

CHAPLIN PUBLIC LIBRARY
Board of Trustees Meeting
Chaplin, Connecticut
Meeting Minutes
February 22, 2016

Chairperson Victor Boomer called the meeting to order at 6:33 PM. Board members present were Alan Burdick, Eunice Edelman, Sandra Horning and Kelly Pothier. Others present was Library Director Jessica Jahnke. Unable to attend was Board members Rebecca Stockdale-Woolley, Catherine Dietrichsen and Bill Jenkins.

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

Motion to approve the minutes of January 25, 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 add to agenda Discussion of Board of Selectmen Comments as Item #8E, was made by Alan Burdick, seconded by Sandra Horning and carried unanimously.

7. REPORTS:

A. Director's Report:

- Circulation for the month of January was 331.
- The Library was open 16 days with 266 walk-ins for an average of 16 per day.
- \$36,420 of the budget has been spent to date with \$35,875 left. The office line is over budget due to the purchase of two new office scanners.
- Two programs are being considered for vacation week (March 18- 22) – Riverside Reptiles and Mr. Magic.
- The Gingerbread program was showcased in an article in the Chronicle.
- Kitty LeShay wrote an article for the Current Community on the Farm to Table program.

B. Board Chair Report: No Report

C. Board Members Report: No Report

8. OLD BUSINESS/NEW BUSINESS:

A. Library Director Job Description:

A request was received from the Town Hall regarding clarification of the following in the Library Director job description:

- Qualification profile
- Education, experience and training
- License and certification – not applicable
- Knowledge, skills and ability – a copy of the performance evaluation will be attached

B. Status of Members and Vacancies:

There is one Board vacancy. Discussion was held regarding reducing the number of Board members from 9-6 due to difficulties with reaching a quorum.

C. Library Sign Update:

The Library Sign will be similar to the Senior Center in size and color. A rider will be added to hang below to display special events. The sign will read “Chaplin Public Library”.

D. Library Volunteers:

Eunice Edelman suggested high school students volunteer at the Library as a community service or senior project. Kelly Pothier suggested 4-H Club members volunteer at the Library as a community service project.

E. Discussion of Board of Selectmen Comments:

The Board of Selectmen denied the request for merit increase for the Library Director because the salary is in line with area towns and includes a benefit package. The Library Board will attend the next Board of Selectmen meeting and appeal the decision. The Library Director’s job skills are comparable to the Town Clerk. The Town Clerk and Library Director are making similar salaries in Franklin and Pomfret.

9. AGENDA ITEMS FOR NEXT MEETING:

- Library Sign Update
- Status of Members and Vacancies
- Library Volunteers
- Landscaping
- Executive Session for Library Director Salary

The next meeting will be held on March 21st.

10. ADJOURN:

Motion to adjourn (7:55 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*