

CHAPLIN PUBLIC LIBRARY
Board of Trustees Meeting
Chaplin, Connecticut
Meeting Minutes
September 18, 2017

Chairperson Victor Boomer called the meeting to order at 6:36 PM. Board members present were Alan Burdick, Eunice Edelman, Rebecca Stockdale-Woolley, Priscilla Diwan and Leslie Ricklin. Others present was Library Director Sandra Horning. Unable to attend were Board members Bill Jenkins and Kelly Pothier. Members of the audience included Helen Weingart, Jim Randall and Ann Chuk.

3. APPROVE MINUTES OF SPECIAL MEETING AUGUST 21, 2017:

Motion to approve the special meeting minutes of August 21, 2017, was made by Alan Burdick, seconded by Leslie Ricklin and carried unanimously.

4. ADDITINS TO AGENDA:

Motion to move Item #7I to Item 7A on agenda, was made by Victor Boomer, seconded by Leslie Ricklin and carried unanimously.

5. CORRESPONDENCE:

Sandra Horning presented information from the Friends of CT Libraries about starting Friends of the Library Group.

6. REPORTS:

A. Director's Report:

- Circulation for the month of August was 1242
- The Library was open for 17 days with 592 walk-ins.
- Events held in August were well attended.
- Discussion was held regarding concerns with budget cuts. Looking at cost savings with a proposal for cleaning services. Suggestions were made to address budget cuts with the Board of Selectmen. Priscilla Diwan and Leslie Ricklin will attend the next Board of Selectmen meeting. Priscilla Diwan suggested repurposing items such as windows and doors from the Transfer Station and holding a Repair Café for cost savings.
- The Library Book Sale held last Saturday made \$192 with the help of many volunteers including: Eunice Edelman, Rebecca Stockdale-Woolley, Shelby Dubitsky, Sharon Rusch, Helen Weingart and Lindsay. Damaged books were taken to the swap shop and the remainder of books was boxed up for a future sale. Ann Chuk commended new Librarian Sandra Horning for all her work and suggested expanding the Book Sale for a longer duration with possible setup on the stage in the community room. She also suggested the Library purchase Kindles or Tablets with a class on how to use them. The Library presently has Eservices but no devices. Priscilla Diwan suggested class on how to use devices correctly to prevent dangers of blue light and also suggested tool lending.
- The Cookbook Club will meet Monday at 6:30pm with preregistration required.
- There are new faces at the PreK Playgroup that meets on Wednesdays at 10:30am.
- A naturalist will present a program on Bobcats on April 18th.
- The Chaplin Library is the 21st Library to join Quiet Corner Read.

- The Historic Commission expressed concerns regarding notification of solar panels at the Library/Senior Center.

B. Board Members Report: No Report

7. OLD BUSINESS/NEW BUSINESS:

A. Matt Cunningham to discuss library issues: No Report

Discuss the Library as a Heating/Cooling Center:

Jim Randall presented guides on emergency preparedness. More volunteers are needed and free training classes are available. Priscilla Diwan suggested establishing a list of community members with medical backgrounds to call in case of an emergency. Victor Boomer reported that the Library has no generator and the town would have to approve use of the Library (a town building) as a heating/cooling center. Helen Weingart suggested looking for a generator as a capital improvement. Leslie Ricklin suggested working with the Board of Selectmen and the Senior Center to develop a plan.

B. Discussing landscaping issues:

Helen Weingart was commended for her work on weeding at the Library. Public Works Director Dave Stone brought his crew to help with weeding as well. A landscaping quote was received from James Kelly with a map layout. \$4,000 would include removing old mulch, installing new mulch and new plants with a one year guarantee. \$2,560 would include: turning existing mulch and installing new plants with a one year guarantee. Regular maintenance would be done three times a year at a cost of \$300. Priscilla Diwan suggested using students for maintaining the mulch beds and asking for plant donations from the community. The town crew has equipment to redo the mulch beds with materials to be covered out of the town budget. They will begin work the end of September. Low maintenance plants and shrubs are needed (similar to the Senior Center) and maintenance is the most important.

C. Discuss Bicentennial:

The following was presented for the Bicentennial exhibit: A 1940 poem written about the Members of the Ladies Aid from Ann Chuk and original Chaplin property deeds from 1830-1840 from Alan Burdick. Victor Boomer will scan photos and have them enlarged for display on the walls to generate interest in the Bicentennial.

D. Discuss Connecticut Public Library Trustee Manual:

Motion to table discussion of the Connecticut Public Library Trustee Manual until the next meeting, was made by Alan Burdick, seconded by Leslie Ricklin and carried unanimously.

E. Discuss Library Director Evaluation:

The Library Director has been in place for less than a year so the evaluation will be delayed until 2018.

Motion to delay review of the Library Director evaluation until September 2018, was made by Leslie Ricklin, seconded by Rebecca Stockdale-Woolley and carried unanimously.

F. Sign Replacement:

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

G. Directional Sign: No Update

H. Discuss Website:

The Chaplin Library website (ChaplinPublicLibrary.org) is still in progress with a Facebook page setup as well. Any suggestions or changes are welcome.

I. Discuss the Chaplin Library as a Heating/Cooling Center:

Moved to Item #7A.

8. AGENDA ITEMS FOR NEXT MEETING:

- Discuss Landscaping Issues
- Discuss Bicentennial
- Board Policy Discussion
- Directional Sign
- Discuss Website
- Discuss the Chaplin Library as a Heating/Cooling Center

9. ADJOURN:

Motion to adjourn (8:00 PM) was made by Leslie Ricklin, seconded by Alan Burdick and carried unanimously.

Minutes will be approved at the next regular meeting.

***Respectfully submitted by Board member Leslie Ricklin and
Kathleen Scott, Recording Clerk***