

CHAPLIN PUBLIC LIBRARY
Board of Trustees Meeting
Chaplin, Connecticut
Meeting Minutes
June 21, 2021

Chairperson Victor Boomer called the meeting to order at 6:34 PM. Board members present were Adele Swart, Diane Cox, and Jeanette Haines. Also present was Library Director Sandra Horning. Unable to attend were Board members Leslie Ricklin and Bill Jenkins.

3. APPROVE MINUTES OF MAY 17, 2021:

Motion to approve the minutes from May 17, 2021, was made by Adele Swart, 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 286 people for May (includes 2 people curbside). The library was open 17 days with an average of 17 people per day. Circulation was 737 with 361 items checked out and 101 electronic checkouts.
- There were 51 people that attended outdoor May events including the Book Chat and Pavilion Story Time.
- The fiscal year ends in June with a projected budget surplus. Items overbudget will be balanced out with items that are under budget with no change to the total budget.
- The tent is up and the cost should be covered by Covid as it used for children's programs (waiting for confirmation). If not covered, will split with the Senior Center. The tent will be nice for the summer and has already been used for the Ukulele Band, Story Time and a Barbershop Quartet program that was held today and well attended.
- The grant application from the American Rescue Plan Act was accepted. The \$3,000 Grant will be used to purchase two laptops (portable and more accessible) to replace the workstations, charging stations and some other technical items. Jeanette Haines asked about controls for use of websites. The library has filters to restrict certain websites for all computers that are CIPA (Children's Internet Protection Act) compliant through E-rate funding for internet coverage. The laptops will be signed out for use and will be locked at night.
- A grant was received through the CT Education Network for an outdoor wireless network that is free for 5 years. A small box will be installed outside the building that will provide a stronger Wi-Fi signal.
- The staff will continue to wear masks due to some not yet vaccinated.
- Summer Reading will begin with Bring the Hoopla on Wednesday, June 23rd at 10:30am.
- The Cookbook Club will meet June 28th under the tent at 6pm with a wraps and rolls theme.
- The Book Chat will be held on July 9th at 3pm.
- There are two volunteers from Parish Hill for the summer – Kaelyn Pearl and Charlie Bennett. They made signs for Summer Reading and will help with inventory.

- Sandra Horning will be taking vacation from July 17 – 24 (Angie, Kitty and Victoria will cover).
- The library will be closed on Monday, July 5th for the July 4th holiday.

B. Members Report: None

C. Chair Report: None

8. OLD BUSINESS/NEW BUSINESS:

A. Speaker Programs:

Programs are being planned with the Senior Center outside under the tent and includes a Central K9 Performance exhibition.

B. Discuss Returning to In Person Regular Meetings:

Victor Boomer reported that the Board of Selectmen has decided to stop holding virtual/Hybrid meetings except meetings that are already scheduled.

C. Discuss Progress of the Poet Laureate:

Adele Swart reported that an article announcing the new Poet Laureate and runner up has been posted in the Reminder News and Chronicle. Both recipients are thrilled to be chosen. A reception will be held on Friday, September 10th at 6pm to welcome and honor them.

D. Budget Update: The budget passed.

E. Landscaping: The landscaper will be at the library before the end of the month.

9. AGENDA ITEMS FOR NEXT MEETING:

- Include items from the current agenda
- Poet Laureate Reception

The July meeting is cancelled. The next meeting will be held on August 16th.

10. ADJOURN:

Motion to adjourn (7:17 PM) was made by Jeanette, seconded by Diane Cox and carried unanimously.
Minutes will be approved at the next regular meeting.

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