

**LIBRARY BOARD OF TRUSTEES**

**Library Meeting Room**

**Chaplin, Connecticut**

**Regular Meeting Minutes**

**November 18, 2024**

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

Alternate Joyce St. Lawrence seated for Bill Jenkins.

**3. APPROVAL OF SEPTEMBER 16, 2024 MINUTES:**

*Motion to approve September 16, 2024 regular meeting minutes, made by Adele Swart, seconded by Jeanette Haines and carried unanimously.*

**4. AUDIENCE FOR CITIZENS:** None

**5. ADDITIONS TO THE AGENDA:**

Adele Swart would like to discuss whether plans for the Ben Chaplin Cupboard have moved forward (Leslie will check with the First Selectman for an update).

**6. CORRESPONDENCE:** None

**7. REPORTS:**

**A. Director's Report:**

September – 455 people in-person (open 16 days with an average of 28 people per day). Circulation – 902 (469 items checked out, 228 electronic checkouts). About 125 people attended in-person events.

October – 576 people in-person (open 16 days with an average of 36 people per day). Circulation - 782 (410 items checked out, 197 electronic checkouts). About 225 people attended in-person events.

- HVAC still has kinks with being too hot (company was back looking at ceiling air flow).
- Received administrative privileges for patron computers from IT tech.
- The state ended E-rate Consortium to bid for internet funding – each library needs to file themselves (official bid went out with help from the State Library).
- State Report turned in to CT State Library - required in order to get state grant (Adele suggested submitting to the First Selectman - will submit with Annual Report).
- The PreK Playgroup has 6 families attending regularly.
- The Illusionist Magician with the Senior Center was well attended with lots of decorations and food.
- Next Book Chat is November 22<sup>nd</sup> at 3pm.
- Next Cookbook Club is December 9<sup>th</sup> at 5:30pm with Festive Favorites (bring a friend).
- Hoping to have Paws Cat Shelter for a Cat Café December 14<sup>th</sup> from 10:30am-12:30pm with donation box for cat food and supplies.
- Would like to replenish Historic Village Booklets - \$93.59 for 40 (Board approves).

**B. Board Chair's Report, 2025 meeting dates:**

Reviewed 2025 meeting dates. The Board meets on the 3<sup>rd</sup> Monday of the month at 7pm in the Library Meeting Room unless otherwise noted (confirm with the Town Clerk).

**C. Board Members' Report:** None

**8. OLD/NEW BUSINESS:**

**A. Election of Officers for 2024-2025:**

- ***Diane Sanchez nominated Leslie Ricklin for Board Chair, seconded by Adele Swart. The vote to elect Leslie Ricklin for Board Chair carried unanimously.***
- ***Adele Swart nominated Jeanette Haines for Board Vice-Chair, seconded by Diane Sanchez. The vote to elect Jeanette Haines carried unanimously.***

**B. Speaker Programs:**

Working on programs for January: Native American history with David Eichelberg, Outreach Specialist for the Mohegan Tribe (with drumming, brings items); history on this region by Donna Dufresne (musician, role playing); and Vision Boards (helps people move forward).

- Leslie Ricklin asked if Friends have tickets to the Pequot Museum (costly - Diane will revisit with Friends) and spoke about meeting with Sally Zimmerman who expressed the need to encourage interest in the Old Town Hall/Museum and Old Post Office - would like to hold a public meeting in the library to learn about the history and hear what people would like to see happen with them (will check with the First Selectman).

**C. Monthly budget updates:** Budget is on track (budget passed).

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

- Thank you to Diane and Juan for taking down the Story Book Walk (looking at Arboretum book for the next walk (\$400-\$700) - looking for resources). Would like to create a Storybook Library to loan out.
- Waiting for contract from Goodbye Irene Band with 4 members on March 29<sup>th</sup> from 3:30pm – 5:00pm.
- The online Auction starts Monday, November 25<sup>th</sup> with shopping by QR Code and URL ([yourcharityauction.com/chaplinlibrary](http://yourcharityauction.com/chaplinlibrary)) with over 50 items to bid on (lots more than last year). A table of auction items will be setup at the Senior Center on December 4<sup>th</sup> with help for people not familiar with the QR Code.
- The Friends meeting on Wednesday will start early to write thank you notes to the Auction donors.

**E. Landscaping:**

Landscaper Jim Kelly (designed library gardens) passed away unexpectedly. Reached out to Carrie Landek to do fall cleanup (recommended Karrie Kirchner (also does Vision Boards) to takeover landscaping for the library).

***Motion to approve hiring Karrie Kirchner for landscaping, made by Jeanette Haines, seconded by Diana Alvarez and carried unanimously.***

**F. Poet Laureate search report:**

Subcommittee is not necessary. Will send letters out in January to Chaplin residents that participated in Open Mic Poetry inviting them to submit poem if interested in becoming the next Poet Laureate – will also post to Google Groups for any interest (Board will read poems without name and make selection).

**G. Annual Report review and approval:**

Reviewed and made changes including: “Library Director applied for and received a Fiber to the Library Communications grant for \$18,667.00”; Half the members on the Board have changed; Joyce St. Lawrence was recently appointed as the alternate.

***Motion to approve 2023-24 Library Board of Trustees amended Annual Report, made by Diana Alvarez, seconded by Diane Sanchez and carried unanimously.***

**9. ITEMS FOR NEXT AGENDA - December 16, 2024:** Items from current agenda

- Possible Leave of Absence for Library Director.

**10. ADJOURN:**

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

***Respectfully submitted by Kathleen Scott***

***Recording Clerk***