

CHAPLIN PUBLIC LIBRARY
Board of Trustees Meeting
Chaplin, Connecticut
Special Meeting Minutes
July 13, 2020

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

3. APPROVE MINUTES OF June 15, 2020:

Motion to approve the meeting minutes from June 15, 2020, was made by Leslie Ricklin with the following corrections: Item #7A should read "Phase II opening on June 17th" and "A History page has been added to the library website which links to the..." Item #7C should read "Poet Laureate". Item #9A should read "Poet Laureate". ***The motion was seconded by Jeanette Haines and carried with one abstention by Diane Cox.***

4. CORRESPONDENCE: Newsletter from the Association of CT Library Boards

5. REPORTS:

A. Director's Report:

- Curbside Service: 85 people. Circulation was 560 with 247 items checked out. Electronic checkouts were 84.
- Budget: The final receipts for fiscal year '19-'20 have been submitted and the library should be underbudget thanks to the reduced cost of electricity. An electrician completed work in the patron computer area that was quoted in 2018. The cables have been updated, an outlet has also been added for the printer, and the router was moved to a secure location in the staff room.
- Anjanette Hill has returned from her leave of absence and is working on Mondays and Wednesdays from 10am-2pm. She will not be resuming Saturday hours for the summer. When Saturday hours begin again, Sandra hopes to rotate staff, including subs Kitty Leshay and Victoria Northrop, so that employees keep up to date with the new safety guidelines and changes during the pandemic.
- Director Sandra Horning will be on vacation from July 20th- July 26th. Assistant Librarian Anjanette Hill, Victoria Northrop and Kitty Leshay will be covering the hours during her absence. Sandra will be traveling out of state, and if required by the state guidelines will take a Covid test upon her return
- Per the First Selectman, there will be a change from exempt to non-exempt employee status, and Sandra will be keeping and submitting hourly time sheets when she returns from vacation.
- According to a July survey of CT public libraries, 72 have reopened their buildings to the public, and 104 were not yet opened, but many planned to reopen later this summer. Not all libraries responded to the survey.
- The virtual CT Authors Trail has started and will continue through the summer at participating libraries. Chaplin's author, Robert Tougias, will be presenting on August 19th at 6:30pm.
- Zoom story time ended the last week of June and Summer Reading began the first week of July. There are fewer participants compared to previous years with in-person events. On Wednesday there will be a virtual author visit with Janet Lawler at 10:30am
- The next virtual Tea Time Book Chat will be held on Friday, August 7th at 3pm.
- The Eastern Highlands Health District recommended that the library does not hold/sponsor any outdoor events since they are not essential and the guidelines are still recommending that people should stay home, with ages 65 and up only going out for essential services.

B. Board Chair Report: No Report

C. Board Members Report: No Report

6. OLD BUSINESS/NEW BUSINESS:

A. Discuss the Process for Reopening the Library

The Reopening Plans for Phase II were reviewed and discussed. The tentative date to reopen the building is July 29 or August 3rd, depending on the Covid testing requirements for Director Sandra Horning upon her return from travel.

Motion to accept the Reopening Plans for Phase II was made by Diane Cox, seconded by Jeanette Haines and carried unanimously.

B. Speaker Programs: Master Wildlife Conservationist Paul Colburn will be presenting a virtual program on Bears on Wednesday, September 16th at 3pm.

7. AGENDA ITEMS FOR NEXT MEETING:

- Role of Poet Laureate
- Library Reopening
- Library's statement on Racism
- Virtual Speaker Programs

8. ADJOURN:

Motion to adjourn (7:10 PM) was made by Leslie Ricklin, seconded by Adele Swart and carried unanimously.

Respectfully submitted by Sandra Horning