

**CHAPLIN PUBLIC LIBRARY**  
**Board of Trustees Meeting**  
**Chaplin, Connecticut**  
**Remote Meeting Minutes**  
**May 18, 2020**

Chairperson Victor Boomer called the meeting to order at 6:35 PM. Board members present were Adele Swart, Diane Cox, Leslie Ricklin and Jeanette Haines. Others present was Library Director Sandra Horning. Unable to attend was Board member Bill Jenkins.

**3. APPROVE MINUTES OF March 16, 2020:**

*Motion to approve the minutes of March 16, 2020, was made by Leslie Ricklin, seconded by Jeanette Haines and carried unanimously.*

**4. AUDIENCE FOR CITIZENS:** None

**5. ADDITIONS TO AGENDA:**

*Motion to add to agenda Suggested Library Reopening Plan as Item #8F, was made by Diane Cox, seconded by Jeanette Haines and carried unanimously.*

**6. CORRESPONDENCE:** None

**7. REPORTS:**

**A. Director's Report:**

- Physical circulation for the month of March was 596, with 316 items checked out. Electronic checkouts were 68.
- The Library was open for 8 days with 243 walk-ins at an average of 30 per day.
- The Library was closed for the month of April with 78 electronic checkouts.
- Inventory is done for Adult Biography and Picture books. Work continues on Adult Fiction and Juvenile Fiction. Jeanette Haines asked about using volunteers for help with inventory. They can't be used until the Library is open to the public.
- Simply E (run through the State Library) was added to virtual download options that allows access to more State Library books.
- Virtual meetings have been held with other Libraries across the state with a focus on how to reopen to the public.
- Jeanette Haines asked about CDC guidelines for reopening. Work is being done to establish state guidelines that all Libraries could follow. A webinar through the CDC was held to discuss safe handling of materials and circulation.
- Angie will be taking a leave of absence through the end of the school year (June 17<sup>th</sup>). Kitty LeShay will come in to cover.
- The Library did not receive the American Savings Grant. The grant went to online services.
- The Author Trail was cancelled today with the majority of area Librarians wishing to postpone. Author Robert Tougias is willing to do a virtual program. Adele Swart suggested author Lisa Taylor for a virtual program.
- The Zoom Story Time averages about 10 people.
- The Zoom Tea Time was attended by about 8 people. The next Zoom Tea Time will be held on June 5<sup>th</sup> at 3pm.

- There will be no Summer Reading program. The State Library suggested the following: combination virtual events, distribute craft kits, setup items outside for a scavenger hunt that could be brought to the window for a prize.
- Thanks to Jeanette Haines for washing the Library apron with the new logo. Diane Cox suggested selling the aprons for \$7 each.  
***Motion to sell aprons with the new Library Logo for \$7 each, was made by Diane Cox, seconded by Jeanette Haines and carried unanimously.***

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

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

**8. OLD BUSINESS/NEW BUSINESS:**

**A. Strategic Planning for the Library**

**1) Friends of the Library**

Planning by the Friends of the Library is on hold until the Library reopens with no virtual meetings planned at this time.

**B. Handicap Access Update:**

The Senior Center handicap access cannot be used as they are not planning to open until significantly later than the Library.

**C. Update on Cupboard (Ross Library):** No Update

**D. Speaker Programs:**

Sandra Horning reported that all planned programs have either been postponed or cancelled. The speaker on Bears has offered to do a virtual program via Zoom that will be posted on a flyer at the window and on Google Groups. Sandra Horning suggested a group viewing with Netflix. Adele Swart suggested a virtual Movie Night. Leslie Ricklin suggested for Sustainable CT town certification to recognize a Poet Laurette to do readings. Adele Swart suggested it could be a high school student and also suggested Town Historian Warren Church for an online program on Joshua's Trust. Leslie Ricklin will reach out to the Board of Selectmen on the process for selecting a Poet Laurette and bring the idea of Town Historian Warren Church to the Bicentennial Committee in June.

**E. Chaplin Library Board Budget for 2020-2021 Update:**

Victor Boomer reported on the budget from the Public Hearing. Dick Weingart liked the line by line format of the Library budget. Link Diwan suggested landscaping be done by the road crew instead of going out to bid. The road crew doesn't have time due to other town projects. The Library budget was approved and nothing was removed except increased hours for the Substitute. There will be no town meeting. The Board of Finance will approve the budget and set the mill rate that will remain the same at a meeting on May 26<sup>th</sup> and then be approved by the Board of Selectmen. Victor Boomer expressed concerns with transferring \$150,000 from the Undesignated General Fund to the CIP for the Fire Department for a new SCBA system instead of setting aside funds each year for the purchase.

**F. Suggested Library Reopening Schedule:**

Sandra Horning presented suggested Library Reopening Schedule. The plan was originally proposed as curbside with carts and changed by the Board of Selectmen to serving patrons through a window near the Senior Center handicap exit. Hand sanitizer provided by the Town will be kept near the window. Jeanette Haines asked about someone in a wheelchair. Special arrangements can be made to accommodate if necessary. Adele Swart asked about browsing books. There will be a link to the catalog on the website for new books and DVDs. Requests can be called in or emailed at [chaplinlibraryrequest@gmail.com](mailto:chaplinlibraryrequest@gmail.com).

Phase I – Services will be provided through a window beginning May 20<sup>th</sup>. Printing, faxing and scanning will be available. Only the staff will allowed in the building. According to the CDC, the risk is low transmitting the virus through library materials and recommend waiting 24 hours before removing from the cart. Pickup hours will be posted on the website.

Phase II – The Library building will be open to a limited number of patrons.

Phase III – Possibly a July date for meetings and events with a limited number of registered people Adele Swart commented that the plan is a good beginning and can be adjusted as necessary.

Diane Cox left the meeting.

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

- Town Historian and Poet Laureate Position
- Library Director Performance Evaluation with Executive Session

**10. ADJOURN:**

***Motion to adjourn (7:32 PM) was made by Jeanette Haines, seconded by Adele Swart and carried unanimously.***

Minutes will be approved at the next regular meeting.

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