

**Andover Library Board of Directors  
Meeting Minutes  
March 4, 2019**

Secretary Dianne Grenier called the meeting to order at 7:07 PM.

**In attendance:** Cathy Desrosiers, (arrives at 7:35), Linda Fish, Dianne Grenier (Secretary), Lisa Kurtz, Julie Victoria, Jeff Ballard (Board Alternate), Sharon Shevchenko (Board Alternate) and Amy Orlomoski (Librarian), Gretchen Stein (AFOL), Eric Anderson (Guest)

**Absent:** None

**Alternate Seating:** Jeff Ballard (Board Alternate) seated until Cathy Desrosiers (Chairman) arrives.

**Additions to the Agenda:** Dianne added: 8C. "Town Wide Cleanup Day" participation

**Adoption of the Agenda:** Motion to accept by Julie Victoria, Seconded by Lisa Kurtz., Approved by all.

**Secretary's Meeting Minutes:** Jeff Ballard motioned to accept the minutes of the February 4, 2019 meeting  
Seconded by Julie Victoria, Approved by all.

**Librarian & Financial Report:** Motion to accept by Julie Victoria, Seconded: Jeff Ballard, Approved by all  
Nothing unusual to report. Budget spending on track.

Furnace cleaned February 20, 2019 as part of the maintenance agreement.

Circulation: 988 Collection Size: 19,539 Comp. Use: 48.75 hr. Programs: 12 Patrons: 537

The library was closed February 18<sup>th</sup> for Presidents Day. Mr. Magic, Craft Swap and Puzzle swap were all a big hit.

**CEN (CT Educational Network) fiber-optics application status:** The fiber optic cable was strung from the street and into the Library on February 20, 2019.

The total grant application submitted to the State Library for eRate funding is \$3,223, which includes consulting and installation work from Novus Insight, as well as equipment purchases from Black Rock Technologies. Joe Higgins has signed the application, and Amy Orlomoski (Librarian) has submitted the grant application to Maria Bernier from the State Library, who assures Amy that the grant will be approved by the State Library Board at their meeting at the end of March. The remaining costs that are not eligible for the grant amount to \$1,526 and include the cost of a new switch for the fiber, a new WiFi router (as ours is old and outdated), as well as the electrical work to be done by Middlesex Communications. What is not estimated is the cost to install another outlet downstairs. Dianne to get a couple of quotes for a new outlet. Board members discussed funding for items not covered by the Grant to come from the Library's savings account.

**Task List:**

**Mural Project** – Dianne shared artist sketch where "color" has been added. All agreed it looks good.

**Outside Bulletin Board:** Lisa Kurtz contacted Eagle Scout. Jeff Ballard to work with him to finish the project in the spring.

**Home Brewing Presentation:** Cathy Desrosiers to speak with Joe Higgins (Town Administrator) regarding possible issues with alcohol and/or insurance. Carding participants would be required at the door. Charge by presenters (Jeff Ballard and Paul Zocco) for expenses to be determined at a later date.

**Handrail replacement/repair:** Julie Victoria and Jeff Ballard to investigate a company and cost to replace handrailing in front of the building that is now rusted out at the bottom.

Mop and 5-gal bucket have been added to maintenance cart.

**Carpet Cleaning:** Lisa Kurtz to look into having work done over Easter weekend.

**Copy Paper:** Jeff Ballard continues to look for a donation or special discount.

**Safety List:** Julie Victoria has found a 13-minute *YouTube* video regarding "Fire Extinguisher Use and Safety". Amy Orlomoski to review and share with the library staff.

**Budget:** BOS has approved the \$97,879 2019-2020 Library budget as submitted. (Includes 3% raises)

## **New Business:**

**Connectivity Grant** – Guest Eric Anderson from *Bike Walk Andover* showed a map and discussed details of the project including DOT reworking intersection lights with new activation method and crosswalks as well as a 5-foot wide sidewalk in front of the Library and a 3 ft. to 1 ft. retaining wall along the sidewalk. Eric Anderson has been working with a survey from Town Engineer Gerry Hardisty. A five-bike bike rack has been purchased for the Library by *Bike Walk Andover* through a grant. Much discussion regarding where to locate the bike rack. More discussion required. The *Connectivity Grant* is approximately \$450,000. Work to start in the fall of 2019 or spring of 2020. Dianne Grenier, Secretary to send a Thank You note to Eric Anderson.

**Town-wide Cleanup Day** – April 27<sup>th</sup> from 9:00am - noon.

Julie motioned that the Library participates in the Town-wide Cleanup Day. Seconded by Cathy Desrosiers. Library to have a table with Water and Goodies. Details to be discussed at the April meeting.

**Andover Volunteer Appreciation Day:** April 1<sup>st</sup> 4:00 pm – 7:00 pm in the Town Office Building Community Room. Cake and grinders to be served to all town volunteers. Library Board members are all invited.

**The "Open" banner** for the front of the building was destroyed by heavy winds this winter. Amy to purchase a new one that is sturdier.

**NTV Week for 2020:** Cathy Desrosiers suggested we think about it. Further discussion required.

**Friends Comments:** Amazon Smile isn't making much money.

**Brick Walkway:** 63 Bricks have been sold. The last sales will be at the Auction, April 26<sup>th</sup>. The first batch of bricks has arrived and are being stored in the furnace room.

**Membership:** 94 Members. 63 Life members and 31 Regular members

**Garden Committee:** to meet on March 18<sup>th</sup>. Have collected \$200 for the bench so far

**Community Grant from the Savings Institute.** They award between \$500 - \$25,000. Gretchen to fill out paperwork required.

**FOTL Annual Meeting:** May 23<sup>rd</sup>

**Auction ~ April 26<sup>th</sup>:** details are going well. Items are coming in.

**Friend's Treasurer's last day** will be May 1<sup>st</sup> Looking for new Treasurer. Gretchen to e-mail friends and put in the "Andover This 'n That" publication.

**Upcoming Library Programs:** "*The Business of Fighting: A Human Face to WWII*" – by Arnie Pritchard on March 27<sup>th</sup> and *Wildflowering in Andover* on May 8<sup>th</sup>, 22<sup>nd</sup> and June 5<sup>th</sup> by Carrie Crompton.

Jeff Ballard suggests Steve Emt, a *Special Olympics* curling participant, as a future speaker. Board asks Jeff to follow up and make arrangements.

**House Keeping Notes:** Julie Victoria brings a Birthday cake to celebrate Amy Orlomoski's birthday. Happy Birthday wishes and cake enjoyed by all.

**Public Comment:** None

**Adjourned:** 9:10pm

**Next meeting:** April 1, 2019

Respectfully submitted:

Dianne Grenier, Library Board of Directors, Secretary

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