

**CHAPLIN PUBLIC LIBRARY**  
**Board of Trustees Meeting**  
**Chaplin, Connecticut**  
**Meeting Minutes**  
**January 25, 2021**

Chairperson Victor Boomer called the meeting to order at 6:30 PM. Board members present were Adele Swart, Diane Cox (6:52), 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 December 21, 2020:**

*Motion to approve the regular meeting minutes of December 21, 2020, was made by Jeanette Haines, seconded by Adele Swart 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 188 people for December (includes 7 people curbside). The Library was open 16 days with an average of 12 people per day. Circulation for December was 675 with 371 items checked out and 83 electronic checkouts.
- There was a total of 34 people in December who attended virtual events including the Book Chat, Cookbook Club and Playgroup.
- The current budget is on track.
- The new staff computer has not been installed yet and is waiting on a part for the new Wi-Fi setup.
- The State of CT has a new law that requires all employees including part-time to receive Sexual Harassment Training (virtual program due by February 9<sup>th</sup>).
- The number of families for virtual PreK Story Time on Wednesdays is very low with only 1 or 2 families attending.
- Upcoming February Events include:
  - Frost Season will be held on Wednesday, February 3<sup>rd</sup> at 6:30pm via Zoom.
  - Virtual Tea Time Book Chat will be held on Friday, February 5<sup>th</sup> at 3pm.
  - Take Your Child to the Library will be held on Saturday, February 6<sup>th</sup> from 11-12pm via Zoom. Snowflake kits will be available for pickup.
  - Cookbook Club will be held on Monday, February 8<sup>th</sup> at 6pm with a theme of Soups & Stews.

**B. Members Report:** No Report

**C. Chair Report:** No Report

**8. OLD BUSINESS/NEW BUSINESS:**

**A. Speaker Programs:**

- Sandra Horning is looking into a virtual program for March on genealogy that includes a basic overview for research and genetic testing. The cost is \$150 for a 1-hour program with personal consulting services that may be available by the presenter.
- Leslie Ricklin is working on developing a calendar with events for the Bicentennial and would like to tentatively schedule talks at the Library on the following: Ben Chaplin's Will (Gavin Horning-Kane), Quilts (Kathy Smith), History of the Church (Alex Hill), Poet Laureate Program, Growing up in Chaplin (panel from the Senior Center – Jeanette Haines will reach out). The State Library Vault sent copies of Chaplin's founding documents that will be displayed in a case at the Library with Ben Chaplin's Will. The Bicentennial Committee is also working on house and garden tours with a big celebration on Saturday, September 10<sup>th</sup> with many activities including Yoga, town drone photo and Fireworks Display. Adele Swart suggested gathering stories from historic homes in Chaplin.

**B. Library Budget for 2021/2022:**

Sandra Horning presented the proposed budget for FY 2021-22 that does not reflect cost of living increase that is done by the Board of Selectmen. Moved \$1,251.16 from the Assistant Librarian to Assistant Librarian II to reflect rotating staff on Saturdays. Electricity (split with the Senior Center) decreased \$2,000 for solar panels. There were no other changes with a decrease to the overall budget. Jeanette Haines asked if Electricity would change if next year is a normal year (closed some of the time this year). Adele Swart asked about rate increase for Eversource. Sandra Horning will check on both. Victor Boomer suggested upgrading computers with new mother boards instead of replacing with new computers. Sandra Horning reported that the children's computer needs to be replaced and other Libraries are replacing workstations with laptops.

***Motion to submit the Chaplin Library Board of Trustees Budget for FY 2021-22 to the Board of Finance with stipulation for the Library Director to make any necessary changes, was made by Leslie Ricklin, seconded by Adele Swart and carried unanimously.***

**C. Discuss renewing ACLB membership:**

Victor Boomer received notification that the ACLB Membership is due at a cost of \$100. Leslie Ricklin suggested everyone read the newsletter that has helpful information.

***Motion to renew the ACLB Membership for FY 2021-22, was made by Leslie Ricklin, seconded by Diane Cox and carried unanimously.***

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

The doors were installed with the installers returning to make adjustments to the locking hardware. The new doors did not include kick plates and are recommended to protect the doors at a cost of \$584.24 (parts and labor) to match the other hardware on the door. Diane Cox suggested asking Dave Stone if he can install the kick plates (Sandra Horning will follow up). The electrician moved the switch for the buttons down from near the ceiling (will be turned off when the building is closed). Access to the building requires each person to have a unique code that is held by the staff, cleaning crew, town crew and Fire Department. There is one key fob that is held by the Library Director. Discussion was held regarding keeping the meeting room door locked. Dave Stone would like to see a keypad (\$1,000) on all doors accessed by the public. Adele Swart suggested revisiting at the end of the fiscal year. The meeting room will remain locked.

***Motion to approve purchase of kick plates for the new doors to be taken out of building maintenance, was made by Jeanette Haines, seconded by Adele Swart and carried unanimously.***

**E. Discuss Phase 2.1 moving forward:**

The Library continues to operate at Phase 2.1 with no movement to change. Many libraries are closed with some opening by appointment (Mansfield). There are no more than 10 patrons in the building at a time with those who are not comfortable using the window.

**F. Discuss Progress of the Poet Laureate Sub-Committee:**

Adele Swart reported that the Committee has promoted the Poet Laureate position in many places including: Google Groups, story in the Chronicle, Senior Center (Jeanette Haines is working on), Reminder News (Diane Cox is working on), Schools (Jeanette Haines received good response from Parish Hill Principal and English Department), flyers in the Library (posted by Sandra Horning), Frost program (Sandra Horning invited students to attend to generate interest). She also hopes young people will be inspired by the young Poet Laureate at the Presidential Inauguration. A rubric has been developed to evaluate the entries based on submission of an original poem on Chaplin history, promoting poetry and whether a current or former resident. The final selection will be brought to the Board. Adele Swart suggested keeping names anonymous. The next meeting will be held on February 24<sup>th</sup>. Leslie Ricklin commended the Sub-Committee for their work on this project.

**9. AGENDA ITEMS FOR NEXT MEETING:**

- Speaker Programs
- Library Budget for 2021-22
- Discuss Phase 2.1 moving forward
- Discuss Progress of the Poet Laureate Sub-Committee

**10. ADJOURN:**

***Motion to adjourn (7:53 PM) was made by Jeanette Haines, seconded by Adele Swart and carried unanimously.***

Minutes will be approved at the next regular meeting.

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