

CHAPLIN PUBLIC LIBRARY
Board of Trustees Meeting
Chaplin, Connecticut
Meeting Minutes
March 17, 2014

Chairperson Rebecca Stockdale-Woolley called the meeting to order at 7:00 PM. Board members present were Bill Jenkins, Anne Sicilian, Victor Boomer, Linda Rogers, Alan Burdick and Kelly Pothier. Others present was Library Director Jessica Jahnke. Unable to attend was Board members Sandra Horning and Anne Marie Charland.

3. MINUTES FROM THE PREVIOUS MEETING, ADDITIONS/CORRECTIONS:

Motion to approve the minutes of February 18, 2014, was made by Bill Jenkins with the following correction: Item #10 should read – Motion to adjourn (8:37 PM) was made by Bill Jenkins, seconded by Alan Burdick and carried unanimously. *The motion was seconded by Victor Boomer and carried unanimously.*

4. CORRESPONDENCE: None

5. AUDIENCE FOR CITIZENS: None

6. ADDITONS TO AGENDA: None

7. REPORTS:

A. Director's Report:

- Circulation for the month of February was 318 plus 24 audio and E-Books for a total of 342.
- There were 268 walk-ins, open 12 days (closed for two holidays and two weather related days) with an average of 22 per day.
- The budget was reviewed with Bruce Raymond line by line and then presented to the Board of Finance with no issues.
- A deposit was given to Lowe's for insulated blinds. They were measured on March 14th and will be installed in the next few weeks.
- A vestibule will be installed in the Library with CIP funds in the next fiscal year to help keep heating costs down. The buffer between the two set of doors will be handicap accessible.
- Introduction to Computers for seniors was held on February 26th with five people in attendance. The program was challenging with different levels of experience. Another program will be held in the spring or summer.
- As part of goals, a program survey and general survey will be presented to the Board at the next meeting.
- A "Bending Gravity" program will be held by Eric Girardi on April 14th at 6pm during school vacation. The program uses yoyos, juggling and magic.

B. Board Chair Report:

The Board of Selectmen approved salary raise for the Library Director with no increase in hours. Discussion was held regarding installing a buzzer on the door to alert the staff when working in the back.

C. Board Members Report: No Report

8. OLD BUSINESS/NEW BUSINESS:

A. Substitutes:

Sandra Horning is interested in substituting at the Library. Victor Boomer suggested posting a sign-up sheet at the desk and contacting the Senior Center for any interest in being a substitute.

B. Window Blinds: Covered during the Director's Report

C. Merit Raise: Covered during the Director's Report

D. Landscaping:

Bulbs should be coming up soon. Discussion was held regarding using the same person as last year. Bill Jenkins suggested contacting the Senior Center and the town volunteer group headed by Sue Pfeiffer for any interest in taking care of the Library grounds.

9. AGENDA ITEMS FOR NEXT MEETING:

- Substitutes
- Landscaping
- Summer Programs
- Surveys

The next meeting is April 21, 2014.

10. ADJOURN:

Motion to adjourn (7:23 PM) was made by Bill Jenkins, seconded by Anne Sicilian and carried unanimously.

Minutes will be approved at the next regular meeting.

*Respectfully submitted by Kathleen Scott
Recording Secretary*