

CHAPLIN PUBLIC LIBRARY
Board of Trustees Meeting
Chaplin, Connecticut
Meeting Minutes
March 15, 2021

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. Also present was Library Director Sandra Horning. Unable to attend was Board member Bill Jenkins.

3. APPROVE MINUTES OF FEB 22, 2021:

Motion to approve the minutes from February 22, 2021, was made by Diane Cox, seconded by Jeanette Haines and carried unanimously.

4. ADDITIONS TO AGENDA: None

5. AUDIENCE FOR CITIZENS: None

6. CORRESPONDENCE: None

7. REPORTS:

A. Director's Report:

- There was a total of 189 people for February (includes 2 people curbside). The Library was open 13 days with an average of 15 people per day (people are starting to return). Circulation for February was 888 with 504 items checked out and 78 electronic checkouts.
- There was a total of 49 people that attended virtual events in February.
- The new staff computer has been installed along with the Wi-Fi upgrade. The new router was installed with wires left on the floor. The electrician needs to run lines for the wires and extenders that will extend the range of Wi-Fi to the parking lot with better speeds. All the equipment was covered by the grant and extra work by the electrician will be covered under Building Maintenance.
- A meeting was held with CT Education Network regarding the Everybody Learns Wi-Fi Initiative grant that will provide an outdoor device for Chaplin to have an official outdoor hotspot. They will do a site visit.
- The door company was contacted regarding the cost of a kickplate (\$279.24), will require drilling holes to install and can be installed by the town (waiting to hear if it affects warranty).

Upcoming events include:

- Tea Time Book Chat will be held virtually (or outside weather permitting) on April 9th at 3pm.
- Virtual Cookbook Club on April 26th at 6pm with Nutritionist Katie Shephard from Food Explorers.
- Quiet Corner Reads will be held virtually in June at no cost with the date and author to be announced.
- April Spring Break is coming up for the schools with a Horizon Wings program (waiting for confirmation) on April 10th (rain date of April 17th). Senior Center Director Lisa Kegler will help promote the event at the Senior Center and has offered help with funding.

B. Members Report:

Leslie Ricklin presented copies of documents for Chaplin to become a town with coordinates and measurements of land offered by Windham, Mansfield and Hampton. They will be mounted and displayed in the Library possibly on standing bulletin boards. Adele Swart suggested borrowing easels from the schools to display the documents.

C. Chair Report: No Report

8. OLD BUSINESS/NEW BUSINESS:

A. Speaker Programs:

An upcoming program on A Vote of Her Own: Fight for Women Suffrage in Connecticut will be presented by Natalie Belanger from the CT Historical Society on March 29th at 6:30pm.

B. ACLB Self-Assessment:

Victor Boomer reviewed the ACLB Self-Assessment that starts a Strategic Plan for Finance (how and why spending money), Evaluation of the Library Director, Website Development, and a Book Sale to be held by the Friends of the Library (cannot be held by the Library as it funded by the town). Most of these are already being done (need to keep up with Technology). A copy of the assessment will be emailed to each Board member. Leslie Ricklin asked if it includes anything that addresses engagement of all members of the Library Board. Board members and the Library Director are encouraged to add what they want to the agenda.

C. Discuss Progress in Reopening:

As of March 19th, the Governor is eliminating capacity limits that includes libraries. A virtual meeting was held with the new State Librarian who discussed what libraries were going to do. Many are not making changes and expressed concerns with the lack of advance notice before the changes (decision will be up to individual libraries). The Board of Selectmen discussed opening up the meeting room (there have been many requests to meet there including the Mahjong Group with most members vaccinated). The room will be open to small groups who are vaccinated and will be required to wear masks. The State Librarian also discussed the interest in establishing minimum state requirements for all Libraries (will be graded by size) to follow and will continue meetings virtually to work on. Victor Boomer reported that the CT Boards of Finance will meet virtually to discuss reopening. The Governor will lose the authority for emergency declarations on April 19th and they don't know what it means with voting for annual town meetings and budgets.

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

The Committee is waiting for the April 1st deadline and will meet in May to select Semi-Finalists who will be asked for a specific poem on Chaplin if not already submitted. There is a good selection of candidates and the Committee will bring their recommended selection to the Board at the meeting on May 17th.

E. Discuss Updating the Library's By-Laws:

The Board modified the Performance Review for the Library Director similar to the one by the Board of Selectmen.

Motion to approve modified Performance Review for the Library Director, was made by Leslie Ricklin, seconded by Adele Swart and carried unanimously.

F. Budget Update:

Victor Boomer reported that the Board of Selectman presented their budget to the Board of Finance and did not discuss any other budgets including the Library. Budgets so far are coming in close to 0% and do not include any salary increases that are pending completion of DPW contract negotiations.

9. AGENDA ITEMS FOR NEXT MEETING:

Will include all items from Item #8 on this agenda.

10. ADJOURN:

Motion to adjourn (7:34 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***