

**Andover Library Board of Directors
September 14, 2020 Meeting Minutes
Regular Meeting (Virtual meeting via Zoom)**

Meeting called to order by Julie Victoria: Time: 7:06 pm **Date:** September 14, 2020 **Place:** Virtual Zoom meeting
Board Members in Attendance: Dianne Grenier (Secretary), Linda Fish, Lisa Kurtz, Julie Victoria, Amy Orlomoski (Librarian), and Sharon Shevchenko (Alt.) **Absent:** Cathy Desrosiers (Chairman), and Jeff Ballard (Alt.)
Board Alternate Sharon Shevchenko was seated for absent member Cathy Desrosiers

Additions to the Agenda: None

Adoption of Agenda: Motion to accept: Sharon Shevchenko Seconded: Linda Fish Approved by all.

Motion to accept August 3, 2020 minutes: Lisa Kurtz Seconded: Sharon Shevchenko Approved by all.

Motion to accept Financial & Librarian Reports: Sharon Shevchenko Seconded: Julie Victoria Approved by all.
The full Financial Report was postponed until the October meeting because of printer problems. Amy Orlomoski reported she received the first installment from the town (\$13,144.50) but was unable to deposit the check because of a printing issue with the routing number on the check. A new check will be issued this week.

The Wifi router has become dysfunctional and was replaced by Kennedy Exchange for \$150.

Librarian's Report Abbreviated: August Circulation: 1,101 Collection Size: 20,139 Computer Use: 65.5
Programs: 2 Patrons: 369 OverDrive 164 Facebook Video Posted: 47 with 497 Views. The full Librarian report was presented to the members before the meeting. The Library closed at 4:00 pm on August 4 & 5 and on August 6 & 7 was open 11:00 am – 3:00 pm due to tropical storm Isaias. No Internet service August 4th through August 10th. Personnel from CEN reviewed the Internet connection on August 10th and determined the router was not working. A new one was ordered and installed by Kennedy Exchange. Cathy Campen to return on September 16. Amy Orlomoski reported an increase in out-of-town visitors probably because the Coventry library is closed and the Columbia Library has very restrictive hours because of the pandemic.

Unfinished Business: Task List items:

The complete *Task List* was provided to Board members before the meeting. The Library Board of Directors continues to address open items on the *Task List*.

Mural vandalized: Mural Artist, Sara Walling to do touchup of the painting. Cathy and Bill Desrosiers to apply sealer. Sara to purchase the sealer and submit the bill to the Town Administrator.

Parking lot bumpers: Approval for 5 bumpers in front of the mural was given at the BOS meeting on Sept. 14. This is the final piece of the mural project. Cathy Desrosiers to contact Ron Bisson for installation.

Video Camera: Amy Orlomoski has taken the CVC camera training for the new camera. The Town did not purchase a much-needed case for the equipment so it has not been picked up from the Town Hall.

Chimney Inspection: Julie Victoria to get quotes. Dianne Grenier to call Martin Geoghegan of MG Masonry (860) 989-7824 for a quote.

Cracked Window and cracked gasket: Julie Victoria to contact G. Donovan who replaced the windows in 2017.

New Business:

Town administrator, Eric Anderson has asked to be put on the October agenda so he may speak to the Board of Directors about the new Town Personnel Policy.

Annual Report: Amy Orlomoski will submit the Library Annual Report to the Town Administrator's assistant this week.

Security camera (Patio Side): Bob Downer is exploring installation options.

New Flag: Julie Victoria provided a new flag for the flagpole. Discussion as to who should be responsible for flag replacement. No decision was made. Flag life is approximately 2 years.

Sidewalk tripping hazard: A tripping hazard on the ADA ramp portion of the front stoop where the driveway black-top meets concrete sidewalk has been identified. The Library staff has put a rubber mat as a temporary fix. Dianne Grenier to contact Town Administrator, Eric Anderson, to have the Town Crew patch it until it is replaced during the Connectivity Grant project in the Spring.

WOW (Word of the Week) Display: Sharon Shevchenko brought to the board's attention the idea of a "WOW" (Word of the Week) display. Whereby each week a new word would be highlighted for patrons' enjoyment. The board was excited about the project and encouraged her to go forward and implement it.

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Upcoming Library Events and programs

Storytime via Zoom will start on Wednesday, September 23rd at 10:30 am.

Rick Spenser and Dawn: *Women Suffrage*. October 14th at 7:00 pm

Zoom Book Discussions continue

Comments from the Friends of the Library:

Garden Committee: Lisa Kurtz reported the Garden club, which is very small, has decided to wait until after the Connectivity Grant project is complete to see what plantings can be rescued. The fate of the two small trees on the southeast corner of the building will be determined after the security camera on the patio side is installed.

Quilt Raffle: Library Friend, Jean Mamonas has once again made a beautiful hand-made quilt and has offered it to the Friends to raffle as a fundraiser. Raffle to be held in the fall. Details to follow closer to the date.

Friends Membership: Acting Friends President, Julie Victoria, reported membership is over 100.

Board Discussion:

Welcome Letter responses: Amy Orlomoski reported no one has come to redeem their token gift offered in the Welcome Packet sent out this spring.

Santa Library Visit: Dianne Grenier reported all in-person/ face to face Santa visits have been canceled for the 2020 Santa Season. Other arrangements for a Santa visit (outside patio visit or Zoom visit) to be discussed.

Timeclocks: Installation of a Timeclock is coming soon. Location has been determined.

Alice Moe Funds: Dianne Grenier notified board members a new tab has been added to the "Task List" file to capture possible uses for the Alice Moe funds from the Hartford Foundation for Public Giving.

Saturday Re-Opening: The first Saturday re-opening was September 12th from 10:00 am – 2:00 pm. Patrons were happy to have it open.

Library Wifi password: For the record, there is no password for using the Library Wifi.

Key to the Building: Amy Orlomiski provided Town Administrator, Eric Anderson, with a key to the back door.

Next meeting: October 5, 2020 (The October meeting will be in-person with social distancing at the Library. Members are asked to bring their own chair and mask. A table will be provided for the secretary only.)

Adjourned: 8:38 pm. Motion made by Julie Victoria, Seconded by Sharon Shevchenko Approved by all.

Respectfully submitted:

Dianne Grenier, Library Board of Directors, Secretary

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