

CHAPLIN PUBLIC LIBRARY
Board of Trustees Meeting
Chaplin, Connecticut
Meeting Minutes
March 19, 2018

Chairperson Eunice Edelman called the meeting to order at 6:31 PM. Board members present were Alan Burdick, Diane Cox and Leslie Ricklin. Others present was Library Director Sandra Horning. Unable to attend were Board members Kelly Pothier and Bill Jenkins.

3. APPROVE MINUTES OF FEBRUARY 26, 2018:

Motion to approve the minutes of February 26, 2018, was made by Alan Burdick, seconded by Leslie Ricklin and carried unanimously.

4. ADDITIONS TO AGENDA:

Leslie Ricklin suggested a Contingency Plan for the potential of a lack of a quorum as she will not be able to attend the June meeting due to the upcoming birth of her grandchild.

5. CORRESPONDENCE: None

6. REPORTS:

A. Director's Report:

- Physical circulation for the month of February was 750 with 351 checked out. Electronic circulation was 91.
- The Library was open for 13 days with 335 walk-ins at an average of 26 per day.
- Library Grants received for 2012 (\$1,200) and 2016 (\$1,200) need to be spent. Suggestions for use of these funds include the following: develop a Library Logo, enlarge photos done by Victor Boomer for display in the meeting room, purchasing more books, purchasing a glass display case to showcase old relics from the town of Chaplin.
- Purchased databases for travel, food and CT history are available for \$200 year. Board members will be emailed a password for a demonstration that is good for a month. The databases could be split with Chaplin Elementary.
- Kitty LeShay did an article on the Cookbook Club.
- The Treasures of the Forest program has been rescheduled to next Wednesday, March 28th at 6:30pm.
- Public Works Director Dave Stone who has an arborist background, has suggested removing two old pine trees out front that are not rooted properly. Smaller flowering ornamentals can be planted in their place and removal would allow use of the flagpole. Board consensus is to remove the trees.

B. Board Chair Report: No Report

C. Board Members Report: No Report

7. OLD BUSINESS/NEW BUSINESS:

A. Budget Update:

The Board of Selectmen voted to approve the increase in the hourly wage for the Assistant Librarian.

B. Policy for Fines:

Leslie Ricklin presented a draft of Fines Policy for review. Email addresses will be collected from patrons for a database. A collection jar will be setup for suggested donations for late fees. Revisions were made and the Policy will be presented at the next meeting for approval.

C. Cupboard in the Ross Library:

Moving the old Library Museum to the present Library grounds will be discussed at the town meeting and includes a cupboard that should come to the present Library. A Chaplin resident who is a museum qualified restorer has been contacted.

D. Handicap Access:

Discussion was held regarding handicap access between the Senior Center and Library. Currently there is a push button at the door of the Senior Center. A ramp at the entrance to the Library needs repair and it was suggested to put a button on the front door as well. Sandra Horning will discuss the issue with the Public Works Director Dave Stone.

E. Maypole Festival:

Leslie Ricklin who serves on the Community and Economic Development Commission presented information on the upcoming Maypole Festival that will be held on May 19th from 11-3pm. An 1850's map of Chaplin will be displayed on an easel where residents will be asked to place a pin on where their house would be. The event will be held at Garrison field and include: music, a band, and food sponsored by the Rec Commission. The Students will do a dance (taught by the gym teacher) around a pole decorated with ribbons. To open the baseball season, there will also be information on T-Ball and Little League. The Library will have a tent with children's crafts, Lego play and signups for a Library card.

8. AGENDA ITEMS FOR NEXT MEETING:

- Budget Update
- Policy for Fines (Action Anticipated)
- Cupboard in the Ross Library
- Handicap Access
- Maypole Festival

9. ADJOURN:

Motion to adjourn (7:42 PM) was made by Diane Cox, seconded by Leslie Ricklin and carried unanimously.

Minutes will be approved at the next regular meeting.

*Respectfully submitted by Kathleen Scott
Recording Clerk*