

Andover Library Board of Directors
August 5, 2019 Meeting Minutes

Meeting: Time: 7:01 pm **Date:** August 5, 2019 **Place:** Andover Public Library

Board Members in Attendance: Cathy Desrosiers (Chairman), Julie Victoria, Dianne Grenier (Secretary), Linda Fish, Lisa Kurtz, (Alt) Jeff Ballard, (Alt) Sharon Shevchenko, and Amy Orlomoski.

Absent members: Gretchen Stein (Friend's President)

Additions to the Agenda: 4a ~ "Tour of Library Grounds" added by Dianne Grenier

Adoption of Agenda: Motion to accept with addition by Julie Victoria Seconded: Lisa Kurtz Approved by all

Approval of minutes: Date: 7/1/19 and 7/19/19 Motion made by Julie Victoria Seconded: Liza Kurtz Approved by all

Toured Library grounds: Discussion regarding Security Camera, Surveillance signage, Mural Project, Brick Patio & Gardens, Junipers, Connectivity Grant, Front Stoop Project, Chimney Repointing, Driveway Crack Filling & Sealing, Cracked Pavers, and Patron's Garden Project.

Financial & Librarian Reports: Motion made by Cathy Desrosiers Seconded: Julie Victoria Approved by all
Unable to print the Financial Statement as the printer was not functioning.

Circulation: 1,665 Collection Size: 19,625 Computer Use: 62.25 hr. Programs: 20 Patrons: 1057

Unfinished Business:

CEN (CT Educational Network) fiber-optics application status: Done! Except for the funds the State Library grant approved last June for \$34,350. We are still waiting for the money to be transferred from the State of CT to complete this task. Printer connection was inadvertently disconnected and requires Kennedy Exchange to reestablish it. Staff reports noticeably faster computer time. Amy Orlomoski will notify Comcast we no longer will be using their services.

Connectivity Grant – Lisa Kurtz, Linda Fish and Dianne Grenier attended the P&Z Public hearing on July 15, 2019 regarding the Connectivity Grant. Dianne Grenier reported: The Library sidewalk that is scheduled to go in front of the Library along Rt. 6 and along the Long Hill Rd. will have pavers similar to the Library's current walkway (except for the very corner). The current retaining wall along the back parking lot will be extended up Long Hill Rd. to Route 6. DOT says no guard rail is required for the front sidewalk as this is a 40mph zone. The question as to who would be shoveling the sidewalk was unclear. Certainly not the Library staff.

Task List items:

Mural Project: Artist continues to make progress. Mural Project committee looking into gooseneck lighting.

Outside Bulletin Board: Painted July 2019 by Eagle Scout. The lock is broken. We will not replace it. Moisture continues to be a problem inside the glass. Damp-Aid in a nylon stocking was inserted in the frame to help address the issue.

Security Cameras: Three Commercial quality, HD, motion-activated, infrared camera were installed on August 17th at no cost to the library for materials or labor. Training is still required for use. Dianne Grenier provided members with a memo explaining details. Surveillance signage location to be determined. Dianne to contact Resident State Trooper for surveillance sign dimensions.

Parking lot crack sealing and line painting: Completed July 5 & 26. Paid for by the Town.

Loose & broken pavers on railing post: Jeff Ballard to complete repair of both pavers.

Brick Patio: Liza Kurtz gave Board members a tour of the proposed garden and patio. Work to start soon with a completion by early September.

Front Lawn Junipers: Much discussion regarding the removal. The decision to address it again after Connectivity Grant work is completed.

Front Stoop and Historic stone: Discussion was held and this project was put on hold because of cost and other projects currently being worked.

Plumbing issue: What started out as a simple "Can the current plumbing system support an irrigation system", turned up major plumbing issues. Dianne Grenier contacted 3 plumbers and presented to BOS for funding. Dianne supplied board members with a detailed document explaining the situation to date. Dianne will continue to follow up and bring this to a satisfactory conclusion. Bathroom sink had a very slow drain. The Public Works crew snaked the pipes and now it is working well.

Septic pumping: Skips Septic pumped on July 22, 2019 for \$295

Chimney re-pointing and other masonry work: Put on hold.

Open Banner: New banner has been donated.

New Business:

Garden Projects on Library property: Board members agreed to discontinue the practice of allowing vegetable gardening on the library grounds. Linda Fish to contact current gardener of the board's decision.

Filling Cathy Campen's staff position while she is on sabbatical: Staff is taking on extra hours and summer programs have been completed. Staff and Library board members will take up the extra duties. Cathy Campen will be back to host the Puzzle Swap program on October 19th.

The back door unlocked: It has been brought to the attention of the Board that the back door to the Library is being unintentionally left unlocked when no one is in the building. Dianne Grenier will send an e-mail to all those with keys to the door to be careful when leaving to make sure the door is locked.

Winery visit: Cathy Desrosiers proposed a visit to a local winery in the fall instead of the traditional Library Christmas party for Board members and staff. Cathy will bring details to the next meeting.

Programs: Amy updated the board on upcoming programs.

Friends Comments: No report

Community Grant from Savings Institute: Tabled as Gretchen Stein of the Friends was not present.

Housekeeping Note:

Ch. 3 Kids Camp: Amy Orlomoski to reach out to camp officials to see how we can collaborate.

September is "National Library Card Sign up Month": Lisa Kurtz to talk to Gretchen Stein to discuss how the Library can participate in this.

Adjourned: 8:38 pm Motion made by Julie Victoria Seconded by Linda Fish. Approved by all.

Next meeting: **September 9, 2019** at 7:00pm

Respectfully submitted:

Dianne Grenier, Library Board of Directors, Secretary

THESE MINUTES ARE AN UNAPPROVED DRAFT UNTIL ACCEPTED BY THE ANDOVER LIBRARY BOARD OF DIRECTORS