

CHAPLIN PUBLIC LIBRARY
Board of Trustees Meeting
Chaplin, Connecticut
Meeting Minutes
December 19, 2016

Chairperson Victor Boomer called the meeting to order at 6:33 PM. Board members present were Alan Burdick, Eunice Edelman, Sandra Horning, Rebecca Stockdale-Woolley, Helen Weingart and Bill Jenkins. Unable to attend was Board member Kelly Pothier.

3. APPROVE MINUTES OF NOVEMBER 21, 2016:

Motion to approve the November 21, 2016 minutes, was made by Bill Jenkins, seconded by Alan Burdick and carried unanimously.

4. CORRESPONDENCE: None

5. REPORTS:

A. Director's Report:

Sandra Horning presented report on the Library

- The Library was open in November for 16 days with 316 walkins.
- Alex Hill was commended for volunteering to clean up the storage rooms.
- Kitty LeShay will cover the Library next week.
- There is trouble with the patron computers crashing. The IT technician from the town looked at the computers and recommended wiping clean the patron computers and cleaning up the staff computers. Sandra Horning will contact the Town Hall regarding the cost for IT maintenance and whether it is covered by the town.
- The children's computer is broken and outdated. A quote will be obtained for a replacement.
- Books and DVDs have been purchased.
- Another form was submitted that was due for the Erate funding (approved for the amount of \$1,080). The Public Hearing needs to be scheduled.
- The job description for the Library Director was changed by the town and posted on the website. Bill Jenkins suggested posting the position on the State Library Consortium.
- All correspondence is being sent to Jessica Jahnke's personal email. The town will be asked to establish a general website for the Library and Jessica Jahnke will be asked to direct any future emails to this website.
- A notice will be sent to the elementary school to notify parents that the Playgroup is still running.

B. Board Chair Report: No Report

C. Board Members Report:

Thanks to Sue Gluck for organizing reception for Jessica Jahnke that was well done and well attended.

6. OLD BUSINESS/NEW BUSINESS:

A. Greet New Member:

Priscilla Willey was sworn as a new member of the Library Board of Trustees by Justice of the Peace Bill Jenkins.

B. Library Sign Update:

The application for the Library sign was accepted and the sign will be installed when the ground thaws.

C. Fill Vacancy:

Leslie Richlin has been appointed to fill the vacancy on the Library Board of Trustees. Helen Weingart has been filling in on the Board to assure there is a quorum and is willing to resign so that Leslie Richlin can fill the vacancy.

D. Discuss the implementation of the Subcommittee concerning Library hours:

Victor Boomer presented Library hours developed by the Subcommittee. Angie Hill will work Monday and Wednesday 10am – 2pm and Saturday 10am – 1pm. Sandra Horning will work Monday, Wednesday, Friday 2pm-6pm. Kitty LeShay will cover Christmas week and be available to cover if anyone is sick.

E. Initiate the Subcommittee to find a new Library Director:

Victor Boomer, Eunice Edelman and new Board member Leslie Richlin (tentatively) will serve on Library Director Subcommittee. There are 3-4 applications to date with January 15th the closing date for applications.

7. AGENDA ITEMS FOR NEXT MEETING:

- Fill Vacancy
- Library Director Subcommittee Report
- Computer Update
- Public Hearing

8. ADJOURN:

Motion to adjourn (7:43 PM) was made by Bill Jenkins, seconded by Sandra Horning and carried unanimously.

Minutes will be approved at the next regular meeting.

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