

CHAPLIN PUBLIC LIBRARY
Board of Trustees Meeting
Chaplin, Connecticut
Meeting Minutes
September 18, 2023

Chairperson Victor Boomer called the meeting to order at 6:48 PM. Board members present were Leslie Ricklin (online), Jeanette Haines and Bill Jenkins. Also present was Library Director Sandra Horning. Absent were Board members Diane Cox, Brian Cohen and Alternate Adele Swart.

3. APPROVE MEETING MINUTES OF AUGUST 21, 2023:

Motion to approve August 21, 2023 meeting minutes, made by Bill Jenkins, seconded by Jeanette Haines and carried unanimously.

4. ADDITIONS TO AGENDA: None

5. AUDIENCE FOR CITIZENS: None

6. CORRESPONDENCE:

Letter received from the Town of Chaplin requesting the Annual Report for FY 2022-23 (due October 31st).

7. REPORTS:

A. Director's Report:

- There was a total of 540 people in-person for August. The library was open 17 days with an average of 32 people per day. Circulation was 860 with 413 items checked out and 149 electronic checkouts. About 160 people attended in-person events.
- There are no new leaks in the ceiling with all the rain. Torrential rain causes water to come in under the red industrial door that is not used wetting the carpet.
- The HVAC repair is expected to be done 3 weeks in October (possibly longer). The Senior Center will be open to hold programs in the small rooms but not planning to serve lunch. The library will be open with the Meeting Room offered for Fit & Fin, Tai Chi and some other classes (hot or cold spell may cause cancellation with no heat or air conditioning). Not scheduling any new speakers.
- The Board of Selectmen approved hiring another substitute to help when needed (hired Lisa Nadile who will be in Friday for training).
- Joined "Fulfillment", a new Interlibrary Loan system run through the State Library - allows looking at many different libraries including some universities (cost \$350 year). Leslie Ricklin asked about the number of patrons requesting books (about 20 a month). No books loaned out previously to other libraries due to not being able to see the catalog – 36 books loaned out since joining the new system).
- The next Cookbook Club will be under the tent on Sept. 27th at 5pm with simple and easy recipes.
- The next Book Chat will be held on October 13th at 3pm.
- The library will be closed on October 9th for the state holiday.

B. Board Members Report: No Report

C. Board Chair Report: No Report

8. OLD BUSINESS/NEW BUSINESS:

A. Speaker Programs:

- History of Tower Hill Preserve talk by Warren Church on September 30th at 1pm.
- Seed Sharing program by Jean Bose on the last Saturday in October.

Leslie Ricklin suggested a talk by Sally Zimmerman and her husband who researched the deeds from all the houses on Chaplin Street.

B. Monthly Budget Update:

The budget is in good shape for the beginning of the year. Software for Fulfillment was taken out of Equipment Maintenance that may go over (will move funds from DVD Video to offset). Victor Boomer spoke about maintenance being over by about \$7,000 last year with \$4,571 for State Library Grant (will check with the new auditor on any place else to put it). Jeanette Haines asked about savings in utilities from the new HVAC system (will be more efficient, cost savings from no repairs).

C. Landscaping:

Landscaper was here before Chaplin Day (looks good). 2 yellow jacket nests were sprayed by the Town.

D. Friends of the Library Update:

Sandy Horning presented Friends update. Chaplin Day – the Dunk Tank broke even and the kids enjoyed the duck pool with prizes (weren't as many people as there should be due to the rain). Victor Boomer asked how the Story Book Walk did at the park (difficult to monitor). Jeanette Haines suggested posting a sign in the Children's Section of the Library asking for feedback on the Story Book Walk (Sandy will ask the Story Time group for feedback).

E. Review and Approve the Collection Management Policies:

Collection Management Policies approved at the last meeting and submitted to the state was returned requesting more information about the specifics of Collection Development (added key definitions including weeding, Purpose Statement, Challenged Materials, Gifts) and Roles & Responsibilities (added who will oversee it).

Motion to approve the Collection Management Policies, made by Bill Jenkins, seconded by Jeanette Haines and carried unanimously.

F. Review and Approve the Book Challenge forms:

Jeanette asked about changing the meeting date (remove– usually the 3rd Monday of the month).

Motion to approve the Book Challenge forms, made by Bill Jenkins, seconded by Jeanette Haines and carried unanimously.

G. Discuss moving the Chaplin Library Board of Trustees regular meeting date for 2024:

Discussion held regarding moving the regular meeting date to the 4th Monday due to holidays (Martin Luther King Day, President's Day, Juneteenth Day). Board consensus is to leave the meeting date on the 3rd Monday.

9. AGENDA ITEMS FOR NEXT MEETING:

- Items from the current agenda
- Annual Report
- Library Policies of the Board of Trustees

10. ADJOURN:

Motion to adjourn (7:38 PM) made by Bill Jenkins, seconded by Jeanette Haines and carried unanimously.

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