

CHAPLIN PUBLIC LIBRARY
Board of Trustees Meeting
Chaplin, Connecticut
Meeting Minutes
May 15, 2023

Chairperson Victor Boomer called the meeting to order at 6:33 PM. Board members present were Diane Cox, Leslie Ricklin (online), Brian Cohen, Jeanette Haines and Alternate Adele Swart. Also present was Library Director Sandra Horning. Absent was Board member Bill Jenkins.

Alternate Adele Swart seated for Board member Bill Jenkins.

3. APPROVE SPECIAL MEETING MINUTES OF APRIL 17, 2023:

Motion to approve the April 17, 2023 special meeting minutes, made by Leslie Ricklin, seconded by Jeanette Haines and carried with one abstention by Brian Cohen.

4. ADDITIONS TO AGENDA: None

5. AUDIENCE FOR CITIZENS: None

6. CORRESPONDENCE:

An invitation to Chaplin Day at Garrison Park on September 9th was received from Rec Commission Chair Dave Stone. It will be an opportunity for all Town entities to show who they are and what they do for the Town.

7. REPORTS:

A. Director's Report:

- There was a total of 486 people in-person for April. The library was open 16 days with an average of 30 people per day. Circulation was 664 with 365 items checked out and 119 electronic checkouts.
- The old propane tank was dug up and replaced on May 5th.
- HVAC system has been pushed back to September (no concerns interfering with summer activities).
- The Floor Covering Shop is coming Friday to do estimate on the carpet. Victor Boomer asked what area needs to be done first (the meeting room). Brian Cohen suggested getting an estimate from Home Depot. Jeanette Haines suggested getting separate estimates for meeting room and lobby.
- There was a good turnout at the Mary Treat event (30 people including Joshua's Trust members).
- Anne Sicilian will run the two Wednesday Story Times while Sandy is on vacation.
- Book Chat will be held on June 16th at 3pm.
- Summer Reading schedule should be set this week. Events will include: Science Center program and Build Wave (can create a building program that feels like a video game).
- The Ukulele Band will play on Make Music Day at a sing-a-long under the tent on June 21st at 4:30pm.

B. Board Chair Report: No Report

C. Board Member Reports: No Report

8. OLD BUSINESS/NEW BUSINESS:

A. Speaker Programs:

- Seed Swap with Master Gardener Jean Bose will be held on June 14th at 7pm.
- The QC Reads William Trent Kreuger event is tomorrow at 6pm.
- Looking to schedule Last Green Valley Ranger program from the following topics: Light Pollution, Return of the Bald Eagle (possible tagalong with Horizon Wings), Scenic Roads, and Notable Notorious and Infamous Characters of the Last Green Valley.

B. Monthly Budget Update:

Propane is over \$1,162 as expected. Other budget lines are under with \$2,500 left in Building Maintenance (discussed using to replace the carpet). Leslie Ricklin asked about discretionary spending for

the Library Director for expenses up to a certain amount (need to check the Bylaws and consider adding if not included). Will discuss carpeting further at the next meeting.

C. Discuss Letter to BOS and FOI Ramifications:

Discussed letter to be sent to the BOS regarding formal response not received for salary request for the Library Director. Objections to the letter include: Board responsibility to advocate for the library (Board's responsibility to advocate is noted on the Town website, in the Bylaws, in the CT Public Library Trustees Handbook), including letter of recognition in personnel file (many letters received from the community in support of Sandy's work including obtaining grants), tone of the letter, and FOI information (Jeanette drafted the letter with content discussed at the last meeting – letter emailed to the Board for review).

Motion to send formal letter to the Board of Selectmen signed by Board members present, made by Leslie Ricklin, seconded by Adele Swart and carried unanimously.

D. Friends of the Library Update:

- Friends participated in a raffle (members donated items) with the Senior Center at their Plant Sale that added about \$300 to their budget.
- Working on the Story Book Walk (selected "Group Hug") and looking into laminating the pages (hope to be up by the middle of June).
- Museum passes include: Children's Museum Library Membership (includes Roaring Brook Nature Center) and The Florence Griswold Museum (full access to the entire campus).
- The Seed Collection Swap will be held on June 14th at 6pm with light refreshments (Master Gardener will explain how to gather seeds).
- Plant Swap will be held on June 17th from 11am – 1pm (rain date is June 24th).
- Friends will discuss at their next meeting - an auction in the fall and ideas for Chaplin Day including: Story Book Walk and Membership Drive. Brian Cohen suggested doing the auction online with the final day on Chaplin Day (consider displaying some items). Leslie Ricklin asked about renewal date for memberships (will consider setting a renewal date).

E. Reschedule June 2023 Meeting:

Motion to change the June 19th Board meeting to a special meeting on June 26th, made by Brian Cohen, seconded by Jeanette Haines and carried unanimously.

F. Discuss Library Director's Performance Review: Will discuss during Executive Session

G. Executive Session:

Motion to enter into Executive Session (7:51 PM) for the purpose of discussing Library Director Performance Review, made by Leslie Ricklin, seconded by Brian Cohen and carried unanimously.

The Board came out of Executive Session at 8:04 PM.

Motion to approve Library Director Performance Review to give to the Board of Selectmen, made by Jeanette Haines, seconded by Leslie Ricklin and carried unanimously.

9. AGENDA ITEMS FOR NEXT MEETING:

- Items from the current agenda
- Landscaping
- Carpet Replacement

10. ADJOURN:

Motion to adjourn (8:12 PM) made by Jeanette Haines, seconded by Adele Swart and carried unanimously.

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