

CHAPLIN PUBLIC LIBRARY
Board of Trustees Meeting
Chaplin, Connecticut
Meeting Minutes
October 20, 2014

Vice-Chair Victor Boomer called the meeting to order at 7:04 PM. Board members present were Anne Sicilian, Linda Rogers, Alan Burdick, Julie Lacasse and Kelly Pothier. Others present was Library Director Jessica Jahnke. Unable to attend was Board members Rebecca Stockdale-Woolley, Sandra Horning and Bill Jenkins.

3. MINUTES FROM THE PREVIOUS MEETING, ADDITIONS/CORRECTIONS:

Motion to approve the minutes of June 16, 2014, was made by Alan Burdick, seconded by Anne Sicilian and carried with abstentions by Julie Lacasse and Linda Rogers.

4. CORRESPONDENCE: None

5. AUDIENCE FOR CITIZENS: None

6. ADDITONS TO AGENDA: None

7. REPORTS:

A. Director's Report:

- Circulation for the month of September was 391.
- Walk-ins were 425, open 16 days for an average of 26 per day.
- PreK playgroup began October 1st and is held on Wednesdays from 10-11am. Discovery Coordinator Sandra Frizzell has requested the Library split the \$40 cost or buy supplies. Jessica Jahnke is willing to hold a Preschool Story Hour.
- Sandra Horning read her new book at last week's playgroup.
- Work is being done on the State Library Grant that is due November 14th. The results will be shared with the Board in November.
- Jessica Jahnke is attending grad school and working on her Masters in Library Technology. She has developed a mission statement and goals based on ALA standards that will be presented at the next meeting.

B. Board Chair Report: No Report

C. Board Members Report: No Report

8. OLD BUSINESS/NEW BUSINESS:

A. Board Vacancy:

The Board welcomed new Board member Julie Lacasse who has filled the Board vacancy.

B. Library Survey:

The Library Survey was presented to the Board for review. Suggested changes include: adding address and logo to top of the survey and listing hours of operation.

Motion to approve Library Survey as amended, was made by Victor Boomer, seconded by Alan Burdick and carried unanimously.

C. Landscaping:

Landscaping is done for the year.

D. Library Director Evaluation:

Board members will be emailed the Library Director Evaluation and are asked to email responses to Victor Boomer. Linda Rogers will serve on the Evaluation Committee with Victor Boomer.

E. Carpet Cleaning:

A carpet cleaner was purchased to save costs. A new line item needs to be established for carpet cleaning that will be done by the Library Director.

9. AGENDA ITEMS FOR NEXT MEETING:

- Library Director Evaluation
- Meeting Schedule
- Survey Results
- Upcoming Events

10. ADJOURN:

The meeting adjourned at 7:50 PM.

Minutes will be approved at the next regular meeting.

*Respectfully submitted by Kathleen Scott
Recording Secretary*