

CHAPLIN PUBLIC LIBRARY
Board of Trustees Meeting
Chaplin, Connecticut
Meeting Minutes
June 20, 2022

Chairperson Victor Boomer called the meeting to order at 6:34 PM. Board members present were Diane Cox, Brian Cohen and Jeanette Haines. Also present was Library Director Sandra Horning and Friends of the Library Adele Swart. Unable to attend were Board member Leslie Ricklin and Bill Jenkins.

3. APPOINT ALTERNATE MEMBER:

Motion to nominate Adele Swart as Library Alternate Member, was made by Diane Cox, seconded by Brian Cohen. The vote to appoint Adele Swart as Library Alternate Member carried unanimously.

4. APPROVE MINUTES OF MAY 16, 2022:

Motion to approve the regular meeting minutes from May 16, 2022, was made by Jeanette Haines with the following correction: Item #7a - correct the spelling for Anjie. The motion was seconded by Brian Cohen and carried unanimously.

5. ADDITIONS TO AGENDA:

Motion to add to agenda as Item #9f – Bench Project, was made by Brian Cohen, seconded by Diane Cox and carried unanimously.

6. AUDIENCE FOR CITIZENS: None

7. CORRESPONDENCE: None

8. REPORTS:

a. Director's Report:

- There was a total of 442 people in-person for May. The library was open 16 days with an average of 27 people per day. Circulation was 975 with 484 items checked out and 58 electronic checkouts. About 145 people attended in-person events with 30 people at the Ruth Snow Bowen event.
- IT Tech Brian installed the new computer at the desk to replace outdated one.
- The Fiber to Library Grant work to go through the building and check out the equipment is scheduled for September 15th. The box in the basement with fiber connection is outdated and expected to be flagged.
- There was 29 people at the 3rd Vaccine Clinic in May (expected turnout by group holding it).
- Visited Chaplin Elementary Library on June 8th. Talked about Summer Reading that started on June 15th and other programs to each class that came for a visit and sent home library bags with Summer Reading program (they were very excited). Spoke with the Librarian about working on "1,000 Books Before Kindergarten" in PreK and at the Chaplin Library (milestone rewarded with a certificate, their picture on the wall or a new book).
- The Hochberg funds have been received with bookplates (donated in memory of the Holocaust). Selected about 30-35 books that will be ordered over the summer (will do a program in the fall).
- Working on promoting "Library of Things" to check out with a flyer to send out on Google Groups (includes puppet bags, literacy bags and games).

b. Members Report:

Diane Cox spoke about the sign out front for the Vaccine Clinic that was vandalized (some letters were stolen and some were changed to inappropriate words) and asked that the Board be notified of any incidents. A formal incident report was made to the Resident Trooper.

c. Chair Report:

The Board was asked to take the month of August off (Sandy is taking vacation in August) instead of July. The Board will meet on July 18th.

9. OLD BUSINESS/NEW BUSINESS:

a. Friends of the Library Update:

Adele Swart presented the following from the Friends meeting:

- Friends is very busy with about 25 members and growing and has \$500 to support the library (Sandy has suggested different ways to support and will discuss further at the July meeting). Another Membership Drive will be done after the Bicentennial.
- Formed an Ad-Hoc Committee (led by Anne Sicilian) for library float in the Bicentennial Parade.
- Making cookies with the Cookbook Club and providing cups for the lemonade for the Re-enactment at the church on July 2nd (150 or more people are expected to attend).
- Serving freshly made popcorn (popcorn machine) and watermelon at Sea Stories program with storyteller Carolyn Stearns on July 27th (possibly outside under the tent).
- Newsletter will be sent out in early July designed by Lisa Nadile with photos and write-ups. Thanks to support from the Selectmen for printing in color and mailing out to every mailbox in town.
- Will be scooping ice-cream at the Ice-Cream Social on August 10th.
- A Paint & Sip fundraiser will be held on August 11th with a sunflower on slate for \$25 (will be providing refreshments, snacks, all materials and a person to help).
- A Field Trip is planned for early October to the Isabella Gardner Museum in Boston (looking for additional drivers).
- Johanne Philbrick would like to see an exhibit of Teresa Ridgeway Weaving (working with the family on artwork).

b. Speaker Programs:

- Pollinators by Pam Cooper on August 15th at 1pm (will promote with the Senior Center).
- Working on Seed Saving by Kelly Caisse from KD Crop Farm.

c. Landscaping:

Landscaping was done last week. Will be doing the Senior Center soon with overgrown bushes flagged for removal (once completed will do the Library and Senior Center at the same time). Brian Cohen asked about the landscaping budget (about \$300 visit - 4 times a year).

d. Budget Update:

Building Maintenance is over \$2,264 (increased from last month with Fire Alarm Test and parking lot painted) and expected to increase to over \$2,500 with the landscaping. Propane is over \$3,870 and Electricity is over \$150. A request was made for the salary line due to an extra pay period this year.

e. Discuss establishing a sub-committee for a Library Director pay increase:

The Board was asked to establish a sub-committee for a Library Director pay increase - Victor recused himself due to being Board of Finance member (Jeanette, Adele and Brian will serve on this Committee).

Motion to establish Sub-Committee for Library Director Pay Increase, was made by Diane Cox, seconded by Jeanette Haines and carried unanimously.

f. Bench Project:

The DPW has proposed benches to match existing benches (concrete base and wooden slats) at Garrison Park with plaques (Town Agencies have been approached for donations). Choice of wood for slats is Brazilian Walnut (\$740) or Pressure Treated (about \$300) – funds can be taken out of Special Revenue. Dave Stone and his crew are donating their time to build and install the benches with goal to complete by the September 10th Bicentennial event.

Motion to Procure a Pressure Treated Bench for Garrison Park, was made by Brian Cohen, seconded by Diane Cox and carried unanimously.

10. AGENDA ITEMS FOR NEXT MEETING:

- Parade

11. ADJOURN:

Motion to adjourn (7:12 PM) was made by Jeanette Haines, seconded by Diane Cox and carried unanimously.

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