

CHAPLIN PUBLIC LIBRARY
Board of Trustees Meeting
Chaplin, Connecticut
Meeting Minutes
October 21 2019

Chairperson Victor Boomer called the meeting to order at 6:33 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 SEPTEMBER 16, 2019:

Motion to approve the meeting minutes of September 16, 2019, was made by Leslie Ricklin, seconded by Eunice Edelman and carried unanimously.

4. ADDITIONS TO AGENDA: None

5. CORRESPONDENCE: None

6. REPORTS:

A. Director's Report:

- Physical circulation for the month of September was 933, with 473 items checked out. Electronic checkouts were 74.
- The Library was open for 16 days with 454 walk-ins at an average of 28 per day.
- The Budget is on track.
- The two patron computers have been updated with Windows 10. The main desk computer will be updated next.
- The State Library Annual Report is due November 15th and is very detailed.
- There is a potential candidate to cover for Kitty LeShay.
Motion to move forward with potential candidate to cover for Kitty LeShay, was made by Leslie Ricklin, seconded by Kelly Pothier and carried unanimously.
- A Halloween Costume Party will be held on October 30th by the Preschool Playgroup with a parade at 11:15am at the Senior Center.
- The Library will be open on Halloween and hold a Trunk or Treat from 6-8pm.
- Author Cynthia Herbert-Bruschi Adams will be at the Library on November 4th from 6:30 to 7:30pm to read from her book, 'Italian Spices – A Memoir". There will be light refreshments including Italian cookies.
- A Sing-a-Long will be held by the Ukulele group on November 6th from 4:30 to 5:30pm with light refreshments.
- The Cookbook Club will meet on November 13th at 6:30pm.
- There have been several complaints regarding outside lighting in the parking lot with suggestions for a timer. Kelly Pothier suggested using a motion sensor light.

B. Board Chair Report: None

C. Board Members Report: None

7. OLD BUSINESS/NEW BUSINESS:

A. Strategic Planning for the Library

1) Friends of the Library

The organizational meeting for Friends of the Library went well. Peter Haines and Ann Chuk stepped up to Chair the group and will be provided with email addresses for those who expressed interest in joining. They will also start a Google Group, join the Friends of Connecticut Libraries membership (\$60 cost) and attend the Annual Fall Conference for members (\$25 cost) to be held on November 16th at Central Connecticut State University. ***Motion to approve funding for the Friends of Connecticut Libraries membership and attendance at the November 16th Annual Fall Conference, was made by Leslie Ricklin, seconded by Victor Boomer and carried unanimously.***

B. Handicap Access Ramp Update:

Work on the Handicap Access Ramp will begin when the Town Hall sidewalks are finished.

C. Update on Cupboard (Ross Library): None

D. Speaker Programs:

A Bees program will be held on January 13th.

Ideas for future speaker programs include the following topics: Health (Medicine Remedies), Political Scientist (Historian, U.S. Presidents), Folk Music, Recycling, Hobbies (carving, woodworking), Audubon, Animals, and Genealogy.

E. Annual ACLB Conference/Funding:

The Board will not be attending the ACLB Annual Conference.

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)
- Speaker Programs
- Outside Lighting

The Board commended Kelly Pothier for her many years of service on the Library Board of Trustees.

9. ADJOURN:

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

Minutes will be approved at the next regular meeting.

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