

**CHAPLIN PUBLIC LIBRARY**  
**Board of Trustees Meeting**  
**Chaplin, Connecticut**  
**Remote Meeting Minutes**  
**January 24, 2022**

Chairperson Victor Boomer called the meeting to order at 6:30 PM. Board members present were Diane Cox, Leslie Ricklin, Bill Jenkins and Jeanette Haines. Also present was Library Director Sandra Horning. Others present were Friends of the Library members Adele Swart, Anne Lewis and Shirley Rakos. Unable to attend was Board member Brian Cohen.

**3. APPROVE MINUTES OF NOVEMBER 15, 2021:**

*Motion to approve the minutes from November 15, 2021, was made by Bill Jenkins, seconded by Leslie Ricklin and carried unanimously.*

**4. ADDITIONS TO AGENDA:**

*Motion to move Item #8f Strategic Planning for the Library – Friends of the Library to Item #8b, was made by Diane Cox, seconded by Leslie Ricklin and carried unanimously.*

**5. AUDIENCE FOR CITIZENS:** None

**6. CORRESPONDENCE:**

- A thank you note was received from the library staff (Kitty, Angie, Victoria) for the basket sent by Leslie and Adele on behalf of the Board for helping to keep the library running smoothly.
- Victor Boomer thanked the Board for their thoughts, cards, emails, and plant in support for his mother's passing.
- Sandy Horning thanked the Board for the flowers and cards in support during her recovery from surgery.
- A renewal was received for the ACLB Membership (cost \$100 and accounted for in the Dues).  
*Motion to renew the ACLB Membership for this coming year, was made by Diane Cox, seconded by Leslie Ricklin and carried unanimously.*
- The library received a \$500 Grant from the Hochberg Fund for Holocaust and Human Rights Education that is affiliated with the Temple Bnai Israel in Willimantic. They asked that a list of materials be submitted for approval before purchasing. Leslie Ricklin suggested a new documentary on PBS about Anne Frank. The Board was asked to email suggestions to Sandy.

**7. REPORTS:**

**a. Director's Report:**

- There was a total of 328 people for November (includes 1 curbside). The library was open 16 days with an average of 21 people per day. Circulation was 619 with 335 items checked out and 75 electronic checkouts. 8 people attended outside Story Time.
- There was a total of 290 people for December (includes 1 curbside). The library was open 15 days with an average of 19 people per day. Circulation was 557 with 287 items checked out and 89 electronic checkouts.
- The heat tripped again during single digit temperatures (the town is aware of ongoing issues).
- Story Time was held inside for December and is on pause due to the increase in Covid cases (will start up again when the numbers go down).
- The library will be closed on Monday, February 21<sup>st</sup> for President's Day.

- The Poet Laureate is displayed on the bulletin board with her photo and both poems (Adelaide has been invited to an event for Poet Laureates of Windham Country at the new Putnam Library in April 2023).

Leslie Ricklin commented on the lovely quilt by Kathy Smith displayed in the library (in a great location and will be changed monthly).

- b. Members Report:** No Report
- c. Chair Report:** No Report

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

### **a. Speaker Programs:**

- The January talk on “Ben Chaplin’s Will” has been rescheduled to March 16<sup>th</sup> at 6:30pm in person.
- The upcoming talk by State Historian Walt Woodward on “Trouble in the Land of Steady Habits” has been changed to a virtual presentation on February 16<sup>th</sup> via Zoom.

### **b. Strategic Planning for the Library**

#### **1) Friends of the Library:**

Adele Swart presented members of the Friends of the Library including Diane Cox, Ann Lewis and Shirley Rakos. There were 8 members at the first meeting that was introductory with discussion of different ways to support the library with resources and funding. Will meet with Sandy for more guidance on Wednesday at 2pm (all Board members are welcome to attend). Ideas generated include: collecting oral histories; tutoring for students; delivering books for people who work and can’t get to the library (would be great for seniors who don’t have transportation); access to important items that might be in the old Wm. Ross library; helping Sandy with any projects including kid’s programs. Sandy Horning likes the idea of delivering books and suggested coordinating with the Senior Center food deliveries. Leslie Ricklin suggested “Books for Babies” where books are sent home with a new mother with the birth of her baby (books are given to parents of new babies at Story Time and will look into finding out when new babies are born in Chaplin). Moving forward, will work on goals, a mission statement, organizational structure and next steps (Victor added Bylaws). Leslie Ricklin is pleased the group has reconvened and suggested adding Friends of the Library Report to the agenda.

### **c. Landscaping:**

The landscaper came in November for the fall cleanup and will return in April or May for the spring cleanup.

### **d. Discuss Budget:**

The Board was presented with budget request for FY 2022-23 that is the same budget as last year (the Board of Finance requested zero percent increase to the budget with any salary increases determined by the Board of Selectmen). Discussion was held about the following: Library Director salary that was switched to hourly last year by the previous First Selectman (timesheets for all staff are submitted to the Finance Manager); how other town employees are paid (road crew has union contract, Finance Manager and Library Director are paid hourly); difficulty projecting electricity and heating fuel/propane that is expected to go over budget this year (the Board of Finance has been notified); concerns with the amounts for electricity and propane not being adequate; building maintenance being over budget due to heating issues (town is discussing moving building maintenance for the library to the town budget); replacing the whole heating system for the Library/Senior Center (being investigated by the First Selectman). Discussion was held regarding the

Library Director receiving a higher salary increase than the standard increase. Victor Boomer suggested reviewing the salary 4-5 months before the budget is due and present to the Board of Selectmen for approval (check salaries with area towns and other small libraries in CT). Jeanette Haines suggested the Board meet after the next Performance Review to discuss a salary increase for the Library Director with justification and the Board's perspective (will invite the Board of Selectmen to a Board meeting for presentation).

***Motion to approve the Chaplin Library Budget for FY 2022-23 as presented, was made by Jeanette Haines, seconded by Leslie Ricklin and carried unanimously.***

**e. Discuss ordinance for Library Board of Trustees – Alternates:**

Discussion was held regarding ordinance for the Library Board of Trustees Alternates including: ordinance drafted and approved at town meeting to reduce the number of members from 9-6 (never approved at a Library Board of Trustees meeting); concerns about lack of a quorum; number of alternates needed. The Town Attorney is willing to talk to the Board about the ordinance and alternate positions (will invite to the February meeting or schedule a special meeting if necessary).

**f. Discuss ordinance change to Library Board of Trustees and Library Director:**

Victor Boomer reported that Public Act 07-227 replaced Library Board of Directors with Library Board of Trustees and replaced Librarian with Library Director effective July 1, 2007. The Town Clerk would like clarification moving forward and to see it as an ordinance. Bill Jenkins suggested verifying with the First Selectmen or Town Attorney (an ordinance is not necessary).

**g. Strategic Planning for the Library**

**1) Friends of the Library:** moved up to Item #8b.

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

- Items from the current agenda
- Friends of the Library Report
- Discuss Alternates with Town Attorney

**10. ADJOURN:**

***Motion to adjourn (8:08 PM) was made by Bill Jenkins, seconded by Jeanette Haines and carried unanimously.***

Minutes will be approved at the next regular meeting.

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