

**CHAPLIN PUBLIC LIBRARY**  
**Board of Trustees Meeting**  
**Chaplin, Connecticut**  
**Regular Meeting Minutes**  
**April 15, 2024**

Chairperson Leslie Ricklin called the meeting to order at 6:39 PM. Board members present were Victor Boomer (online), Jeanette Haines, Adele Swart and Diane Sanchez. Also present was Library Director Sandra Horning. Absent was Board member Bill Jenkins and Alternate Diana Alvarez.

Add to agenda as Item #7E – Director’s Evaluation.

**3. APPROVE REGULAR MEETING MINUTES OF MAR. 18, 2024:**

*Motion to approve the March 18, 2024 regular meeting minutes, made by Jeanette Haines with the following correction:* Item #8A should read – The Cookbook Club will meet on April 24<sup>th</sup> at 6pm. *The motion was seconded by Diane Sanchez and carried unanimously.*

**4. CORRESPONDENCE:** None

**6. REPORTS:**

**A. Director’s Report:**

- March - 536 people in-person (open 17 days with average of 32 people per day). Circulation - 704 (375 items checked out, 853 electronic checkouts). About 300 people attended in-person events.
- Heat mostly worked out (do not have access yet). A transformer blew last Wednesday with no heat, running water and some electricity requiring mandatory closing (fixed and able to open at 3pm). Senior Center cancelled lunch and rescheduled Albert Ruggiero’s talk to April 29<sup>th</sup> at 12:30pm.
- Carpet installers will do a walkthrough this Friday - then schedule date for installation.
- No raise with BOF making budget cuts (switched from hourly to salary with 3% increase for everyone).
- Outreach person for Senator Murphy came to ask about needs and offer information on federal grants (now closed with little time for research) - could use for Story Book Walk or Lockers outside to pick up books after hours (will keep an eye on). Leslie Ricklin asked if she was here for the Solar Eclipse program that received lots of great reports with about 50 people in attendance (here that morning).
- The CT State Grant was reinstated upon submission of the Yearly Report and Collection & Development Policy (received \$1,442).
- Philip Mariana donated \$10,000 for books and programming on behalf of his wife who passed away recently.
- April is Passport to Libraries month with lots of foot traffic (\$200 in prizes).
- The Pieces for Peace Exhibit with reception had a good turnout with rainy weather and about 50 people including the BOS (Juan and Joe) plus the Ukelele Club (received many positive comments).
- The next Book Chat is April 17<sup>th</sup> at 3pm.
- The next Cookbook Club is April 24<sup>th</sup> at 6pm.
- Spring Break flyer - Vernal Pools by Juan Sanchez held today with a good turnout; making Fairy Houses with the kids on Wednesday, April 17<sup>th</sup> at 10:30am; Reluctant Dragon Puppet Show on Saturday, April 20<sup>th</sup> at 10:30am.
- QC Reads book discussion will be held on May 6<sup>th</sup> at 6pm (tickets on sale for the May 14<sup>th</sup> event).
- Looking to schedule a Kitten Café in June to benefit Paws Cat Shelter with food and donations.
- Members of Goodbye Irene Band forming a program for children’s music (would like to coordinate with Summer Reading Music Day).
- An empty CD case was found in the children’s section (may have happened during the Solar Eclipse program that was busy with a lot of people – Diane suggested having backup people to call if needed).

**B. Board Chair Report:**

The Arboretum Commission is holding an event for Arbor Day on April 26<sup>th</sup> at 5pm with refreshments. Planting bushes with help from volunteers and the Boy Scouts and invited a wildlife agency to speak (worked with Sandy to design a flyer that will be displayed in the library with books about Arbor Day).

**C. Board Member Reports:** None

**7. OLD BUSINESS/NEW BUSINESS:**

**A. Speaker Programs:**

- The Secretary of State is coming the evening of May 22<sup>nd</sup> (working on a flyer). Reached out to the CES Principal, Linda Caron (Boy Scouts), and Kelly Caisse (4H).
- Working on dates for free seminars on Unlocking the Potential of Mindfulness for Health.

**B. Monthly Budget Update:**

Heating Fuel (\$1,385 remaining), Electricity (\$3,563 remaining), Salary expected to go over about \$1,000, still have funds in Building Maintenance. Suggested getting an estimate to paint the meeting room to go with the new carpet.

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

- The next meeting will be held this Wednesday at 2pm.
- New bench was purchased to replace bench that fell apart (Scott St Lawrence will do the work).
- Looked at Arboretum related books recommended by Sandy.
- Story Book Walk will be done again at Garrison. Thanks to Altrusa (philanthropic organization) who will loan a Story Book Walk for the season (pages blown up, mounted to a board and laminated with coating to protect from fading).
- Voted to have Goodbye Irene come back next year (waiting to hear back).
- Noticed the tablecloth on the table in meeting room (protect from scratches and water marks). Will discuss at the next meeting having Scott St Lawrence refinish the table with waterproof coating.

**D. Review Library By-Laws:**

Reviewed the Bylaws with the following changes: add page numbers; Section III – add 1 alternate to number of members (see ordinance in Appendices), procedure to fill Board vacancy; Section IV – add Juneteenth Day; Section IX – next Bylaw Review 2027 (add separate page for Bylaw Review); Appendices – add Ordinance for Alternate Position; Job Description – add to Collection Development (follows Collection & Development Policy). Bylaws will be updated and presented at the next meeting for approval.

**E. Director's Evaluation:**

Victor Boomer will send out Director's Evaluation to the Board (return completed forms to Leslie).

**8. AGENDA ITEMS FOR NEXT AGENDA:**

- Items from current agenda
- Director's Evaluation (Executive Session)
- Landscaping
- Approve changes to Bylaws

**9. ADJOURN:**

*Motion to adjourn (7:50 PM) made by Jeanette Haines, seconded by Diane Sanchez and carried unanimously.*

*Respectfully submitted by Kathleen Scott  
Recording Clerk*