

**CHAPLIN PUBLIC LIBRARY**  
**Board of Trustees Meeting**  
**Chaplin, Connecticut**  
**Meeting Minutes**  
**October 16, 2023**

**Chairperson Victor Boomer called the meeting to order at 6:43 PM. Board members present were Diane Cox, Leslie Ricklin, Jeanette Haines and Alternate Adele Swart. Also present was Library Director Sandra Horning. Absent were Board members Brian Cohen and Bill Jenkins.**

- The Board thanked Diane Cox for her support with the library and many years of service on the Board.
- Alternate Adele Swart seated for Board member Brian Cohen.

**3. APPROVE MEETING MINUTES OF SEPTEMBER 18, 2023:**

***Motion to approve September 18, 2023 meeting minutes, made by Leslie Ricklin, seconded by Jeanette Haines 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 489 people in-person for September. The library was open 16 days with an average of 31 people per day. Circulation was 860 with 424 items checked out and 173 electronic checkouts. About 175 people attended in-person events.
- HVAC repair started with old system removed (expect to be without heat for a few days).
- Training with Lisa Nadile going well (will schedule for holiday coverage).
- Working on State Report due November 1<sup>st</sup> (will send to the Board before the next meeting).
- Story Time going well with 6 families coming regularly and some others occasionally.
- Senior Center Flu Clinic will be held in the library on October 25<sup>th</sup> from 9-10:30am.
- The next Book Chat will be held on November 10<sup>th</sup> at 3pm.
- The library will be closed November 11<sup>th</sup> for Veteran's Day.

**B. Board Members Report:** None

**C. Board Chair Report:** None

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

**A. Speaker Programs:**

- Talk on the houses and general history of Chaplin Street by Sally Zimmerman will tentatively be held in January. Diane Cox spoke about people only wanting to hear about their house (suggestion was made for people to sign up for specific time to come in to hear about their house). Leslie Ricklin suggested doing a separate talk on trends and how the town was settled for broader interest.
- A husband from CT published a book "Pearls by Carol" by his late wife and would like to share the book on her memoirs (will talk to Lisa about doing jointly with the Senior Center).
- Would like to schedule a talk by the Last Green Valley after the heat is back on.
- Would like to do a program with the Secretary of State next year before the election.
- Looking for someone to do a program around the next eclipse coming in April.

**B. Monthly Budget Update:**

The budget is on track. Heating costs should be reduced with the new HVAC system.

**C. Annual Report:**

Sandy Horning presented the Annual Report (Victor reported on checking with the auditor for somewhere else to put the Grant (\$4,571) that is reflected as an overage. Leslie Ricklin asked about adding the new Town Logo (Sandy will check) and spoke about the library doing so much more than in the past for different age groups and being very community centered.

***Motion to accept FY 2022-2023 Annual Report, made by Jeanette Haines, seconded by Adele Swart and carried unanimously.***

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

Friends did not meet last month but has been busy with the following:

- Helped with the Chaplin Day event organizing different prize boxes for kids to choose from numbers picked in the duck pool.
- Seed Saver Day (flowers, herbs, vegetables, plants) is coming up on October 28<sup>th</sup> from 10am – 1pm with Master Gardener Jean Vose.
- Will be discussing Online Auction fundraiser at meeting this Wednesday (looking for donations including: gift certificates, crafts, local farmers).

**E. Discuss Library Policies of the Board of Trustees:**

Policies from the last meeting were accepted by the State Library and inserted into the Policy Book. Sections that still need review include: Confidentiality, Customer Service, Code of Conduct, and Financial Development (will review over the next few meetings).

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

Discussion held regarding moving the regular meeting date to the 4<sup>th</sup> Monday due to conflict with 3 holidays (revisit after the November elections).

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

- Items from the current agenda
- Policy Book
- Appoint Alternate

**10. ADJOURN:**

***Motion to adjourn (7:26 PM) made by Jeanette Haines, seconded by Diane Cox and carried unanimously.***

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