

CHAPLIN PUBLIC LIBRARY
Board of Trustees Meeting
Chaplin, Connecticut
Meeting Minutes
December 18, 2023

Chairperson Victor Boomer called the meeting to order at 6:30 PM. Board members present were Leslie Ricklin (online), Jeanette Haines, Adele Swart and Alternate Diane Sanchez. Also present was Library Director Sandra Horning. Absent were Board members Brian Cohen and Bill Jenkins.

3. **SET ALTERNATE:** Alternate Diane Sanchez seated for Board member Brian Cohen.

4. **APPROVE MEETING MINUTES NOVEMBER 20, 2023:**

Motion to approve November 20, 2023 regular meeting minutes, made by Jeanette Haines, seconded by Adele Swart and carried unanimously.

5. **ADDITIONS TO AGENDA:**

Add to agenda as Item 9E – Discuss CIP for Doing Floor.

6. **AUDIENCE FOR CITIZENS:** None

7. **CORRESPONDENCE:**

Received the Board of Finance Budget Request Letter and CIP packet (due back the end of January).

8. **REPORTS**

A. Director's Report:

- There was a total of 417 people in-person for November. The library was open 17 days with an average of 28 people per day. Circulation was 627 with 321 items checked out and 867 electronic checkouts (much higher than normal – need to verify). About 200 people attended in-person events. Adele Swart asked about electronic checkouts and expressed concerns about news article regarding being well overcharged for electronic books (not an issue here with yearly subscription of \$617 paid to an E-Book consortium who selects the titles).
- The Senior Center is closed this week due to Covid cases among the staff (no programs being held).
- The heating people were here first thing today to work on the thermostats.
- Someone with the Fiber to Library Grant came today to look at setup and take photos (will be back in touch in 2024 with more information).
- The next Book Chat will be held on January 19th at 3pm.
- Take Your Child to the Library Day will be held on February 3rd (snow date – February 10th).
- The library will be closed on December 25th for Christmas and January 1st for New Years.
- Will be on vacation from January 7-13 (staff will cover).
- 2 teenagers attended the Holiday Tree Craft on Friday - talked about Parish Hill and made a recycled book into a Christmas Tree (nice to have that age group).

B. Board Members Report: No Report

C. Board Chair Report: No Report

9. **OLD BUSINESS/NEW BUSINESS**

A. Speaker Programs:

- Sally Zimmerman and Allen Olsen will be doing a talk on the History of Chaplin Village on January 6th at 1pm. They also will be offering individual appointments for people to learn more about their specific house on January 20th.

- Penelope Pelizzon will hold new Poetry Book event on February 24th (snow date – March 2nd).
- Sent an email to the outreach person for the Secretary of State regarding doing a program.

B. Monthly Budget Update:

The budget is on track to date with heat and electricity at the beginning of the season (it's been warm).

C. Friends of the Library Update:

- The Auction ended and went smoothly with over 50 items to bid on (over 190 bids with all but 1 item sold). Made about \$2,500 including a \$200 donation (looking to do again next year - will discuss whether to use this company again). The businesses in the community were amazing with their donations (positive feedback received from people picking up their items).
- Linda Weiss held a Letter Writing event to write letters to people who suffered in some way with stories quite moving, to make their holiday season brighter (would like to do again in February).
- The next meeting will be held this Wednesday – would like to renew Books on Wheels and work with the Senior Center for people in need (have a CD player and DVD player to loan out with DVDs).
- Looking at Social in February/March with musicians (looking to find someone).

D. Review Policy Manual:

The Board reviewed the Policy Manual and made revisions including: remove Item V. Challenged Materials (already covered in Item VIII Collection Development); Displays and Exhibits - make as separate Item and add language (important to promote people's artistry and keep options open with uncertainty with the Museum); Memorials and Sponsorships – add language; Change Financial Development Item to Special Revenue and add bequests (includes funds for Friends); Volunteers – add language; Confidentiality – add language about not sharing information about staff or patrons; Customer Service (fortunate to have a wonderful staff that helps patrons); Personnel - add as managed by the Town. Sandy Horning will review the town's Personnel Policy to see if Confidentiality, Customer Service and Code of Conduct is covered. The Board will review revised Policy Manual at the next meeting. Next items to look at are the Bylaws and where the library is headed for the future.

- Diane Sanchez asked about Special Revenue (Town holds the funds that can be requested as needed). Leslie Ricklin left the meeting.

E. Discuss CIP for Doing Floor:

Discussed replacing the carpet in the Meeting Room (Victor will get paperwork to request funds from the CIP). Sandy Horning will check to see if the carpet quote is the same or has increased.

10. ADJOURN:

Motion to adjourn (7:35 PM) made by Jeanette Haines, seconded by Adele Swart and carried unanimously.

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