

CHAPLIN PUBLIC LIBRARY
Board of Trustees Meeting
Chaplin, Connecticut
Meeting Minutes
December 16, 2019

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

3. APPROVE MINUTES OF NOVEMBER 18, 2019:

Motion to approve the minutes of November 18, 2019, was made by Leslie Ricklin with the following correction: Item #7A should read – The Dollar General Grant was rejected. The Workstation Literacy Group through the American Savings Foundation is helping with another grant for funding. *The motion was seconded by Jeanette Haines and carried with one abstention by Eunice Edelman.*

4. WELCOME NEW MEMBERS:

Welcome to new member Jeanette Haines.

5. ADDITIONS TO AGENDA:

Motion to add to agenda Purchase of 24 Red Aprons with the Library Logo as Item #8G, was made by Leslie Ricklin, seconded by Eunice Edelman and carried unanimously.

6. CORRESPONDENCE: None

7. REPORTS:

A. Director's Report:

- Physical circulation for the month of November was 878, with 437 items checked out. Electronic checkouts were 67.
- The Library was open for 16 days with 693 walk-ins at an average of 43 per day.
- The budget is on track.
- The patron computers are working again and were updated with Windows 10 one at a time. The main desk computer will be updated next.
- Sandra Horning attended a workshop in Putnam regarding SimpleE (Library E-Reader) that offers a larger selection from the State Library than Overdrive. The program will roll out in January with free access by patrons.
- The light outside was put on a digital timer and scheduled to be on from 4-9pm Monday through Friday.
- The door between the Library and Senior Center will be kept open on Mondays and days when there are no children's programs in the Library.
- Training is going well for the Substitute who will cover time-off for the Library Director and Assistant Librarian.
- There was a smaller turnout for the Gingerbread Party than last year due to other activities on the same day.
- Upcoming Events include the following:
 - Bees with Adam Fuller of A & Z Apiaries on January 11th at 10:30am
 - Cookbook Club – Indian Food and Movie on January 22nd at 6:30pm
 - Play the Ukulele on Wednesdays from 4-5:30pm

- Future Programs include the following:
 - Take Your Child to the Library in February
 - Dr. Seuss Day in February with 50 copies of “Gerald McBoing Boing” donated by the State Library
 - Passport to Libraries in April
- The Board was presented with sample apron that would have the Chaplin Library Logo on the pocket to be sold for \$10 each. The cost for 24 aprons is approximately \$200 and would be taken out of Special Revenue. The aprons would be great for the Cookbook Club and to be used for the Book Sale by the Friends of the Library.
- The Library will be closed on Christmas Day and New Year’s Day.

B. Board Chair Report: None

C. Board Members Report:

Leslie Ricklin reported the following:

- The Board of Selectmen will formally appoint members of the Bicentennial Committee with the first meeting to be held on January 7th at 2pm.
- There will be a presentation on Sustainable CT through the Community and Economic Development Commission at the Town Hall on Wednesday, January 8th at 6:30pm. All Board members are invited to attend.

8. OLD BUSINESS/NEW BUSINESS:

A. Election of Officers:

Victor Boomer has agreed to continue as Board Chair and Leslie Ricklin has agreed to continue as Board Vice-Chair for another year.

Motion to approve Victor Boomer for Board Chair and Leslie Ricklin for Board Vice-Chair, was made by Diane Cox, seconded by Eunice Edelman and carried unanimously.

B. Strategic Planning for the Library

1) Friends of the Library

The meeting for Friends of the Library has been moved to January 15th.

C. Handicap Access Ramp Update:

The top of the Handicap Access Ramp was repaired along with the front stairs. The joint at the bottom of the ramp needs to be repaired. A letter of complaint from a Library patron who is in a wheelchair, was sent to the Town Hall regarding the ramp and the difficulty opening the door. Installing a door bell is being considered.

D. Update on Cupboard (Ross Library):

Sandra Horning suggested writing a letter to the Board of Selectmen regarding the Cupboard. Victor Boomer and Leslie Ricklin will work on drafting a letter.

E. Speaker Programs:

Sandra Horning reached out to other Libraries for a speaker from a Genealogy Club (Killingly Public Library has one) and will check with surrounding Libraries to see what programs are current on Bears, Fisher Cats, Coyotes and Deer. A Raptor Program will be held in April/May.

F. Chaplin Library Board Budget for 2020-2021:

The Library has not received anything regarding the budget cycle to date. Sandra Horning presented the following areas of concern in the budget: Building Maintenance - most of the budget has been spent to date and should be increased to match the Senior Center, Equipment – computers will need to be replaced (other Libraries are using Chromebooks for patrons), increasing hours for the Library Substitute. Victor Boomer suggested replacing one computer a year and suggested the possibility of increasing the Library hours to help increase the number of patrons.

G. Purchase of 24 Red Aprons with the Library Logo:

Motion to approve funds for the purchase of 24 Red Aprons with the Library Logo, was made by Leslie Ricklin, seconded by Diane Cox and carried unanimously.

9. AGENDA ITEMS FOR NEXT MEETING:

- Strategic Planning for the Library
 - 1) Friends of the Library
- Handicap Access Ramp Update
- Update on Cupboard (Ross Library)
- Speaker Programs
- Chaplin Library Board Budget for 2020-2021

Jeanette Haines expressed concerns with the Board members that do not attend Board meetings. Discussion was held regarding adding policy in the Bylaws. Victor Boomer suggested contacting State Representative Doug Dubitsky to address the issue. Diane Cox suggested contacting Town Attorney Dennis O'Brien to address the issue.

10. ADJOURN:

Motion to adjourn (7:35 PM) was made by Diane Cox, seconded by Jeanette and carried unanimously.

Minutes will be approved at the next regular meeting.

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