assistant Professor of Art and Art History Tao Chen will make developing a logo as a project for his Graphics Design II class (junior level). Leslie Ricklin suggested inviting the class to the Library.
- Eunice Edelman presented a card with a basket logo from a lady that makes holiday baskets.

D. FY 2019-20 BUDGET:

The Board was presented with a copy of the budget that will be finalized and approved at the next meeting. The budget with appropriate documentation is due to the town by February 7th. A new line item for Landscaping will be added for \$1,200. The Custodian line will need to be increased due to increase in fees. Cable/Internet will be under budget due to a better rate for the number of free lunches that varies year to year. Programming was increased to \$1,750. Books are presently being purchased through a grant but will need to be added to the budget. The Equipment line will need to be increased for the children's computer that needs to be replaced. A grant is available and will be applied for through Dollar General Literacy.

E. UPDATE ON CUPBOARD (ROSS LIBRARY): No Update

F. ELECTION OF OFFICERS:

Eunice Edelman opened nominations for Board Chair.

Eunice Edelman nominated Victor Boomer for Board Chair, seconded by Leslie Ricklin. The vote to elect Victor Boomer for Board Chair carried unanimously.

Diane Cox nominated Leslie Ricklin for Board Vice-Chair, seconded by Kelly Pothier. The vote to elect Leslie Ricklin for Board Vice-Chair carried unanimously.

G. PRISCILLA KAMILLA WILLEY DIWAN MEMORIAL:

Discussion was held regarding ideas in memory of former Board member Priscilla Kamilla Willey Diwan. Leslie Ricklin suggested a selection of books on organic gardening and the environment that Kam was very passionate about. Helen Weingart has offered to help with the selection of books. Kelly Pothier suggested planting a pear tree with a plaque or park bench. Book titles will be gathered and discussed at the next meeting.

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)
- Priscilla Kam Willey Memorial
- Library Supporter Social Hour

The next meeting will be held on January 28, 2019

9. ADJOURN:

Motion to adjourn (8:10 PM) was made by Leslie Ricklin, seconded by Diane Cox and carried unanimously.

Minutes will be approved at the next regular meeting.

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