

## LIBRARY BOARD OF TRUSTEES

Library Meeting Room

Chaplin, Connecticut

### Regular Meeting Minutes

August 18, 2025

Chairperson Leslie Ricklin called the meeting to order at 6:39 PM. Board members present: Jeanette Haines, Adele Swart, Diane Sanchez, Diana Alvarez, Alternate Joyce St. Lawrence. Also present: Library Director Sandra Horning. Absent: Bill Jenkins.

Alternate Joyce St. Lawrence seated for Bill Jenkins.

#### 3. APPROVAL OF JULY 21, 2025 MINUTES:

*Motion to approve July 21, 2025 regular meeting minutes, made by Adele Swart, seconded by Jeanette Haines and carried unanimously.*

#### 4. AUDIENCE FOR CITIZENS: None

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

#### 6. CORRESPONDENCE:

- Chris Moore reached out on behalf of Parish Hill regarding partnership opportunity for new Transition Program for job training skills.
- 1<sup>st</sup> Selectman not able to speak at Poet Laureate Ceremony (will ask other Selectmen to speak).

#### 7. REPORTS:

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

July – 596 people in-person (open 16 days with average of 37 people per day). Circulation – 885 (456 items checked out, 220 electronic checkouts). About 200 people attended in-person events. 110 users from Chaplin versus 27 from other towns.

- Lisa Nadile not able to attend tonight's meeting (very helpful with policy updates).
- Tree Hearing went well with Tree Warden very respectful listening to everyone's concerns.
- Blocking issue with Bill Jenkins email (will followup with IT).
- CT State Report almost done (will be ready to send out end of the week).
- State asked for Borrow It Letter of Agreement (anyone that comes in with a library card can borrow any library materials and return to another library).
- E-rate form filled out for internet (funds still available this year despite federal cuts).
- Summer Reading winding down (incentives not as popular this year).
- Leslie Ricklin asked about Annual Report (not received – will followup with Susan at Town Hall).

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

Met with 1<sup>st</sup> Selectman to negotiate an agreement for Library Director Leave of Absence and coverage by Interim Library Director with Memorandum of Understanding signed by the 1<sup>st</sup> Selectman.

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

Diana Alvarez noted the Town no longer has a Walmart card. Credit cards will be requested through Berkshire Bank for all departments in their name.

#### 8. OLD/NEW BUSINESS:

##### A. Review updated Statutorily Required Library Policies:

Reviewed updated Statutorily Required Library Policies (4 Policies per Section 322): Collection Development (existing Policy), Material Review & Reconsideration (existing Policy – added

appeals process with timeframe), Displays (new Policy), Programming (new Policy). State encourages using their language – wants sections to be the same for everyone. Board will vote on policies after approval from the State.

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

Didn't meet last month – will meet this Wednesday. Working on Poet Laureate Ceremony, looking for steward for Little Free Library, will talk about Chaplin Day (sharing tent with Senior Center) and 501c.

Diana Alvarez left the meeting.

**C. Speaker Programs/Events:**

Cookbook Club August 25<sup>th</sup> with Native American recipes at 6pm (under the tent), Book Chat August 29<sup>th</sup> at 3pm, talk on Putting Your Garden to Bed (with slides) by Will Hooper September 27<sup>th</sup>, Info Session on Light Therapy by Linda Roman September 22<sup>nd</sup> after lunch, talk on National Parks (with slides) by Richard Benfield October 8<sup>th</sup> at 6pm. Would like to do Charles Dickens stories (presenter dresses up)

**9. ITEMS FOR NEXT AGENDA: September 15, 2025**

- Items from current agenda
- Status of Policies
- Annual Report

**10. MOTION TO ADJOURN:**

***Motion to adjourn (7:34 PM) made by Adele Swart, seconded by Joyce St. Lawrence and carried unanimously.***

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