

CHAPLIN PUBLIC LIBRARY
Board of Trustees Meeting
Chaplin, Connecticut
Regular Meeting Minutes
November 20, 2023

Chairperson Victor Boomer called the meeting to order at 6:34 PM. Board members present were Leslie Ricklin (online), Jeanette Haines and Adele Swart. Also present was Library Director Sandra Horning. Absent were Board members Bill Jenkins and Brian Cohen. Congratulations to reelected Board members.

3. APPOINTMENT OF ALTERNATE MEMBER FOR A TERM OF 2 YEARS WHICH GOES FROM 11/20/2023 – 11/17/2025:

Jeanette Haines nominated Diane Sanchez (very active in the Friends of the Library) as Alternate member for 2-year term from 11/20/2023 to 11/17/2025, seconded by Leslie Ricklin. Vote to elect Diane Sanchez as Alternate member carried unanimously.

4. APPROVE MEETING MINUTES OF OCTOBER 16, 2023:

Motion to approve October 16, 2023 regular meeting minutes, made by Leslie Ricklin, seconded by Jeanette Haines and carried unanimously.

5. ADDITIONS TO AGENDA: None

6. AUDIENCE FOR CITIZENS: None

7. CORRESPONDENCE:

Received Fall Newsletter from Association of CT Library Boards that includes upcoming webinars (Board Basics - November 29th; Diversity, Equity, and Inclusion – February 28th).

8. REPORTS:

A. Director's Report:

- There was a total of 455 people in-person for October. The library was open 16 days with an average of 28 people per day. Circulation was 640 with 324 items checked out and 110 electronic checkouts. About 130 people attended in-person events.
- HVAC has been replaced (heat is back on with no control over temps or zones yet).
- The landscaper was here to do fall cleanup (looks nice).
- State Report turned in (copy available to the Board upon request). Data shows annual library visits and checkouts are back to pre-pandemic levels. Leslie Ricklin asked if the report could be substituted as the Annual Report (Annual Report is description of activities, State Report is data).
- The next phase of the Fiber to Library Grant is to do the work (received \$18,667) that includes: new box, cables and hookup to the internet (copy of assessment for the grant available for the Board upon request).
- The Cookbook Club will meet on December 4th at 6pm with Scandinavian Recipes.
- The next Book Chat will be held on December 8th at 3pm.
- Linda Weiss will hold a Letter Writing event on people needing comfort and attention this time of year) December 11th from 3-5pm.
- Sally Zimmerman and her husband tentatively scheduled to do a talk on January 6th or 20th.
- Take Your Child to the Library scheduled for February 3rd (snow date-February 10th).
- Penelope Pelizzon will hold new Poetry Book event on February 24th (snow date – March 2nd).

- Meeting with Nicole Smith (local author from Scotland) to discuss doing an event on her new book “We Have Shadows Too”.
- Library will be closed on November 24th for the Thanksgiving holiday.
- Thanks to Lisa Courcier and her husband for donating 2 big craftsman style chairs for the library. Leslie Ricklin asked to contact the Secretary of State to get on her calendar to do a Civics program.

B. Board Members Report: No Report

C. Board Chair Report: No Report

9. OLD BUSINESS/NEW BUSINESS:

A. Speaker Programs: Covered under Director’s Report

B. Monthly Budget Update: Budget is on track (waiting to look at heating bill with new system).

C. Friends of the Library Update:

- The Seed Saver Plant Swap had about 20 people in attendance with new people coming (thanks to Jeanette and Diane). Seeds will be put into envelopes and stored in the old wooden card catalog to be given away early spring or late winter (thanks to Joy St. Lawrence for big box of seeds from New England Seeds). Two Master Gardeners were here to answer questions and spoke about the dangers of the nasty Asian jumping worm.
- Thanks to Jeanette Haines for taking down the Story Book Walk laminated pages (some pages faded by the sun – no vandalism).
- The Library Auction is live today (link on the library web page) and ends 2 weeks from today at 10pm (Dec. 2nd, 3rd, 4th expected to be the busiest time). There are over \$3,000 worth of items to bid on including: Wreath with cardinal, overnight stay at the Henrietta House Bed & Breakfast, Portable Gas Grill, Weaving Lessons by Peggy Church, Handmade Pewter Ornaments, Take-out Meals from the Hampton General Store, Gift Certificates (Blondies and others – can mail if needed). Thanks to Lisa Nadile for all her work on research and details for the items.
- An Auction Action event will be held at the Senior Center on Nov. 29th from 12:30 - 2pm to help people that might not be comfortable with online bidding (items will be on display in the library).

D. Election of Officers:

Victor Boomer willing to continue as Board Chair and Jeanette Haines willing as Board Vice-Chair.

Motion to approve Victor Boomer for Board Chair and Jeanette Haines for Board Vice-Chair, made by Adele Swart, seconded by Leslie Ricklin and carried unanimously.

E. Set Chaplin Library Board of Trustees regular meeting dates for 2024:

The Board was presented with calendar of meeting dates for 2024. The Board meets on the 3rd Monday of each month at 6:30 pm in the Library Meeting Room.

Motion to approve 2024 Chaplin Library Board of Trustees Meeting Schedule, made by Leslie Ricklin, seconded by Jeanette Haines and carried unanimously.

10. AGENDA ITEMS FOR NEXT MEETING:

- Items from the current agenda
- Goal Setting
- Review Policies Book

11. ADJOURN:

Motion to adjourn (7:35 PM) made by Adele Swart, seconded by Jeanette Haines and carried unanimously.

Respectfully submitted by Kathleen Scott, Recording Clerk