

**Andover Public Library Board of Directors Meeting Minutes**  
**355 Route 6 P.O. Box 117 Andover, CT 06232**  
**Monday January 8, 2024 at 6:30 PM**

**Meeting** called to order by Lisa Kurtz **Time:** 6:41 PM **Date:** January 8, 2024  
**Place:** Andover Public Library Children's Room

**Board Members in Attendance:** Linda Fish, Dianne Grenier (via Zoom), Lisa Kurtz, Brad Kelle(Alternate 2) and Amy Orlomoski (Librarian). Absent: Cathy Desrosiers (Chairman), Sharon Shevchenko, Jeff Ballard (Alternate 1)

Brad Kelle was seated for Cathy Desrosiers.

**Additions to the Agenda:** 8b. Policies and Guidelines, 8c. Holiday Closings

**Adoption of Agenda:** Linda Fish motioned to accept, Seconded by Brad Kelle. Approved by all.

**Meeting Minutes** of December 4, 2023 were reviewed: Brad Kelle motioned to accept, seconded by Linda Fish. Approved by all.

**Financial Report:** Amy reported that we are doing well financially. Payments for December represented two months to Eversource and our P.O. Box was renewed.

**Librarian's Report** Amy was pleased to report that numbers are up overall from December 2022; Overdrive use has increased and the library had eight(8) programs in December, one of which was a Visit with Mrs. Claus which was a success. A thought is to possibly look to reintroducing a Santa next year (ask AFOL?)

**Motion to accept Financial and Librarian's Reports:** Dianne Grenier motioned to accept, seconded by Linda Fish. Approved by all.

**Old Business:**

**Task List items:** Board members are consistently addressing items on the task list and making progress. The current task list was reviewed.

1. Daniel Burnap Tall Case Clock update - none
2. Bathroom Remodeling- in addition to the estimate already obtained from Home Depot, Dianne has appointments with Brian Mawdsley(1/12/24) and Design Center East (1/19/24) for estimates on the work.
3. Outside Electrical Outlets- For several reasons the Board will revisit this item. Lisa noted the need for outdoor electricity in order to continue with

outdoor holiday lighting. Possibility of adding an outlet to the flagpole light or other. As part of this item we need to address safety lighting in the circulation area indoors as well as outdoors by the stairs.

4. Outside Lights Plan - This item had previously been tabled but the subject came up again and bodes further discussion.
5. Outdoor Sign - Lisa shared links to two companies that make the type of sign we have in mind. Board members to review the two websites so that we can create a list of specs in order to get quotes for this project. We need to consider funding and installation for this sign. The idea of an electronic sign was brought up so Lisa will look into pricing for discussion.
6. Line Item for Donations - Dianne has made MANY attempts to speak/meet with the town treasurer and will follow up with the new treasurer.
7. Staff Appreciation - The gift certificates and many treats were well-received and enjoyed by the staff. (To be removed from task list)
8. Salaries changes made to 2024-25 budget (to be removed from task list)
9. Spigot on East Side of the Building - Tabled until spring.
10. Building Log - Lisa and Julie(acting AFOL President) to organize building log in the coming months.
11. Emergency Light Batteries - Amy to speak with Willie Bell
12. Flowers for Sandy Kent - Cathy to send flowers to Sandy in appreciation for her card making.
13. Custom Closets - Look at this as a project to address storage at the Library.

## **2024-25 Budget**

As of 1/1/23 minimum wage is \$15.69. We are recommending \$18.69 for Children's Librarian/Assistant Director salary. Total increase to \$118,661. Amy has sent the Board-approved budget to Eric Anderson, Town Manager.

## **8. New Business**

1. New Addition to end of agenda - *Review Action Items*. We will try this for a few months and see if we feel it serves the Board's needs.
2. Policies and Guidelines - Dianne had the suggestion that we should have a place where all of our policies are in one place (electronic file and/or physical binder). Such as: computer, signage, memorials etc. Right now such policies are mostly located in the body of meeting minutes. Brad has kindly agreed to work on this.
1. Holiday Closings - Discussion as to whether the library does/should align "days off" with what the town is doing. For example, the Town was off on 1/26/23 but the library was open. Also noted is that the library is open on

Saturdays when the town is not. Amy and the Board are in favor of having the library open as much as possible as long as staff is available to work.

## **9. Upcoming programs/events and ideas**

- Human Library (TBD)
- Yoga - Anna Glowacki to get back to Amy about doing a program.
- History of Huskies Hoops 1/9/24
- Rock Painting with Karen 1/18/24
- Bookshelf Log - Cathy Campen 1/31/24
- Saturday Story Time 1/20/24 Ellen Repay to present monthly story/craft.
- Reading with Sheena after Saturday story time at noon - parents can sign children up to read to therapy dog.
- Cookbook Dinner Group - 2/20/23 8-10 people already interested. This will be held every other month either in the evening or at noon-time.
- Show and Tell - plan to schedule this in February.
- Cemetery Programs - Keegan Day/David Malloy, hopefully in the spring.
- Andover Public Library 2024 Reading Challenge - theme for each month, the names of patrons who participate will be entered in a prize drawing.

## **Comments from the Friends of the Library:**

- 2023 Basketpalooza was a great success with 29 baskets earning \$1,227.00
- Wrapping at Barnes and Noble earned \$122.00

## **General Board Discussion:**

- Linda mentioned that she may have some policy files to share with Brad for the "Policy File."
- Dianne would like to find out about area book sales for children's book donations for Mrs. Claus activities.
- Do we need diverters for the heating/cooling vents?

-Library Card Frame - for new patrons, put this on Task List

### **Review Action Items**

-Dianne to send electronic files of past minutes to Brad for the policy file.

-Brad to work on putting together an electronic and/or physical file on *Policies*.

-Lisa to look into the specs needed to get a quote on the outdoor sign and also the approximate cost of an electronic outdoor sign.

**Public Comment:** none

**Next meeting:** February 5, 2024 at 6:30 pm at the Library.

**Adjournment:** 7:52 p.m. Motion made by Linda Fish, seconded by Brad Kelle. Approved by all.

Respectfully submitted by  
Lisa Kurtz, *Andover Public Library Board of Directors, Secretary*

*Please see the minutes of subsequent meetings for the approval of these minutes and any corrections hereto.*