

**CHAPLIN PUBLIC LIBRARY**  
**Board of Trustees Meeting**  
**Chaplin, Connecticut**  
**Meeting Minutes**  
**December 21, 2020**

Chairperson Victor Boomer called the meeting to order at 6:32 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:**

**A. Regular meeting minutes of November 16, 2020:**

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

**4. ADDITIONS TO AGENDA:** None

**5. AUDIENCE FOR CITIZENS:** None

**6. CORRESPONDENCE:**

A budget packet for the next fiscal year was received from the Board of Finance to begin the budget process with a deadline of February 4<sup>th</sup>.

**7. REPORTS:**

**A. Director's Report:**

- There was a total of 174 people for November (includes 10 people curbside). The Library was open 15 days with an average of 12 people per day. Circulation for November was 650 with 337 items checked out and 63 electronic checkouts.
- There was a total of 37 people in November who attended virtual events and programs including the Playgroup and Book Chat.
- The budget is on track for this year.
- The new staff computer has arrived and will be installed with the new Wi-Fi.
- The Wednesday PreK Story Time has been switched back to Zoom due to the cold weather and uptick in Covid cases with only a small number of families attending. A craft packet is available for parents to pick up.
- The Cookbook Club and Quiet Corner Reads with Mystery Authors were well attended with about 40 people online.
- The next Tea Time Book Chat will be held on January 8<sup>th</sup> at 3pm.
- The Take Your Child to the Library program will be held on Saturday, February 6<sup>th</sup> and will be a little different with the CT State Library promoting bookmarks and different ideas.
- Jeanette Haines has volunteered to fill the vacancy on the Senior Center Board and will be the liaison for the Library to promote more events. Library Director Roxanne St. Jean will be retiring effective December 31<sup>st</sup> with Lisa Kegler running the program temporarily.

**B. Members Report:** None

**C. Chair Report:** None

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

**A. Speaker Programs:**

State Historian and UCONN Professor Walt Woodward was reached out to for the possibility of a virtual program on The Poetry of Robert Frost in Story & Song.

**B. Discuss the Progress on the Everyone Learns Public Library Grant:**

The Grant Report was submitted to the state with a list of purchases for furniture and equipment and all receipts. The report also includes a narrative on how funding was used to expand the Library and the impact of funding improvements to the Library. The doors will be installed the beginning of January if they arrive on time. The electrician has done some of the prework and will finish when the doors are installed. The remainder of the funds will be used to update the Wi-Fi Wireless Network (\$2,097) that should help with the internet speed when there are multiple users and have a better signal outside.

**C. Discuss Phase 2.1 Moving Forward:**

Some surrounding town Libraries are closed with only curbside service or are closing for two weeks for the holiday. Chaplin has about 12 patrons a day without anyone from surrounding towns and will continue to remain open at this time.

**D. Discuss Progress of the Poet Laureate Sub-Committee:**

The Ad-Hoc Committee has met and will begin promoting for a Poet Laureate in January with a deadline of April 1<sup>st</sup>. The Board was presented with a flyer that will help promote through Google Groups, Parish Hill, Arts Academy, Barrows Magnet School, ECSU, Reminder News, Tracy Hastings and a local Chaplin Poet. Sandra Horning has volunteered to be a resource for questions or anything else needed. The next meeting will be held on January 6<sup>th</sup> at 2pm.

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

- Budget
- Speaker Programs
- Discuss Progress on the Everyone Learns Public Library Grant
- Discuss Phase 2.1 Moving Forward
- Discuss Progress of the Poet Laureate Sub-Committee

**10. ADJOURN:**

*Motion to adjourn (7:04 PM) was made by Adele Swart, seconded by Jeanette Haines and carried unanimously.*

Minutes will be approved at the next regular meeting.

*Respectfully submitted by Kathleen Scott  
Recording Clerk*