

CHAPLIN PUBLIC LIBRARY
Board of Trustees Meeting
Chaplin, Connecticut
Special Meeting Minutes
February 5, 2024

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

3. **SEAT ALTERNATE:** Alternate Diane Sanchez seated for Board member Brian Cohen.
4. **APPROVE MEETING MINUTES DECEMBER 18, 2023:**
Motion to approve December 18, 2023 meeting minutes, made by Jeanette Haines, seconded by Adele Swart and carried unanimously.
5. **ADDITIONS TO AGENDA:** None allowed
6. **AUDIENCE FOR CITIZENS:** None
7. **CORRESPONDENCE:** Received information on webinar for Library Board members to be held in February.
8. **REPORTS:**
 - A. **Director's Report:**
 - There was a total of 353 people in-person for December. The library was open 16 days with an average of 22 people per day. Circulation was 625 with 340 items checked out and 545 electronic checkouts. About 120 people attended in-person events.
 - The heat is improving – will try to keep heat on during business hours up to 8pm with many people using the Meeting Room. Trying to work through some hotspots (bathroom) with repairs not covered in the estimate.
 - The First Selectman gave the go ahead to move forward on the carpet for the Meeting Room (using ARPA Funds).
 - The next Book Chat will be held on February 16th at 6pm.
 - The Sally Zimmerman and Allen Olsen talk on the history of historic homes was very well attended and meetings with individual homeowners were booked back-to-back.
 - Offered to do an event at the library to get the Historical Society going (Adele suggested a signup sheet for all events to get contact information from people attending).
 - About 20 people attended the Take Your Child to the Library Day with new children getting library cards.
 - Letter Writing Workshop was held today (working to make more family friendly).
 - Hosted the QC Reads meeting for Library Directors (Quiet Corner Reads author will be announced February 14th).
 - Will do a party during Story Time on February 14th for Valentines Day.
 - The Cookbook Club will hold a virtual event on February 21st at 6pm with Chef Angela Michelle doing Ethiopian food.
 - The Solar Eclipse will be on April 8th (will be receiving 300 solar glasses that were free for libraries). Trying to plan an event around the Solar Eclipse and will ask Juan if interested in running a program (Leslie suggested Garrison Park as a good place to view it).
 - The library will be closed on February 12th (Lincoln's birthday) and February 19th (President's Day).
 - B. **Board Members Report:** Leslie Ricklin thanked everyone for all the cards and flowers.

C. Board Chair Report: No Report

9. OLD BUSINESS/NEW BUSINESS:

A. Speaker Programs:

- Penelope Pelizzon Book Launch is coming up on February 24th at 1pm with food and drinks (snow date – March 2nd). Proceeds from the sale of her book will go to the library. Poet Laureate Adelaide Northrup will introduce her and read a poem.
- A CT author's book of his wife Carol's memoirs (Pearls from Carol) will be presented in April (will be done after Senior Center Lunch – they have a memoir group).
- The Secretary of State is tentatively coming in May (would like to open up to families to attend – will reach out to CES Principal to keep schedule open, Linda Caron for the Boy Scouts and Kelly Caisse from KDCROP FARMS). Leslie Ricklin suggested contacting Town Reporter Traci Hastings to attend.

B. Monthly Budget Update:

The Library Director Salary line will go over due to number of hours even though they were raised to 25 hours. There are no Building Maintenance issues (heating fuel, propane and electricity are fine).

C. Friends of the Library Update:

- Friends will provide refreshments for Penelope Pelizzon Book Launch, a very special event celebrating an accomplished writer coming to Chaplin.
- Discussed Seed Collection (need to catalog, organize and get into envelopes for the upcoming planting season).
- A Celtic Band will be providing music on March 9th from 3-4:30pm (open to the community to celebrate the library and its place in the community).
- Discussed buying passes for the coming summer (will have free passes for 2 adults to the Florence Griswold Museum) – looking for suggestions for other passes.
- The next meeting will be held on February 28th.

D. Review Policy Manual: Tabled until the next meeting

E. Review and Approve 2023-24 Budget:

Assistant Librarian (increase by 48 hours to cover vacation and increase salary to make more in line with others in town). Jeanette Haines suggested the Library Director salary reflect the actual number of hours worked. Books (\$300 increase – increased costs); Dues (\$150 increase - increased membership costs); Equipment Maintenance (\$350 increase – new Find IT Interlibrary Loan Software); Periodicals (\$100 increase – Chronicle went up); State Library Grant (not included in total); DVDs (\$500 decrease – less usage with more people streaming); Cable Internet (\$200 increase – for Hotspot). Remainder of budget (no increase). Total increase is \$1,646.78 (over \$1,000 is salary increase for Assistant Librarian) and is within guidelines of not more than 2.5% increase annually. Leslie Ricklin suggested adding to the Library Director to reflect actual hours worked (doing more programs that are attracting more people to the library).

Motion to approve FY 2024-25 Chaplin Library Budget Request adding to the Library Director to reflect actual hours worked, made by Leslie Ricklin, seconded by Diane Sanchez and carried unanimously.

10. ADJOURN:

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

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