

LIBRARY BOARD OF TRUSTEES

Library Meeting Room

Chaplin, Connecticut

Regular Meeting Minutes

May 18, 2026

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

Alternate Joyce St. Lawrence seated for Jeanette Haines.

3. APPROVAL OF APRIL 20, 2026 MINUTES:

Adele Swart motioned to approve April 20, 2026 regular meeting minutes with the following correction:

Item #6 should read "(2,647 books borrowed from other libraries, 963 books borrowed from Chaplin)".

Motion seconded by Diana Alvarez and carried unanimously.

4. AUDIENCE FOR CITIZENS: None

5. ADDITIONS TO THE AGENDA:

Diane Sanchez motioned to add to agenda as Item 8f - Interim Director Evaluation Discussion, seconded by Diana Alvarez and carried unanimously.

6. CORRESPONDENCE: Received \$1,222 from State Incentive Grant.

7. REPORTS:

a. Director's Report:

April – 882 people in-person (open 16 days – about 55 people per day), about 404 people attended in-person events (includes 125 for Passport to CT Libraries) – 80 users from Chaplin, 34 from other towns. 18 new users for library cards. Circulation – 837 (460 items checked out – 90% Books/10% DVDs, 231 electronic checkouts).

- Awarded E-Rate Grant for Internet through CT Education Network (\$1,188).
- Summer Reading begins June 22nd with Petting Zoo by Zen's Critters.
- Met with CES Librarian to promote Summer Reading events (will include in summer bags with reading lists for 250th).
- Next Book Chat May 29th at 3pm.
- Next Cookbook Club June 29th at 6pm with American Foods.
- Attended sessions at CT Library Association Conference including: Library Cat at South Windham Library, Reaching out to Homeschool Community, Division of Library Development (statistics reported to the State), Supporting Emerging Readers, Leading Tour of the Library for BOS and BOF (show what's offered), Libraries and Prevention.
- Overdrive (electronic E-Books, newspapers) increasing \$300 for next year (\$1,109).
- Library will be closed May 25th for Memorial Day.

b. Board Chair's Report:

- Discussed with BOS about creating AdHoc Committee to oversee items in History Closet who decided ordinance needed and will be drafted by Town Attorney (many museums have rules in place about historical items per Peggy Church).
- Parking Lot project expected to begin in June.

c. Board Members' Report: None

8. OLD/NEW BUSINESS:

a. Behavior Policy discussion:

1st Selectman reached out to NECCOG who offers training for conflict resolution (will be done town-wide).

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

1st 250th event - Benjamin Chaplin Cupboard by Andy Belisle May 20th at 6pm (will be recorded).

Upcoming programs - Peggy Dietz Shea talk on Lyme Disease May 30th at 10:30am, Conversation about Death with Sharon Wapen June 17th at 6pm, Linda Roman Book Talk on Mystic Mustangs June 13th at 1pm, Discussion of Declaration of Independence by Brendan Kane June 22nd.

c. Friends of the Library update:

- Received \$200 Grant from Friends of CT Library as reimbursement of expenses for becoming 501c3.
- Brand New Story Book Walk (The Icky Bug) installed at the park (last year's Story Book going to Winham Center Public Library in the side yard).

250th Anniversary

- Town Administrator applied for \$700 Grant from the State that each town can use for 250th events.
- Asked 1st Selectman to read Declaration of Independence August 8th at the Church (received large parchment of Declaration of Independence from Sons of Liberty President).

d. Discussion about Library goals:

Suggestions include: reach out to Homeschool Community, engage Town Officials, adequate staffing at all times, accruing time for long-time/part-time employees, Professional Development (discuss next month).

e. Executive Session - Director's annual evaluation:

Adele Swart motioned to enter Executive Session (7:57 PM) for purpose of discussing Director's Annual Evaluation, seconded by Diana Alvarez and carried unanimously.

The Board came out of Executive Session at 8:15 PM.

f. Interim Director Evaluation Discussion:

Evaluation to be done by each Board member on existing form and discussed in Executive Session.

9. ITEMS FOR NEXT AGENDA: June 15, 2026

- Items from current agenda

10. ADJOURN:

Adele Swart motioned to adjourn (8:22 PM), seconded by Diane Sanchez and carried unanimously.

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