

**CHAPLIN PUBLIC LIBRARY**  
**Board of Trustees Meeting**  
**Chaplin, Connecticut**  
**Regular Meeting Minutes**  
**February 26, 2024**

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

**3. MOMENT OF SILENCE FOR BRIAN COHEN:**

The Board took a moment of silence to honor Brian Cohen.

**4. SEAT ALTERNATE:** Alternate Diane Sanchez seated for Board member Bill Jenkins.

**5. APPROVE MEETING MINUTES FEBRUARY 5, 2024:**

*Motion to approve February 5, 2024 special meeting minutes, made by Adele Swart, seconded by Leslie Ricklin and carried unanimously.*

**6. ADDITIONS TO AGENDA:**

Add Item #9E – Library Honoring Brian Cohen, Item #9F – Flags, and Item #9G – ACLB Annual Membership.

**7. AUDIENCE FOR CITIZENS:** None

**8. CORRESPONDENCE:** Reminder received regarding ACLB Annual Membership and upcoming webinar.

**9. REPORTS:**

**A. Director's Report:**

- There was a total of 411 people in-person for January. The library was open 16 days with an average of 26 people per day. Circulation was 490 with 265 items checked out and 1,010 electronic checkouts (added magazines). About 200 people attended in-person events.
- Heat has been on (working on controlling the vents to address some hotspots).
- Presented the Board with carpet color samples for the Meeting Room (company recommends a checkerboard pattern).
- The next Book Chat will be held on March 15<sup>th</sup> at 3pm.
- 2024 QC Reads author Angie Kim will be at the Mansion at Bald Hill – tickets will go on sale April 1<sup>st</sup> (will hold a book discussion sometime in April).
- The library will be closed March 29<sup>th</sup> for Good Friday.
- Working on events for Chaplin Elementary Spring Break the week of April 13-20. (Juan Sanchez has offered to do a children's program on Vernal Pools).

**B. Board Members Report:** No Report

**C. Board Chair Report:**

The Board of Finance received a memo from the Board of Selectmen regarding salaries with a change to salary for the Library Director and an increase of approximately \$4,800. They compared what is being done with Librarians in other towns (Chaplin Library receives many grants).

**10. OLD BUSINESS/NEW BUSINESS:**

**A. Speaker Programs:**

- Talk by Jeffrey Dunn (President of the Shoreline Astronomical Society) on The Great American Eclipse on March 23<sup>rd</sup> at 10am (solar eclipse happening on April 8<sup>th</sup> - free glasses will be available).

- Talk by Albert Ruggiero on book “Pearls of Carol” (memoirs written by his wife who passed away) will be held on April 10<sup>th</sup> at 12:30pm (will advertise with the Senior Center).
- Secretary of State Stephanie Thomas will be here on May 22<sup>nd</sup> in the evening.
- Poet Joanie Sidney translated poetry from French to English and would like to do a program.
- Acupuncturist Nicole Smith (Scotland) would like to do a literacy event (has book in the library).

**B. Monthly Budget Update:** No update

**C. Friends of the Library Update:**

Friends haven’t met since last month (next meeting is this Wednesday at 2pm).

- Helped with refreshments for the Penelope Pelizzon Book Launch that was a great success (thanks to help from the Friends for this wonderful event). Leslie Ricklin spoke about the event perfectly highlighting the library and a local author who donated all proceeds to the library (\$389 - very generous).
- Goodbye Irene (musicians with a light Irish theme) will be coming on March 9<sup>th</sup> (they play at big venues).
- Will be discussing Story Book Walk and consider whether to hold at the library or Garrison Park.

**D. Review Policy Manual:**

Changes to the Policy Manual include: Personnel (Personnel Files maintained at the Town Hall); Code of Conduct (add subsections: A. Employees – Personnel Files maintained at the Town Hall, B. Staff and Patrons); Confidentiality (refer to state statute); Special Revenue (added language regarding not being part of library budget and undesignated gifts at discretion of the library) & Bequests; Memorials & Sponsorships (Leslie recommends deleting); Displays & Exhibits (added language regarding approval from the Library Director or Library Board); Library Closing (added language regarding if Town Hall closed, Library Director will determine the closing).

- Jeanette Haines asked if parameters for spending Special Revenue are the same as the Senior Center (Senior Center charges membership dues and gives bonuses – library does not do either).
- Diane Sanchez suggested checking with the Town Attorney on what Special Revenue funds can be used for (Victor will followup with the First Selectman).
- Leslie Ricklin suggested Special Revenue be presented as part of the Budget Report.

The revised Policy Manual will be presented to the Board at the next meeting.

**E. Library Honoring Brian Cohen:**

Ann Chuk asked if the library was interested in hosting the Pieces of Peace Exhibit (framed artwork drawn by children of what peace looks like to them). Would like to do an opening for the exhibit in April with the Ukelele Band playing songs about peace to honor Brian Cohen (peace sign drawing by Brian on display in the library). The Town is looking into possibility of buying land the house sits on that abuts Town property and keeping some of the outside artwork.

- Leslie Ricklin suggested nominating Diane Sanchez to fill Board vacancy and consider anyone else interested as an Alternate (Diana Alvarez is interested).

***Motion to nominate Diane Sanchez to fill Brian Cohen’s spot on the Library Board and nominate Diana Alvarez to be Alternate, made by Leslie Ricklin, seconded by Jeanette Haines and carried unanimously.***

**F. Flags:**

Diane Sanchez (WWI Nursing buff) has been doing research on the Liberty Loan flags on display in the library and would like to know what they are worth to be insured and taken care of correctly (would like to take photos to help find more information).

- Adele Swart asked about insuring or evaluating and appraising the Cupboard (Leslie and Bill Rose will inform the BOS about this priceless artifact at their next meeting).

**G. ACLB Annual Membership:**

The cost to renew ACLB Annual Membership is \$100.

***Motion to continue with the ACLB Annual Membership of \$100, made by Leslie Ricklin, seconded by Diane Sanchez and carried unanimously.***

**11. ADJOURN:**

***Motion to adjourn (8:13 PM) made by Jeanette Haines, seconded by Adele Swart and carried unanimously.***

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