

**Andover Public Library**  
**355 Route 6**  
**P.O. Box 117**  
**Andover, CT 06232**  
[www.andoverctlibrary.org](http://www.andoverctlibrary.org)  
**phone/fax: (860) 742-7428**

## **Minutes**

### **January 9, 2017**

The meeting was called to order at 7:00 p.m. by Cathy Desrosiers, Chairperson.

**Members present:** Linda Fish, Dianne Grenier, Mimi Boxwell, Amy Orlomoski-Librarian, and Gretchen Stein-FOL President. Absent: Julie Victoria.

**Additions to Agenda:** Update on front door – Rusty Billings, storage file cabinet – Mimi, Channel 3 Kids Camp – Amy, confirmation of Holiday Gathering. A motion was made to adopt the agenda with additions by Mimi, seconded by Linda. Motion passed unanimously.

**Secretary's Minutes** – A motion was made to accept the December meeting minutes by Linda, seconded by Mimi. Motion passed unanimously.

**Treasurer's Report** – The Library received the Town Grant, \$11,370, on 1/9/2017. A motion was made to accept the December Treasurer's Reports by Dianne, seconded by Mimi. Motion passed unanimously. A motion was made to close the CD at First Niagara (KEY Bank) account #175531 and deposit into savings account #38200118 at First Niagara (KEY Bank). Moved by Cathy D., seconded by Linda. Motion passed unanimously. Linda will contact First Niagara (KEY Bank) and expedite.

**Librarian's Report** – There were 13 programs offered in December with 294 attendees. A total of 824 patrons used the Library in December. A motion was made to accept the Librarian's Report by Mimi, seconded by Linda. Motion passed unanimously.

#### **Unfinished Business:**

- A. Downstairs Friends refurb – Janice will contact LeAnn M. for screen material
- B. Windows – The board discussed the presentations given last month on the windows. Members agreed that Innerglass interior storm windows verses Plexiglas windows would be a better material over time & also agreed that the metal frame for the interior storm windows would function better as well. A motion was made to accept the G.Donovan Associates, Inc. bid for the Library window project, not to exceed \$38,100. Moved by Mimi, seconded by Linda. Motion passed unanimously. Cathy D. will contact

Adrian Mandville to discuss next steps and get timeline for project to begin. She will also contact Michele McKay for donation on behalf of her parents.

- C. Internet – Amy will contact COMCAST to get a quote.
- D. Front door – the bottom of the door needs to be shaved due to carpet pile & the inside wall on fireplace wall needs to be scraped and painted. Amy will call Rusty Billings to get quote.
- E. Storage file cabinet – Mimi will be speaking with her Mom on obtaining the cabinet.
- F. Holiday Gathering – was changed to Sunday February 12, 2017 from 11a – 2p at Mimi home.
- G. Channel 3 Kids Camp – Amy will call to discuss opportunity for the children to come to the Library.

**New Business:**

- A. Library staff time – Cathy will ask Julie to review Town's Personnel Policy & speak with Town Treasurer.
- B. 90<sup>th</sup> Birthday of Library Building in 2017 – Dianne shared a timeline, see attached. The board discussed dates in November and Cathy D. asked members to think of ideas to discuss at February meeting
- C. FY 2017-18 Budget – Amy handed out a proposed budget, board will complete at February meeting. Cathy D. will get salary information from BOS.
- D. Take Your Child to the Library Day - February 4, 2017. Library is planning on story/snack and entertainment by Tony Susi from 11:30 a.m. – 1:30 p.m..
- E. Andover Friends of Library – Gretchen reported \$536.85 from Barnes & Noble gift wrapping fundraiser. FOL are planning Spring Auction, Paint Party, Subway, Barnes & Noble gift wrapping, and sidewalk brick project for 2017. Dianne reported that the Santa & Mrs. Claus donation are forthcoming from Portland Library, estimated \$2000+.
- F. Andover Lake 5 Mile Race – Cathy D. informed the board of an opportunity for the Library board to volunteer at the race. All proceeds will be divided amongst participating groups. The board agreed to provide water/cups at Dianne Grenier's home during the race. Cathy D. will contact Jeff Murray, chair, to inform him of the Library's decision.

A motion was made to adjourn the meeting at 8:40 p.m. Moved by Dianne, seconded by Linda. Motion passed unanimously.

Respectfully submitted,

Cathleen Desrosiers - Chairperson  
Acting secretary

Attachment