

## LIBRARY BOARD OF TRUSTEES

Library Meeting Room

Chaplin, Connecticut

### Regular Meeting Minutes

April 21, 2025

Chairperson Leslie Ricklin called the meeting to order at 6:34 PM. Board members present: Jeanette Haines, Diana Alvarez, Bill Jenkins. Also present: Library Director Sandra Horning. Absent: Adele Swart, Diane Sanchez, Alternate Joyce St. Lawrence.

#### 3. APPROVAL OF MARCH 24, 2025 MINUTES:

*Motion to approve March 24, 2025 special meeting minutes, made by Bill Jenkins, seconded by Jeanette Haines and carried unanimously.*

#### 4. AUDIENCE FOR CITIZENS: None

#### 5. ADDITIONS TO THE AGENDA: None

#### 6. CORRESPONDENCE:

Update received from CT Library Association regarding current administration cutting IMLS funding specifically targeting Connecticut with 1.2 million library cardholders.

#### 7. REPORTS:

##### A. Director's Report:

March – 618 people in-person (open 18 days with an average of 34 people per day). Circulation - 745 (367 items checked out, 195 electronic checkouts – only Chaplin residents). About 200 people attended in-person events (about 100 of those for Irish Band Goodbye Irene).

- HVAC infrastructure for Internet upgraded with line extended to Senior Center through a grant (dropped Spectrum Internet) - didn't touch HVAC computer. New England Energy came out and updated new IP address for upgrade - cost \$1,200 for 5 hours work (received no estimate or approval for work – referred to PW Supervisor).
- Book Chat this Friday, April 25<sup>th</sup> 3-4 pm.
- Next Cookbook Club is April 30<sup>th</sup> at 6:30pm making recipes from Jamie Oliver.
- April Spring Break events - Puppet Show, rock painting, Ham Radio with about 20 people attending.
- Cathy Smith passed away suddenly (will send card to family – would like to do Quilt Show).

##### B. Board Chair's Report:

###### 1. Update re: construction of parking lot

Sat in on meeting with 1<sup>st</sup> Selectman discussing plan (mostly about redoing intersection at end of Chaplin Street) and includes: eliminating crescent grass and taking down trees for more parking spaces, sidewalk with crosswalk across the street along grass running up to the park, increase number of handicap spots (concerned about impact to landscaping). 1<sup>st</sup> Selectman will meet with Library Board and Senior Center Board for input.

- Jeanette Haines asked if EV chargers part of the plan (not mentioned).

###### 2. Request from BOS to make monthly reports on library activity

BOS requests monthly activity report similar to Fire Department and Senior Center (Bill noted monthly activities reported in minutes) and number of books taken out by Chaplin residents versus non-residents (Chaplin residents 71% - Sandy collects data for report to the state).

##### C. Board Members' Report:

Bill Jenkins asked if Library planning a Tag Sale – would like to donate tabletop Serger Sewing Machine (nothing planned - consider adding to Library of Things).

## 8. OLD/NEW BUSINESS

### A. Speaker Programs:

- Poet Lisa Taylor promoting new novel on April 23<sup>rd</sup> at 6:30pm.
- Author Tyler Kania promoting memoir on May 21<sup>st</sup> at 6:30pm.
- Civil War talk by Donna Dufresne on May 28<sup>th</sup> at 6:30 pm (tentative).

### B. Budget proposal for FY 25-26:

Leslie Ricklin asked about BOF budget discussion (concerned with Facebook posts about eliminating non-essential services – Senior Center, Rec, Library) - Bill noted discussion from last meeting mostly about CIP. Budget Public Hearing - Monday, April 28<sup>th</sup>.

### C. Friends of the Library update:

- Little Free Library being made for children's books (Dave Stone recommended attaching to utility pole at the park) that goes along with Story Book Walk along the fence (Diana suggested checking on safety of utility pole).
- Story Book Walk ready to go.
- Developing Bylaws.

### D. Library Questionnaire discussion and approval:

Reviewed questionnaire to help bring in more people: add to #3 – Social Media, Other; add to #5 – Puppets, Ukeles, Disc Golf, Library of Things (Jeanette suggested display table). Questionnaires will go out through Google Groups, Library Facebook Page, ask CES Principal to send home with students, and hard copies (Senior Center, Post Office, Town Hall) – can return to Library Dropbox, email address or regular mail. Diana Alvarez suggested sending events to the Chronicle (they pick and choose). Friends will send monthly activities to the Chronicle.

### E. Director's concern about a person's use of the library:

Sandy Horning expressed concerns about person with behavior issues coming in to use the meeting room to charge big battery pack with only 1 staff member here (no Resident Trooper to talk to) - hasn't been back in a week (Bill suggested calling Danielson Barracks for options, Jeanette suggested reaching out to Social Services, Diana noted need to call 911 if safety concern).

### F. Discussion about Library coverage during Director's leave of absence:

Lisa Nadile interested in covering for Director's leave of absence (involved with Friends, working here about 2 years, taking Library course for more experience) and has some concerns about setting up events (Sandy available to assist with hourly work from Scotland if needed). Need to draft proposal including compensation for Lisa (acting Director) and Sandy (hourly work from Scotland) and take to the 1<sup>st</sup> Selectman. Lisa Nadile will be invited to next month's meeting.

### G. Schedule of new poet Laureate's presentation: Send Victoria potential dates for August/September.

### H. Landscaping: Reached out to landscaper for spring.

## 9. ITEMS FOR NEXT AGENDA: May 19, 2025

- Items from current agenda

## 10. ADJOURN:

*Motion to adjourn (7:50 PM) made by Bill Jenkins, seconded by Diana Alvarez and carried unanimously.*

*Respectfully submitted by Kathleen Scott  
Recording Clerk*