

CHAPLIN PUBLIC LIBRARY
Board of Trustees Meeting
Chaplin, Connecticut
Meeting Minutes
September 16, 2019

Chairperson Victor Boomer called the meeting to order at 6:39 PM. Board members present were Eunice Edelman, Leslie Ricklin and Kelly Pothier. Others present was Library Director Sandra Horning. Unable to attend were Board members Diane Cox and Bill Jenkins.

3. APPROVE MINUTES OF AUGUST 19, 2019:

Motion to approve the meeting minutes of August 19, 2019, was made by Leslie Ricklin with the following correction: Item #6A – correct the name of Brendan Kane. *The motion was seconded by Eunice Edelman and carried with one abstention by Kelly Pothier.*

4. ADDITIONS TO AGENDA: None

5. CORRESPONDENCE: None

6. REPORTS:

A. Director's Report:

- Physical circulation for the month of August was 1,051, with 543 items checked out. Electronic checkouts were 63.
- The Library was open for 18 days with 552 walk-ins at an average of 31 per day.
- The current budget is on track.
- The computers operate with Windows 7 and will no longer be supported in December. They need to be updated with Windows 10 and can be upgraded for free with the proper licensing.
- An official request is required before shredding or deleting any official records.
- The Ben Chaplin Will program was well attended with 18-20 people even though there was inclement weather. The program will be presented again in the spring.
- The PreK Playgroup started with 14 people in attendance.
- The Cookbook Club with Mexican recipes had a good turnout.
- The Board was presented with the book "Italian Spices" recommended by Diane Cox. The author will be invited to speak at the Library.

B. Board Chair Report:

The new Library and Senior Center were dedicated on January 15, 2001. Leslie Ricklin suggested a celebration with the Senior Center for the upcoming 20th anniversary.

C. Board Members Report:

Eunice Edelman presented information for the Friends of the Library that includes many available resources.

7. OLD BUSINESS/NEW BUSINESS:

A. Strategic Planning for the Library

1) Friends of the Library

The Friends Group will meet on Wednesday, September 18th at 6:30 PM with light refreshments. Speakers from the Ashford and Mansfield Friends of the Library will attend.

B. Handicap Access Ramp Update:

The ramp at the Library will be repaired after the sidewalks are replaced at the Town Hall (work has begun at the Town Hall).

C. Library Logo Update:

The bags with the new Library Logo are in.

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

E. Discuss Annual Report:

The Board was presented with the Annual Report with the new Library Logo for review. Victor Boomer suggested including running total of monthly circulation in the minutes.

Motion to approve the Library Annual Report for FY2018-19, was made by Leslie Ricklin, seconded by Kelly Pothier and carried unanimously.

F. Landscaping:

The landscaper came to the Library at the end of August and did some heavy weeding digging down deep. Preen, an organic weed preventer, was spread in the flower beds to stop any weed seeds from sprouting. There is red tape around the flower beds to discourage walking through them.

G. Annual ACLB Conference:

The ACLB Annual Conference will be held on November 8th. Board members wishing to attend need to register by October 18th.

8. AGENDA ITEMS FOR NEXT MEETING:

- Strategic Planning for the Library
 - 1) Friends of the Library
- Handicap Access Ramp Update
- Update on Cupboard (Ross Library)
- Annual ACLB Conference
- Discuss Future Speakers & Programs

9. ADJOURN:

Motion to adjourn (7:30 PM) was made by Kelly Pothier, seconded by Leslie Ricklin and carried unanimously.

Minutes will be approved at the next regular meeting.

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