

CHAPLIN PUBLIC LIBRARY
Board of Trustees Meeting
Chaplin, Connecticut
Special Meeting Minutes
June 26, 2023

Chairperson Victor Boomer called the meeting to order at 6:35 PM. Board members present were Diane Cox, Leslie Ricklin (online), Jeanette Haines and Alternate Adele Swart. Also present was Library Director Sandra Horning. Absent were Board members Brian Cohen and Bill Jenkins.

Alternate Adele Swart seated for Board member Brian Cohen.

3. APPROVE MEETING MINUTES OF MAY 15, 2023:

Motion to approve May 15, 2023 meeting minutes, made by Jeanette Haines, seconded by Adele Swart and carried unanimously.

4. AUDIENCE FOR CITIZENS: None

5. CORRESPONDENCE:

A letter of recognition was received from the Board of Selectmen (read aloud at their meeting) for Library Director Sandy Horning for her work and dedication to the library (will go in her personnel file).

6. REPORTS:

A. Director's Report:

- There was a total of 475 people in-person (including 1 curbside) for May. The library was open 17 days with an average of 28 people per day. Circulation was 660 with 320 items checked out and 137 electronic checkouts. Over 150 people attended in-person events.
- The library sign was vandalized again with 3 local boys caught on camera (Resident Trooper and First Selectman notified).
- There is still a leak in the roof after the heavy rain (same spot repaired several times by the solar company – may now be a roof problem).
- The library is eligible for \$16,205 through the 2nd phase of the Fiber to Library Grant for equipment upgrade and installation (full amount recommended per assessment).
- A donation of \$146 was received from the UCONN Book League (used the meeting room).
- Summer Reading has begun with the Science Center on Wednesday and Zen's Critters next week.
- The next Book Chat will be held on July 7th at 3pm.
- The Cookbook Club will be on July 24th at 6pm.
- The library will be closed on Monday, July 3rd for the July 4th holiday.
- Sandy will be on vacation from July 31st – August 7th (Angie and Kitty will cover).

B. Board Members Report:

Jeanette Haines spoke about the Senior Center's Artist of the Month program and asked to get the word out to local artists for an opportunity to display their work. Sandy Horning asked for a flyer to display in the library (Jeanette will check on).

C. Board Chair Report: No Report

7. OLD BUSINESS/NEW BUSINESS:

A. Speaker Programs:

- Seed Saver Part 2 is scheduled for October 21st.
- Last Green Valley Ranger program will be scheduled when dates confirmed to replace the HVAC.
- UCONN Poet and Professor Penelope Pelizon is interested in doing a Poetry program.
- Leslie Ricklin asked about time left for the Poet Laureate (has a year left).

B. Monthly Budget Update:

Propane is \$2,639.33 overbudget as expected (other lines that are under may offset).

C. Discuss Letter to BOS and FOI Ramifications:

The Board of Selectmen did not respond to the Board's request but did send a letter of recognition for the Library Director that will go in her personnel file. Victor Boomer noted the following for FOI – electronic info, emails, texts or back and forth comments with 4 or more people is considered a meeting.

D. Friends of the Library Update:

- The Story Book Walk posters are installed (Board presented with photos – Jeanette suggested a place in the library for comments).
- The Seed Saver workshop was held with a Master Gardener (another swap will be held in October with possibly a Plant Swap for fall plants).
- Talked about plans for Chaplin Day including a Story Book Walk for the day (Sandy noted tents and tables not provided – will share with the Senior Center).
- This is Friends of the Library month (presented flyers to the Board with forms on the back for memberships or donations – have 2 new members). Anne Sicilian is the Membership Chair.
- Added a portable DVD Player and CD Player plus CD Player Speaker to the Library of Things (Sandy suggested a Hotspot - not purchasing a bench for the front of the library at this time).

E. Landscaping:

The landscaper should be coming by the end of the month to do the Library and Senior Center.

F. Discuss Carpet Replacement:

An estimate was obtained from the Floor Covering Shop in Norwich (installed new carpet at the Town Hall). They recommend only replacing the meeting room carpet (includes replacing the baseboard, preparing subfloor, disposal) and repairing the seams in the other part of the library (carpet in good shape). The cost is \$5,000 and includes some repairs (cost for additional repairs - \$75 per hour). The carpet would be squares that would allow a crisscross pattern if desired and make it easier for replacement if needed. Victor Boomer suggested talking to the First Selectman about funding. Adele Swart asked about guarantee of life of the carpet and warranty (Sandy will check on).

Motion to use the Floor Covering Shop Inc. in Norwich and pursue funding for their estimate to replace meeting room carpet, made by Jeanette Haines, seconded by Leslie Ricklin and carried unanimously.

G. Discuss Chaplin Day:

Chaplin Day will be held on September 9th from 12-6pm (need to fill out an application). Friends will be sharing a tent and table with the Senior Center with signups for memberships and library cards. Diane Cox suggested having books for sale. Adele Swart suggested having big posters of book covers like the ones used for the Bicentennial Parade.

8. AGENDA ITEMS FOR NEXT MEETING:

- Items from the current agenda
- The next meeting will be held on August 21st

9. ADJOURN:

Motion to adjourn (7:40 PM) made by Adele Swart, seconded by Leslie Ricklin and carried unanimously.

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