

**Andover Library Board
Meeting Minutes
January 4, 2016**

Cathy Desrosiers called the meeting to order at 6:50 PM.

Present: Julie Victoria, Linda Fish, Cathy Desrosiers, Mimi Boxwell, Dianne Grenier, Amy Orlomski, Librarian and Gretchen Stein, Friends President.

Absent: none

Additions to the Agenda: Unfinished Business F. CIP request. Julie made a motion to accept the agenda with addition, seconded by Linda. All approved.

Secretary's Minutes: The Board reviewed the December minutes. Dianne asked if the minutes, reports, and agenda could be sent electronically before each meeting. Also, the parking lot lines need to be repainted. Cathy will talk to Eddie at the Town garage. We need to make a list of maintenance items that need to be done. Linda made a motion to accept the minutes, seconded by Julie. All approved.

Treasurer's Report: The expenditures for December were reviewed. Electric bill was discussed and ConServ Lighting project. Julie made a motion to accept the Treasurer's report, seconded by Dianne. All approved.

Librarian's Report: The circulation numbers were typical for December when people are busy. The Library was closed 12/24-12/26. The Board discussed staying open on Columbus Day with a family event. Julie made a motion to accept the Librarian's report, seconded by Dianne. All approved.

Unfinished Business:

- A. Downstairs Friends' refurb: LeeAnne Maier is swamped with work and needs help to finish this project. The Board will have a work day on Feb 15th at 10 AM to paint the back wall. Julie and Amy will wash the wall on Feb 11th.
- B. OverDrive Status: OverDrive is ready and can be accessed at Overdrive.com search Andover or 06232 and you will need your library card number.
- C. Electrical Panel: Julie will contact Santor Electrical Contractors, LLC .
- D. Newsletter development: Amy and Gretchen will develop a newsletter as Gretchen has experience.
- E. Post-Christmas Gathering: Staff and Board will meet at Cathy's house at 2:00 Jan. 10th.
- F. CIP Request - Windows: The CIP Board has accepted all the requests to review and will have members come and speak to the committee on Jan. 18th. Cathy gave then CENAXO's proposal and has one from Pribble for \$49,100 that she will send.

New Business:

- A. FY 2016-2017 Budget Request: Is there a salary increase? Cathy will check. Amy will call Dime Oil and get the price that the Town has agreed to pay. We should have our budget ready after the February Board meeting.
- B. MacKay donation: Donations in memory of Carol MacKay have been coming in. Her daughter Michelle left a message that the family wants to make a large donation. The Board discussed

asking the family if they would contribute to the historical restoration of the windows. Amy will contact the daughter.

- C. Front door: 2 panels of glass have cracks. Rusty Billings had glass panels cut but they were the wrong size. He will get them re-cut.
- D. Programming: Upcoming events: Then and Now by Scott Yeomans, January 20th. Adult coloring on Jan. 12th and the second Tuesday of each month.
- E. Andover Friends of the Library: Gretchen Stein, president reported that she hasn't yet met with Janice but hopes to meet with Janice, Mimi, Jean and LeeAnne by the end of January. Julie will contact Mooyah Restaurant about dates and details for the fundraiser.

Public Comment: None.

Julie made a motion to adjourn the meeting at 9:05 PM, Cathy seconded. All Approved.

Respectfully submitted:

A handwritten signature in black ink that reads "Julie Victoria". The signature is written in a cursive style with a long, sweeping underline.

Julie Victoria, Secretary