

**CHAPLIN PUBLIC LIBRARY**  
**Board of Trustees Meeting**  
**Chaplin, Connecticut**  
**Meeting Minutes**  
**May 20, 2019**

Chairperson Victor Boomer called the meeting to order at 6:33 PM. Board members present were Eunice Edelman, Diane Cox, Leslie Ricklin and Kelly Pothier. Others present was Library Director Sandra Horning. Unable to attend was Board member Bill Jenkins.

**3. APPROVE MINUTES OF APRIL 15, 2018:**

*Motion to approve the minutes of April 15, 2019, was made by Diane Cox with the following correction: Item #8 should read – Arnold Prince Scholarship. The motion was seconded by Eunice Edelman and carried unanimously.*

**4. ADDITIONS TO AGENDA:**

*Motion to add to agenda Landscaping as Item #7H, was made by Leslie Ricklin, seconded by Kelly Pothier and carried unanimously.*

**5. CORRESPONDENCE:** None

**6. REPORTS:**

**A. Director's Report:**

- Physical circulation for the month of April was 871, with 421 items checked out. Electronic checkouts were 50.
- The Library was open for 16 days with 431 walk-ins at an average of 27 per day. The Library was closed for Good Friday.
- The Early Literacy Grant and Annual Public Survey were sent out.
- There was a good turnout for the Cookbook Club.
- The movie "House of Sand and Fog" based on Quiet Corner Reads author Andre Dubus's book will be shown on May 29<sup>th</sup> at 6pm. Tickets are still available for the author's visit on June 18<sup>th</sup>.
- The Ukulele Club will be held on Wednesday from 4:00-5:30pm.
- Library Day will be held with Chaplin Elementary students on June 7<sup>th</sup> from 9-1pm for grades 1-6.
- Summer Reading will start on June 21<sup>st</sup> at 2pm with space stories from Sparky's Puppets.
- A NASA Ambassador will visit the Library in July with stories on the constellation.
- A Compost Workshop will be held on Saturday, June 15<sup>th</sup> from 10am-1pm with door prizes.
- The Board was presented with news article by Kitty LeShay on the Cats and Dogs visit to the Library.
- Propane ran out recently and was filled. The AC appears not to be working and will be checked out.

**B. Board Chair Report:** No Report

**C. Board Members Report:** No Report

**7. OLD BUSINESS/NEW BUSINESS:**

**A. Strategic Planning for the Library**

**1) Friends of the Library**

Sandra Horning presented a guide on how to start a Friends of the Library. Discussion was held on the organizational meeting for Library supporters to be held on Wednesday, May 22<sup>nd</sup> from 6:30-7:30pm and will include refreshments.

**B. Handicap Access Update:**

There is \$3,000 left over from the handicap access project at the Senior Center that will be used to repair the handicap ramp at the Library.

**C. Library Logo Update:**

Sandra Horning presented logos for the Library and for the Friends of the Library. Items will be ordered with the logo including: book bags, bookmarks and aprons. Letters were sent on behalf of the Board to the ECSU Professor and the students thanking them for their contributions. A donation will be sent to the ECSU Art Department for the Arnold Prince Scholarship Fund.

***Motion to donate \$550 to the Arnold Prince Scholarship Fund, was made by Leslie Ricklin, seconded by Diane Cox and carried unanimously.***

**D. FY 2019-20 Budget:**

There were no questions regarding the budget at last week's town meeting. The vote to approve the budget will be held tomorrow from 12-8pm.

**E. Update on Cupboard (Ross Library):** None

**F. Chaplin Library's Board of Trustees – Performance Review:**

The First Selectman will be handling a performance review for the Library Director with a copy of the Library's Performance Review attached. Leslie Ricklin expressed concerns with the additional review and strongly objects as the First Selectmen does not observe the work performance of the Library Director. Chair Victor Boomer and Vice-Chair Leslie Ricklin will meet with the First Selectmen to express the Board's objections in this matter.

**G. Executive Session:** None

**H. Landscaping:**

Sandra Horning presented landscaping contract from Lj Plants & Landscaping who is insured and meets criteria to be hired. The \$900 contract would be for basic maintenance for the summer and includes three visits starting in July. A one-time installation of mulch is available for an additional \$880.

***Motion to hire Lj Plants & Landscaping as landscaper for the year FY 2019-20 at a cost of \$900, was made by Diane Cox, seconded by Eunice Edelman and carried unanimously.***

**8. AGENDA ITEMS FOR NEXT MEETING:**

- Strategic Planning for the Library
  - 1) Friends of the Library
- Handicap Access Update
- FY 2019-20 Budget
- Update on Cupboard (Ross Library)
- Chaplin Library's Board of Trustees – Performance Review
- Landscaping

**9. ADJOURN:**

***Motion to adjourn (7:56 PM) was made by Leslie Ricklin, seconded by Diane Cox and carried unanimously.***

Minutes will be approved at the next regular meeting.

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