

CHAPLIN PUBLIC LIBRARY
Board of Trustees Meeting
Chaplin, Connecticut
Meeting Minutes
November 21, 2016

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

3. APPROVE MINUTES OF October 17, 2016:

Motion to approve the minutes of October 17, 2016, was made by Alan Burdick, seconded by Eunice Edelman and carried with one abstention by Sandra Horning.

4. CORRESPONDENCE:

A bill was received from the landscaper who has not been paid to date. Jessica Jahnke reported the delay was due to information needed for a tax form that was forwarded to the town hall.

Library Director Jessica Jahnke has accepted a position in Wolcott and submitted her resignation with December 2nd as her last day.

5. REPORTS:

A. Director's Report:

- Circulation for the month of October was 236 (181 books/55 audio).
- The Library was open for 13 days (closed some days due to no heat) with 285 walk-ins at an average of 21.9 per day.
- The State Aid Grant was submitted with no funds expected for this year.
- Cesar Beltran asked the Library to reach out to a Veteran's group to provide computer courses.
- The Playgroup has begun and is run by Jessica Jahnke from 10-11am with good attendance.
- The Library Director was approached by a patron regarding a Book Loft. It is not feasible at the Chaplin Library due to limited space and safety concerns.

B. Board Chair Report: No Report

C. Board Members Report: No Report

6. OLD BUSINESS/NEW BUSINESS:

A. Library Sign Update:

An application for the sign was submitted to Planning & Zoning.

B. Vacancies:

Helen Weingart will follow up with two people regarding filling Board vacancies.

C. Meeting Calendar for 2017:

Victor Boomer presented 2017 meeting calendar.

January 23 rd	February 27 th	March 20 th	April 17 th
May 15 th	June 19 th	July 17 th	August 21 st
September 18 th	October 16 th	November 20 th	December 18 th

Motion to approve the above listed 2017 Regular Meeting Schedule at 6:30 PM for the Chaplin Library Board of Trustees, was made by Helen Weingart, seconded by Alan Burdick and carried unanimously.

D. Election of Officers:

Alan Burdick nominated Victor Boomer for Board Chair, seconded by Eunice Edelman. The vote to elect Victor Boomer for Board Chair carried unanimously.

Helen Weingart nominated Alan Burdick for Board Vice-Chair, seconded by Sandra Horning. The vote to elect Alan Burdick for Board Vice-Chair carried unanimously.

E. Discuss and Approve Internet Access Policy:

The Board was presented with revisions to the Internet Access Policy approved at the last meeting. A Public Hearing is needed to inform the public of the policy. A Public Hearing will be held on January 23rd at 6:30 PM followed by the regular meeting of the Library Board of Trustees. Eunice Edelman expressed concerns with security at the Library and suggested adding to the next agenda.

F. Discuss hiring of the “Assistant Librarian”:

Angie Hill was hired as the Assistant Librarian. Eunice Edelman expressed concerns with the hiring process and would like to revisit the Bylaws as soon as possible.

G. Library Director Evaluation:

A copy of the evaluation will be included in Jessica Jahnke’s file.

Helen Weingart suggested establishing a subcommittee for hiring a new Library Director. Victor Boomer, Helen Weingart and Eunice Edelman will be on this subcommittee and meet after Thanksgiving. Helen also suggested approaching Assistant Librarian and substitutes to cover hours until a new Library Director is hired.

H. Executive Session:

Motion to enter Executive Session (7:40 PM) for the purpose of discussing Library Director Evaluation and invite the Library Director to attend, was made by Alan Burdick, seconded by Helen Weingart and carried unanimously.

The Board came out of Executive Session at 7:45 PM.

Motion to approve the Library Director Evaluation as presented, was made by Alan Burdick, seconded by Rebecca Stockdale-Woolley and carried with one abstention by Helen Weingart.

7. AGENDA ITEMS FOR NEXT MEETING:

- Library Sign Update
- Subcommittee Hiring for Library Director Update
- Vacancies
- Internet Access Policy Public Hearing

8. ADJOURN:

Motion to adjourn (7:57 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***