

Andover Public Library Board of Directors Meeting Minutes

Special Meeting~ November 6, 2023

Time: 6:30 PM

Date: November 6, 2023

Place: Andover Public Library

Board Members in Attendance: Cathleen Desrosiers (Chairman), Linda Fish, Dianne Grenier (via Zoom) Lisa Kurtz, Sharon Shevchenko, Jeff Ballard (Alternate 1)

Absent: Brad Kelle (Alternate 2)

Guest: 6:30-7:00 p.m. Town Administrator Eric Anderson

Meeting called to order: 6:30 p.m. by Cathleen Desrosiers

Additions to the Agenda: N/A Special Meeting

Adoption of Agenda: Cathleen Desrosiers motioned to accept, seconded by Sharon Shevchenko. Approved by all.

8b New Business: Library Director Contract. Moved to this spot on the agenda to accommodate the schedule of our guest Eric Anderson.

Eric reviewed the library's unique history in regards to employment. Amy Orlomoski works for Eric Anderson under the direction of the Library Board of Directors. The Board is able to recommend salary increases. Eric answered questions from Amy and the Board. Both the Board and Amy are satisfied with the contract.

Motion to accept Amy Orlomoski's contract with the Town of Andover: Lisa Kurtz. Seconded by Sharon Shevchenko. Approved by all.

Approval of October Meeting Minutes: Cathleen Desrosiers **motioned** to accept, seconded by Sharon Shevchenko. Approved by all with one abstention.

Financial Report Amy Orlomoski reported that she received the Biennial Statement from the Hartford Foundation = \$15, 892.32

The staff is happy with the new copier.

Librarian's Report Amy reported that the library had over 20 Trick or Treaters on Halloween.

Amy reviewed with the Board the updates made to the Collection Development Policies.

Amy shared the updated documents for Board review and approval.

Motion to accept the updated Collection Development Policies: Cathleen Desrosiers. Seconded by Sharon Shevchenko. Approved by all.

Note: Amy to electronically share Librarian's Reports with Secretary Lisa Kurtz to include with monthly minutes.

Old Business:

Task List Items:

- i. Daniel Burnap tall case clock – Eric Anderson supports the Town's providing insurance for the clock. Amy to electronically send the clock's appraisal to Eric.
We are still awaiting contract between Daniel Pellino and the Town of Andover, thus the timeline for clock installation is unsure.
Art Liverant has agreed to do a lecture once the clock is installed.
- ii. Bathroom Remodeling – While Eric Anderson was at the meeting we reviewed the bathroom remodeling plans with him.
The plan and estimate was shared by the sub-committee (Cathy, Dianne and Jeff)
The heat vent has been opened up by Homestead and the bathroom is now warmer.
Dianne Grenier is working on quotes.
- iii. Outside Electrical Outlets and lights –This will be put on hold. Bill Desrosiers looking into safety lighting for circulation area.
- iv. Outside Lights Plan – Remains tabled

- v. Basement Heating – Homestead added a vent and will soon be adding diverters to the two existing vents.
- vi. Outdoor Sign – Lisa shared one idea with the Board and will be further researching a two-sided sign.
- vii. Bulb in light over mural – Willie Bell replaced, to be removed from Task List.
- viii. Memorials at the Library – The Board has established the guideline that no further physical memorials are to be installed on library property; monetary donations in memoriam will be accepted. **Motion** to accept guideline: Cathleen Desrosiers. Seconded by Sharon Shevchenko. Approved by all.
- ix. Line Item for Donations – Cathleen Desrosiers spoke to the Treasurer and it has been confirmed that we have permission to have a line item for donations. Dianne has made many attempts to contact the Town Treasurer to address/correct this and has not received a response. To be continued.
- x. Staff Appreciation – Board Members will provide treats for the staff during December and January and will gift the staff with Amazon gift certificates.
- xi. Salaries – Minimum wage to increase to \$15.65 on January 1, 2024. When working on the 2024 budget we need to address the discrepancy in the salary increase for the Children's Program Director.
- xii. Spigot on East Side of Building – We will revisit this task in spring 2024.
- xiii. Building Log – Julie Victoria to help Lisa organize Building Log (to be done early 2024)

b. 2024-25 Budget Board to work on 2024 budget at December meeting.

New Business

- a. We welcome Brad Kelle to the Andover Public Library Board of Directors as Alternate 2.
- b. Library Director Contract. Moved to beginning of meeting.

c. Library Board Reappointments, swearing-in. All members are sworn in.

-Motion to appoint Cathleen Desrosiers as Chairman of the Library Board: Dianne Grenier, Seconded by Sharon Shevchenko. Approved by all.

-Motion to appoint Linda Fish as Board Liaison to the Safety Committee: Dianne Grenier. Seconded by Sharon Shevchenko. Approved by all with one abstention.

-Motion to appoint Lisa Kurtz as Board Secretary: Cathleen Desrosiers, Seconded by Sharon Shevchenko. Approved by all.

-Motion to appoint Linda Fish as Board Treasurer: Dianne Grenier, Seconded by Sharon Shevchenko. Approved by all.

-Motion to appoint Sharon Shevchenko as Board Vice-Chairman: Cathleen Desrosiers. Seconded by Dianne Grenier. Approved by all.

Upcoming programs/events and ideas:

-Mrs. Merry Claus 12/13.

-Lutz Children's Museum program at AES 12/13 sponsored by the Library.

-Mrs. C Christmas or winter craft.

-David Malloy – ancient New England gravestones program idea for the winter.

-Keegan Day program in spring 2024: "Andover Ancient Burial Ground, the stones and the carvers that made them"

-Clock Lecture with Arthur Liverant once clock is installed.

Comments from the Friends of the Library:

-The book sale was a success and totaled \$1134.23

-AFOL meeting November 13 at 6:30 p.m.

-Basketpalooza fundraiser beginning November 24th.

General Board Discussion:

-Question: Is there still Sustainable Connecticut?

-Lisa to send thank you note to Willie Bell to express Board's appreciation for his work.

-Lisa to send thank you note to Arthur Liverant to express Board's appreciation for the clock appraisal.

-We need to check emergency light batteries. When? (put on Task List)

-Dianne reported that Homestead said that vapor sealing is not needed and also may be a chemical concern.

-Dianne investigated vent cleaning and got an estimate of \$3,000. To be tabled as there have been no concerns.

-Cathy to send flowers to Sandy Kent in appreciation of her years of card making for the library.
-Look at Custom Closets (Home Depot) as a project for 2024. (put on Task List?)

Public Comment: none

Next meeting: December 4, 2023. 6:30 p.m.

Adjournment: 8:16 p.m. Motion made by Cathleen Desrosiers, seconded by Sharon Shevchenko. Approved by all.

*Respectfully submitted by
Lisa Kurtz, Andover Public Library Board of Directors, Secretary*

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