

CHAPLIN PUBLIC LIBRARY
Board of Trustees Meeting
Chaplin, Connecticut
Meeting Minutes
August 21, 2023

Chairperson Victor Boomer called the meeting to order at 6:30 PM. Board members present were Diane Cox, Brian Cohen, Jeanette Haines and Alternate Adele Swart. Also present was Library Director Sandra Horning. Absent were Board members Leslie Ricklin and Bill Jenkins.

Alternate Adele Swart seated for Board member Leslie Ricklin.

3. APPROVE MEETING MINUTES OF JUNE 26, 2023:

Motion to approve June 26, 2023 meeting minutes, made by Brian Cohen, seconded by Jeanette Haines and carried unanimously.

4. ADDITIONS TO AGENDA: None

5. AUDIENCE FOR CITIZENS: None

6. CORRESPONDENCE: Email will be presented under Item 8E.

7. REPORTS:

A. Director's Report:

- Totals for June - 570 people in-person, open 16 days (average of 33 people per day), circulation of 838 with 502 items checked out and 144 electronic checkouts, about 165 people attended in-person events.
- Totals for July - 543 people in-person, open 17 days (average of 32 people per day), circulation of 1,004 with 520 items checked out and 138 electronic checkouts, about 225 people attended in-person events. Good turnouts with Summer Reading that is back to pre-pandemic levels with many new families (Victor asked for a graph showing month to month numbers).
- The budget is \$7,548 over (heating, salary, \$4,571 for State Library Grant). Spoke to Val with concerns about the grant not reflecting the actual overage – Val will check with Auditor (Brian suggested putting concerns in writing).
- Solar Company came today to replace the ceiling tiles (no more leaks).
- No dates yet for the HVAC repair (hoping for September or October).
- Would like to bring in another substitute to fill in at the library as needed (Friends member Lisa Nadile is interested).
Motion to ask the Town to bring in another Substitute for the Library, made by Victor Boomer, seconded by Brian Cohen and carried unanimously.
- Talked to the First Selectman regarding carpet replacement for the meeting room (will add to the CIP Plan for FY 2024-25).
- Thanks to Dave Morris who donated a 4-inch Refractor Telescope (would like to do a program with Solar Eclipses coming on October 14th and April 8th - applied for 500 free solar glasses from Starnet). Looking for an astronomer to do a program (Diane suggested Bob Grindle who does articles on astronomy in the Neighbors paper).
- Summer Reading ends this week.
- PreK Story Time will start again on August 30th at 10:30am.
- The next Book Chat will be held on September 15th at 3pm.
- The next Cookbook Club will be held on September 27th with quick and easy recipes.
- The library will be closed on Sept. 4th for Labor Day and close early on Sept. 9th for Chaplin Day.

B. Board Members Report:

Diane Cox reported the Historic Commission will hold a Hearing on September 12th at 7pm regarding moving the Museum next to the library.

C. Board Chair Report: None

8. OLD BUSINESS/NEW BUSINESS:

A. Speaker Programs:

- Warren Church will be doing a Historical Talk related to the Bicentennial (with a musical component) on September 30th at 1pm at the Senior Center.
- Penelope Pelizzon would like to add the library as a stop on her Book Tour (new book coming in 2024).

B. Monthly Budget Update: Covered already

C. Landscaping:

Landscaper was here weeding and replaced the butterfly bush that died (coming again before the snow).

D. Friends of the Library Update:

- Helped with scoops at the Ice-Cream Social (about 60 people attended) and tables and chairs.
- Working on Chaplin Day (Sept. 9th) – will have a Kiddie Pool with rubber ducks (numbered on the bottom) and prizes (crayons, stickers, children's books donated by members) – authorized Sandy to purchase any other supplies needed; Dunking Booth co-sponsored with the Senior Center (Sandy will be dunked); meet Master Gardener Jean Bose to answer questions, helping at the table from 12-6pm.
- Seed Collection Workshop will be held on October 28th from 10-1pm (volunteers will organize envelopes for seeds with identifying labels).
- The Board was presented with new poster to join the Friends of the Library (new Membership Fee Schedule for September 1st - \$10 Individual, \$25 Family, \$250 Sustaining Lifetime).
- Looking to apply for the Leo & Rose Pageau Grant that funds a lot for the community (Sandy suggested bringing in Performing Theater Group for families (literary oriented) – one for the holidays (Dickens for all ages) and one for school vacation in April. The cost is about \$1598 for each performance (includes travel expenses from North Carolina).
- No meeting will be held in September.
- Talked about doing online auction (similar to Fire Department Auction). Looking for donations for gift certificates, crafts, antiques, or items of value \$20 and up (would need a picture and description).
- Purchased a T-Mobile Hotspot for the library.

E. Review and Approve the Collection Management Policies:

Sandy Horning presented revised Chaplin Public Library Collection Management Policies (Challenged Materials and Collection Development). Review/revisions are necessary to be eligible for the State Grant with additional statutory requirements. Email received from Leslie Ricklin agreeing with the greater detail and supports the Policies.

Motion to approve the Collection Management Policies, made by Jeanette Haines, seconded by Adele Swart and carried unanimously.

Discussed Revision to Section V – Challenged Materials – The Library Director/Board of Trustees will respond to the contact within 60 days of submission of the form.

Motion to approve Collection Management Policies with revisions discussed this evening, made by Brian Cohen, seconded by Adele Swart and carried unanimously.

F. Review and Approve the Book Challenge forms:

Sandy Horning presented revised Book Challenge forms.

Motion to approve Chaplin Public Library Request for Reconsideration of Material Form, made by Diane Cox, seconded by Jeanette Haines and carried unanimously.

The Board was asked to consider changing the meeting date from the 3rd Monday to the 4th Monday of the month due to holidays (Martin Luther King Day, President's Day, Juneteenth Day).

9. AGENDA ITEMS FOR NEXT MEETING:

- Items from the current agenda
- Seating of Alternates
- Meeting Date Change

10. ADJOURN:

Motion to adjourn (7:42 PM) made by Jeanette Haines, seconded by Diane Cox and carried unanimously.

*Respectfully submitted by Kathleen Scott
Recording Clerk*