

CHAPLIN PUBLIC LIBRARY
Board of Trustees Meeting
Chaplin, Connecticut
Meeting Minutes
October 17, 2022

Chairperson Victor Boomer called the meeting to order at 6:35 PM. Board members present were Diane Cox, Leslie Ricklin, Brian Cohen, Jeanette Haines and Alternate Adele Swart. Also present was Library Director Sandra Horning. Unable to attend was Board member Bill Jenkins.

3. **APPOINT ALTERNATE MEMBER:** Alternate Adele Swart seated for Board member Bill Jenkins.
4. **APPROVE MINUTES OF AUGUST 15, 2022:**
Motion to approve the regular meeting minutes from August 15, 2022, made by Leslie Ricklin, seconded by Jeanette Haines and carried unanimously.
5. **ADDITIONS TO AGENDA:**
Motion to add to agenda as Item #9h - Security Camera for Sign, made by Leslie Ricklin, seconded by Jeanette Haines and carried unanimously.
6. **AUDIENCE FOR CITIZENS:** None
7. **CORRESPONDENCE:** None
8. **REPORTS:**
 - a. **Director's Report:**
 - August - total of 470 people in-person and 2 curbside, open 18 days (average of 26 people per day). Circulation – 1,100 with 573 items checked out and 98 electronic checkouts. 137 people for in-person events with large turnout for Ice-Cream Social and Warren's Bicentennial Talk.
 - September - total of 426 people in-person and 2 curbside, open 15 days (average of 29 people per day). Circulation – 1,100 with 573 items checked out and 98 electronic checkouts. Circulation – 699 with 375 items checked out and 105 electronic checkouts. 90 people for in-person events.
 - Thanks to Adele and the Friends for organizing the library parade float that was a great success and thanks to those who helped cover the library tent.
 - Building Maintenance issues - ceiling leaks, men's toilet (ongoing running water), leaking gutters, no heat, and pillars peeling paint (will get quote).
 - The Hochberg books are arriving and on display in the front.
 - The Fiber Grant - reviewed assessment of the equipment (determined the system is decent and better than other libraries this size).
 - Met with Lisa Kegler to discuss a Homeschool Group using the Senior Center Community Room for homeschool activities (offered alternating with the Library Meeting Room). The BOS said no due to issues with who pays for electricity (not a town sponsored event). The Community Room should be accessible to the community. The Board asked about what is a sponsor, is there a fee charged to offset cost for electricity and what is the purpose of the community room (will follow up with the BOS to re-evaluate the use).
 - Children's Story Time is going well with about 20 people attending.
 - The weather cooperated for 2 events by the Cookbook Club (New England Foods and Eastern European Foods).
 - b. **Members Report:**

Leslie Ricklin asked the Chair to follow up with the First Selectman regarding maintenance issues that need to be addressed. Brian Cohen would like to know what the plan is with a timeline and suggested drafting a letter to the Board of Selectmen (Adele suggested getting on the BOS agenda to present the letter).

Motion for the Board Chair to ask the First Selectman to put Library Maintenance Issues on their November 3rd agenda, made by Leslie Ricklin, seconded by Brian Cohen and carried unanimously.

c. **Chair Report:** No Report

9. OLD BUSINESS/NEW BUSINESS:

a. **Speaker Programs:**

Upcoming programs:

- Seed Saving Program by Kelly Caisse rescheduled to October 18th at 1pm (Senior Center).
- Truth Behind Investigating the Unknown by the Eastern CT Paranormal Society on October 24th.
- Chaplin Homes in the Fiber Arts with Photos Talk by Cathy Smith and Bruce Raymond on November 5th at 1pm (Senior Center).
- Alpine Ski Program by instructor Dave England on November 9th.

Leslie Ricklin noted the Jean Givens Walk of Chaplin Street will be held on October 29th at 10am.

b. **Friends of the Library Update:**

- The Bicentennial Parade Float was cute (kids with bubbles). Thanks to Darcy Rose who graciously provided a cart loaded with hay bales and a tractor driven by her partner (couldn't have done it without her help). Bookmarks were handed out instead of candy (more are available at the desk).
- The Field Trip to the Isabella Stewart Gardner Museum in Boston will be on November 10th with a private tour (cost is \$55 – includes transportation and admission).
- The next meeting will be held this Wednesday at 2:30pm to discuss a membership drive. Adele Swart asked what was done previously to draw people to the membership drive (provide refreshments, distribute flyers and post on Google Groups).

c. **Landscaping:** Fall cleanup will be done after the leaves stop falling.

d. **Budget Update:** The budget is fine so far with maintenance costs just starting and the first propane fill.

e. **Executive Session:**

Motion to enter into Executive Session (7:21 PM) for the purpose of discussing Report from the Ad-Hoc Library Director Salary Study Committee, made by Jeanette Haines, seconded by Diane Cox and carried unanimously.

The Board came out of Executive Session at 8:00 PM.

f. **Report from the Ad-Hoc Library Director Salary Study Committee:**

Motion to accept the Report from the Ad-Hoc Library Director Salary Study Committee as amended, made by Adele Swart, seconded by Brian Cohen and carried unanimously.

g. **Discuss and Act on Annual Report:**

The Annual Report was reviewed. Brian Cohen asked about items that were overbudget (Building Maintenance, Propane and Electricity were overbudget by \$5,843 for the last fiscal year and absorbed by the town).

Motion to accept the Annual Report as presented, made by Leslie Ricklin, seconded by Brian Cohen and carried unanimously.

h. **Security Camera for Sign:**

The town has an extra security camera (a smaller camera would work better). Rick Nichols who worked on security and changed the locks at the library previously recommends a smaller camera by Blink that would tie into the Wi-Fi and offered to help with installation (funds in the budget for

equipment purchases). Brian Cohen would like to see details on the specific camera before approving purchase (Sandy will follow up with Rick Nichols and email details to the Board).

Motion to approve the Library Director to move forward with purchase of a security camera up to \$400, made by Victor Boomer, seconded by Leslie Ricklin and carried with the following vote:

YES: L. Ricklin, J. Haines, A. Swart, D. Cox.

NO: B. Cohen.

10. AGENDA ITEMS FOR NEXT MEETING:

- Election of Officers
- Calendar for Next Year

11. ADJOURN:

Motion to adjourn (8:14 PM) made by Diane Cox, seconded by Brian Cohen and carried unanimously.

Minutes will be approved at the next regular meeting.

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