

CHAPLIN PUBLIC LIBRARY
Board of Trustees Meeting
Chaplin, Connecticut
Meeting Minutes
March 16, 2020

Chairperson Victor Boomer called the meeting to order at 6:30 PM. Board members present were Diane Cox, Leslie Ricklin, Adele Swart and Jeanette Haines. Others present was Library Director Sandra Horning. Unable to attend was Board member Bill Jenkins.

3. WELCOME THE NEW MEMBER:

The Board welcomed new member Adele Swart.

4. APPROVE MINUTES OF JANUARY 27, 2020:

Motion to approve the minutes of January 27, 2020, was made by Jeanette Haines, seconded by Leslie Ricklin and carried unanimously.

5. APPROVE SPECIAL MEETING MINUTES OF FEBRUARY 10, 2020:

Motion to approve the special meeting minutes of February 10, 2020, was made by Diane Cox, seconded by Jeanette Haines and carried unanimously.

6. AUDIENCE FOR CITIZENS: None

7. ADDITIONS TO AGENDA: None

8. CORRESPONDENCE: None

9. REPORTS:

A. Director's Report:

- Physical circulation for the month of January was 820, with 443 items checked out. Electronic checkouts were 74. The Library was open for 14 days with 438 walk-ins at an average of 30 per day.
- Physical circulation for the month of February was 847, with 455 items checked out. Electronic checkouts were 57. The Library was open 15 days with 397 walk-ins at an average of 26 per day.
- The Library is currently closed along with Libraries from surrounding towns. Angie's hours have been reduced with several projects available to work on if she wishes to come in and work.
- The budget is on track. The American Savings Grant is pending for next year.
- Sandra Horning attended a Census Workshop in Windham on the role of the Library to assist patrons in filling out census forms and a Weeding Workshop on guidelines for circulation. She will be working on developing a Collection Policy and a Weeding Policy.
- Events postponed due to the coronavirus include: Dr. Seuss Day, The Cookbook Club, April Passport program (moved to Sept). The April events are still on for now and include: the Puppet Lady (during Spring Break), Genealogy program and Quiet Corner Reads.
- A naturalist will present a program on bears on May 13th at 6:30pm.
- Author Robert Tougias will present his book "Birder on Berry Lane" on August 19th at 6:30pm.
- The aprons with the new Library Logo have a slight flaw in the fabric. Jeanette Haines will wash one apron to see if flaw disappears.

B. Board Chair Report: None

C. Board Members Report:

Leslie Ricklin, who is Chair of the Bicentennial Committee presented 26 logo designs for the Town of Chaplin that were created by the graphic arts students at ECSU. They will be on display in the Library for an Open House tentatively scheduled for March 30th. The public is asked to vote for the top 3 designs.

10. OLD BUSINESS/NEW BUSINESS:

A. Strategic Planning for the Library

1) Friends of the Library

The group has been busy gathering information. The next meeting will be held on April 6th at 2pm.

B. Handicap Access Update:

The current Library doors cannot be retrofitted for electronic handicap access. They would need to be replaced possibly through grant funding or setting aside funds for a Capital Improvement project. The current doors have been adjusted to make them easier to open.

C. Update on Cupboard (Ross Library): None

D. Speaker Programs:

Leslie Ricklin suggested the Director of the Last Green Valley as a speaker for the fall.

E. Chaplin Library Board Budget for 2020-2021:

Sandra Horning attended the Board of Selectmen meeting and presented request to increase Assistant II salary. The Board of Selectmen will discuss the request at their budget workshop. The Electricity line was revised with an increase for the actual cost of the solar panels.

Victor Boomer asked the Board to complete the Performance Review for the Library Director for the April meeting.

11. AGENDA ITEMS FOR NEXT MEETING:

- **Strategic Planning for the Library**
 - 1) Friends of the Library**
- **Handicap Access Update**
- **Update on Cupboard (Ross Library)**
- **Speaker Programs**
- **Chaplin Library Board Budget for 2020-2021**
- **Executive Session for Performance Review**

12. ADJOURN:

Motion to adjourn (7:08 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***