

CHAPLIN PUBLIC LIBRARY
Board of Trustees Meeting
Chaplin, Connecticut
Special Meeting Minutes
January 30, 2023

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. Absent was Board member Bill Jenkins.

3. **APPOINT ALTERNATE MEMBER:** Alternate Adele Swart was seated for Board member Bill Jenkins.

4. **APPROVE MINUTES OF DECEMBER 19, 2022:**

Motion to approve the December 19, 2022 regular meeting minutes, made by Leslie Ricklin, seconded by Jeanette Haines and carried with abstention by Diane Cox.

5. **ADDITIONS TO AGENDA:** None

6. **AUDIENCE FOR CITIZENS:** None

7. **CORRESPONDENCE:** None

8. **REPORTS:**

a. **Director's Report:**

- There was a total of 396 people in-person for December. The library was open 16 days with an average of 25 people per day. Circulation was 468 with 240 items checked out and 95 electronic checkouts. About 100 people attended in-person events including: Story Time, Book Chat, Cookbook Club and New Year's Crafts for children.
- There was another incident with the sign out front (letters changed to rude comments, letters stolen) and the Resident Trooper was notified. The new Blink Camera was setup thanks to help from Rick Nichols. The camera video is recorded in the cloud and on a backup disc.
- The new HVAC system is planned for the spring or early summer contingent upon supply of parts.
- Grant application to redo the parking lot includes a plan drawn up by an engineer and will require a Public Hearing for the design stage.
- The CEN Assessment of the Fiber Network includes recommendations for upgrades that will cost \$15,970 for materials and labor (will apply for grant funding).
- The Quiet Corner Reads Libraries met with legislators asking to support SB500 for Freedom to Read and E-Books concerning electronic licensing.
- The library will be closed on February 13th for Lincoln's Birthday and February 20th for Washington's Birthday.

Upcoming events:

- Take Your Child to the Library Day on February 4th (snow date – February 11th).
- Holocaust Remembrance Day Talk postponed to this Wednesday.
- Book Chat on February 10th at 3pm.
- Cookbook Club will be a virtual class with the Food Explorers (tentatively - March 6th).

b. **Members Report:** No Report

c. **Chair Report:** No Report

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

a. Speaker Programs:

- Mary Treat Biography (looking to co-sponsor with Joshua's Trust in early May).
- Quiet Corner Reads author will be announced on February 14th (event will be held in May).

b. Monthly Budget Update:

The budget looks good except Propane that is expected to go over. There are extra funds in Office (received \$400 from Demco (provides office supplies) – giveback credit from 2016). Sandy Horning asked to use some of the funds to print additional copies of the Historic Homes of Chaplin Village Brochure (Diane suggested going through the Community and Economic Development Commission).

- Discussed with the First Selectman using Town Emergency Funds for the Mobile Hotspots (grant funding has run out) with one Hotspot for Town Emergency Services and one Hotspot for the Library.

c. Discuss progress on the security camera: Discussed already

d. Friends of the Library Update:

- Will do refreshments for the Holocaust talk by Deborah Levison this Wednesday at the Senior Center.
- The Ridgeway Exhibit has been moved to the library and will be featured on March 11th at 1pm (the family is expected to attend).
- Discussed using funds for a bench outside (need permission from the Historic District). The bench will be secured to concrete and is on hold pending redoing the parking lot.
- The next meeting will be held on February 22nd (all are welcome to attend).

e. Discuss and Approve Chaplin Library Budget 2023/24:

The Board reviewed the proposed 2023-24 Chaplin Library Budget. Discussed adding Director's salary increase (will include documentation) and increase for Propane.

Motion to approve the 2023-24 Chaplin Library Budget with changes to Director's Salary and Propane, made by Leslie Ricklin, seconded by Diane Cox and carried unanimously.

10. AGENDA ITEMS FOR NEXT MEETING:

- Items from current agenda
- Historic Homes of Chaplin Village Brochure
- The next meeting will be held on February 27th

11. ADJOURN:

Motion to adjourn (7:20 PM) made by Jeanette Haines, seconded by Adele Swart.

Minutes will be approved at the next regular meeting.

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