

CHAPLIN PUBLIC LIBRARY
Board of Trustees Meeting
Chaplin, Connecticut
Meeting Minutes
May 15, 2017

Chairperson Victor Boomer called the meeting to order at 6:32 PM. Board members present were Alan Burdick, Eunice Edelman, Rebecca Stockdale-Woolley and Leslie Ricklin. Others present was Library Director Sandra Horning. Unable to attend was Board members Priscilla Diwan, Kelly Pothier and Bill Jenkins.

3. APPROVE MINUTES OF APRIL 17, 2017:

Motion to approve the minutes of April 17, 2017, was made by Leslie Ricklin with the following correction: Item 5 should read – Add Bicentennial Discussion to the agenda as Item #8I. *The motion was seconded by Eunice Edelman and carried unanimously.*

4. ADDITINS TO AGENDA: None

5. CORRESPONDENCE: None

6. REPORTS:

A. Director's Report:

- Circulation for the month of April was 312.
- The Library was open for 16 days with 307 walk-ins with an average of 19 per day.
- The old computer is up and running with a Linex Mint software that is different from the others. There is a new projector for the AV cart that is also being used by CREW.
- The Petty Cash is setup.
- Summer Reading will kick off with Mr. Magic on June 28th at 6pm.
- A Lego program will be held on June 30th at 2pm (tentative date).
- The 3rd Farm to Table event on harvesting will be held in August.
- Patrons have inquired about Quiet Corner Reads that costs the Library \$100 to join. Ashford and Scotland are members along with other area libraries. Participating libraries sponsor events that relate to a story with the author. Pomfret will sponsor an event on June 13th (tickets are \$15). A sign-up will be posted to gauge interest.
- The Library cannot post on Google Groups for donations for the Library sign as soliciting funds is a conflict of interest.
- The Inter-Library Loan program is setup.
- Sandra Horning attended the CT Library Conference in Mystic with various workshops that included: programming, CIPA and fundraising ideas. A table will be setup in the Library to gauge interest for a Cookbook Club.

B. Board Chair Report: No Report

C. Board Members Report: No Report

7. OLD BUSINESS/NEW BUSINESS:

A. Discuss Children's Internet Access Policy (CIPA):

The Library is compliant with CIPA. Filters are on with I Boss. The cost for the internet is \$60 (will be \$40 next year) with a large discount with the E-rate. A copy of the Internet Access Policy will be posted next to the computers and on the website.

B. Discuss Bicentennial:

Leslie Ricklin and Priscilla Diwan brainstormed ideas for the Bicentennial. The Principals from both schools were contacted. Chaplin Elementary Principal Patricia King will discuss the Bicentennial with her staff. A meeting was held with Principal Brian Tedeschi and the Social Studies Chair from Parish Hill High School who are very interested in the history of Chaplin. Leslie Ricklin will attend the Senior Capstone Project Fair on Wednesday, May 17th.

C. Sign Replacement:

The estimate for sign replacement with the town providing installation is \$2,250 for a two-sided sign and \$1,250 for a one-sided sign. Discussion was held regarding placement of the sign in the flower bed next to the building to make consistent with the Senior Center. Planning and Zoning will be contacted as the permit states placement out front to replace the old sign. The Library Board can change the established date.

D. Landscape:

Helen Weingart provided landscaping service to clean up the flower beds at the Library. The town crew will do all future landscaping and consider planting shrubs in the fall to match the Senior Center.

E. Discuss Website:

The Board voted at the last meeting to consult with Alex Hill to setup a website for the Library. The First Selectmen has submitted an estimate to Quasar (provides service for the town website) for a counter bid. Victor Boomer will talk to the First Selectman regarding preference given to local businesses first.

F. ACLB Membership:

The Board was presented with updated ACLB Handbook that is very informative. After reviewing the Handbook, Leslie Ricklin suggested establishing a Planning and Policy Committee. Policies should include: FOI, Finance, Director's Role and Friends of the Library.

8. AGENDA ITEMS FOR NEXT MEETING:

- Policy and Planning Committee
- Discuss Bicentennial
- Sign Replacement
- Directional Sign
- Discuss Website

9. ADJOURN:

Motion to adjourn (7:35 PM) was made by Alan Burdick, seconded by Rebecca Stockdale-Woolley and carried unanimously.

Minutes will be approved at the next regular meeting.

***Respectfully submitted by Kathleen Scott
Recording Clerk***