

CHAPLIN PUBLIC LIBRARY
Board of Trustees Meeting
Chaplin, Connecticut
Meeting Minutes
December 18, 2017

Chair Eunice Edelman called the meeting to order at 6:32 PM. Board members present were Alan Burdick, Diane Cox, Kelly Pothier, and Leslie Ricklin. Others present was Library Director Sandra Horning. Unable to attend was Board member Bill Jenkins. Recording clerk Kathleen Scott was unable to attend. Sandra Horning volunteered to keep the minutes.

3. APPROVE MINUTES OF November 20, 2017:

Motion to approve the minutes of October 20, 2017, with a small change to line 1 of item A to add the word "plus" in front of "56 electronics" was made by Leslie Ricklin, seconded by Alan Burdick and carried with one abstention by Kelly Pothier.

4. ADDITINS TO AGENDA: None

5. CORRESPONDENCE: None

6. REPORTS:

A. Director's Report:

- The physical circulation for the month of November was 764 with 346 items checked out. Electronic circulation was 55.
- The Library was open 16 days with 420 walk-ins at an average of 26 people per day.
- The BOF has sent out the budget request for the fiscal year 2018-2019. It is due with documentation by Feb. 9, 2018. The BOF town budget presentation meeting will be on Feb. 26, 2018, at 7:00pm at the town hall.
- A pro-rated SWANK movie license was purchased for \$143.00 to legally allow the library to show movies through July. Frozen was shown at the Gingerbread Party. The library plans to hold more events with movies to gauge interest and determine if it is worth having the license.
- The library's membership with CLC this year has saved the library \$5,611 so far on CLC negotiated contracts and purchases, such as the movie license.
- Kelly Pothier provided the hardware for a new open flag to be put out on one of the pillars when the library is open. Diane Cox checked with the Historic District Commission, and it is permitted to put up a flag when the library is open. A new flag will be ordered.
- The room off the staff kitchen has antique pottery and old ledger books in boxes. They are probably from the old library and belong to the museum. Sandra Horning will speak with Bill Philbrick to find out their history and to see if they should be stored with the other items from the museum.
- There has been additional coverage on the Lutz exhibit and people from out of town have been coming to see it.
- The Gingerbread Party went well, with about 30 people in attendance.

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- Deb Field will be giving a lecture on March 21st at 6:30 pm called the “Treasures of the Forest: A Study of Local Terrestrial Orchids,” which is based on work she has done to become a master naturalist at the Joshua Trust's Hubbard Sanctuary.
- The Library will be closed on Christmas and New Year's Day. It will be closing early at 3pm on Wednesday, Dec. 27 when Ann LeShay covers for Sandra Horning.

B. Board Chair Report: No Report

C. Board Members Report:

Diane Cox spoke with Paul Peifer about the Bicentennial garden going through the Historic District Commission.

Kelly Pothier is holding a 4-H STEM program on the 3rd Wednesday of each month from 12:30-2:00pm.

Kelly Pothier left early at 7:10pm.

7. OLD BUSINESS/NEW BUSINESS:

A. Discussion and Action on Policies and Bylaws

Leslie Ricklin reviewed the proposed policy format and existing policies in the current Library Policy Manual draft. The Freedom to Read, the Library Bill of Rights, Challenged Material, Collection Development, Internet Safety, Gifts, Meeting Room, and Library Closing policies were all discussed. Leslie Ricklin made a motion to approve the above reviewed policies. The motion was seconded by Alan Burdick and carried unanimously. Leslie Ricklin was thanked and congratulated on her work for creating a Policy Manual, and Sandra Horning was thanked for her work on the meeting room policy. The meeting room policy will be given to the town administrator to see if it needs a legal review. Additional policies will continue to be created and discussed. The Bylaws will be reviewed and updated in 2018.

8. AGENDA ITEMS FOR NEXT MEETING:

- Budget Request Review and Proposal for 2018-2019
- Policy Manual Update
- Directional Sign Update

The next meeting will be held on January 22nd.

9. ADJOURN:

Motion to adjourn (8:02 PM) was made by Alan Burdick, seconded by Leslie Ricklin and carried unanimously.

Minutes will be approved at the next regular meeting.

Respectfully submitted by Sandra Horning