

**CHAPLIN PUBLIC LIBRARY**  
**Board of Trustees Meeting**  
**Chaplin, Connecticut**  
**Meeting Minutes**  
**July 18, 2022**

Chairperson Victor Boomer called the meeting to order at 6:33 PM. Board members present were Diane Cox, Leslie Ricklin, Brian Cohen, Jeanette Haines and Alternate Adele Swart. Also present was Library Director Sandra Horning. Unable to attend was Board member Bill Jenkins.

Alternate Adele Swart was seated for Board member Bill Jenkins.

**3. APPOINT ALTERNATE MEMBER:** None

**4. APPROVE MINUTES OF JUNE 20, 2022:**

*Motion to approve the regular meeting minutes from June 20, 2022, was made by Leslie Ricklin, seconded by Brian Cohen and carried unanimously.*

**5. ADDITIONS TO AGENDA:**

- Add to agenda as Item #9g – Chromebooks.
- Add to agenda as Item #9h – Parade Float Funding.

**6. AUDIENCE FOR CITIZENS:** None

**7. CORRESPONDENCE:** None

**8. REPORTS:**

**a. Director's Report:**

- There was a total of 499 people in-person for June (0 curbside). The library was open 17 days with an average of 29 people per day. Circulation was 939 with 478 items checked out and 76 electronic checkouts. About 120 people attended in-person events (25-30 people for Summer Reading).
- Summer Reading is going well with 42 children signed up and more families coming for a visit.
- A program on Sensory Ocean Bottles will be held on Wednesday, July 20<sup>th</sup> at 10:30am.
- Storyteller Carolyn Stearns will be coming on July 27<sup>th</sup> at 6pm to tell sea stories on the lawn.
- An Ice-Cream Social will be held on August 10<sup>th</sup> at 11am for the end of Summer Reading (kids can still come in to fill out reading logs and collect prizes).
- The Cookbook Club will meet on August 22<sup>nd</sup> under the tent with a theme of New England foods.
- The Book Chat will be held on August 12<sup>th</sup> at 3pm.
- Sandy and Anji will be on vacation from July 30<sup>th</sup> to August 6<sup>th</sup> (Victoria and Kitty will cover that week).
- Sandy asked for the library to be closed on Sept. 10<sup>th</sup> so the staff can enjoy the Bicentennial Celebration.

*Motion to close the library on September 10, 2022 for the Bicentennial Celebration, was made by Leslie Ricklin, seconded by Adele Swart and carried unanimously.*

**b. Members Report:** No Report

**c. Chair Report:** No Report

**9. OLD BUSINESS/NEW BUSINESS:**

**a. Friends of the Library Update:**

Adele Swart presented highlights from the Friends of the Library:

- Sandy Horning was commended for her help with the Newsletter (very patient as go between with the Town Hall with many edits and changes) that is at the printers and will be sent out this month (includes announcement of the Bicentennial with link to the website for events). The resident community resource mailer (paid for by the town) will be sent out to every residence in town and available for new residents.
- There is a subcommittee working on a float for the Bicentennial parade. Bill Rose and Darcy Rose are providing a 16ft hay cart and tractor. Plans for the float include: children and parents sitting on the hay bales, large posters of book covers (4 children's books and 4 adult books), a birthday cake with a 1822-2022 banner, banner with sayings about the benefits of going to the library, and bookmarks with the Friends Logo and library hours.
- A Paint & Sip on slate fundraiser will be held on August 11<sup>th</sup> with refreshments (no talent needed).
- Friends will also be helping with programs mentioned by scooping ice-cream and providing refreshments.
- Leslie Ricklin spoke about discussion at the Bicentennial Committee meeting regarding the library asking if funds are available for a float (Anne Sicilian mentioned needing about \$100) that was tabled. The Bicentennial Committee will discuss at their special meeting tomorrow and may have a decision for funding (Leslie will be suggesting offering funds to the Library, Senior Center and Elementary School).
- Brian Cohen asked for an estimate on the posters and banners (Adele reported the float is still in the planning stages – would like to purchase items that are reusable and estimates the cost to be about \$300).
- Diane Cox suggested using funds from Friends of the Library.
- Sandy Horning suggested using some Special Revenue funds.
- Leslie Ricklin suggested a future mission of offering scholarships to the local high school or sending someone to camp (Sandy gave suggestions that will be discussed at the next meeting – Story Book Walk, Museum passes, speaker on Friends of the Library Day).

**b. Speaker Programs:**

Upcoming programs include:

- Pollinator program by Pamela Cooper (UCONN Home & Garden Educator) on August 17<sup>th</sup> at 1pm (hosting with the Senior Center).
- Talk on the History of Place Names by Warren Church on August 13<sup>th</sup>.
- Dog Therapy and Seed Starting are possible programs for the future.

**c. Landscaping:**

The landscaper was here and was asked to come again before the Bicentennial Celebration. The Senior Center approved the landscaper with removal of the bushes still pending (will then be on same schedule as the library). Brian Cohen expressed concerns about the cost (\$300 visit with 4 visits a year) and suggested working within the community (such as a Garden Club) for volunteers (difficult to find volunteers and paying someone is a liability issue that requires insurance).

**d. Budget Update:**

The total budget is \$5,751.32 over for FY 2021-22 and not yet finalized (waiting for final bills to come in). Propane is over \$3,870, Electricity is over \$846, Building Maintenance is over \$3,164 with other lines under budget. The First Selectman is looking into replacement systems with one year left on contract with Osterman. Leslie Ricklin asked how the overage will be paid (Val will request a transfer of funds from the General Fund). Diane Cox asked if more funds were added to this year's budget (decided by the Board of Finance who requested a zero increase to the budget).

**e. Ad-Hoc Library Director Salary Study Committee:**

Will meet for the first time immediately following this meeting.

**f. Discuss and act on library resource challenge policy and its Chaplin Public Library Request for Reconsideration of Material Form:**

The Board discussed Library Resource Challenge Policy and Request for Reconsideration of Material Form (used by Coventry and Colchester libraries) including the following: censorship and the importance of access for everyone, the right of Freedom to Read, right to complain without dictating what others can read. The form reflects the Board's Policy with statements regarding Freedom to Read, Library Bill of Rights, Challenged Materials and Collection Development. Anyone challenging materials in the library will be asked to fill out the form that will be presented to the Board for review at a Board meeting followed with a formal response.

***Motion to approve Library Resource Challenge Policy and Request for Reconsideration of Material Form for anyone that takes issue with materials in the library, was made by Leslie Ricklin, seconded by Jeanette Haines and carried unanimously.***

**g. Chromebooks:**

The Board was presented with Chromebook Lending Agreement and how it will be implemented for 3 Chromebooks (part of the Library of Things) that were paid for with a grant. The Chromebooks are secure compared to regular laptops with limited downloading and come with a hard case and pocket for the charger. Leslie Ricklin asked why someone would want to borrow for two weeks (someone without access, without Wi-fi (could check out with a hotspot) or someone without access for a short time due to repair or disaster.

***Motion to approve Chromebook Lending Policy and Form with checklist, was made by Diane Cox, seconded by Leslie Ricklin and carried unanimously.***

**h. Parade Float Funding:**

Sandy Horning suggested using funds from Special Revenue for the float (exact cost not yet determined). Posters could be printed at the elementary school (would need to reimburse for ink and mounting to poster board). Brian Cohen suggested getting price for vinyl at Staples.

***Motion to approve up to \$500 to be taken out of Special Revenue for float for the Bicentennial Parade, was made by Brian Cohen, seconded by Diane Cox and carried unanimously.***

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

- All items from the current agenda
- The next meeting will be held on August 15<sup>th</sup>.

**11. ADJOURN:**

***Motion to adjourn (7:42 PM) was made by Jeanette Haines, seconded by Brian Cohen and carried unanimously.***

Minutes will be approved at the next regular meeting.

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