

**Andover Library Board of Directors  
November 2, 2020 Meeting Minutes  
Regular Meeting**

**Meeting called to order by Cathy Desrosiers: Time:** 7:02 pm **Date:** November 2, 2020 **Place:** Andover Library  
**Board Members in Attendance:** Cathy Desrosiers (Chairman), Linda Fish, Julie Victoria, Lisa Kurtz, Amy Orlomoski (Librarian), Jeff Ballard (Alt.), and Sharon Shevchenko (Alt.) **Absent:** Dianne Grenier  
Board Alternate Sharon Shevchenko was seated for absent member Dianne Grenier.

**Additions to the Agenda:** 8c Meeting Dates 8d Sustainable CT 8e Funding for topsoil and seeding

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

**Motion to accept October 5, 2020 minutes:** Linda Fish Seconded: Julie Victoria Approved by all.

**Financial Report:** Amy Orlomoski mentioned that Verso was paid and there are otherwise no glaring expenses. Per Amy and Linda Fish, paperwork is ready for audit.

Discussion was brought up by Julie Victoria regarding the Library Director's hours and pay. It was noted that we need to look at our budget to reflect Amy Orlomoski's hours to be at 30, and how to go forward to begin January 1, 2021.

It was decided to ask Eric Anderson to bring this matter to the Board of Selectmen, to increase Amy's hours by 4 hours per week/to Full Time per the draft of the Personnel Policy that he (Eric) presented to the Board on October 5, 2020. Cathy Desrosiers to send email to Eric Anderson. At this writing, the email has been sent.

**At 7:22 p.m. Jeff Ballard was seated to replace Julie Victoria who was absent for the remainder of the meeting.**

**Librarian's Report :** Amy Orlomoski reported that numbers are down and that this is the norm at this time of year. Twelve children visited the library on Halloween.

**Motion to accept Financial & Librarian Reports:** Jeff Ballard Seconded: Sharon Shevchenko Approved by all.

**Unfinished Business: Task List items:**

- Library Mural** repair complete and sealed
- Bumpers** waiting for installation by Ron Bisson (as of this writing they are installed)
- Cleaning** Amy reports that the cleaning service is not thorough. Cathy Desrosiers to reach out to the cleaning service with concerns. Amy to compile a checklist of expectations to provide to the cleaning service.
- Keys** are all set
- Handicap and Book drop Sign** Waiting for corrected sign to be installed by town crew.
- Security Cameras** We are awaiting installation of the remaining security camera due to installer's busy schedule.
- Front Walk Tripping Hazard** To be patched by Town Crew
- 2021 Plan** Discussion on how to go forward with CPI and Library budget items such as: Masonry work, Outside Windows, Insulation, Bathroom Remodel, Basement Heating, Professional Window Cleaning and Inside Mural Windows. Discussion to continue at December Library Board Meeting to prepare plan for 2021.

**Andover Library Board of Directors**  
**November 2, 2020 Meeting Minutes**  
**Page 2 of 2**

**New Business:**

- Gutter Cleaning** Table for now. Julie Victoria will speak with Dianne Grenier.
- Camera Case** Estimated cost \$153.09. Who pays? Discuss at December meeting.
- 2021 Meeting Dates** Motion by Jeff Ballard to accept meeting dates per document provided by Dianne Grenier. Seconded by Sharon Shevchenko. Approved by all.

-**Sustainable Connecticut** A motion was made by Jeff Ballard to invite Cathy Palazzi to attend December meeting by Zoom to explain Sustainable Connecticut as it may pertain to the library. Seconded by Sharon Shevchenko. Approved by all.

-**Funding For Topsoil and Seeding** Table to December meeting and wait for information on Connectivity Grant. The Board feels that the cost and work should be covered by that project.

**Upcoming Library Events and programs**

**Storytime** via Zoom on Wednesdays at 10:30 and 5:30

**Paul Coburn** *The White Tailed Deer in Connecticut* November 11, 2020 at 7:00 pm

**Mr. and Mrs. Claus!** Saturday December 12, 2020 via Zoom. The AFOL Quilt Raffle drawing is the same day.

**Gingerbread House Contest** Sharon Shevchenko and her daughter Lily to look into the forms, Jeff Ballard to help by providing cardboard. Details TBD.

**Other Ideas** Discussion on possible ideas for later in the winter: Making snow globes, snowman contest

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

None

**Board Discussion:**

The Board is divided on preference for in-person vs Zoom meetings. For now we will do a hybrid, as is done for Book Discussions, with both options available to members and guests.

**Next meeting: December 7, 2020** (The December meeting will be in-person with social distancing at the Library, with the option to attend via Zoom. Members attending in-person are asked to bring their own chair and mask. A table will be provided for the secretary only.)

**Adjourned:** 8:02 pm. Motion made by Cathy Desrosiers Seconded by Jeff Ballard Approved by all.

Respectfully submitted:  
Lisa Kurtz, Substitute Secretary 11/2/20

Dianne Grenier, Library Board of Directors, Secretary

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