

CHAPLIN PUBLIC LIBRARY
Board of Trustees Meeting
Chaplin, Connecticut
Meeting Minutes
December 21, 2015

Chairperson Victor Boomer called the meeting to order at 6:38 PM. Board members present were Victor Boomer, Alan Burdick, Eunice Edelman, Sandra Horning and Rebecca Stockdale-Woolley. Others present was Library Director Jessica Jahnke. Unable to attend was Board members Catherine Dietrichsen, Kelly Pothier and Bill Jenkins.

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

Motion to approve the minutes of November 23, 2015, was made by Sandra Horning, seconded by Alan Burdick and carried unanimously.

4. CORRESPONDENCE: None

5. AUDIENCE FOR CITIZENS: None

6. ADDITONS TO AGENDA: None

7. REPORTS:

A. Director's Report:

- Circulation for the month of November was 575.
- There were 323 walk-ins.
- The Gingerbread Party was held on Wednesday with approximately 30 people in attendance. A photographer from the Chronicle was there as well.
- The Book Club will be held on January 11th.
- The winter session of the "Farm to Table" program will be held on January 30th from 1-2pm.
- A representative from Access CT Health will do a presentation in January on Affordable Health Care. Their goal is to reach rural communities.
- \$28,756 has spent to date out of the \$72,295 budget. Dues are over \$40 due to an increase in fees. Office is over \$519 due to the purchase of two new barcode scanners.

B. Board Chair Report: No Report

C. Board Members Report: No Report

8. OLD BUSINESS/NEW BUSINESS:

A. Welcome New Members:

The new member has not attended any meetings. Victor Boomer will check with the town to see if the elected member has been sworn in. He will also check on the status of the vacancy.

B. Library Sign:

A sign similar to the Senior Center will cost approximately \$1,500 from All Kinds of Signs in Manchester. Alan Burdick suggested putting hooks in the bottom of the new sign to hang hours and special events. The sign could be purchased out of the Special Revenue account that has a balance of \$21,000.

Motion to approve purchase of new Library sign from Special Revenue account, was made by Victor Boomer, seconded by Alan Burdick and carried unanimously.

C. By-Laws:

The By-laws were reviewed with minor revisions.

Motion to approve the Chaplin Board of Trustees By-Laws with recommended changes, was made by Alan Burdick, seconded by Sandra Horning and carried unanimously.

D. Meeting Calendar:

Victor Boomer presented the 2016 meeting dates for the Chaplin Board of Trustees.

January 25	July 18
February 22	August 15
March 21	September 19
April 18	October 17
May 16	November 21
June 20	December 19

Motion to approve the above listed 2016 meeting dates for the Chaplin Board of Trustees, was made by Alan Burdick, seconded by Sandra Horning and carried unanimously.

E. Director Goals:

Jessica Jahnke presented her job description and expressed concerns with her evaluation form requiring setting new goals every year. Alan Burdick suggested changing the evaluation form to reflect status of present goals as it is not intended to add more work. Victor Boomer suggested establishing a “Friends of the Library” to assist the Library Director with technology and programs.

9. AGENDA ITEMS FOR NEXT MEETING:

- Status of Members and Vacancies
- Sign Update
- Budget
- Friends of the Library

10. ADJOURN:

Motion to adjourn (8:00 PM) was made by Alan Burdick, seconded by Sandra Horning and carried unanimously.

Minutes will be approved at the next regular meeting.

***Respectfully submitted by Kathleen Scott
Recording Secretary***