

**CHAPLIN PUBLIC LIBRARY**  
**Board of Trustees Meeting**  
**Chaplin, Connecticut**  
**Meeting Minutes**  
**November 20, 2017**

Vice-Chair Alan Burdick called the meeting to order at 6:32 PM. Board members present were Eunice Edelman, Diane Cox and Leslie Ricklin. Others present was Library Director Sandra Horning. Unable to attend was Board member Bill Jenkins and Kelly Pothier.

**3. APPROVE MINUTES OF OCTOBER 20, 2017:**

*Motion to approve the minutes of October 20, 2017, was made by Leslie Ricklin, seconded by Eunice Edelman and carried with one abstention by Diane Cox.*

**4. ADDITINS TO AGENDA:**

Add to agenda as Item #7H, Election of Officers.

**5. CORRESPONDENCE:** None

**6. REPORTS:**

**A. Director's Report:**

- Circulation for the month of October was 843 with 411 items checked out (56 electronics)
- The Library was open 16 days with 359 walk-ins at an average of 22 per day.
- The state budget passed.
- The CT State Public Library Survey was submitted and includes information on the budget and programs. Grants are based on this survey with no grants expected for this year.
- The carpets were cleaned by H&S Carpet and the bathroom floors and kitchen floor were waxed.
- A volunteer from Horizons with an aide came to the Library on Wednesday to help out.
- Halloween went very well with plenty of candy and bookmarks.
- The Book Fair at the Harvest Bazaar raised \$129. The leftover books will be taken to the Book Barn to sell or donated.
- The Cookbook Club met in November and will meet again in January with gluten-free recipes.
- The Glass House/Holocaust exhibit opened November 10<sup>th</sup> with 45 people in attendance. The event was showcased in the Chronicle and Norwich Bulletin.
- A Gingerbread Party will be held on December 8<sup>th</sup> from 5-7pm along with the movie "Frozen".
- Locks were rekeyed at the Library and Senior Center.
- The Meeting Room Use Policy needs to be reviewed with many requests for its use.
- The Library will be closed on the Friday after Thanksgiving.

**B. Board Chair Report:** No Report

**C. Board Members Report:**

Leslie Ricklin attended the Board of Selectmen meeting where Irene Schein expressed concerns with the town's lack of adherence to the Historic District regulations regarding solar panels.

**7. OLD BUSINESS/NEW BUSINESS:**

**A. Discuss Regular Library Board meeting calendar for 2018:**

The Board reviewed and established the following meeting dates on the 3<sup>rd</sup> Monday of the month (except January and February due to holidays) for 2018:

January 22	April 16	July 16	October 15
February 26	May 21	August 20	November 19
March 19	June 18	Sept 17	December 17

***Motion to approve the above listed meeting dates for 2018 for the Chaplin Library Board of Trustees, was made by Leslie Ricklin, seconded by Diane Cox and carried unanimously.***

**B. Discussing landscaping issues:**

The landscaping was done by the town crew who also removed the old sign. Leslie Ricklin suggested an open flag for out front of the Library. Diane Cox will check with the Historic District to see if it is permitted.

**C. Discuss Bicentennial:**

Leslie Ricklin presented the possibility of a Bicentennial Garden to the Board of Selectmen at their meeting with positive feedback to move forward. Helen Weingart who hopes to start a Garden Club is also excited about working on this project. Leslie Ricklin suggested a ribbon cutting ceremony be held at the Bicentennial. Alan Burdick suggested moving the flagpole to the middle of the garden. Old Sturbridge Village offers tons of information to help with the project as well.

**D. Discuss Library Board Policy Manual:**

Some policies are in the Bylaws which is available on the website. Leslie Ricklin suggested discussing the Policies and Bylaws with possible action at the next meeting as the only item under Old Business/New Business. The Board can review what was approved and what needs to be established. Policies for discussion will include Closing Early and Meeting Room Use.

**E. Discuss Website progress:**

The website is up and running and includes a calendar of events, programs and photos. Work continues on finding the Library through Google Search.

**F. Directional Sign:**

Waiting to hear on resubmission of application.

**G. Friends of the Library:**

Rebecca Stockdale-Woolley, Catherine Dietrichsen and Annie Ireland have expressed interest in the Friends of the Library. Someone is needed to lead the group.

Eunice Edelman commended Sandra Horning for her public relations for the Library.

**H. Election of Officers:**

***Leslie Ricklin nominated Eunice Edelman for Board Chair, seconded by Diane Cox. The vote to elect Eunice Edelman for Board Chair carried unanimously.***

***Eunice Edelman nominated Alan Burdick for Board Vice-Chair, seconded by Leslie Ricklin. The vote to elect Alan Burdick for Board Vice-Chair carried with one abstention by Alan Burdick.***

**8. AGENDA ITEMS FOR NEXT MEETING:**

- Discussion and Action on Policies and Bylaws

The next meeting will be held on December 18<sup>th</sup>.

The Library will close early on Wednesday, December 27<sup>th</sup>.

**9. ADJOURN:**

***Motion to adjourn (7:39 PM) was made by Leslie Ricklin, seconded by Eunice Edelman and carried unanimously.***

Minutes will be approved at the next regular meeting.

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