

CHAPLIN PUBLIC LIBRARY  
Board of Trustees Ad-hoc Committee for Poet Laureate  
Chaplin, Connecticut  
Meeting Minutes  
December 2, 2020

Adele Swart called the meeting to order at 2:05 PM. Ad-hoc committee members Diane Cox, Adele Swart, and Jeanette Haines were present.

3 Election of ad-hoc committee officers:

Motion to approve slate of officers (Adele Swart, chair; Diane Cox, vice chair; and Jeanette Haines, secretary) was made by Jeanette, and seconded by Diane. Motion passed unanimously.

4. Additions to Agenda: none

5. Audience for Citizens: none

6. New Business

a. Review of mission:

To establish the position of Chaplin Poet Laureate to use poetry to celebrate the history, natural beauty and culture of Chaplin.

b, Determine the process to promote applications:

Motion to contact local residents via town Google Groups as well as a variety of local schools made by Jeanette, seconded by Diane, and approved unanimously

c. Review of desired qualifications for Laureate applicants:

Motion made to require applicants to submit a letter of interest along with an example of an original poem made by Jeanette, seconded by Adele, and approved unanimously

d. Determine the mechanism for receiving questions/applications:

Motion that applications and/or questions should be sent to Sandra Horning, Library Director, and then forwarded to ad-hoc committee for review. Motion made by Diane, seconded by Adele and approved unanimously

e. Develop flyer to be used to promote applications:

Motion to approve wording of the flyer made by Adele, seconded by Diane, and approved unanimously. Jeanette will draft a sample document for committee review.

f. Determine deadline for applications: April 1, 2021

7. Agenda items for next meeting:

Review flyer, finalize the process of promoting the position

8. Motion to adjourn made by Diane, seconded by Adele, approved unanimously. Meeting adjourned at 3:05 PM.

Next meeting: January 6, 2021 at 2 PM.

Respectfully submitted by Jeanette Haines