

CHAPLIN PUBLIC LIBRARY
Board of Trustees Meeting
Chaplin, Connecticut
Meeting Minutes
June 15, 2020

Chairperson Victor Boomer called the meeting to order at 6:30 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 MAY 18, 2020:

Motion to approve the meeting minutes from May 18, 2020, was made by Adele Swart with the following correction: Item #7A should read – There will be no on site Summer Reading Program. *The motion was seconded by Leslie Ricklin and carried unanimously.*

4. AUDIENCE FOR CITIZENS: None

5. ADDITIONS TO AGENDA: None

6. CORRESPONDENCE: None

7. REPORTS:

A. Director's Report:

- Curbside Service began on May 20th with 34 people. Circulation was 290 with 137 items checked out. Electronic checkouts were 90.
- The budget is in fine shape for the rest of this fiscal year with a surplus of approximately \$3,000 (mostly from Electricity) that will be returned to the town.
- Inventory is taking longer than expected due to the start of Curbside Service with many books being returned.
- Reference USA was added as an online service with a free trial through August to help with job searches.
- Sandra Horning attended the CT Library Virtual Conference in June.
- The CT Reopening Plan specific to Libraries was provided by the State Interim Library Director. Libraries are included in the Phase II opening on May 17th. There are many steps required for reopening that pertain to cleaning, capacity, computers, signage, water fountains (use not recommended), seating, social distancing, ventilation, personal protection, bathrooms and certification through the website. All patrons will be required to wear masks. The Town Hall is not planning to reopen during this phase. Most Libraries are planning to reopen in July. The Chaplin Library regular meeting for July 20th will be cancelled and changed to a special meeting on July 13th to discuss reopening.
- The Library Reopening Schedule presented at the last meeting was submitted to the town with the addition of the following: will offer Senior Hours from 10am – 11am and Virtual Summer Reading Program. July 1st opening was a tentative date before state guidelines were received.
- The Author Trail was cancelled and changed to a Virtual Author Trail. Author Robert Tobias will do a virtual program on August 19th at 6:30 PM via Zoom.
- Zoom Story Time will continue through June 30th.
- Story Teller Carolyn Stearns will do a program on July 1st at 6:30 PM.
- Author Janet Lawler will present her book "The Prehistoric Games" on July 15th.
- There were 8 people in attendance for the Tea Time Book Chat.
- There is a website link under History for Senior Capstone project of Ben Chaplin's Will by Gavin Horning-Kane.

B. Board Chair Report: No Report

C. Board Members Report:

Leslie Ricklin suggested having a Poet Laurette. The Bicentennial Committee will establish a Town Historian (a CT Bill was passed for this position), and The Community & Economic Development Commission will establish an Artist in Residence with the old Post Office as a cultural center. The Town of Windham has a Poet Laurette (a Professor at ECSU). Adele Swart and Jeanette Haines will research information on a job description.

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.

B. Handicap Access Ramp Update: No update

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

D. Speaker Programs:

Author Robert Tougias will do a virtual program on August 19th. There will be a program on Bears with the date to be determined.

E. Chaplin Library Board Budget for 2020-21 Update:

The budget was approved with no cuts and the mill rate will stay the same.

F. Library Director's Performance Review

G. Executive Session:

Motion to enter into Executive Session (7:01 PM) for the purpose of discussing Library Director's Performance Review, was made by Leslie Ricklin, seconded by Adele Swart and carried unanimously.

The Board came out of Executive Session at 7:15 PM. Members present at the beginning of the meeting were present during Executive Session.

Motion to accept the Library Director's Performance Review, was made by Adele Swart, seconded by Jeanette Haines and carried unanimously.

9. AGENDA ITEMS FOR NEXT MEETING:

- Roles of Poet Laurette
- Library Reopening

10. ADJOURN:

Motion to adjourn (7:17 PM) was made by Jeanette Haines, seconded by Leslie Ricklin and carried unanimously.

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