

CHAPLIN PUBLIC LIBRARY
Board of Trustees Meeting
Chaplin, Connecticut
Regular Meeting Minutes
March 18, 2024

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

3. SET ALTERNATE: None

4. MINUTES

a. Approve Regular Meeting Minutes of February 26, 2024:

Motion to approve February 26, 2024 regular meeting minutes, made by Jeanette Haines, seconded by Leslie Ricklin and carried unanimously.

b. Approve Special Meeting Minutes of March 12, 2024:

Motion to approve March 12, 2024 special meeting minutes, made by Leslie Ricklin, seconded by Jeanette Haines and carried unanimously.

5. ADDITIONS TO AGENDA:

Adele Swart suggested adding update on what the Board of Selectmen decided to do about the Chaplin Cupboard (discuss under Board Members Report).

6. AUDIENCE FOR CITIZENS: None

7. CORRESPONDENCE: None

8. REPORTS:

A. Director's Report:

- There was a total of 438 people in-person for February. The library was open 14 days with an average of 31 people per day. Circulation was 595 with 325 items checked out and 542 electronic checkouts. About 180 people attended in-person events.
- Heating being corrected and improving (added separate thermostat). Automatic light switches with sensors installed in the bathroom.
- Ordered meeting room carpet (looking at Thursday installation - closets need to be emptied out).
- April is Passport to Libraries month where people visit as many libraries in the State as they can to get stamped for prizes based on the number of stamps. Leslie Ricklin asked if passports were increasing (first time done since the Pandemic).
- Brian Cohen will be honored at Pieces for Peace Exhibit (displayed for month of April) at reception on April 3rd at 5pm with the Ukelele Band (will also honor Jeanne Morascini – created exhibit). Adele Swart suggested sending to Parish Hill (Alumni Assoc. could post on Facebook if active).
- The NASA website will be up for viewing on April 8th from 2-5 pm to see the full solar eclipse.
- The next Book Chat will be on April 12th at 3pm.
- The Cookbook Club will meet on April 22nd at 6pm.
- Still working on April Spring Break events – Juan Sanchez will do a children's program for Vernal Pools on April 15th at 2pm (children can go up to Garrison after to look at Vernal Pools).

- The library will be closed on March 29th for Good Friday.

Leslie Ricklin noted that "A Gentlemen in Moscow" series starts March 29th on Paramount+.

B. Board Members Report:

Leslie Ricklin reported that Andy Belisle attended the Board of Selectmen meeting to give update on Chaplin Cupboard (currently at his house) that will cost considerably more than \$2,500 to rehab (leftover funds from the old library could be used). Spoke about the condition of the cupboard (will get stable, remove lead paint, and replicate the color with Benjamin Moore Prussian Blue). Scope will be used to determine age and bonding for each layer of paint. Assessment would be done by Antique Roadshow person to determine the value to have it insured (BOS receptive to history of this artifact).

C. Board Chair Report: No Report

9. OLD BUSINESS/NEW BUSINESS:

A. Speaker Programs:

- Talk by Albert Rugerio on book "Pearls of Carol" (memoirs written by his wife) on April 10th at 12:30pm at the Senior Center (helping sponsor).
- The Great American Eclipse 2024 talk by the President of the Historical Astronomical Society will be held on March 23rd at 10am with free solar glasses (sent flyers out to the schools and Science Teachers)
- Intro to Irish Gaelic Workshop by Brendan Kane will be held on March 25th at 6pm.

B. Monthly Budget Update:

Special Revenue - current balance of about \$22,000 includes: David Hall Estate – can only be used for children's books (\$3,653); Gasser Estate - for books only (\$2,042); Charter/Spectrum Grant (no longer have) - will use for T-Mobile Hotspot (\$3,240); Friends (about \$3,900); remainder is from fines, fundraisers and donations. Jeanette Haines asked if the one for children's books can be used for the Story Book Walk (only for children up to 8th grade). Adele Swart suggested adding discussion of Special Revenue for bonuses to the November agenda.

Building Maintenance – Need to replace old fire alarm sensors in the attic (waiting for quote).

- Jeanette Haines asked if any savings with the new heating system (hasn't been long enough to tell).

C. Friends of the Library Update:

- Special event with Goodbye Irene held last Saturday with refreshments and donations by the brewery. About 100 people attended including the First Selectman (no food left). Two new members joined Friends and the bartender donated tips to the library. Some people followed the Band to the Taylor Brook Winery.
- Looking for a bench to replace old one that was out front similar to Senior Center bench (would have to pay for installation and looking for someone local).
- Looking at doing Story Book Walk at Garrison (need to select a book and laminate the pages) and ways to count how many people use it and if valuable to continue.
- The next meeting will be this Wednesday at 2pm.

D. Review Policy Manual:

Sandy Horning presented Revised Policy Manual with revisions highlighted in yellow (most discussed at the last meeting). Additional changes: pg. 10 – Special Displays & Exhibits (added Special); pg. 14 – Volunteers (added more information used by other libraries). Leslie Ricklin suggested adding revised date to end of each paragraph of revision (thanks to Sandy for all her work).

Motion to approve Revised Library Board of Trustees Policy Manual, made by Adele Swart, seconded by Leslie Ricklin and carried unanimously.

E. Victor Boomer Stepping Down as Chairman:

Stepping down due to not enough time right now while serving on three Boards (thanks to Victor for all he's done and his many years of dedication).

Jeanette Haines nominated Leslie Ricklin for Board Chair, seconded by Adele Swart. The vote to elect Leslie Ricklin for Board Chair carried unanimously.

10. AGENDA ITEMS FOR NEXT AGENDA:

- Items from current agenda
- Bylaws

11. ADJOURN:

Motion to adjourn (7:32 PM) made by Leslie Ricklin, seconded by Jeanette Haines and carried unanimously.

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