

LIBRARY BOARD OF TRUSTEES

Library Meeting Room

Chaplin, Connecticut

Regular Meeting Minutes

January 27, 2025

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. Also present: Library Director Sandra Horning. Board members absent: Bill Jenkins.

Alternate Joyce St. Lawrence seated for Bill Jenkins.

3. APPROVAL OF DECEMBER 16, 2024 MINUTES:

Motion to approve December 16, 2024 regular meeting minutes, made by Adele Swart with the following correction: Item #7A should read – The library will be closed for the holiday on December 25th and January 1st. *Motion seconded by Diane Sanchez and carried unanimously.*

4. AUDIENCE FOR CITIZENS: None

5. ADDITIONS TO THE AGENDA: None

6. CORRESPONDENCE: None

7. REPORTS:

A. Director's Report:

- **December** – 520 people in-person (open 16 days with an average of 33 people per day). Circulation - 751 (368 items checked out, 239 electronic checkouts). About 190 people attended in-person events.
- HVAC evened out (cold in meeting room).
- Work done in January for FTTL Grant (\$18,667 awarded last year) for equipment and installation to upgrade Wi-Fi and Internet down in the basement (includes line to the Senior Center for Wi-Fi and cable to the Ferrari Room for voting). The Board thanked Sandy for all her work on obtaining grants.
- Electrician was here to install outlets in the back of the library.
- Received 3 bids for E-rate internet funding contract with best offer from CT Education Network (asked for 3 to 5-year contract).
- Publisher Baker & Taylor changed contract reducing discount for hardcover books including children's books (applied for account to publisher Brodart for better pricing).
- Take Your Child to the Library Day is February 1st from 10-1pm with snacks & hot cocoa (provided by Friends), Lego building, and making Valentines & Snowflakes.
- Next Cookbook Club is February 26th at 6pm - annual virtual cooking class with chef Jennifer.
- Retired Attorney Kay Harris offered to setup free legal advice (Family Law, Trust & Estates) on a Saturday afternoon in the spring.
- The library will be closed February 12th and February 17th (Washington's & Lincoln's birthday).
- Board asked to postpone the March meeting (taking trip to Spain from March 12-22). A special meeting will be held on March 24th.

B. Board Chair's Report:

a. Introduce book - "Meet Me at the Library" by Shamichael Hallman and Chair's vision for library applications:

Board presented with copies of book based on author's experience of being hired as manager to turn things around for library that tanked in Memphis, TN. Went to other libraries around the country and identified 3 issues – loneliness, isolation, and polarization. Would like to discuss ideas about what can be done to draw in new people such as Bring Your Neighbor to the Library Day (Friends very active with many events that brings people to the library).

C. Board Members' Report: None

8. OLD/NEW BUSINESS:

A. Speaker Programs:

- Still waiting to hear back from Donna Dufresne.
- Poet Lisa Taylor reached out to include a stop in Chaplin (coming April 23rd at 6pm) for release of first novel "The Shape of What Remains".
- Juan Roman's wife reached out about doing an Alternative Healing workshop (will talk to Lisa about doing with the Senior Center).
- Mohegan Tribe program will be March 1st from 1-2pm (Friends will have a display of educational tribe food and provide refreshments).

B. Budget proposal for FY 25-26...due in Feb.:

Letter received from the Board of Finance including Budget Development Policies and Budget Calendar. The Board of Finance insists the budget must be as close to the current budget as possible (excluding salaries) and all technology expenses must be listed separately with written explanation (due February 13th). The budget can be presented to the Board of Finance starting in March (will submit request for March 10th).

- Board reviewed proposed budget – only change is \$100 moved from DVDs to Periodicals. Discussed Assistant Library II salary (\$16.96 hour) close to minimum wage increased to \$16.35 this year. Adele Swart asked if salaries could be adjusted with Sandy's leave of absence (will be separate contract).
 - ***Motion to request increase of Assistant Library II salary from \$16.96 to \$18.00 per hour, made by Diana Alvarez, seconded by Jeanette Haines and carried unanimously.***
 - ***Motion to approve Chaplin Board of Trustees FY 2025-26 proposed budget including increase for Assistant Library II salary, made by Diana Alvarez, seconded by Diane Sanchez and carried unanimously.***

C. Friends of the Library update:

- Moving forward with Story Book Walk (in process of printing panels).
- No February meeting – meeting in March to look at becoming a 501C.
- Leaving snacks for the group coming the weekend of President's Day to look at artifacts in the closet (appreciate their time in doing so).
- Slater Museum is the museum of the month for February/March with Kathy Smith exhibiting quilting (open January 25th – February 28th). Will do Dinosaur State Park for April.
- Planning refreshments for Goodbye Irene on March 29th from 3-4:30pm.

D. Poet Laureate search:

a. Status of applications and timeline:

2 people interested (one considering submitting a poem, the other not quite sure due to health issue). Indication of interest was due January 24th and submission of poem due March 3rd (Board will make decision at March 24th meeting).

b. Discussion for a sign of distinction of office – Talked with Peggy Church:

Discussed medal for sign of distinction with person at E.O. Smith (recommended by Peggy Church) and current Poet Laureate - written thank you note would be more appropriate (Sandy suggested including a gift or gift certificate).

E. Update re - meeting with First Selectman, Juan Roman:

No word yet on meeting with First Selectman to talk about outside renovations (Leslie will followup).

- Sandy Horning shared documents about the building from 1911 (loaned by Rusty Lanzit).
- Diane Sanchez noted proposed bill that would stop banning books.

9. ITEMS FOR NEXT AGENDA: February 24, 2025

- Items from current agenda

10. ADJOURN:

Motion to adjourn (8:00 PM) made by Diana Alvarez, seconded by Jeanette Haines and carried unanimously.

*Respectfully submitted by Kathleen Scott
Recording Clerk*