

CHAPLIN PUBLIC LIBRARY
Board of Trustees Meeting
Chaplin, Connecticut
Meeting Minutes
August 21, 2017

Chairperson Victor Boomer called the meeting to order at 6:33 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 member Bill Jenkins, Priscilla Diwan and Kelly Pothier.

3. APPROVE MINUTES OF SPECIAL MEETING JUNE 12, 2017:

Motion to approve the special meeting minutes of June 12, 2017, was made by Leslie Ricklin, seconded by Rebecca Stockdale-Woolley and carried unanimously.

4. ADDITINS TO AGENDA: None

5. CORRESPONDENCE:

The Library Boards Newsletter was received.

6. REPORTS:

A. Director's Report:

- Circulation for the month of June was 836 with 39 electronic. The Library was open 17 days with 345 walk-ins with an average of 20 per day.
- Circulation for the month of July was 995 with 58 electronic. The Library was open 18 days with 453 walk-ins with an average of 25 per day.
- Budget update for 2016-17: \$70,255.36 was spent out of \$71,428.
- The Summer Reading program has ended.
- Programs including Mr. Magic, Ct Author Trail, Psychic Medium and Farm to Table were well attended and showcased in articles in the Chronicle and Hartford Courant. Eunice Edelman commended Sandra and Angie for their work on programs. Leslie Ricklin is pleased with the variety of programs offered.
- Upcoming programs include: Private Well Water Fair, Chaplin Tag Sale on September 16th, Cookbook Club on September 25th, Harvest Fair on the 1st weekend in November at the Senior Center and Trunk or Treat for Halloween.
- The PreK playgroup will begin the Wednesday after Labor Day.
- A Policy is needed for outdated rare books. There are old fragile books in the collection with some dated 1902 and 1913.

B. Board Chair Report: No Report

C. Board Members Report: No Report

7. OLD BUSINESS/NEW BUSINESS:

A. Helen Weingart to discuss landscaping issues:

Helen Weingart wrote a letter to the Board of Selectmen regarding concerns with the status of landscaping at the Library and the unfair expectation of the town crew to maintain. The town has funds to support the landscaping project and she has volunteered her services to

move the process forward and will obtain landscaping quotes. Victor Boomer will contact the First Selectmen regarding budgeting for landscaping.

Motion to obtain landscaping estimates and forward to the First Selectmen, was made by Alan Burdick, seconded by Rebecca Stockdale-Woolley and carried unanimously.

B. Matt Cunningham to discuss library issues:

Motion to move to Item #7H, was made by Alan Burdick, seconded by Leslie Ricklin and carried unanimously.

C. Jim Randall to discuss making the Chaplin Library a heating/cooling center:

Emergency Preparedness Director Jim Randall asked the Board to consider using the Library as a heating/cooling center during extreme weather. The Library was used in the past when campers were displaced by a flood. The Governor has issued protocols for towns to open up shelters for the homeless and others when power is lost. Volunteers would be needed to stay beyond normal hours. Victor Boomer expressed concerns with no generator at the Library. Leslie Ricklin suggested working with the Board of Selectmen and Senior Center to develop a plan.

D. Discuss Connecticut Public Library Trustee Manual:

Leslie Ricklin (worked on with the help of Priscilla Diwan) presented draft of Policies that includes Mission Statement, Bill of Rights and Code of Conduct for review. Sandra and Rebecca were commended for going through old minutes for information on policies. Sandra Horning will check on Freedom to Read Policy from ALA.

E. Discuss Bicentennial:

The Library will have a tent at the Community Economic Development Committee Festival in May of 2018 to start people thinking about the Bicentennial. Leslie Ricklin presented book of photos of Chaplin events and suggesting enlarging the photos for exhibit in the Library meeting room. She also presented interview questions for oral history of older town residents that would be a great project for home-schooled children. Alan Burdick suggested setting up photos as a video.

F. Sign Replacement:

The new sign is installed and the old sign will be removed by the town.

G. Directional Sign: No update

H. Discuss Website:

The Library website was setup at ChaplinPublicLibrary.org by Alex Hill who has accepted an IT position at Chaplin Elementary. A quote from Quasar obtained by the town was more expensive than anticipated.

Rebecca Stockdale-Woolley left the meeting at 8:06 PM.

8. AGENDA ITEMS FOR NEXT MEETING:

- Landscaping
- Feedback on Policies
- Postponement of Director Performance Review
- Heating/Cooling Center
- Matt Cunningham to Discuss Library Issues

9. ADJOURN:

Motion to adjourn (8:10 PM) was made by Eunice Edelman, seconded by Leslie Ricklin and carried unanimously.

Minutes will be approved at the next regular meeting.

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