

**CHAPLIN PUBLIC LIBRARY**  
**Board of Trustees Meeting**  
**Chaplin, Connecticut**  
**Meeting Minutes**  
**October 18, 2021**

Chairperson Victor Boomer called the meeting to order at 6:31 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. Others present was Juan Roman.

**3. APPROVE MINUTES OF SEPTEMBER 20, 2021:**

***Motion to approve the minutes from September 20, 2021, was made by Adele Swart with the following correction:*** Item #8A should read – The Senior Center will purchase a subscription to ancestry.com in November that can have access in the library as well. ***The motion was seconded by Leslie Ricklin and carried with one abstention by Jeanette Haines.***

**4. ADDITIONS TO AGENDA:** None

**5. AUDIENCE FOR CITIZENS:** None

**6. CORRESPONDENCE:** None

**7. REPORTS:**

**A. Director's Report:**

- There was a total of 272 people in person for September. The library is open 16 days with an average of 17 people per day. Circulation was 700 with 365 items checked out and 83 electronic checkouts. There were 140 people that attended outdoor events under the tent including: the Poet Laurette Ceremony, Playgroup, Ukulele Band, Book Chat and Cookbook Club.
- Dave Stone found a roof leak with mouse pellets that caused several stains in the ceiling (some ceiling tiles were replaced and the roof fixed). An exterminator was called to treat the whole building. A broken compressor caused the heat/AC to be out for several weeks (waiting for repair bill). Dave Stone would like to move forward updating the whole system (funded through the CIP).
- An ECF Grant (\$1,741) was applied for and accepted to reach people in the community without Wi-Fi. It will be used to purchase 2 hotspots and 3 laptops that can be loaned out to patrons. Adele Swart commended Sandy for all her efforts in obtaining grant funding for the library.
- Working on the State Report that is due November 15<sup>th</sup>.
- The tent will be coming down any day.
- All items have been received that were purchased through the ARPA Grant.
- Story Time will keep meeting outside. Parents have asked to come back inside instead of virtually (average of 10 to 20 including parents). Sandy would like to move inside, will ask children to wear masks and turn on the air scrubber (decision is up to Sandy on what she feels comfortable with).
- The next Book Chat will be held on November 5<sup>th</sup>.
- The Cookbook Club will meet inside in December.
- The library will be closed on Friday, November 26<sup>th</sup> for Thanksgiving.
- Reached out to Adelaide Northrup (waiting for response) and Susan Powers (said yes) to publish their poems with copies available at the library. The Board was presented with the Windham Regional Arts Council (Diane is a member) that included an article about Adelaide's poem. The poem was also published in the Neighbors newspaper. Adele Swart would like to send the poems to the Chronicle.

**B. Members Report:**

Leslie Ricklin is pleased that the library sold 10 Bicentennial Calendars. She presented her Chaplin Bicentennial Family Photography Project. All families (there are about 700 in town) will be asked to go outside and take a selfie in front of their home or favorite spot or with favorite pet and send it to a digital dropbox. Sandy Horning can display a flyer in the library and suggested taking photos at the different events (Adele suggested a photo booth). Victor Boomer will organize the photos.

**C. Chair Report:** None

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

**A. Speaker Programs:**

- The Genealogy program will be held on November 15<sup>th</sup> with Professional Genealogist Seema Kenney from 12:30 to 1:30pm in the Senior Center. Topics will include forums, researching family history and tracking ancestors (a series of other programs could be done if there is interest).
- Other possible programs include: Meditation (about 20 people attended the sleep program), Poetry as a Memoir program and CT 1918 Flu Pandemic (CT Historical Society).

**B. Budget:**

The budget is fine for now (waiting for final costs on building repairs). There is currently \$5,900 left in Building Maintenance (Senior Center has their own line item and splits some repairs with the library). There also has been issues with the alarm going off and sensors will be replaced. Leslie Ricklin asked about heating fuel cost (the bills do not appear alarming heading into the colder weather). Victor Boomer reported that there will be dwindling payments from Algonquin (about \$200,000) that may cause some planned projects not to be done. He also reported that one of the solar panels (installed in 2017) was not hooked up (they are plugging into Wi-Fi to read it due to outdated equipment).

**C. Landscaping:**

The plants have filled in nicely for fall and have been well maintained. Reached out to the landscaper regarding adding services for the Senior Center (waiting for quote). Jeanette Haines reported that the Senior Center hopes to add landscaping to their budget.

**D. Strategic Planning for the Library:**

**1) Friends of the Library:**

Leslie Ricklin suggested a farmer's market discussed previously and will discuss after the New Year.

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

- Items from the current agenda
- Election of Officers
- Set Meeting Dates
- Cupboard in old Library (needs to be moved – building was sold)

**10. ADJOURN:**

*Motion to adjourn (7:16 PM) was made by Jeanette Haines, seconded by Leslie Ricklin and carried unanimously.*

*Respectfully submitted by Kathleen Scott, Recording Clerk*