

LIBRARY BOARD OF TRUSTEES
Library Meeting Room
Chaplin, Connecticut
Regular Meeting Minutes
January 26, 2026

Chairperson Leslie Ricklin called online Zoom meeting to order at 6:30 PM. Board members present: Adele Swart, Jeanette Haines, Diane Sanchez, Alternate Joyce St. Lawrence. Also present: Library Director Sandy Horning. Absent: Diana Alvarez, Bill Jenkins.

Alternate Joyce St. Lawrence seated for Diana Alvarez.

3. APPROVAL OF DECEMBER 15, 2025 MINUTES:

Jeanette Haines motioned to approve December 15, 2025 regular meeting minutes, seconded by Diane Sanchez and carried unanimously.

4. AUDIENCE FOR CITIZENS: None

5. ADDITIONS TO THE AGENDA: Add to agenda under Item 8C – Poet Laureate.

6. CORRESPONDENCE:

Received official resignation letter from Kitty Leshay and thank you card for going away party. Received cards from library staff (Sandy, Angie, Kitty, Lisa, Victoria, Kathy) thanking the Board for Christmas Cards and gifts.

7. REPORTS:

a. Director's Report:

December – 422 people in-person (open 15 days – about 28 people per day). Circulation – 560 (293 items checked out – 92% Books/8% DVDs, 259 electronic checkouts – patrons becoming more comfortable with E-books and magazines through user friendly Libby). About 135 people attended in-person events. 81 users from Chaplin, 17 from other towns. 6 new Library cards issued. Data will be added to template and sent to BOS to post on FB page.

- Book orders getting back on track after being backed up with Baker & Taylor closing.
- Library closed February 16th for President's Day.
- Take Your Child to the Library Day is February 7th.
- Next Book Chat is February 20th at 3pm.
- Cookbook Club having virtual cooking class February 25th at 6pm with gluten free Chef.

b. Board Chair's Report: None

c. Board Members' Reports: None

8. OLD/NEW BUSINESS:

a. Discussion and possible action on 26/27 Budget:

Budget is \$92,728.63 with \$2,000 put back in (Building Maintenance, Custodian, Cable/Internet, Electricity) – Adele noted Library Director applied for and received Cable/Internet Grant that saved money for the Senior Center and Town for voting. Leslie Ricklin noted revision coming on how to streamline the budget process (developed by Town Administrators) with goal for BOS to be arbitrators.

Adele Swart motioned to approve FY 2026-27 budget of \$92,728.63 to send to the Town, seconded by Diane Sanchez and carried unanimously.

b. Discussion and possible action on Behavior Policy:

Subcommittee (Diane, Jeanette, Leslie, Sandy) worked on Chaplin Library Use Policy and Library Incident Report form and made revisions using examples from Putnam and Mansfield (revised policy and form will

be presented at next meeting for approval). Staff training may be available through NECCOG – consider including Town Hall staff (waiting to hear from Town Administrator Jordan).

c. Speaker Programs/events (250th Anniversary and others):

- Program by Author Michael Leahy (Civil War re-enactor, Chaplin resident) on new fantasy horror book January 31st at 1pm.
- Cosponsoring with Arboretum Commission to schedule presentation to the Town by Earthtone Nursery on pollinator garden (consider Saturday afternoon in February with snow date).

250th Anniversary – Leslie Ricklin suggested cosponsoring with BOS a talk on Restoration of Corner Cupboard at Town Hall (history, finding the color, what it was used for). Other ideas from Friends (drafted by Sally Zimmerman in letter to BOS) include: Ice-Cream Festival or Birthday Bash on Chaplin Street (different stations with ice-cream samples - rename flavors after the Town), Pizza Night on What's New in Chaplin (new parking lot, sidewalk improvements, pollinator pathway), Fix-it Project (fix windows in old Town Hall), Square Dancing between Palmer Road and Chaplin Street (string with lights, music with a generator) - Adele suggested creating AdHoc Committee with members of Town Boards and Committees and ask them to sponsor events. Letter will be edited down to bullet points (including suggestion for AdHoc Committee), signed by Library Board and Friends and presented to BOS at their February 7th meeting (Adele suggested starting with Corner Cupboard with Friends offering expertise in doing events and programs to BOS).

Poet Laureate - Board would like Victoria to play a role for 250th Anniversary by reading a poem and doing something for National Poetry month in April (Diane noted asking for poem every season and received one, Jeanette suggested reading a poem at Corner Cupboard event).

d. Friends of the Library update:

- Hoped to move forward with 501c3 (needs some clarification and a Treasurer).
- Talked about having Puzzle Challenge during April vacation.
- Will have Seed Swap in April and ask Will Hooper to come back and talk about preparing gardens.
- Looking at funding some things (stay tuned).

Leslie Ricklin very impressed with refreshments served at events (tasty and well displayed) – would like to see more Friends volunteer to help out (Diane noted Andover Library Board member impressed by number of people that came to Friday night presentation and food served) - received lots of positive feedback.

9. ITEMS FOR NEXT AGENDA: February 23, 2026

- Items from current agenda
- Poet Laureate

10. MOTION TO ADJOURN:

Jeanette Haines motioned to adjourn (7:38 PM), seconded by Joyce St. Lawrence and carried unanimously.

Respectfully submitted by Kathleen Scott

Recording Clerk