

LIBRARY BOARD OF TRUSTEES
Library Meeting Room
Chaplin, Connecticut
Regular Meeting Minutes
September 16, 2024

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

3. APPROVAL OF JULY 15, 2024 MINUTES:

Motion to approve July 15, 2024 regular meeting minutes, made by Jeanette Haines, seconded by Adele Swart and carried with abstention by Diana Alvarez.

4. AUDIENCE FOR CITIZENS: None

5. ADDITIONS TO THE AGENDA: Add to agenda as Item #9D – CT State Statute Section 11-21 Board of Trustees.

6. WELCOME TO NEW BOARD MEMBER DIANA ALVAREZ: The Board welcomed new member Diana Alvarez.

7. ELECTION OF LIBRARY BOARD ALTERNATE:

Joyce St. Lawrence (Friends member) is interested in the Library Board Alternate vacancy.

Motion to nominate Joyce St. Lawrence as Library Board Alternate, made by Diane Sanchez, seconded by Diana Alvarez and carried unanimously.

8. CORRESPONDENCE:

- Received upcoming events from ACLB: Public-Private Partnership and Three-Legged Stool Approach for Trustees, Directors, and Friends.
- Received Annual Report Request (due October 31st).

9. REPORTS:

A. Director's Report:

- July – 538 people in-person (open 17 days - average of 32 people per day). Circulation - 1,051 (554 items checked out, 191 electronic checkouts). About 260 people attended in-person events.
- August – 555 people in-person (open 18 days - average of 31 people per day). Circulation - 864 (421 items checked out, 176 electronic checkouts). About 250 people attended in-person events.
- HVAC is stable (may still need adjustment). Diane Sanchez and Adele Swart expressed concerns about continued problems with this system (check with 1st Selectman for update on completion date).
- Having issues with Patron Printer going offline (Windham IT tech working on) – looking to switch Senior Center WIFI to the library for cost savings and will use library line to power early voting (will fix WIFI extenders not setup properly). Losing administrative access on computers to make the town more secure (used for troubleshooting when there is a problem). Adele Swart suggested checking with other towns on how they deal with it.
- A Grant pays 70% for the internet – state will no longer handle bidding process (need to learn the steps for electronic bidding).
- Working on state report due October 1st.
- Great turnout for Poetry Open-Mic (thanks to all who came and read).
- Summer Reading over and successful.
- PreK Playgroup started (held outside under the tent with 4 families attending).
- Next Cookbook Club is October 9th at 6pm with Ina Garten.

- Next Book Chat is October 18th at 3pm.
 - Co-sponsoring Magician with the Senior Center on October 19th at 1pm.
 - Thanks to Adele, Hank, Diane and the Friends who helped out at the tent this weekend with free apples and water (kids made butterfly bookmarks).
 - Sally Zimmerman and her husband organized items in the Museum Closet generously donating materials, boxes, their time, and the history (half the closet still to be done). Lisa Nadile helped catalogue the items electronically. Need to discuss who is responsible - Diane asked who owns the items (check with the 1st Selectman). Sally Zimmerman will propose a Historical Society to the Friends.
- B. Board Chair's Report:** Will present 2025 meeting dates at the next meeting.
- C. Board Members' Report:** No Report
- D. CT State Statute Section 11-21 Board of Trustees:** Reviewed Board of Trustees role in section 11-21.

10. OLD/NEW BUSINESS:

A. Speaker Programs:

- Mindfulness Seminar – September 21st and 28th (same program) at 10:30am.
- Introduction to Chinese Astrology by Joe Pandolfo on September 30th at 6:30pm.

B. Monthly budget updates:

Budget is fine with library operating normally (budget vote is tomorrow noon-8pm).

C. Friends of the Library Update:

- Voted to support more museum passes with a Museum of the Month. August - Florence Griswold Museum in Old Lyme (river walk, café), September - New Britain Museum of Art, October - Dennison Pequot Museum in Stonington oriented to children – (Meadow Room with decaying log, room starts as daylight and turns into nighttime with sounds of the meadow, easy to walk trails, rehab for animals, 5 miles from Mystic Village), Upcoming - Slater Museum on the NFA campus.
- Seed and Plant Swap - October 5th from 10am – noon (sunflower seeds, banana plants, Irish seeds and plants, marigolds, cucumbers, yellow peppers, shamrock seeds from Ireland).
- Auction will be held in November (ask businesses you are friendly with for donations).

D. Landscaping: Fall cleanup will be done when the budget passes.

E. Poet Laureate status:

Discussed process for selecting Poet Laureate (Sandy has list of Chaplin poets - Leslie suggested asking them if interested in being a Poet Laureate). Established a subcommittee (Diane, Jeanette, Adele) to outline the criteria before moving forward (will ask Adelaide to help with the selection).

11. ITEMS FOR NEXT AGENDA:

- **Items from current agenda**
- **October 21, 2024 meeting cancelled (next meeting is November 18th)**
- **Annual Report**

Leslie Ricklin reported on 1st Selectman invited to Historic District Commission meeting to discuss grant proposal for enlarging parking lot, sidewalks and fence leading to Garrison Park (1st Selectmen didn't attend).

12. ADJOURN:

Motion to adjourn (7:44 PM) made by Diana Alvarez, seconded by Diane Sanchez and carried unanimously.

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