

LIBRARY BOARD OF TRUSTEES

Library Meeting Room

Chaplin, Connecticut

Regular Meeting Minutes

April 20, 2026

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

Alternate Joyce St. Lawrence seated for Bill Jenkins.

3. APPROVAL OF MARCH 16, 2026 MINUTES:

Adele Swart motioned to approve March 16, 2026 regular meeting minutes, seconded by Diane Sanchez and carried with abstention by Joyce St. Lawrence.

4. AUDIENCE FOR CITIZENS: None

5. ADDITIONS TO THE AGENDA:

Jeanette Haines motioned to add to agenda - Behavior and Privacy Policy as Item 8D, seconded by Diana Alvarez and carried unanimously.

6. CORRESPONDENCE:

Notice from the State - Borrow It payment (\$129) granted for this year (2,647 books borrowed from other libraries, 963 books borrowed from Chaplin), and State Aid Grant coming by end of month (base of \$1,200 - some libraries will receive more based on size and usage or if they serve multiple towns).

7. REPORTS:

a. Director's Report:

March – 603 people in-person (open 17 days – about 35 people per day), about 265 people attended in-person events – 91 users from Chaplin, 21 from other towns. 5 library cards issued. Circulation – 639 (324 items checked out – 90% Books/10% DVDs, 299 electronic checkouts).

- Ceiling tiles damaged from water leak replaced.
- Quiet Corner Reads tickets for Mansion at Bald Hill sold out.
- Requests received for items from old Museum stored in History Closet (sorted and itemized by Lisa, Sally, Diane) – reached out to BOS to appoint formal group to be responsible for the items.
- April is Passport to Libraries month with gel pen giveaway.
- April Vacation Week had lower than normal turnout for families.
- Minibus of International students from the Rectory attended Cat Café.
- Working on Summer Reading that begins week of June 22nd.
- Next Book Chat April 24th at 3pm.
- Cookbook Club on Middle Eastern foods April 29th at 6pm.
- Attending CLA Conference with Lisa on April 28th.
- Taking time off weekend of April 29th and May 7 - 11 for vacation (Lisa will cover).

b. Board Chair's Report: Budget hearing, Town meeting - Monday April 27 at 7pm:

Budget Hearing done professionally by NECCOG Administrator Mary Calorio with good visuals (Jeanette noted very calm, non-confrontational, went smoothly). Town Meeting April 27th, Referendum May 5th. Board presented Boards & Commissions booklet on how to run a meeting (created by Susan Welshman).

c. Board Members' Report: None

8. OLD/NEW BUSINESS:

- #### a. Director's annual evaluation: Will discuss at May meeting in Executive Session.

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

- Open Mic Poetry Night this Friday at 6pm featuring Victoria Northrop.
- Talk on Ben Chaplin Cupboard May 20th from 6-7pm.
- Talk by Peggy Dietz Shea on Lyme Disease and her book of poems May 30th at 10:30am.
- Conversation about Death with Sharon Wapen on June 17th at 6pm.
- Book signing by Linda Roman on Mystic Mustangs (written with Candence Rice) on June 13th.

Upcoming programs – Historian Arnold Pritchard who puts human face on World War II November 7th, Brendan Kane on Declaration of Independence June 22nd at 6pm.

250th AdHoc Committee – Parish Hill Principal very excited to talk about 250th, consider asking Valedictorian to read Declaration of Independence before talk with Brendan Kane. Road closed August 8th from 11-2pm with Ice-Cream truck from UCONN (discussed giving tickets to kids for free cone), 3 different music groups, hayrides offered by Darcy Rose, buildings open for tours (General Store, Old Library, Sally's house, Diane Cox's garage – former meeting place, possibly old Museum – being cleaned), bathrooms open at the church, viewing of "1776" movie. Meeting with Mohegan woman to do Native American program. Asking Rusty Lanzit to do Cemetery Walk in October. Fiona Hill designing poster of all the events.

c. Friends of the Library update:

- Officially certified 501c3 and recognized as FOCPL (Friends of Chaplin Public Library). Treasurer opened up a banking account with check from the Town (savings, checking, 6-month CD).
- Story Book Walk - "The Icky Bug Alphabet Book" for ages 1-5 donated by non-profit Altrusa (Friends loaning "Big Tree" to them from last year).
- Voted to approve commemorative 250th stain glass flag (commissioned).
- July 1st is Senior Center picnic for 250th (Sally suggested recognizing families who have lived in Chaplin 100 years or more honoring them in letter presented by Doug Dubitsky).

d. Behavior and Privacy Policy:

Discussed moving forward with official training on conflict resolution offered by Juan Roman - consider checking other resources (Rick Nichols and Fire Department). More people with mental health issues using public libraries - ALA recommends formal policy regarding not sharing patron information (Lisa expressed concerns about knowing what to do in difficult situations (strong policies and training – need to expand existing Privacy Policy).

9. ITEMS FOR NEXT AGENDA: May 18, 2026

- Items from current agenda
- Privacy & Staff Training Behavior Policy
- Budget
- Library Director Evaluation

10. ADJOURN:

Diana Alvarez motioned to adjourn (7:37 PM), seconded by Jeanette Haines and carried unanimously.

Respectfully submitted by Kathleen Scott

Recording Clerk