

CHAPLIN PUBLIC LIBRARY
Board of Trustees Meeting
Chaplin, Connecticut
Meeting Minutes
June 17, 2019

Chairperson Victor Boomer called the meeting to order at 6:35 PM. Board members present were Eunice Edelman, Diane Cox, Leslie Ricklin and Kelly Pothier (6:58). Others present was Library Director Sandra Horning. Unable to attend was Board member Bill Jenkins.

3. APPROVE MINUTES OF MAY 20, 2019:

Motion to approve the minutes of May 20, 2019, was made by Leslie Ricklin, seconded by Eunice Edelman and carried unanimously.

4. ADDITIONS TO AGENDA:

Add to agenda Executive Session for Item #7f – Chaplin Library’s Board of Trustees – Performance Review.

5. CORRESPONDENCE: None

6. REPORTS:

A. Director’s Report:

- Physical circulation for the month of May was 908, with 485 items checked out. Electronic checkouts were 53.
- The Library was open for 17 days with 515 walk-ins at an average of 30 per day. The Library was closed for one day on Memorial Day.
- Building Maintenance and Propane are over budget with most of the overage to be offset by Electricity which is under budget.
- Library Day was held with grades 1-6 and went very well.
- The Compost Program had a good turnout. There are other programs available that would tie in with a Sustainable Community.
- There were 10 tickets sold for the Quiet Corner Reads event.
- The Board was presented with brochure of Summer Reading programs starting June 21st. They include: A Puppet Show, LEGO Space Rockets and The LEGO Movie, Make a Telescope, Constellation Stories, Space Jewelry, Zip Lines with the Science Center, Giant Map Counter, Ice Cream Social and Read to Shadow, the therapy dog.
- The Cookbook Club will meet on June 24th with a Picnic Foods theme.
- Sandra Horning’s son Gavin will be doing the History of Chaplin for his Senior Capstone project. A website will be created to showcase his work.
- Mary Smith and Jesse Farrow will be volunteering at the Library for the summer.
- The Library will follow the new Town Policy for the July 4th holiday. If the holiday falls on a day the Library is normally closed, they can close the next day. This new policy only impacts the Library for Veteran’s Day and July 4. The Board policy needs to be updated.
- Kitty LeShay will fill in for vacations for Angie Hill – June 29 to July 6 and Sandra Horning – July 13 to July 20.
- A contractor will replace the damaged ceiling tiles with funds left over from the roofing project.

- There were issues with the air conditioning that have been resolved with work on the filters.

B. Board Chair Report: No Report

C. Board Members Report:

Eunice Edelman reported that Lisa Kegler was hired as the new Assistant Senior Center Director. Congratulations to Eunice's granddaughter who was honored at a reception by Congressman Joe Courtney for her acceptance to the United States Merchant Marine Academy.

7. OLD BUSINESS/NEW BUSINESS:

A. Strategic Planning for the Library

1) Friends of the Library

Victor Boomer thanked the Board for the gathering for interested Friends of the Library that went very well with special thanks to Leslie Ricklin as the facilitator. Peter Haynes is interested in leading the Friends of the Library.

B. Handicap Access Ramp Update:

A contractor will fix the Handicap Access Ramp.

C. Library Logo Update:

The donation was sent to the ECSU Art Department for the Arnold Price Scholarship. Sandra Horning will discuss budget funds with the Accountant to purchase book bags and other items with the new Library Logo.

D. FY 2019-20 Budget:

The budget passed as presented at the Town Meeting.

E. Update on Cupboard (Ross Library): None

F. Chaplin Library's Board of Trustees – Performance Review (Executive Session):

Motion to enter into Executive Session (7:06 PM) for the purpose of discussing Chaplin Library's Board of Trustees Performance Review, was made by Diane Cox, seconded by Leslie Ricklin and carried unanimously.

The Board came out of Executive Session at 7:16 PM.

Motion that the Library Board of Trustees reviewed and approved the Performance Review for Anjanette Hill and Anne LeShay, was made by Leslie Ricklin, seconded by Eunice Edelman and carried unanimously.

Victor Boomer and Leslie Ricklin held a meeting with First Selectman Bill Rose to discuss concerns with the Performance Review process. The Library Board of Trustees will use their Performance Review form which is based on growth. The Town Performance Review form which is based on finances and liability will be done by the First Selectman. A Library Board member can be present during the review of the Library Director.

G. Landscaping:

The new landscaper will begin in July and provide an additional quote to replace dead plants.

8. AGENDA ITEMS FOR NEXT MEETING:

- Strategic Planning for the Library
 - 1) Friends of the Library
- Handicap Access Ramp Update
- Library Logo Update
- Update on Cupboard (Ross Library)
- Chaplin Library's Board of Trustees – Performance Review
- Landscaping

There will be no meeting held in July. The next meeting will be held on August 19th.

Leslie Ricklin suggested looking at a program for Aging in Place and Safety in the Home by the Fire Department. Diane Cox suggested doing jointly with the Senior Center. Kelly Pothier suggested a program on CPR and First Aid.

9. ADJOURN:

Motion to adjourn (7:36 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***