

CHAPLIN PUBLIC LIBRARY
Board of Trustees Meeting
Chaplin, Connecticut
Meeting Minutes
August 19, 2019

Chairperson Victor Boomer called the meeting to order at 6:33 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 JUNE 17, 2018:

Motion to approve the regular meeting minutes of June 17, 2019, was made by Leslie Ricklin, seconded by Diane Cox and carried unanimously.

4. ADDITIONS TO AGENDA: None

5. CORRESPONDENCE:

- The Summer Newsletter was received from the ACLB (Association of Connecticut Library Boards).
- A thank you letter was received from ECSU Director of Institutional Advancement Joseph McGann thanking the Board for their generous donation to the Arnold Price Scholarship.
- A thank you card was received from Arnold Price's partner Claudia thanking the Board for their generous donation to the Arnold Price Scholarship.
- A letter was received from Chaplin Annual Report Coordinator Link Diwan regarding moving up the submission date for the Annual Report (review of FY 2018-19) to the end of September.

6. REPORTS:

A. Director's Report:

- Physical circulation for the month of June was 1273, with 658 items checked out. Electronic checkouts were 43. 133 students came to the Library for a visit on June 7th. The Library was open for 16 days with 695 walk-ins at an average of 43 per day.
- Physical circulation for the month of July was 1289, with 694 items checked out. Electronic checkouts were 59. The Library was closed July 5th for the July 4th holiday. The Library was open 17 days with 516 walk-ins at an average of 31 per day.
- In the FY 2018-19 budget, savings in Electricity were used to cover overage in Building Maintenance with a final budget surplus of \$800.
- The volunteers who began working on inventory are done for the summer.
- There was great turnout for the Ice Cream Social, Puppet Show and Lego Movie.
- The Board was presented with an article written by Kitty LeShay on the Puppet Show.
- There was a good turnout for Author's Trail author Lisa Taylor. She has upcoming dates at other Libraries. Diane Cox suggested future programs for local author Cindy Adams for presentation of her newly published book "Italian Spices" and presentation by local author and Library Director Sandra Horning.
- Chaplin resident Benjamin Kane will be presenting Benjamin Chaplin's Will on Wednesday, August 21st at 6:30pm.
- The PreK Playgroup will begin on Wednesday, September 4th from 10:30 to 11:30am.
- The Cookbook Club will be making Mexican Recipes on Wednesday, September 11th at 6:30pm.

- The First Selectman is considering hiring a floater who would be trained in the basics to cover town employees that are on vacation or out sick (covering absences has been difficult).
- Kitty LeShay will write an article on the new addition of Hampton's Library (space to be used for events).

B. Board Chair Report: None

C. Board Members Report:

Leslie Ricklin was introduced to a woman named Helen at the Ice Cream Social, who lived in Chaplin as a child, and went to the one-room schoolhouse on Tower Hill Road. Leslie Ricklin will meet with the woman to discuss her memories and look at many photos that she has. Victor Boomer can scan the photos and will look into grants to cover archiving the photos for the town as part of the upcoming Bicentennial. Leslie Ricklin also suggested a new Town Logo in celebration of the Bicentennial.

7. OLD BUSINESS/NEW BUSINESS:

A. Strategic Planning for the Library

1) Friends of the Library

A meeting with refreshments will be held on September 18th at 6:30pm beginning with the Election of Officers. The Board will setup for the event at 6pm.

B. Handicap Access Update:

Bids went out for the sidewalks at the Town Hall and the contractor will be asked to repair the Handicap Ramp at the Library.

C. Library Logo Update:

The Board was presented with new book plates with the new Library Logo. In Memory plates will be enclosed in new books such as those purchased through the David Hall Trust and Gift Of will be enclosed in books that are donated. Jumbo cloth book bags with the new Library Logo have been ordered and will be in by the end of the month. The bags will be sold for \$10 each with 100 bags ordered at a total cost of \$692.10 with free shipping to be taken out of Special Revenue. Proceeds from the sale of the bags will be returned to Special Revenue. The new Logo is on the website and Facebook page.

Motion to authorize \$692.10 to be taken out of Special Revenue for the purchase of book bags for the Chaplin Public Library, was made by Eunice Edelman, seconded by Leslie Ricklin and carried unanimously.

D. FY 2019-20 Budget:

The budget was approved.

E. Update on Cupboard (Ross Library): No update

F. Chaplin Library's Board of Trustees – Performance Review:

Sandra Horning met with the First Selectman and there were no concerns. Discussion was held regarding ways to improve the Library such as more funding for training.

G. Landscaping:

The new landscaper was hired to come to the Library three times a year (spring, summer and fall). He came in July and replaced the dead plants and planted low maintenance shrubs. The plants were watered but do not look well due to the heat wave. The aggressive weed that was a problem previously, has returned. The landscaper will return the end of August to remove and discuss ways to keep it from returning.

8. AGENDA ITEMS FOR NEXT MEETING:

- ACLB Annual Conference November 8th
- Landscaping
- Friends of the Library
- Handicap Access Update
- Library Logo
- Update on Cupboard (Ross Library)
- FY 2018-19 Annual Report
- Speakers for Future Programs

Leslie Ricklin suggested giving recognition to those that established the beautiful building of the Chaplin Library. Victor Boomer reported there was a ribbon cutting ceremony and will check with his brother Gene Boomer, who was First Selectman at the time, for more information.

9. ADJOURN:

Motion to adjourn (7:33 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***