

**Andover Library Board of Directors
December 7, 2020 Meeting Minutes
Regular Meeting Via Zoom**

Meeting called to order by Dianne Grenier: Time: 7:09 pm **Date:** December 7, 2020 **Place:** Via Zoom

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: Amy Orlomoski added item 9c) Library COVID hours and Dianne Grenier added 9d) Upstairs Emergency light. Dianne Grenier suggested adding “Deletions to Agenda” in the future. All agreed. Dianne requested deleting the Sustainable CT presentation from the agenda and moving it to the January agenda as the presenter was unable to attend this meeting – all agreed.

Adoption of Agenda: Motion to accept: Julie Victoria Seconded: Sharon Shevchenko Approved by all.

Motion to accept November 2, 2020 minutes: Julie Victoria Seconded: Approved by all. Dianne Grenier Thanked Lisa Kurtz for taking the November meeting minutes.

Motion to accept Financial & Librarian Reports: Julie Victoria Seconded: Sharon Shevchenko Approved by all. Amy Orlomoski e-mailed Board members *Financial and Librarian Reports* prior to meeting for review.

Financial Report: Details of the Library financial report were reviewed and discussed. Nothing of concern was noticed and financials appear on track.

Librarian’s Report (Abbreviated): November Circulation: 1,005 Collection Size: 20,248 Computer Use: 61.5 Programs: 4 Patrons: 292 OverDrive 157 Facebook Video Posted: 4 with 145 Views. Total circulation was up from 899 in November of 2019 to 1,005 in November of 2020. The Library was closed on November 11 and Thanksgiving weekend. Book discussions continue in-person with social distancing and Zoom. Cathy Campen has discontinued her virtual Storybook readings from home and now is conducting them only from the Library on Wednesday afternoons.

Unfinished Business: Task List items:

Handicap Parking and Book Drop sign: Task had been completed and removed from the Task List

Camera Case: Much discussion regarding funding for a case for the video camera the Town Administrator purchased with a grant for the Library. A case for the camera was not included with the camera. The Library board members did not want to pick up the camera without a case. The board members had discussed the use of the camera at previous meetings. Filming presentations that may be copyrighted was a concern. Not finding a viable use for the camera, that was never requested by the Library Board or consulted with before purchasing, the Library board members have decided to not purchase a case or pick up the camera from the Town Office Building. This item has been removed from the Task List.

Front walk tripping hazard: Dianne Grenier had contacted Eric Anderson as well as the Public Works director regarding the tripping hazard on the Library’s front walkway. The task was never completed and now that the winter weather is here it is too late for blacktop patching. The item is being removed from the Task List as in the spring the Community Grant project will be digging up the walkway and the issue will be resolved.

Chimney and Building re-pointing and foundation cracks repaired: Continue to wait on a quote from MG Masonry. Lisa to look for other masons for quotes. We have missed the deadline for 2021 CIP requests. Will be looking to get this submitted for 2022.

Chimney Cap and interior inspection: The metal chimney cap has blown off and is sitting on the roof of the building. Julie will follow up on this as well as having the chimney interior inspected.

Prioritizing large projects: Several items have been on the “On Hold” section of the Task List because of funding issues. Board prioritized the items and will start working to get the tasks completed.

1. Mason Work (Chimney and brick building), 2. Windows (Glazing, repair cracks, clean) 3. Bathroom remodeling, 4. Basement heating and 5. additional insulation in the attic. Dianne will contact Jeff Ballard regarding details for completion of inside basement window works from the mural project.

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New Business:

Cleaning of the furnace coming up. Amy Orlomoski to follow up.

This week the Library is going from “curb-side opening” to limited building access ... “open to one person/family at a time” because of COVID-19 safety concerns. Patrons will be asked to phone the circulation desk before entering the building.

Town has received reimbursement for COVID expenses. Amy Orlomoski will request the Library’s share of the reimbursement from the town.

Amy Orlomoski to ask Kennedy Exchange to hook-up the Library’s Community Computer for use in the basement.

Julie Victoria had checked the operation of the Emergency Exit light located on the main floor and found it was not operating properly. She will ask Jeff Ballard to check it out.

A spinning display rack was donated to the Library. Amy Orolmoski will find a good use for it.

Upcoming Library Events and programs

Gingerbread House Contest. Sharon and Lilly Shevchenko provided the blank, undecorated cardboard for the patron to pick up, decorate and send in their photo for judging before December 16th. Complete rules on the Library Facebook page. Judging will be on December 23, 2020.

Mrs. Claus will do a ZOOM Story hour on December 12th and will draw the winning Quilt Raffle Ticket.

Holiday Bingo idea is being considered.

New ideas for January are welcome.

Book Discussions continue to do well.

Comments from the Friends of the Library:

Quilt Raffle: Tickets sales for the Quilt by Library Friend, Jean Mamonas, have surpassed expectations to the delight of all. The winning Raffle ticket drawing is planned for December 12 at noon.

Thank You notes. Acting Friends Chairman, Julie Victoria will send out Thank You notes from the Friends as discussed.

Friends of the Library met on November 16. Membership is lower than last year, but still over 100. The spring meeting will be held on May 17, 2021.

Santa Funds: Dianne Grenier reported because of the COVID-19 pandemic most all Santa visits have been canceled this year, therefore Santa donations to the Friends group will be drastically reduced.

Board Discussion:

- Dianne Grenier reported that Eddie Kasacek, supervisor of the Town Public Works, has retired at the end of November, and Town Treasurer, Barbara Griffin who was expected to retire at the end of November will be staying on for a short period.
- Dianne Grenier wished everyone a Merry Christmas.

Next meeting: January 4, 2020 (All Library Board meetings will be held via ZOOM as per a directive from the Town Administrator starting with the December 2020 meeting until further notice)

Adjourned: 8:55 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.