

**CHAPLIN PUBLIC LIBRARY**  
**Board of Trustees Meeting**  
**Chaplin, Connecticut**  
**Meeting Minutes**  
**May 18, 2015**

Chairperson Anne Sicilian called the meeting to order at 7:01 PM. Board members present were Victor Boomer, Linda Rogers, Alan Burdick, Sandra Horning, Rebecca Stockdale-Woolley and Kelly Pothier. Others present was Library Director Jessica Jahnke. Unable to attend was Board member Bill Jenkins.

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

The Board accepted the December 15, 2014 minutes.

**4. CORRESPONDENCE:** None

**5. AUDIENCE FOR CITIZENS:** None

**6. ADDITONS TO AGENDA:**

*Motion to add to agenda as Item #8E Board Vacancy, Item #8F Change in the number of Board Members and Item #8G Meeting Schedule, was made by Rebecca Stockdale-Woolley, seconded by Victor Boomer and carried unanimously.*

**7. REPORTS:**

**A. Director's Report:**

- Circulation for the month of April was 587.
- The Library was open 16 days with 400 walk-ins for an average of 25 per day.
- A new computer with monitor was ordered for patrons to access the catalogue. The cost is \$567 and will be taken out of the equipment line.
- The current system for DVDs is an area of concern due to easily damaged cases. The present supplier offers a plastic strip to be inserted into the case with the DVD and has a locking component. The cost is \$989 for 950 cases plus \$179 for a key lock. There is \$1,150 in the State Library Grant line item that could cover the cost.

*Motion to approve purchase of secure DVD cases, was made by Sandra Horning, seconded by Alan Burdick and carried unanimously.*

- The playgroup meets weekly on Wednesdays and is funded by the Graustein Memorial Grant. The funding will end in December 2015. The Recreation Department has proposed a split with the Library for the cost of funding to continue the program.

*Motion to enter into Executive Session (7:18 PM) for the purpose of discussing shared cost for playgroup, was made by Linda Rogers, seconded by Alan Burdick and carried unanimously.*

The Board came out of Executive Session at 7:24 PM.

*Motion to negotiate with the Town Recreation Department to offer a compromise to splitting the monthly cost of the playgroup that is currently funded by the Graustein Memorial Grant and expires in December 2015. The Library Board will offer a literacy based PreK playgroup twice a month that will be run by their staff. The town Recreation Department may use the Library and their own funding to run the current program for alternating weeks per month. The motion was made by Linda Rogers, seconded by Alan Burdick and carried unanimously.*

- Mr. Magic will kick-off Summer Reading on June 26<sup>th</sup>.
- A goal of the Library Director is to create an evaluation system for the Assistant. The job description needs revision. The Board was presented with job description with recommended changes that will be updated and presented at the next meeting.
- The Book Club will begin on July 8<sup>th</sup> at 6pm. All Board members are encouraged to attend

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

**C. Board Members Report:**

Linda Rogers reported an update from the Chaplin CREW. They are providing book bags with a book on health and wellness for PreK through grade 3 to reach out to all students including homeschooled and magnet students. They have also proposed purchasing a computer for the Library. The PTO is sponsoring 2 books at the end of the year Book Fair to encourage summer reading.

**8. OLD BUSINESS/NEW BUSINESS:**

**A. Bylaws Discussion:**

Victor Boomer presented copies of the Bylaws with proposed changes that included the following: change in the election of officers, meeting schedule and timeframe for Bylaw review.

*Motion to approve changes to Bylaws as discussed, was made by Rebecca Stockdale-Woolley, seconded by Sandra Horning and carried unanimously.*

**B. Mission Statement/Logo Development:**

Jessica Jahnke presented Mission Statement with additions and collection development policy. Victor Boomer recommended adding to the Bylaws and will review for the next meeting.

**C. Website Development:**

Victor Boomer suggested developing a separate website for the Library that presently has a link through the town website. Alan Burdick suggested researching the number of views through the link and consider a separate website for the future.

**D. Budget:**

*Motion to approve the Library budget for this fiscal year, was made by Victor Boomer, seconded by Alan Burdick and carried unanimously.*

**E. Board Vacancy:**

Discussion was held regarding filling Board vacancy.

*Motion to recommend to the Board of Selectmen to appoint Eunice Edelman to fill the Board vacancy, was made by Victor Boomer, seconded by Alan Burdick and carried unanimously.*

**F. Change in the Number of Board Members:**

Discussion was held regarding changing the number of Board members from nine to six due to lack of a quorum for several past meetings. The change needs to be approved at a town meeting.

*Motion to recommend to the Board of Selectmen to change the number of Library Trustees from nine to six and present at the August Town meeting, was made by Linda Rogers, seconded by Kelly Pothier and carried unanimously.*

**G. Meeting Schedule:**

Discussion was held regarding changing meeting schedule. The Board will maintain current schedule. The Board cancelled the June 15<sup>th</sup> meeting.

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

- Bylaws
- Book Club Update

**10. ADJOURN:**

The meeting adjourned at 8:41 PM.

Minutes will be approved at the next regular meeting.

*Respectfully submitted by Kathleen Scott  
Recording Secretary*