

**CHAPLIN PUBLIC LIBRARY**  
**Board of Trustees Meeting**  
**Chaplin, Connecticut**  
**Meeting Minutes**  
**February 22, 2021**

Chairperson Victor Boomer called the meeting to order at 6:32 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 OF JAN 25, 2021:**

*Motion to approve the minutes from January 25, 2021, was made by Jeanette Haines, seconded by Leslie Ricklin and carried unanimously.*

**4. ADDITIONS TO AGENDA:** None

**5. AUDIENCE FOR CITIZENS:** None

**6. CORRESPONDENCE:**

The Association of Library Boards Newsletter was received.

**7. REPORTS:**

**A. Director's Report:**

- There was a total of 197 people for January (includes 1 person curbside). The Library was open 16 days with an average of 12 people per day. Circulation for January was 786 with 406 items checked out and 83 electronic checkouts.
- There was a total of 20 people that attended virtual events (Book Chat and Story Time).
- The current budget is on track and the 2021/22 budget was submitted to the Town.
- The IT Tech will be at the Library tomorrow at 10am to install the Wi-Fi and computer upgrade.
- The state offered a grant similar to the Everyone Learns Grant that offers Wi-Fi related to being a hotspot for a stronger signal that supplements what the Library has currently with support from the CT Education Network. There is no need to apply, the state will select if the Library meets the criteria and may do a site visit.
- The Town crew can install the kick plate on the door but expressed concerns with drilling holes into a new door and suggested gluing them on. Jeanette Haines suggested calling the door company for recommendations on adhesives or other options (Sandra Horning will contact them).
- Spring Break is coming up for Chaplin Elementary and plans are being made for a Horizon Wings Raptor Rehabilitators program (Secret Lives of Owls) to be held outside on April 17<sup>th</sup> at 11am. The program will be held either on the green next to the Library or under the Pavilion at Garrison Park.
- The Tea Time Book Chat will be held next Friday at 3pm.
- Dr. Seuss Day will be held on Saturday, March 6<sup>th</sup> with a virtual watch party on the adventures of Gerald McBoing Boing. This event was the first event cancelled last year with free books from the State Library that will be available for pickup.

**B. Members Report:**

- Jeanette Haines reported that the new Senior Center Director is Lisa Kegler. The new Board Chair asked for a copy of the Library's established practice on Hiring Procedures (Sandra Horning will email them). Jeanette Haines responded to question from Diane Cox regarding the hire of an Assistant Director that will not be done at this time.

- Leslie Ricklin commented on an article from the ACLB Newsletter regarding the relationship between the Library Board and Library Director (going very well with this Board) and a Self-Assessment Tool. She suggested putting the Self-Assessment Tool on a future agenda.

**C. Chair Report:** No Report

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

**A. Speaker Programs:**

- The Walt Woodward program was very successful with 26 people in attendance.
- Still looking for speakers on Genealogy.
- The Historical Society offers a program on the Fight for Women Suffrage in CT that will be held the end of March. They also offer a program on Black History Looking Beyond Amistad.
- Sandra Horning responded to Adele Swart regarding ideas from programs that come from other Libraries with programs they liked and Quiet Corner Reads.
- Leslie Ricklin suggested contacting Bev York from the Windham Mill Museum who is very entertaining (Sandra Horning will reach out).

**B. Discuss Phase 2.1 Moving Forward:**

There is no change at the Library other than the Governor is allowing larger groups.

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

A meeting will be held this Wednesday at 2pm. April 1<sup>st</sup> is the deadline for submission. Chaplin resident and published Poet Penelope will spread the word and suggested contacting CT Poet Laureate Margaret Gibson who has many resources. Jeanette Haines reported that teachers have students that are interested in applying. The position will be promoted by ECSU (reported by Adele Swart) and the Windham Regional Community Council (reported by Diane Cox) so the word is out.

**D. Updating the Library's By-Laws:**

Updating the By-Laws is due this year. There are 2 items in the Performance Review that are no longer relevant. Victor Boomer will email them to the Board for review and update at the next meeting.

Victor Boomer reported that the Board of Selectmen is looking into grants that are available for mini-split systems (one unit for AC/Furnace/Heat) with a 50/50 match.

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

- All the items on the current Agenda
- Self-Assessment for Library Boards

**10. ADJOURN:**

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

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