

**Andover Library Board of Directors
October 5, 2020 Meeting Minutes
Regular Meeting**

Meeting called to order by Cathy Desrosiers: Time: 7:00 pm **Date:** October 5, 2020 **Place:** Andover Library
Board Members in Attendance: Cathy Desrosiers (Chairman), Dianne Grenier (Secretary), Linda Fish, Julie Victoria, Amy Orlomoski (Librarian), Jeff Ballard (Alt.), and Sharon Shevchenko (Alt.) **Absent:** Lisa Kurtz.
Board Alternate Jeff Ballard was seated for absent member Lisa Kurtz. **Guest:** Eric Anderson, Andover Town Administrator.

Additions to the Agenda: Amy Orlomoski added item 9a) Patron Offer

Adoption of Agenda: Motion to accept: Julie Victoria Seconded: Linda Fish Approved by all.

Motion to accept September 14, 2020 minutes: Linda Fish Seconded: Julie Victoria Approved by all.

Motion to accept Financial & Librarian Reports: Julie Victoria Seconded: Jeff Ballard Approved by all.

Amy Orlomoski reported she received the first budget installment payment from the town (\$13,144.50). This was a replacement check because the first was unable to be deposited because of a printing issue with the routing number on the check.

Librarian's Report (Abbreviated): September Circulation: 1,068 Collection Size: 20,211 Computer Use: 56.5 Programs: 2 Patrons: 356 OverDrive 184 Facebook Video Posted: 32 with 321 Views. The full Librarian report was presented to the members at the meeting. The Library reopened on Saturdays starting on September 12. Book discussions continue in-person with social distancing and Zoom.

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*.

Front Foyer walls: Julie Victoria removed the bulletin boards and cleaned the front foyer walls with Murphy Oil and Old English with a dark stain. This made a major improvement in the appearance and will protect the wood.

Mural vandalized: Mural Artist, Sara Walling to finish touching-up 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: Cathy Desrosiers to contact Ron Bisson for installation.

New Business:

Town administrator: Eric Anderson attended the meeting to speak to the Board of Directors about the new Town Personnel Policy. He left a paper copy with Amy Orlomoski and will e-mail a .pdf copy to Dianne Grenier who will distribute it to the board members. The document is still in DRAFT form and needs to be presented to the unions before becoming final. Librarian work hours, salary and compensation are the areas of concern for the board. Changes would need to be presented to the Board of Selectmen. Details of the next action required to be discussed at the November meeting.

Library Board members took advantage of the opportunity to discuss several Library issues with the Town Administrator.

COVID-19: Sick Leave policy for employees related to COVID-19. State emergency sick leave guidelines are in effect. The exposed employee will be compensated for full pay for 2-week quarantine.

A case for new video camera: Although a case was purchased for the Town's camera, no case was purchased for the Library camera and its components when purchased by the Town for the Library. The Library should purchase its own case. The cost is approximately \$150.

Time clocks: Have been installed but not working since the Internet went out a couple of weeks ago. Amy Orlomoski and Eric Anderson to follow up.

Connectivity Grant: DOT is upgrading the traffic signal at the corner of Long Hill Road and Route 6. This is needed before the required paperwork for the Connectivity Grant Project to proceed is signed by the DOT. Connectivity Grant Project will not be started this construction season.

Toe-tripper on the front stoop: The Administrator was reminded Public Works had said they would put cold patch as a temporary fix.

Signage for Book Drop and Handicap parking: The Administrator was reminded of the signage request. Sign details were provided to the Public Works and the first sign came in wrong and they are waiting for a replacement.

Andover Library Board of Directors
October 5, 2020 Meeting Minutes
Page 2 of 2

Mural Vandalism Court Case: The Administrator was asked how the Town would be reimbursed for expenses associated with the mural restoration. He said he would have to check with the Town's insurance carrier. The vandals' court date is set for November 17, 2020.

Chimney Repointing: Board received one quote for \$7,850. The Administrator advised the board to send it to CIP with 3 quotes. Board would like to have all concrete work for the building included in quotes.

Flag replacement: There is no provision for flags from the Town. The Library should replace their flag as needed.

Annual Report: Amy Orlomoski has submitted the Library Annual Report to the Town Administrator's assistant and will e-mail a copy to the Library Directors.

Patron Offer: Amy Orlomoski reported a patron has offered to have the library sell her handcrafted cards and Christmas crafts. The board decision was not to because of COVID-19 concerns, but to send a Thank you note to the patron and express our appreciation for her thoughtfulness.

Upcoming Library Events and programs

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

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

Comments from the Friends of the Library:

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 tickets are now being sold. Drawing is planned during the Santa visit on December 12 between noon – 2:00 pm.

Board Discussion:

- Dianne Grenier reported she discussed the Library irrigation system with the Conservation Commission and they have no objection to a lawn and irrigation system at the Library.
- A brief discussion took place regarding the Library neighbor's fence that is in disrepair. No action to be taken.
- Julie Victoria will do the yearly check of the emergency exit sign batteries to ensure they are working.
- Jeff Ballard to turn off the outside water faucet and to take in the garden hose for the winter.
- A Santa not in-person visit is scheduled for December 12, noon – 2:00 pm. Details to follow.
- Jeff Ballard provided shelf pins for shelves that continue to fall down. Amy Orlomoski will have them installed.

Next meeting: November 2, 2020 (The November 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: 8:42 pm. Motion made by Julie Victoria Seconded by Jeff Ballard 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.