

CHAPLIN PUBLIC LIBRARY
Board of Trustees Meeting
Chaplin, Connecticut
Regular Meeting Minutes
May 20, 2024

Chairperson Leslie Ricklin called the meeting to order at 6:30 PM. Board members present were Victor Boomer, Jeanette Haines, Adele Swart, Diane Sanchez and Alternate Diana Alvarez. Also present was Library Director Sandra Horning. Absent was Board member Bill Jenkins.

Alternate Diana Alvarez seated for Board member Bill Jenkins.

3. AUDIENCE FOR CITIZENS: None

4. ADDITIONS TO THE AGENDA: None

5. CORRESPONDENCE: None

6. REPORTS

A. Director's Report:

- April – 855 people in-person with visitors from over 100 other libraries for Passport to Libraries month (open 17 days with an average of 50 people per day). Circulation – 684 (350 items checked out, 224 electronic checkouts). About 325 people attended in-person events.
- Heat being corrected in meeting room (very hot – problem with the vents), other areas are stable.
- Attended CT Library Association Conference with presentation from Old Lym Director about Book Challenge for non-fiction sex education book in the teen section (parents wanted it removed – not supported). Best way to handle is to be prepared, not making any statements and refer to the policy (Add Book Challenge Complaints - limited to town residents to the next agenda).
- Meeting Room was painted - will be back to do 2nd coat and trim (also painted drop box out front). Carpet installation scheduled for June 18th and 19th.
- The next Book Chat is June 14th at 3pm.
- The next Cookbook Club is June 24th at 6pm.
- Library Day organized with the Chaplin Elementary Librarian for grades K-6 on May 31st between 9am-2pm with 5 different groups coming by bus (will promote Summer Reading).
- Summer Reading – Xen's Critters - June 12th at 10:30am; Make Music Day - June 21st at 5pm; Science Center Picnic Capers – June 26th; Rock Art – July 3rd; Ponds Program by Juan Sanchez - July 17th; Scavenger Hunt July 24th; Nature Center Adventures – July 31st; Ice-Cream Social – August 7th; high school student offered to do Mind Craft program in July.

B. Board Chair's Report:

Discussed the following with the First Selectman: Library Director raise (BOF denied BOS proposed salaries - approved 3% increase for everyone), everything that Sandy does for the library, frustration with education over \$7 million of the \$10 million budget.

C. Board Members' Report:

Adele Swart spoke about the CT Reads wonderful event in Woodstock (well attended) with author Angie Kim whose books deal with challenging issues (handicaps, Angelman Syndrome – problems with speech) and how people are judged based on their communication skills.

7. OLD BUSINESS/NEW BUSINESS

A. Speaker Programs:

- Civics Trivia with CT Secretary of State Stephanie Thomas this Wednesday May 22nd with pizza - 5:30pm, trivia and prizes - 6pm (Victor suggested recording the event).

- Free Mindfulness Seminar will be held on May 25th at 10:30am.

B. Monthly Budget Update:

Heating overbudget - not by much (no benefits yet from new HVAC); funds left in Electricity; Salary overbudget (Director, Assistant).

C. Friends of the Library Update:

- The new bench assembled and installed by Scott St. Lawrence is out front (Diane working on plaque to identify the gift from the Friends).
- June is Friends Membership month with a table at Make Music Day under the tent (sponsoring the Rattling Bog Boys).
- The next meeting will be held on Monday, June 17th (changed due to Juneteenth Day).

D. Landscaping:

Landscaper will be coming in the next two weeks to weed, prune and put down new mulch including around the new bench (Leslie commented how well the property looks with mowed lawn and the tent).

E. Chaplin Poet Laureate:

Discussed how to proceed with Poet Laureate (3-year term up this month) including: renew current or seek a new one; previous process with Committee that developed a rubric for selection, include ECSU and UCONN; have the community make the selection; Poet Laureate open-mic under the tent with Adelaide and runner-up Susan Powers (Scotland) to generate interest; open to other towns or limit to Chaplin resident, have the current Poet Laureate help select the next one. Adelaide Northrup will be asked to continue another year (Leslie will follow up) and the Board will work on a procedure after the open-mic.

F. Review and Action of revisions to the Library By-Laws:

Added Juneteenth Day to list of holidays the library is closed and added Town Ordinance for Alternate position to Appendices. Leslie Ricklin presented revision to Section III – Board of Trustees suggested by Town Clerk Shari Smith on how elected members are voted in and out and appointment of Alternate.

Motion to approve Library Board of Trustees and Alternate in the Bylaws suggested by Town Clerk Shari Smith, made by Adele Swart, seconded by Diane Sanchez and carried unanimously.

G. Executive Session: Library Director's evaluation:

Motion to enter into Executive Session (7:26 PM) for the purpose of discussing Library Director's evaluation, made by Victor Boomer, seconded by Jeanette Haines and carried unanimously.

The Board came out of Executive Session at 7:37 PM.

H. Board action on evaluation after Executive Session:

Sandy Horning expressed concerns about evaluation form for part-time staff that work 3 hours (the Board recommends using existing form for items that pertain to their job with N/A for items that don't apply).

Motion to approve Library Director's Evaluation and using existing evaluation form for part-time staff - only items that are pertinent to their job, made by Victor Boomer, seconded by Diane Sanchez and carried unanimously.

8. AGENDA ITEMS FOR NEXT AGENDA:

- Items from the current agenda
- Book Challenge Complaints (limited to town residents)
- Poet Laureate Update

9. ADJOURN:

***Motion to adjourn (7:44 PM) made by Victor Boomer, seconded by Adele Swart and carried unanimously.
Respectfully submitted by Kathleen Scott, Recording Clerk***