

**CHAPLIN PUBLIC LIBRARY**  
**Board of Trustees Meeting**  
**Chaplin, Connecticut**  
**Meeting Minutes**  
**May 17, 2021**

Chairperson Victor Boomer called the meeting to order at 6:00 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 APRIL 19, 2021:**

*Motion to approve the minutes from April 19, 2021, was made by Jeanette Haines, seconded by Adele Swart 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 250 people for April (includes 3 people curbside). The Library was open 16 days with an average of 16 people per day. Circulation was 828 with 441 items checked out and 105 electronic checkouts.
- There were 107 people that attended outside April events including the Pavilion Story Time and large attendance at the Owl event.
- The budget is on track with some line items expected to be under budget. The Library would like to use the extra funds to rent and share a tent (20'x20' or 20'x40' at a monthly cost of \$1,100) with the Senior Center for three months in the summer to hold activities outside. There was also discussion about purchasing a tent and how difficult it would be to maintain. If the rental tent is damaged, the rental company would come right out to repair it. Parish Hill has had a tent up all year at the school with no issues. Summer Reading could be held outside under a tent since young children are not yet vaccinated with the possibility of families coming into the Library for books afterwards.

***Motion for the Library to collaborate with the Senior Center in renting a tent on a trial basis over the summer, made by Leslie Ricklin, seconded by Diane Cox and carried unanimously.***

- The Library will receive a \$3,000 grant from the American Rescue Plan Act as part of the previous Wi-fi Initiative and would like use towards the purchase of Hotspot for a year. Will reach out to find out exactly what else it can be used for.
- The CDC announcement regarding not wearing masks if vaccinated is a little confusing. Connecticut still recommends wearing masks in public buildings. The First Selectman is checking with the Health District for any changes.

Upcoming events include:

- A Quiet Corner Reads book (Finding Dorothy) and film (Wizard of Oz) discussion will be held outside (weather permitting) on the Library lawn on May 26<sup>th</sup>.
- The Book Chat will be held on June 4<sup>th</sup> at 3pm.
- Signup for Quiet Corner Reads virtual program on June 16<sup>th</sup> can be done at [quietcornerreads.org](http://quietcornerreads.org).

**B. Members Report:**

Jeanette Haines commented on behalf of the Senior Center how thrilled they are in collaborating with the Library that is a benefit for everyone.

**C. Chair Report:** No Report

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

**A. Speaker Programs:**

There are no in-person speaker programs lined up for now. The focus is on Summer Reading.

**B. ACLB Self-Assessment:**

Victor Boomer reported that after review of the ACLB Self-Assessment, the Library is doing everything suggested including: agenda items that are open to everyone for comment and briefing new members on Board policies. Leslie Ricklin commented that it is an exercise in having a healthy conversation while being objective and hopes there will be an instrument to work from. It is a good way to orient new members that come on to the Board. Victor Boomer commented that the Self-Assessment Tool is a guide that will be reviewed every two years and suggested everyone review the ACLB Handbook.

**C. Discuss Progress in Reopening:**

The State will reopen on May 19<sup>th</sup> with masks and could change if the CDC comes out with different guidelines.

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

The Sub-Committee recommends Adelaide Northrop as the Chaplin Poet Laureate for her poem that covered many things about Chaplin from past to present. They also really enjoyed the poem from runner-up Susan Powers that talked about the rivers and memories of Chaplin and recommends Honorable Mention with an invite to all Poet Laureate activities. Adele Swart asked the Board if the poems should be presented now or save for the Bicentennial Celebration on September 10<sup>th</sup>. Leslie Ricklin suggested reading the poems earlier to help promote the Bicentennial. Diane Cox suggested a Congratulation Reception to introduce the Poet Laurette and invite the public and Selectmen. The Sub-Committee was commended for a job well done.

***Motion to accept recommendation from the Poet Laureate Sub-Committee for Adelaide Northrop as Chaplin Poet Laureate and Honorable Mention for Susan Powers, was made by Leslie Ricklin, seconded by Diane Cox and carried unanimously.***

**E. Budget Update:**

Victor Boomer presented update on the budget. The May 24<sup>th</sup> Annual Town Meeting has been cancelled. The Public Hearing was held with the First Selectmen explaining why cuts recommended by the Board of Finance were not able to be made for agency budgets the Board of Selectmen is responsible for. The Board of Finance made the cuts for them at a Special Meeting held after the Public Hearing to review the budget line by line. The Library budget was cut \$2,000 from Electricity. The Fire Department wants a new Fire Truck for approximately \$380,000 using funds from the CIP and a \$91,000 grant. Victor Boomer expressed concerns with a large new truck getting down a long driveway and Tutko Rd or Bujak Rd. Paving was reduced \$100,000 for this year. Decrease in revenues

due to Algonquin and reduced state funding will increase the mill rate for next year and the following (there will be no increase to the mill rate for this year).

**F. Landscaping:**

- The landscaper is expected to begin for the season before the next meeting.
- There are many baby red maples on the lawn and Jeanette Haines suggested picking them to grow and sell as a fundraiser. They could be moved to the flower beds to keep an eye on before they are mowed over.
- Leslie Ricklin commented on the nice display in the Library of Pollinator Books and brochures about the Pollinator Pathway Group. Chaplin has a group that is working on a map for this area and has donated Sunflower and Zinnia seeds to the schools along with their brochures. They are working with Juan Sanchez to make a presentation at the Arboretum planting in the fall (many of the trees planted this year are pollinators) and would like to identify a space in town to make a Pollinator Garden. Leslie Ricklin presented pollinator seeds to donate to the landscaper to plant for the Library.

**G. Chaplin Library Board of Trustees – Performance Review**

**H. Executive Session:**

***Motion to enter into Executive Session (7:20 PM) for the purpose of discussing Performance Review, made by Leslie Ricklin, seconded by Adele Swart and carried with the following vote:***

***YES: Victor Boomer, Jeanette Haines, Diane Cox, Leslie Ricklin, Adele Swart.***

The Board came out of Executive Session at 7:40 PM.

***Motion to accept the Performance Review and for the Chair to review with the Library Director, was made by Jeanette Haines, seconded by Leslie Ricklin and carried unanimously.***

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

- Speaker Programs
- Discuss Progress in Reopening
- Budget Update
- Landscaping
- Poet Laureate
- Bicentennial in the Library

**10. ADJOURN:**

***Motion to adjourn (7:46 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***