

**LIBRARY BOARD OF TRUSTEES**  
**Library Meeting Room**  
**Chaplin, Connecticut**  
**Regular Meeting Minutes**  
**February 23, 2026**

**Chairperson Leslie Ricklin called the meeting to order at 6:38 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 JANUARY 26, 2026 MINUTES:**

***Adele Swart motioned to approve January 26, 2026 regular meeting minutes, seconded by Jeanette Haines and carried unanimously.***

**4. AUDIENCE FOR CITIZENS: None**

**5. ADDITIONS TO THE AGENDA:**

***Adele Swart motioned to add to agenda 3 Librarians attending CT Library Association Conference (April 27-28) as Item #8e and Cutting Funds for Interlibrary Loan as Item #8f, seconded by Jeanette Haines and carried unanimously.***

**6. CORRESPONDENCE: Received Newsletter from CT Library Board Association.**

**7. REPORTS:**

**a. Director's Report:**

January – 415 people in-person (open 16 days – about 26 people per day), about 145 people attended in-person events – 78 users from Chaplin, 19 from other towns (**\*note** - family of 6 that checks out books on 1 card counts as 1 user). 6 Library cards issued. Circulation – 616 (357 items checked out – 86.6% Books/12% DVDs, 256 electronic checkouts).

- 2 ceiling tiles and insulation behind collapsed from ice dams and heavy snow leaking – ordered new tiles and insulation (Senior Center also has issues).
- Take Your Child to the Library Day was very successful with 25-30 people attending and enjoying food provided by Friends.
- Cookbook Club Virtual Cooking Class this Wednesday at 6pm with chef Jennifer Marcks.
- Book Chat rescheduled to this Friday.

**b. Board Chair's Report: None**

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

**8. OLD/NEW BUSINESS:**

**a. Discussion on 26/27 Budget:** Tonight's BOF meeting cancelled.

CIP meeting rescheduled (no projects for the library) - Sandy suggested adding future repair of the roof to CIP (Leslie asked about insurance).

**b. Discussion and action on Behavior Policy:** (waiting to hear from Town Administrator on training).

***Jeanette Haines motioned to accept and move forward with revised Behavior Policy, seconded by Diane Sanchez and carried unanimously.***

**c. Speaker Programs/events (250<sup>th</sup> Anniversary and others):**

- Music concert coming up.
- Will bid on event by Arnie Pritchard who puts a human face on World War II and goes through letters from family soldiers.

- Wake up Your Garden by Will Hooper March 28<sup>th</sup> at 10am (Friends will offer seeds).
- Will reach out to retired State Historian Walt Woodward about program and Museum near the Capitol about outreach program.

Leslie Ricklin noted Denise Merrill (Chair of 250<sup>th</sup> Celebration) has connection to Professor at UCONN Agricultural School who is making charter oak seedlings available for every town in the State (would be great for new pollinator garden), and starting Grassroots Committee to coordinate and endorse events for 250<sup>th</sup> Celebration.

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

- Friends asked informally to withdraw funds from Town Treasury – moving forward with becoming a 501c3 non-profit and establishing their own checking account. Elected Officers (Chair – Adele Swart, Diane Sanchez – Vice-Chair/Treasurer, Kay Berris – Secretary, Joyce St. Lawrence and Johanne Philbrick – members at large) and approved Bylaws.
- Informal AdHoc Committee (Leslie, Diane, Kay, Sandy) working on 250<sup>th</sup> Celebration.
- Goodbye Irene concert March 7<sup>th</sup> at 6pm with refreshments - Willi Brew supporting with libations.

**e. 3 Librarians attending CT Library Association Conference (April 27-28):**

Sandy Horning suggested 2 Assistant Librarians attend the Conference using funds from Special Revenue. ***Diane Sanchez motioned to approve Library Director and 2 Assistants attending CT Library Association Conference April 27-28, seconded by Joyce St. Lawrence and carried unanimously.***

**f. Cutting Funds for Interlibrary Loan:**

State wants to cut funding for Interlibrary Loan 20% (State pays for transit between libraries and reimbursement for Chaplin resident to get materials from another library). Reached out to legislators to support full funding (Leslie noted the Governor wants to close down Windham Tech).

**9. ITEMS FOR NEXT AGENDA: March 16, 2026**

- Items from current agenda

**10. MOTION TO ADJOURN:**

***Joyce St. Lawrence motioned to adjourn (7:27 PM), seconded by Adele Swart and carried unanimously.***

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