

CHAPLIN PUBLIC LIBRARY
Board of Trustees Meeting
Chaplin, Connecticut
Meeting Minutes
March 18, 2019

Chairperson Victor Boomer called the meeting to order at 6:30 PM. Board members present were Eunice Edelman, Leslie Ricklin and Kelly Pothier. Others present was Library Director Sandra Horning. Unable to attend were Board members Diane Cox and Bill Jenkins.

3. APPROVE MINUTES OF JANUARY 28, 2018:

Motion to approve the meeting minutes of January 28, 2019, was made by Leslie Ricklin with the following correction: Item #5A should read – The Cookbook Club will meet on February 22nd with Julia Child recipes. *The motion was seconded by Eunice Edelman and carried unanimously.*

4. ADDITIONS TO AGENDA:

Motion to add to the agenda as Item #7F, Town of Chaplin Employee Performance Review Form, was made by Leslie Ricklin, seconded by Kelly Pothier and carried unanimously.

5. CORRESPONDENCE:

The Board received a Friends of the Library Winter 19 Newsletter.

6. REPORTS:

A. Director's Report:

- Physical circulation for the month of January was 1119, with 546 items checked out. Electronic circulation was 62.
The Library was open for 15 days with 365 walk-ins at an average of 24 per day. There were extra closings in January with the well drilling and Martin Luther King Day.
- Physical circulation for the month of February was 886, with 452 items checked out. Electronic circulation was 36.
The Library was open for 15 days with 358 walk-ins at an average of 24 per day. There was an extra closing for President's Day.
- The well is hooked up and passed testing. The water is safe for drinking.
- The Solar Panels are hooked up and the contract is signed.
- Maintenance in the budget is over approximately \$5,000 due to well drilling and will be split with the Senior Center.
- Sandra Horning is working on an Early Literacy Grant available through Dollar General up to \$4,000.
- The Take Your Child to the Library event was well attended with 40 people.
- The Cookbook Club meeting went well with 15 people in attendance. The next meeting will be held on April 29th with recipes from Jaime Oliver.
- Upcoming events include:
 - Thank You Party for supporting the Library will be held on Monday, March 25th at 6:30pm.
 - Go Fly a Kite program will be held on Saturday, March 30th at 10am.
 - The following programs will be held during April Vacation Week:
 - Cat Café on April 13th from 10am to 1pm
 - The Safety PAWtrol on April 15th from 1-2pm
 - Craft Fun on April 17th from 12-2pm

- The CT Author's Trail will have Lisa Taylor, author of short stories and poetry at Chaplin on August 12th at 7pm.
- Quiet Corner Reads will announce 2019 book selection on April 8th with an event to be held on June 18th.
- The theme for Summer Reading is Space.
- Sandra Horning will be attending the CT Library Conference in Mystic.
- Books selected in memory of Priscilla Kamilla Willey Diwan were two versions of Gandhi for adults and one version of Gandhi for kids.
- Robert Bourgeois donated a picture that he painted of the Chaplin Village.
- There are grant funds left from the Literacy Grant and could be used for an event sign for outside in front of the Library. The cost is approximately \$200.

Motion to approve funds from the Literacy Grant for an Event Letter Board Sign, was made by Eunice Edelman, seconded by Leslie Ricklin and carried unanimously.

B. Board Chair Report: No Report

C. Board Members Report: No Report

7. OLD BUSINESS/NEW BUSINESS:

A. Strategic Planning for the Library

1) Friends of the Library

Discussion was held regarding the Thank You Party that will be held on March 25th with refreshments provided. Attendees will be thanked for their support of the Library and encouraged to organize a Friends of the Library with the following: projects are decided by the group (suggest Book Sale, Tag Sale at the Fall Bazar or other fundraisers), time commitment set by the individual participant, establish a Book Club, arrange Musical Programs and establish 1st Book Program (kids get their first Library Card). Kelly Pothier suggested a poster board easel to brainstorm ideas.

B. Handicap Access Update:

Sandra Horning will follow up on repair of the ramp that was planned for springtime.

C. Library Logo Update:

Eunice Edelman and Sandra Horning attended class of ECSU Professor Tao Chen for presentation on logos for the Library that was a wonderful experience. The students were very enthusiastic as they presented their designs (approximately 25) and were very receptive to feedback that was very valuable for their revisions. A final design will be selected at the April meeting. Sandra Horning suggested a donation or prize in appreciation and will check with the Professor. Leslie Ricklin suggested displaying the winner of the logo project and consider using the class for a Bicentennial Logo. A binder of all of the designs will be displayed at the Thank You Party.

D. FY 2019-20 BUDGET: No Update

E. UPDATE ON CUPBOARD (ROSS LIBRARY):

Leslie Ricklin suggested Friends of the Library could work on saving the Cupboard.

F. TOWN OF CHAPLIN EMPLOYEE PERFORMANCE REVIEW FORM:

The Board was presented with Library Performance Evaluation and draft Town of Chaplin Employee Performance Review Form. The Board of Selectmen would like all agencies to use the same form (draft form not yet finalized). The Library Board will use both forms. Victor Boomer asked each Board member to fill out the Library Performance Evaluation and email it to him to compile into one form for discussion at the next meeting.

Leslie Ricklin asked for the final copy of the Meeting Room Use Policy.

8. AGENDA ITEMS FOR NEXT MEETING:

- Strategic Planning for the Library
 - 1) Friends of the Library
- Handicap Access Update
- Employee Performance Review
- Thank You Party Update
- Vote for Library Logo
- FY 2019-20 Budget

The next meeting will be held on April 15th.

9. ADJOURN:

Motion to adjourn (8:05 PM) was made by Kelly Pothier, seconded by Eunice Edelman and carried unanimously.

Minutes will be approved at the next regular meeting.

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