

**LIBRARY BOARD OF TRUSTEES**  
**Library Meeting Room**  
**Chaplin, Connecticut**  
**Regular Meeting Minutes**  
**July 21, 2025**

**Chairperson Leslie Ricklin called the meeting to order at 6:31 PM. Board members present: Jeanette Haines, Adele Swart, Diana Alvarez, Alternate Joyce St. Lawrence. Others: Library Director Sandra Horning, Lisa Nadile. Absent: Diane Sanchez, Bill Jenkins.**

Alternate Joyce St. Lawrence seated for Diane Sanchez.

**3. APPROVAL OF JUNE 17, 2025 MINUTES:**

***Motion to approve June 17, 2025 regular meeting minutes, made by Jeanette Haines, seconded by Diana Alvarez and carried unanimously.***

**4. AUDIENCE FOR CITIZENS: None**

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

**6. CORRESPONDENCE:**

High Importance email received from State Library regarding new statute SB1271 (approved June 2025) for new statutory requirements to continue eligibility for State Grants (\$1,400 for this year) – must be submitted and approved by November 1<sup>st</sup>.

**7. REPORTS:**

**A. Director's Report:**

June – 726 people in-person (open 16 days with average of 45 people per day). Circulation - 778 (452 items checked out, 208 electronic checkouts). About 300 people attended in-person events (very busy with start of Summer Reading).

- Next Book Chat is July 25<sup>th</sup> at 3pm.
- Next Cookbook Club will be in August.
- Summer Reading going well with a lot more kids in June.
- Ukelele Band will play at Ice-Cream Social.
- A lot of people asking about trees out front with removal notice (note regarding objection left in drop box, Leslie received email with concerns about losing green space). Appeal written to Tree Warden – formal hearing Wednesday, July 23<sup>rd</sup> at 7pm in the Senior Center.

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

- Amazing display of Ben Chaplin Cupboard in place at the Town Hall.
- Purpose of new statutory requirements from State Library (not guidelines) is assuring public libraries maintain equity, diversity, access to everyone (protects everyone's right to read).

**C. Board Members' Report: None**

**8. OLD/NEW BUSINESS:**

**A. New Statutorily Required Library Policies:**

New requirements for collection development and maintenance, library programs and displays, library materials and challenges to collection (State Library provided checklist, Putnam Library Director shared changes with language that applies to statutory requirements). Created Subcommittee (Leslie, Jeanette, Sandy, Lisa) for this project to meet deadline – will have draft for August meeting.

**B. Friends of the Library update:**

- Didn't meet in July (next meeting in August).

- New Little Free Library installed thanks to beautify job done by Scott St. Lawrence (will have a steward to be registered worldwide).
- Thanks to the volunteers for Make Music Day and Little Art Show (helped kids with supplies and cleanup) - lots of offers to volunteer for Ice-Cream Social.

**C. Discussion of 2 documents pertaining to Director's leave of absence:**

Informed that written contract approved by the Board pertaining to Director's leave of absence is not necessary (will meet with 1<sup>st</sup> Selectman for resolution).

***Motion for the Board to approach 1<sup>st</sup> Selectmen and/or Board of Selectmen to resolve issue of contract for Library Director's leave of absence and Interim Library Director, made by Adele Swart, seconded by Diana Alvarez and carried unanimously.***

**D. Speaker Programs/Events:**

- Mindfulness Activities by Jean Chadwick in August (3 Saturday morning sessions).
- Poet Laureate Ceremony on August 22<sup>nd</sup> (will send out flyer).
- Reached out to Linda Roman for Light Therapy program or book talk (waiting to hear back).
- Will reach out to Richard Benfield for a World Gardens program in August.
- Will Hooper offered Putting Garden to Bed program (possibly in September with plant refreshments).
- Chaplin Day is September 13<sup>th</sup> (need to fill out vendor form).

**9. ITEMS FOR NEXT AGENDA: August 18, 2025**

- Items from current agenda
- Chaplin Day

**10. ADJOURN:**

***Motion to adjourn (7:39 PM) made by Diana Alvarez, seconded by Jeanette Haines and carried unanimously.***

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