

CHAPLIN PUBLIC LIBRARY
Board of Trustees Meeting
Chaplin, Connecticut
Meeting Minutes
October 19, 2020

Chairperson Victor Boomer called the meeting to order at 6:31 PM. Board members present were Adele Swart (remotely), Diane Cox, Leslie Ricklin and Jeanette Haines. Others present was Library Director Sandra Horning. Unable to attend was Board member Bill Jenkins.

3. APPROVE SPECIAL MINUTES OF SEPTEMBER 21, 2020:

Motion to approve the special meeting minutes from September 21, 2020, was made by Diane Cox, seconded by Adele Swart and carried unanimously.

4. ADDITIONS TO AGENDA:

Leslie Ricklin suggested discussion of future meetings in person with increase in Covid-19 cases.

Motion to add to agenda as Item #8G, Discussion of Future Meetings in Person with Increase in Covid-19 cases, was made by Leslie Ricklin, seconded by Jeanette Haines and carried unanimously.

5. AUDIENCE FOR CITIZENS: None

6. CORRESPONDENCE:

A request was received for the Annual Report for FY 2019-20 that will be covered later on the agenda.

7. REPORTS:

A. Director's Report:

- There was a total of 180 people for September (includes 6 people curbside). The Library was open 15 days with an average of 12 people per day. Circulation was 741 with 401 items checked out and 74 electronic checkouts.
- A total of 47 people attended events that were held at Garrison Park in September (including the weekly playgroup and September Book Chat).
- There were 20 people in attendance at the Virtual Bear program.
- The budget is on track.
- The State Report is due November 15th.
- The new laptop is in and being used for virtual programs and Zoom meetings. The new staff computer has not arrived yet.
- The children's computer runs slow and is not being turned on. A new children's computer that comes with software could be considered with the state grant. Victor Boomer suggested getting it refurbished.
- PreK Story Time at Garrison Park was cancelled once due to a wind advisory.
- The Book Chat hopes to meet at Garrison Park on November 13th at 3pm, weather permitting.
- The Halloween Trunk or Treat has been cancelled by the Town. The PreK Story Group will be asked to dress-up the week before Halloween at Garrison Park with pumpkins to decorate.
- The Virtual Happy Hour had a good turnout with 12 people in attendance.
- The Cookbook Club will try to meet in December with a date yet to be determined.
- The Board was asked to consider creating kits to spark discussion on race similar to what is being done at the Mansfield Library. Helen Weingart asked if the Library could offer material based on how to be an anti-racist. Reading sets can be ordered and some have workbooks. Adele

Swart asked if there is anything available for elementary children and suggested letting the teachers know and work collaboratively with the school. Sandra Horning will check with the CLC to see if they have anything available to be borrowed.

B. Members Report

Leslie Ricklin presented a new book by Historian Walter Woodward, *Creating Connecticut*, that has a recipe for a famous CT Election Cake.

C. Chair Report: No Report

8. OLD BUSINESS/NEW BUSINESS:

A. Speaker Programs:

A virtual program on Mark Twain – American Presidents will be held on November 23rd at 6:30pm.

B. Discuss the Annual Town Report:

Sandra Horning presented the Annual Report that is due the 1st week of November. Statistics were difficult to report due to Covid-19. The report includes ways the Library provided different programs and resources.

Motion to submit the Chaplin Board of Trustees Annual Report with minor edit, was made by Leslie Ricklin, seconded by Diane Cox and carried unanimously.

C. Landscaping:

Landscaping is all set for the winter.

D. Handicap Access: Will discuss with Grant under Item #8E

E. Discuss Reopening Phase 3 of the Library and Grant:

- Phase 3 reopening was scheduled for last week and has been rolled back in some places due to the increase in Covid-19 cases.
- 66 Libraries were contacted by the State Library that they will receive grant funds as part of the Corona Virus Relief Fund totaling approximately \$2.6 million. The Chaplin Library will receive approximately \$21,000 to be used to expand the capacity and encourage more people to come in to the Library during Covid-19 and feel safe. The funds can be used for PPE, furniture and equipment for indoor and outdoor (popup Library), IT equipment software to setup Wi-Fi prepaid Hot Spots for checkout, cleaning supplies and security. The funds cannot be used on staff salaries, databases, websites or reimbursement for previous expenses. A budget proposal for each project needs to be submitted to the state for approval. The funds need to be spent by December 18th.

Projects being considered include the following:

- New front doors with touchless handicap access (waiting for estimate from Toll Brothers)
- Replace just the hardware on the front doors for handicap access similar to what the Senior Center has (waiting for estimate from Automatic Door Co)
- Touchless bathroom entry and other doors
- HVAC System

Bill Rose will submit an application to the Historic Commission for approval. Leslie Ricklin suggested contacting Historic Commission Chair Paul Pfeifer directly to stress the urgency. Diane Cox commented that Paul Pfeifer has a tremendous amount of architectural knowledge.

Leslie Ricklin suggested improving the ventilation in the meeting room. Jeanette Haines expressed concerns with the current status of Covid-19 and suggested a few Wi-fi Hot Spots for students that may not have Wi-Fi access for virtual learning. Adele Swart suggested Chromebooks and E-Readers to loan out for those that don't have any. Jeanette Haines suggested a new children's computer. Leslie Ricklin suggested table dividers.

Moving forward, the Board agrees that the front doors are the priority as an initial expense. Sandra Horning will email quotes and updates to the Board who will schedule a special meeting to approve the selected projects.

F. Discuss the role of a Poet Laureate:

Victor Boomer reported that he emailed the Board of Selectmen to put the Poet Laureate on their agenda but hasn't heard back and will follow up with the Administrative Assistant.

G. Discussion of Future Meetings in Person with Increase in Covid-19 cases:

Leslie Ricklin expressed concerns with the increased number of Covid-19 cases in Chaplin and the surrounding towns. Windham schools are going back to virtual learning. Diane Cox commented that the second wave of the virus appears to be coming from small social groups. Sandra Horning suggested a virtual meeting (Go To or Zoom) could be held for November if needed with the option to attend remotely by calling in. Leslie Ricklin commented that is important to keep business going. Victor Boomer commented that is important to keep safe.

9. AGENDA ITEMS FOR NEXT MEETING:

- Election of Officers
- Calendar
- Early Learning Grant
 - Handicap Access
- Speaker Programs
- Poet Laureate update

10. ADJOURN:

Motion to adjourn (7:40 PM) was made by Jeanette, seconded by Leslie Ricklin and carried unanimously.

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