

CHAPLIN PUBLIC LIBRARY
Board of Trustees Meeting
Chaplin, Connecticut
Meeting Minutes
May 16, 2022

Chairperson Victor Boomer called the meeting to order at 6:32 PM. Board members present were Diane Cox, Leslie Ricklin, Brian Cohen and Jeanette Haines. Also present were Library Director Sandra Horning and Friends member Adele Swart. Unable to attend was Board member Bill Jenkins.

3. APPROVE MINUTES OF APRIL 18, 2022:

Motion to approve the regular meeting minutes from April 18, 2022, was made by Leslie Ricklin, seconded by Brian Cohen 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 476 people in-person for April. The library was open 17 days with an average of 28 people per day. Circulation was 854 with 422 items checked out and 67 electronic checkouts. About 169 people attended events including 43 people for the Bicentennial talk.
- Two items in Building Maintenance are still over budget (\$1,701 over for heat repairs and \$3,877 over for Propane). Jeanette Haines asked where propane comes from (Osterman – owns the tanks with 1 year remaining on the contract).
- List of titles with prices was submitted and accepted by the Hochberg Fund for the Holocaust and Human Rights (Kitty, Victoria, Angie and Katelyn helped with research on a wide range of titles). Would like to do a program in the fall and invite a speaker to honor.
- A Vaccine Clinic will be held Monday, May 23rd from 2-6pm.
- The Quiet Corner Reads guest author Nathaniel Philbrick event (sold out) is tomorrow May 17th.
- The Cookbook Club Anniversary meeting will be held on May 23rd at 6pm.
- Attended the CT Library Association Conference on May 3rd with workshops on the following (would like to work on):
 - o Library of Things – promote items to lend out (already have frisbee set, hotspot, laptops and looking at a seed exchange). Any other ideas or donated items are welcome.
 - o Digital Navigators to come in and work on phones and laptops – will reach out to Parish Hill for a student to do for community service hours this summer.
- Performance Review for Angie was presented to the Board (will discuss during Executive Session).
- Working on Survey Monkey for patrons with a link to the website and through Google Groups for feedback and suggestions on programs.

b. Members Report: None

c. Chair Report: None

8. OLD BUSINESS/NEW BUSINESS:

a. Friends of the Library Update:

Adele Swart presented highlights from the Friends of the Library meeting:

- The group is moving forward in a positive way with 10 members that attend regularly (meetings are held on the third Wednesday of the month at 2:30pm).
- The first fundraiser was a field trip to the J.P. Morgan Library Museum with a private museum educator tour. The cost was \$15 per person and asked for donations for gas and parking (all funds were donated to the library).
- The Books on Wheels program has no participants to date (will reach out to known caretakers, post in the Senior Center June Newsletter and include flyers with the meal deliveries).
- Participated in the Senior Center Mother's Day Plant Sale with seniors making crafts including little birdhouses made out of books. The event also included a membership drive with several people signing up (the Board was presented with membership form for anyone interested).
- Friends is helping support the Bicentennial programs with compliments to Leslie Ricklin for the beautiful talk on the William Ross Library with the help of Ingrid (the new owner attended as well). The next Bicentennial talk will be on Saturday, May 21st by Kathy Smith on Ruth Snow Bowen Quilts (Friends will provide refreshments and the program will be recorded).
- Looking to do more fundraising including memberships (about \$400 in the kitty so far).
- The next meeting is this Wednesday, May 18th with everyone invited to attend.

Leslie Ricklin asked about a float for the Bicentennial parade - Bill Rose has a flatbed trailer and something to pull it (will discuss at Wednesday's meeting).

b. Speaker Programs:

This Saturday is the Quilt Talk (Adele talked about earlier). Working together with the Senior Center on a farm speaker through UCONN Outreach Education and reached out to an Ashford therapy dog owner to bring dogs and do a talk (waiting for available dates and hope to schedule in June).

c. Landscaping:

The landscaper hasn't come for the season yet. The lines were done in the parking lot (came back to do the handicap space). The parking lot needs to be redone and is on the schedule in 2 years (will do the Senior Center at the same time).

d. Budget Update:

The budget was discussed at the Town meeting with a referendum vote tomorrow from noon to 8pm (all are encouraged to vote). Leslie Ricklin asked about the library budget being in the red (approximately \$5,000 over budget). The Board of Finance has been notified and will take out of the Undesignated Fund. The Parish Hill budget passed.

e. Discuss Chaplin Library Board of Trustees – Alternate position:

The Alternate position was approved at the Town meeting and has to be published in the newspaper within 15 days of the town meeting. The Board then needs to wait 15 days after to nominate someone for the position. Diane Cox suggested asking potential Alternates ahead of time. Discussed whether Adele Swart (willing to serve as an Alternate) can continue with Friends of the Library and be an Alternate (no conflict – just can't be an officer on the Board). Leslie Ricklin suggested also considering other members of the Friends group. Brian Cohen asked if an alternate on the Board could be and officer in Friends (a Friends member could only be an officer if the group becomes formal and incorporated– not incorporated at this time). Will discuss further at the June meeting.

f. Chaplin Board of Trustees – Performance Review

g. Executive Session:

Motion to enter into Executive Session (7:08 PM) for the purpose of discussing Performance Review, was made by Leslie Ricklin, seconded by Diane Cox and carried unanimously.

The Board came out of Executive Session at 7:40 PM.

9. AGENDA ITEMS FOR NEXT MEETING:

- Items from the current agenda.

10. ADJOURN:

Motion to adjourn (7:42 PM) was made by Jeanette Haines, seconded by Brian Cohen and carried unanimously.

Minutes will be approved at the next regular meeting.

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