

CHAPLIN PUBLIC LIBRARY
Board of Trustees Meeting
Chaplin, Connecticut
Meeting Minutes
January 25, 2016

Chairperson Victor Boomer called the meeting to order at 6:34 PM. Board members present were Alan Burdick, Eunice Edelman, Sandra Horning, Catherine Dietrichsen and Kelly Pothier. Others present was Library Director Jessica Jahnke. Unable to attend was Board members Rebecca Stockdale-Wooley and Bill Jenkins.

Welcome to new Board member Catherine Dietrichsen.

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

Motion to approve the minutes of December 21, 2016, was made by Alan Burdick, seconded by Sandra Horning and carried unanimously.

4. CORRESPONDENCE: None

5. AUDIENCE FOR CITIZENS: None

6. ADDITONS TO AGENDA:

Motion to switch agenda Items #8C and #8D and add to agenda as Item #8E Library Director Job Description, was made by Alan Burdick, seconded by Eunice Edelman and carried unanimously.

7. REPORTS:

A. Director's Report:

- Circulation for the month of December was 626 (includes check-ins and check-outs).
- The Library was open 16 days with 286 walk-ins for an average of 17.8 per day.
- The Affordable Care program was cancelled due to the snow. Contact information is available if anyone is interested.
- The next Farm to Table session will be held on Saturday, January 30th.
- Eunice Edelman has researched the CT Author's Trail. Sandra Horning is interested in being local author.
- "Love Your Library" program will be held on Saturday, February 13th with garland making and other activities.
- The Book Club met and discussed the "Elephant Company".

B. Board Chair Report: No Report

C. Board Members Report: No Report

8. OLD BUSINESS/NEW BUSINESS:

A. Status of Members and Vacancies:

There is one vacancy on the Board. The Board of Selectmen is asking for any recommendations and will appoint a member to fill the vacancy.

B. Library Sign Update:

More information will be presented at the next meeting.

C. Budget:

The Board reviewed the proposed budget. Jessica Jahnke expressed concerns about the State Library Grant being included in the budget because funds cannot be returned to the town if not spent. She recommended the funds be put in Special Revenue. The overall proposed budget has decreased from last year.

Motion to approve the budget as presented with noted comments about the State Library Grant, was made by Alan Burdick, seconded by Sandra Horning and carried unanimously.

Jessica Jahnke left the meeting at 7:08 PM.

The Board will request a salary increase for the Library Director and will include qualifications, evaluation and responsibilities.

D. Friends of the Library:

Discussion was held regarding volunteers to help in the Library.

E. Library Director Job Description:

A letter was received from Town Hall Administrative Assistant Sue Gluck requesting information on job description for the Library Director position. It will be discussed at the next meeting.

9. AGENDA ITEMS FOR NEXT MEETING:

- Library Director Job Description
- Status of Members and Vacancies
- Library Sign Update
- Library Volunteers

10. ADJOURN:

Motion to adjourn (7:52 PM) was made by Alan Burdick, seconded by Eunice Edelman and carried unanimously.

Minutes will be approved at the next regular meeting.

*Respectfully submitted by Kathleen Scott
Recording Clerk*