

CHAPLIN PUBLIC LIBRARY
Board of Trustees Meeting
Chaplin, Connecticut
Meeting Minutes
August 20, 2018

Chairperson Eunice Edelman called the meeting to order at 6:30 PM. Board members present were Victor Boomer, Diane Cox, Leslie Ricklin and Kelly Pothier. Others present were Library Director Sandra Horning and Emergency Preparedness Director Jim Randall. Unable to attend was Board member Bill Jenkins.

3. APPROVE MINUTES OF JUNE 18, 2018:

Motion to approve the minutes of June 18, 2018, was made by Leslie Ricklin, seconded by Diane Cox and carried with one abstention by Victor Boomer.

4. ADDITINS TO AGENDA:

Motion to add to agenda at beginning of Item #7, Vice-Chair Election, was made by Leslie Ricklin, seconded by Victor Boomer and carried unanimously.

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

5. CORRESPONDENCE:

A newsletter was received from the Association of CT Libraries with information on a Trustees Leadership Conference.

6. REPORTS:

A. Director's Report:

- Physical circulation for the month of June was 1,038 with 612 items checked out. Electronic checkouts were 69. The Library was open for 18 days with 598 walk-ins at an average of 33 per day.
- Physical circulation for the month of July was 1,136 with 583 items checked out. Electronic checkouts were 62. The Library was open for 16 days with 460 walk-ins at an average of 29 per day.
- All the students from Chaplin Elementary (over 150 kids) came into the Library and checked out a book.
- The final budget numbers are in with a total of \$73,488.43 spent with \$2,851.59 over budget due to propane and cleaning (carpets and floors). There is \$20,960.36 in Special Revenue.
- The town is looking into installing a new well next to the old well.
- The Summer Reading program has ended with 66 kids signed up. The free yard goat tickets was a great incentive.
- There was a nice turnout at the Cookbook Club with local farmers.
- The CT Author Trail presents Todd Lentocho, author of "Officer Down, Man Up" on Monday, August 27th at 6:30pm at the Chaplin Library with light refreshments served.
- Psychic Medium Julie Stygar will gather at the Chaplin Library for "Lady's Night" on Wednesday, September 12th at 6pm. Pre-registration is suggested.
- The Playgroup will begin on September 5th.

- The Municipal Building Usage AdHoc Committee will establish a uniform policy and is reviewing liability for non-sponsored events. They recommended asking for suggested donations for auditing purposes. Any questions should be directed to Committee Chair Bob Williamson.
- The Public Works Director has been contacted regarding water stains on some ceiling tiles.
- The Library Director was approached by the Historic District regarding setting up tables in front of the Library for a community tag sale on Saturday, August 25th. Participation cannot be done due to the short notice. Victor Boomer suggested referring to the Municipal Building Usage AdHoc Committee for review. Sandra Horning suggested as a good fundraiser for the Friends of the Library.

B. Board Chair Report:

Eunice Adelman suggested Board members attend Library functions so their presence is felt in the community. She also welcomed back Victor Boomer to the Board and thanked him for the wonderful prints that are mounted on the wall in the meeting room.

C. Board Members Report: No Report

7. OLD BUSINESS/NEW BUSINESS:

Presentation by Jim Randall concerning use of Library as a Cooling Center:

Jim Randall asked the Library to consider being used as a heating/cooling center and is looking for volunteers for off hours (suggested having building open daily from 12-6pm). The Board suggested most of the hours could be covered using the Library, Senior Center and Town Hall. They also suggested doing a needs assessment through the Senior Center for use of a shelter. Regular hours for the Library, Senior Center and Town Hall will be posted on the website and through the Google Groups letting residents know that air conditioning/heating/device charging is available. Mr. Randall suggested posting a sign out front that says "Heating/Cooling Center Open Today" when open.

A. Updates from Attorney Dennis O'Brien and BOS re: Alternates, Assistant Librarian Job Description, Bylaws Approval:

There was no action on alternates and needs follow up.

The Assistant Librarian Job Description was approved. Leslie Ricklin was commended for her work on the Bylaws that are now complete.

Motion to approve the revised Library ByLaws with the addition of approved Assistant Librarian Job Description, was made by Leslie Ricklin, seconded by Diane Cox and carried with one abstention by Victor Boomer.

B. Update on Cupboard (Ross Library): No Update

C. Handicap Access Update:

The Handicap Access is very functional with a handicap sign and gate outside the Library/Senior Center. Installing a door bell at the front entrance of the Library and repairing the ramp is being considered.

D. Directional Signs: No Update

E. Bicentennial Garden Update: Helen/Leslie

Helen Weingart and Leslie Ricklin have been working during the summer on a Bicentennial Arboretum that would require less maintenance than a garden. They researched trees and deeds used for the property. In addition, they would like to expand the group for anyone interested.

D. Board Vacancy Update: Victor Boomer to replace Alan Burdick:

Victor Boomer replaced Alan Burdick to fill the Board vacancy.

Vice-Chair Election:

Diane Cox nominated Victor Boomer for Board Vice-Chair, seconded by Leslie Ricklin. The vote to elect Victor Boomer as Board Vice-Chair carried unanimously.

E. Presentation by Jim Randall concerning use of Library as a Cooling Center:

Covered at beginning of Item #7.

8. AGENDA ITEMS FOR NEXT MEETING:

- Follow up on Alternates
- Update on Cupboard (Ross Library)
- Handicap Access Update
- Directional Signs
- Bicentennial Update
- Landscape Budget Discussion
- 2017-18 Annual Report

9. ADJOURN:

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

Minutes will be approved at the next regular meeting.

*Respectfully submitted by Kathleen Scott
Recording Clerk*