

LIBRARY BOARD OF TRUSTEES

Library Meeting Room

Chaplin, Connecticut

Regular Meeting Minutes

December 16, 2024

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

Alternate Joyce St. Lawrence seated for Bill Jenkins.

3. APPROVAL OF NOVEMBER 18, 2024 MINUTES:

Motion to approve November 18, 2024 regular meeting minutes, made by Adele Swart with the following corrections: Item #7B should read – The Board meets on the 3rd Monday of the month at 6:30 PM in the Library Meeting Room unless otherwise noted. Item #8E – correct spelling of Kerry Landeck. ***Motion seconded by Diane Sanchez and carried unanimously.***

4. AUDIENCE FOR CITIZENS: None

5. ADDITIONS TO THE AGENDA: Add to agenda as Item #8D – Friends of the Library Update.

6. CORRESPONDENCE: None

7. REPORTS:

A. Director's Report:

- November – 423 people in-person (open 16 days with an average of 26 people per day). Circulation – 764 (391 items checked out, 203 electronic checkouts). About 105 people attended in-person events.
- HVAC more even with temperature (1 vent removed - closely monitoring, bill so far \$100 more than last year).
- Have 2 bids for Internet E-rate with bids accepted until December 20th.
- Order of Historical Homes Booklet came in.
- Cat Café on Saturday very well attended with about 100 people and cupcakes made by Joyce St. Lawrence with cat faces and paw prints. They made \$400 in donations and left with car full of cat food (donation box will remain until the end of the month). It was suggested to have a library cat to share with the Senior Center (South Windham Library adopted a cat to address mice issue).
- The next Book Chat is December 20th at 3pm.
- Signed up to participate in Take Your Child to the Library Day on February 1st.
- The library will be closed for the holiday on December 21st and January 1st.
- Lisa Nadile will cover hours next week for Sandy and Angie who will be out of town.
- Thank you note received from Victoria thanking the Board for the flowers (husband passed away).

Motion to approve taking funds from Special Revenue to send flowers to library employee for her loss, made by Adele Swart, seconded by Diana Alvarez and carried unanimously.

B. Board Chair's Report:

Talked to the 1st Selectman about the following:

a. Director's Leave of Absence:

Very supportive regarding Library Director taking leave of absence (two 6-month leaves in the next 2 years) for opportunity to join husband for appointment at Edinburgh University. Prefers employee familiar with the library (Annual Report, State Library Report, Budget) to take over – need to work out benefits and salary (Sandy considering Fall of 2025 for first leave). Diana Alvarez suggested getting letter of approval from the 1st Selectman with elections coming in Fall of 2025.

b. Benj. Chaplin's Cabinet:

Cabinet close to being done - would like to store at the Town Hall temporarily (temperature and humidity controlled).

c. Museum:

Regarding the library hosting an open meeting with townspeople about the Museum - would like to start discussion with Library Board and Senior Center Board (talk to 1st Selectman and Senior Center Director about tentative meeting on February 4th at 11am and invite the Friends of the Library).

C. Board Members' Report: None

8. OLD/NEW BUSINESS:

A. Speaker Programs:

Vision Boards by Karrie Kirchner on January 13th at 4pm; Native American history by David Eichelberg from Mohegan Sun on March 1st at 1pm; program with Donna Dufresne tentatively in February.

B. Monthly budget updates: Budget is fine (heating just getting started, nothing overbudget).

C. Poet Laureate search report:

a. Review and approval of invitation letter to prospective candidates:

Thanks to Ad Hoc Committee for passing on draft invitation letter (will send to Chaplin residents that participated in Open Mic).

b. Timeline for naming a new Poet Laureate:

Send invitation letter out in January. Candidates asked to indicate interest by January 15th and submit original poem to Library Director by March 3rd. Selection will be made at the March meeting.

c. Discussion about having a dual appointment:

Board is open to extending to a dual partnership (husband/wife and 2 sisters read poem at Open Mic).

d. Discussion for a sign of distinction of office:

Leslie Ricklin suggested a Poet Laureate ribbon similar to Bicentennial Committee ribbon made by Peggy Church and Kathy Smith (will reach out to Peggy).

D. Friends of the Library Update:

- The auction ended a week ago with lots of helpers to write thank you notes to the 90 plus donors and deliver (made \$2,930 with \$175 in check donations). Thanks to Lisa Nadile for her heroic work on this event. Thanks to Angie and Sandy for table displayed with auction items.
- Renewed yearly membership to Florence Griswold Museum. January museum of the month is The Old Statehouse (this month is The Gillette Castle with lots of decorations and guided tour).

The Board thanked Adele for all her work on the Auction.

9. ITEMS FOR NEXT AGENDA: January 27, 2025

- Items from current agenda
- Friends of the Library Update
- Meeting with First Selectman and Senior Center

10. ADJOURN:

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

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