

CHAPLIN PUBLIC LIBRARY
Board of Trustees Ad-hoc Committee for Poet Laureate
Chaplin, Connecticut
Meeting Minutes
February 24, 2021

1. Chairperson Adele Swart called the meeting to order at 2:04 pm
2. Committee members present were Diane Cox and Jeanette Haines
3. Minutes of Jan. 6, 2021 were approved
4. No additions to agenda
5. Audience for citizens: none present
6. New Business
 - a. Two applications received to date. Names are anonymous to committee.
 - b. Next steps:
 - Send reminders of deadline to all previous contacts by March 11
 - Select semi-finalists by April 7
 - Send request for additional information to semi-finalists by April 9
deadline for additional information: May 13
contact information/residency in Chaplin current or former
request Chaplin specific poem
 - Select finalists by May 14
 - Submit recommendation to Board of Trustees on May 17
7. Next meeting: May 14 at 2:00 pm to proceed with timeline outlined above
8. Meeting adjourned at 2:30 pm