

CHAPLIN PUBLIC LIBRARY
Board of Trustees Meeting
Chaplin, Connecticut
Meeting Minutes
January 28, 2019

Chairperson Victor Boomer called the meeting to order at 6:31 PM. Board members present were Eunice Edelman, 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 DECEMBER 17, 2018:

Motion to approve the minutes of December 17, 2018, was made by Leslie Ricklin with the following correction: Item #7D should read – Children’s books are presently being purchased through the David Hall Bequest but will need to be added to the budget. ***The motion was seconded by Diane Cox and carried unanimously.***

Motion to add to agenda as Item #7A, Additions to the Agenda, was made by Eunice Edelman, seconded by Leslie Ricklin and carried unanimously.

A. Additions to the Agenda:

Add to agenda as Item #6G, Library Meeting Room Policy.

4. CORRESPONDENCE:

A thank you card and \$100 donation was received from the Mahjong Group for use of the Library meeting room.

5. REPORTS:

A. Director’s Report:

- Physical circulation for the month of December was 719, with 409 items checked out. Electronic circulation was 52 items checked out.
- The Library was open for 12 days with 337 walk-ins at an average of 28 per day.
- The trench is dug for the well and will be hooked up tomorrow. There will be no drinking water for two weeks due to one more state required test. Bottled water will be available.
- Solar panels are installed back on the roof.
- Take Your Child to the Library Day will be held on February 2nd with many activities including: Incredibles 2 movie, making valentines, decorating cookies and Legos building.
- The Cookbook Club will meet on January 22nd with Julia Child recipes.
- A Pest Control Company will be spraying for mice at the Senior Center. A quote was obtained for the Library but will not be done at this time.
- A follow up will be done with Helen Weingart regarding ideas for books and gardening in memory of Priscilla Kamilla Willey Diwan.
- Sandra Horning was invited by liaison Angela Fournier to join the School Readiness Council.
- Two old books were found stored away in the Library. One book contained a note from Leslie Ricklin’s Mother-in-Law who served on the Library Board. The other book was a Secretaries Book with Library meeting minutes dating back to October 28, 1901. The Secretaries Book will be showcased in a glass cabinet in the Library.

B. Board Chair Report: No Report

C. Board Members Report: No Report

6. OLD BUSINESS/NEW BUSINESS:

A. Strategic Planning for the Library

1) Friends of the Library

The first project is to develop a Friends of the Library group with a Supporter Social Hour to be held on March 25th from 6:30-8pm. Sandra Horning will do a flyer for the event. Diane Cox will draft an invitation (to be sent to interested patrons and the Board of Selectmen) and email to each Board member for feedback.

B. Landscaping:

The 1st Selectman is supportive of adding \$1,200 to the Library budget for landscaping since the work is no longer able to be done by the Public Works crew.

C. Handicap Access Update: No Update

D. Library Logo Update:

Sandra Horning will meet the graphics design class of ECSU Professor Tao Chen on Thursday, January 31st to discuss the Library Logo. All Board members are invited to attend. The Board is asked to provide any specs or colors to be included in the design. The class will have 2-3 weeks to develop designs for presentation to the Library Board who will be invited to the class for review and feedback. The class will then provide final drafts for selection by the Library Board.

E. FY 2019-20 Budget:

Sandra Horning presented the FY 2019-20 Library budget for review. Increases to the budget includes the following: Books (David Ball Bequest funding will run out), Building Maintenance (landscaping), Custodian (increase in weekly rate), Dues (Library Board membership), Library Programs, Periodicals (increase in Chronicle and book set for Quiet Corner Reads), Videos (DVDs being ordered through Amazon at a lower cost), and Heating Fuel/Propane (cost shared with Senior Center). The overall budget increased by \$2,725 (mostly due to Landscaping and Custodian). Leslie Ricklin suggested including the number of programs in the budget documentation.

F. Update on Cupboard (Ross Library):

Leslie Ricklin forwarded information on small town grants to Irene Schein from the Community and Economic Development Commission that could be used towards restoring and moving the Cupboard.

G. Library Meeting Room Policy:

The Board was presented with a draft Library Meeting Room Policy from the AdHoc Municipal Building Use Committee. There are also draft policies for the Fire Hall, Community Room at the Senior Center and Garrison Park. The meeting rooms can be used for all town sponsored events. Use of the facilities for non-town sponsored events will require certificate of insurance obtained through the Town Hall.

7. AGENDA ITEMS FOR NEXT MEETING:

- Additions to the Agenda
- 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)
- Library Meeting Room Policy

The next meeting will be held on February 25th.

8. ADJOURN:

Motion to adjourn (7:47 PM) was made by Eunice Edelman, seconded by Leslie Ricklin and carried unanimously.

Minutes will be approved at the next regular meeting.

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