

CHAPLIN PUBLIC LIBRARY
Board of Trustees Meeting
Chaplin, Connecticut
Meeting Minutes
November 16, 2020

Chairperson Victor Boomer called the meeting to order at 6:33 PM. Board members present were Adele Swart, Diane Cox, Leslie Ricklin and Jeanette Haines. Others present was Library Director Sandra Horning. Unable to attend was Board member Bill Jenkins.

3. APPROVE MINUTES:

A. Regular meeting minutes of October 19, 2020:

Motion to approve the regular meeting minutes from October 19, 2020, was made by Leslie Ricklin, seconded by Adele Swart and carried unanimously.

B. Special meeting minutes of October 30, 2020:

Motion to approve the special meeting minutes from October 30, 2020, was made by Jeanette Haines, seconded by Leslie Ricklin and carried unanimously.

4. ADDITIONS TO AGENDA: None

5. AUDIENCE FOR CITIZENS: None

6. CORRESPONDENCE: None

7. REPORTS:

A. Director's Report:

- There was a total of 200 people for October (includes 11 people curbside). The Library was open 17 days with an average of 12 people per day. Circulation for October was 780 with 426 items checked out and 93 electronic checkouts.
- There was a total of 38 people in October who attended outdoor events at Garrison Pavilion including the Playgroup and Book Chat.
- There was a total of 35 people in October who attended virtual events included the Witches Program and Cookbook Club.
- The budget is on track.
- The State Library report was submitted (due today) and includes information on COVID. This report helps the Library to receive grants. A copy can be emailed to any interested Board members.
- Still waiting for the replacement computer for the circulation desk.
- The Wednesday Playgroup will be switched to Zoom when the weather gets colder outside. Paper crafts will be available online and craft kits might be available for pickup at the window if parents are interested.
- There were 8 people in attendance at the Book Chat that switched to Zoom. The next meeting will be held on December 11th at 3pm.
- The Cookbook Club will meet virtually on December 7th at 6pm with recipes from an Israelian Middle Eastern Chef.

B. Members Report:

Diane Cox (a Historic District Commission member) reported that an email was received from Historic District Commission Chair Paul Peifer regarding the new front door project. A hearing is not needed and any questions can be emailed to Mr. Peifer. Leslie Ricklin (a Historic District Commission member) reported that Commission member Carl Lindquist responded favorably to the project.

C. Chair Report: No Report

8. OLD BUSINESS/NEW BUSINESS:

A. Speaker Programs:

- A virtual program on American Presidents by the Mark Twain House will be held on November 23rd at 6:30pm.
- QC Reads will do a virtual program from mystery writers Anchor Mayor and Sara Stewart Taylor on December 11th at 6:30pm. Registration is needed for the program at quietcornerreads.org.

B. Discuss and Act on the Library’s Regular meeting calendar:

The Board was presented with the regular meeting schedule for 2021. The Library Board of Trustees meets at 6:30pm in the Library Meeting Room.

January 25 th	April 19 th	July 19 th	October 18 th
February 22 nd	May 17 th	August 16 th	November 15 th
March 15 th	June 21 st	September 20 th	December 20 th

Motion to approve the 2021 Library Board of Trustees Regular Meeting Schedule listed above, was made by Leslie Ricklin, seconded by Jeanette Haines and carried unanimously.

C. Discuss and Act on the Election of Officers:

Victor Boomer is interested in continuing as Board Chair and Leslie Ricklin is interested in continuing as Board Vice-Chair.

Motion to elect Victor Boomer as Board Chair and Leslie Ricklin as Board Vice-Chair, was made by Jeanette Haines, seconded by Adele Swart and carried unanimously.

D. Discuss progress on the Everyone Learns Public Library Grant:

The portable air scrubber with extra filters arrived and is setup in the meeting room. The unit can stand on end or lay flat and needs to be plugged into a GFCI outlet. A portable hand-held UV Sanitizer also arrived and can be used to sanitize pens, toys and electronics (including I-pads and keypads) and will save on the use of alcohol wipes. New front doors have been ordered and should arrive on December 21st. Specs for the doors will be available on November 25th. An electrician will come in ahead of time to run wire and prep the power source. The electronic lock with keypad and a key will be setup the same as the Senior Center and Town Hall. Jeanette Haines asked if the time can be set for doors to open to allow enough time for someone in a wheelchair. Sandra Horning reported that the doors meet ADA compliance and will check on setting the time. Adele Swart suggested purchasing an extra battery for backup.

E. Discuss the ramifications of falling back to Phase 2.1:

The Library has still been operating in Phase 2 and is not affected by the rollback to Phase 2.1. The day to day operations are not affected with the number of people limited to 10 in the building.

Jeanette Haines asked how the daily in-person rate now compare to before the pandemic. Sandra Horning reported that there was 20-30 people with mostly 10-15 people at one time except when there were groups and events.

F. Establish a sub-committee to find a Poet Laureate:

The Board of Selectmen approved the Poet Laureate position.

Motion to recommend Jeanette Haines, Adele Swart and Diane Cox for the Sub-Committee to find a Poet Laureate, was made by Leslie Ricklin, seconded by Jeanette Haines and carried unanimously.

9. AGENDA ITEMS FOR NEXT MEETING:

- Speaker Programs
- Discuss progress on the Everyone Learns Public Library Grant
- Discuss ramifications of falling back to Phase 2.1
- Update on Poet Laureate

The next meeting will be held on December 21st.

Jeanette Haines suggested moving the air scrubber near the circulation desk when the meeting room is not in use. Sandra Horning will contact the electrician as the outlet would need to be changed to a GFCI.

10. ADJOURN:

Motion to adjourn (7:22 PM) was made by Jeanette, seconded by Adele Swart and carried unanimously.

Minutes will be approved at the next regular meeting.

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