

**CHAPLIN PUBLIC LIBRARY**  
**Board of Trustees Meeting**  
**Chaplin, Connecticut**  
**Meeting Minutes**  
**April 17, 2023**

Vice-Chair Jeanette Haines called the meeting to order at 6:35 PM. Board members present were Diane Cox, Leslie Ricklin (online), Victor Boomer (6:47 PM) and Alternate Adele Swart. Also present was Library Director Sandra Horning. Absent were Board members Brian Cohen and Bill Jenkins.

Alternate Adele Swart seated for Board member Brian Cohen.

**3. APPROVE SPECIAL MEETING MINUTES OF MARCH 17, 2023:**

***Motion to approve the March 17, 2023 special meeting minutes, made by Diane Cox with the following correction:*** Item #5b should read – There was no increase for the Library Director by the Board of Selectmen but they approved increase of hours (4 hours per month). ***The motion was seconded by Adele Swart and carried unanimously.***

**4. CORRESPONDENCE:**

- A letter was received from the Association of CT Library Boards with a reminder to join the membership for another year (\$100 annual fee).  
***Motion to approve \$100 annual fee for Association of CT Library Boards membership, made by Leslie Ricklin, seconded by Adele Swart and carried unanimously.***
- The Ad-Hoc Committee received a letter from Victor Boomer thanking them for their time and effort researching and documenting request for merit increase for the Library Director (brought in many grants, programs and speakers to the library) presented to the Board of Selectmen.

**5. REPORTS:**

**A. Director's Report:**

- There was a total of 514 people in-person and 1 curbside for March. The library was open 18 days with an average of 29 people per day. Circulation was 634 with 328 items checked out and 155 electronic checkouts. About 168 people attended in-person events (busy month with the exhibit).
  - The pillars out in front of the library were painted.
  - Looking for a phone number for Michaud Flooring (recommended for carpet estimate).
  - Parking lot renovations are far out with grant not applied for yet (application due in July).
  - The tent went up in time for April vacation week with Zen's Critters (good turnout), rock painting, and Lego building.
  - Author Shelley Olm is coming tomorrow to read her book (Shelley Snail Sees Sound) at Story Time.
  - The Putnam Library is hosting poetry reading for Northeast CT Poet Laureates on Saturday at 1pm (Adelaide will participate).
  - Only 1 ticket left for the QC Reads author William Kent Kreuger talk on May 16<sup>th</sup>. Book discussion on Cork O'Connor character will be held on April 24<sup>th</sup> at 6pm.
  - The Book Chat will be held on May 12<sup>th</sup>.
  - Make Music Day will be held on June 21<sup>st</sup> with the Ukulele Band playing under the tent.
  - The town will be closed on June 19<sup>th</sup> for Juneteenth Day (need to reschedule June Board meeting).
- Leslie Ricklin asked about new heating system (no exact timeframe) and asked if it would impact the AC (might be without AC – most of the work for the library would be outside, Senior Center would be more involved with the ceiling needing to come down).

**B. Board Chair Report:** No Report

**C. Board Member Reports:** No Report

**6. OLD BUSINESS/NEW BUSINESS:**

**A. Speaker Programs:**

- Deborah Ein's talk on Mary Treat's Biography will be on May 16<sup>th</sup> with a good turnout expected.
- The Last Green Valley dropped off brochures and is interested in doing a program (listed on website).

**B. Monthly Budget Update:**

The budget is still under with the Heating Fuel/Propane line now \$1,162 over. Victor Boomer asked about decision to remove the tank (no date set). Jeanette Haines asked about the remaining propane (will receive credit).

**C. Discuss Historic Homes of Chaplin Village Brochure:**

Contacted Johanne and Rusty regarding edited page from the Historic Homes of Chaplin Village Brochure (will move forward and print copies).

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

- The next meeting will be held this Wednesday at 2pm (everyone is invited to attend).
- Met with Rec Commission last month who approved the Story Book Walk idea (working on details).
- Friends will have a table at the Senior Center Plant Sale and share a raffle basket fundraiser.
- Master Gardner Jean Bose will do a PowerPoint presentation on Seed Saving.
- Discussed Museum passes including: Eric Carle Museum, Science Center and Children's Museum.

**E. Discuss upcoming Library Director's Performance Review:**

Library Director Performance Review will be sent out to the Board (return to Victor as soon as possible).

**F. Finalize discussion of the Ad-Hoc Committee "Library Director Merit (salary)increase:**

Victor Boomer presented updated version of letter presented earlier on the agenda thanking the Ad-Hoc Committee for their time and effort concerning Library Director merit increase presented to the Board of Selectmen.

- Jeanette Haines expressed concerns about whether the written formal proposal was discussed by the Board of Selectmen and the Board not receiving a written response on their decision. She suggested writing a letter to the Board of Selectmen to clarify the process going forward (response would be appreciated), and suggested acknowledging Sandy with a letter of recognition in her personnel file.
- Leslie Ricklin suggested requesting a formal letter from the Board of Selectmen about their decision (Jeanette will draft the letter).

***Motion for the Library Board of Trustees to ask the Board of Selectmen for formal letter on their decision regarding the Library Director Salary, made by Leslie Ricklin, seconded by Jeanette Haines and carried unanimously.***

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

- Items from the current agenda
- Executive Session – Library Director's Performance Review
- Reschedule Board meeting for June meeting
- Landscaping

**8. ADJOURN:**

***Motion to adjourn (7:30 PM) made by Jeanette Haines, seconded by Adele Swart and carried unanimously.***

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