

CHAPLIN PUBLIC LIBRARY
Board of Trustees Meeting
Chaplin, Connecticut
Meeting Minutes
November 18, 2019

Chairperson Victor Boomer called the meeting to order at 6:34 PM. Board members present were Diane Cox, Leslie Ricklin and Jeanette Haines. Others present was Library Director Sandra Horning. Unable to attend were Board members Eunice Edelman and Bill Jenkins.

3. APPROVE MINUTES OF OCTOBER 21 2019:

Motion to approve the minutes of October 21, 2019, was made by Leslie Ricklin, seconded by Victor Boomer and carried with two abstentions by Diane Cox and Jeanette Haines.

4. WELCOME NEW MEMBERS:

Welcome to new Board member Jeanette Haines.

5. ADDITIONS TO AGENDA:

Motion to add to agenda Potential Vacancy as Item #8F, was made by Leslie Ricklin, seconded by Jeanette Haines and carried unanimously.

Leslie Ricklin suggested the door between the Library and Senior Center be kept open when the Library is open. Sandra Horning will discuss the suggestion with the Senior Center Director.

6. CORRESPONDENCE: None

7. REPORTS:

A. Director's Report:

- Physical circulation for the month of September was 903, with 444 items checked out. Electronic checkouts were 70.
- The Library was open for 16 days with 417 walk-ins at an average of 26 per day.
- The budget is on track.
- The middle patron computer with Lennox is not working and will be looked at by Alex who built it.
- The Board was presented with the State Library Annual Report that is due November 15th. The number of people that visit the Library from other towns will be tracked for potential funding from the state.
- The Dollar General Grant to replace the Literacy Work Station was rejected. The American Savings Foundation (on staff with Dollar General) will assist with another grant for funding.
- Victoria Northrup was appointed by the town to cover for Kitty LeShay. Training (the town has no extra funds to cover) will be covered by extra funds from the Electricity line item that is under budget.
- The Halloween Trunk or Treat was well attended by 200 people.
- Author Cynthia Herbert-Bruschi Adams program was well liked by those who attended.
- The Ukulele Group was well attended with 50 people.
- The Cookbook Club was well attended with 16 people.
- The Gingerbread Party will be held on December 7th from 10:30am to 12:30pm.

- A neighbor has complained about the outside lighting in the parking lot that will be put on a timer.
- The Library will be closed the day after Thanksgiving.

B. Board Chair Report:

Victor Boomer spoke to the First Selectmen regarding outside lighting. An electrician was contracted to replace the light on the corner of the building by the ramp.

C. Board Members Report: No Report

8. OLD BUSINESS/NEW BUSINESS:

A. Strategic Planning for the Library

1) Friends of the Library

Anne Sicilian attended the Friends of Connecticut Libraries Annual Fall Conference. Peter Haines is working on a Google Group and research on non-profits. Anyone interested in joining should provide their email address. The next meeting will be held on January 8th at 6:30pm to set goals.

B. Handicap Access Ramp Update:

Repair of the Handicap Access Ramp should begin soon.

C. Update on Cupboard (Ross Library): None

D. Speaker Programs:

Sandra Horning will follow up on the following for future programs: Genealogy, Coyotes, Raptors through Horizon Wings, Deb Fields and Joshua's Trust.

E. Chaplin Library Board of Trustees regular meeting dates:

Victor Boomer presented the 2020 Regular Meeting Schedule and Calendar with the following dates:

| | |
|---------------------------|----------------------------|
| January 27 th | July 20 th |
| February 24 th | August 17 th |
| March 16 th | September 21 st |
| April 20 th | October 19 th |
| May 18 th | November 16 th |
| June 15 th | December 21 ^{stD} |

Motion to approve the above listed 2020 Chaplin Library Board of Trustees Regular Meeting Schedule, was made by Diane Cox, seconded by Leslie Ricklin and carried unanimously.

F. Potential Vacancy:

The Board discussed a potential vacancy.

9. AGENDA ITEMS FOR NEXT MEETING:

- Election of Officers
- Strategic Planning for the Library
 - 1) Friends of the Library

- Handicap Access Ramp Update
- Update on Cupboard (Ross Library)
- Speaker Programs
- Fill Potential Board Vacancy
- FY 2020-21 Budget

10. ADJOURN:

Motion to adjourn (7:32 PM) was made by Leslie Ricklin, seconded by Jeanette Haines and carried unanimously.

Minutes will be approved at the next regular meeting.

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