

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

Julie Victoria called the meeting to order at 7:05 PM.

**In attendance:** Linda Fish, Dianne Grenier (Sec.), Julie Victoria, Lisa Kurtz, Jeff Ballard (Board Alternate), Sharon Shevchenko (Board Alternate) and Amy Orlomoski (Librarian)

**Absent:** Cathy Desrosiers (Chair), Gretchen Stein (AFOL)

**Alternate Seating:** Sharon Shevchenko (Board Alternate),

**Additions to the Agenda:** None.

**Adoption of the Agenda:** Motion to accept by Sharon Shevchenko, seconded by Lisa Kurtz.  
Approved by all.

**Secretary's Minutes:** Julie Victoria motioned to accept the minutes of the January 3, 2019 meeting  
Seconded by Lisa Kurtz. Approved by all.

**Librarian & Financial Report:** Motion to accept by Dianne Grenier, Seconded: Sharon Shevchenko  
Approved by all

Received 2<sup>nd</sup> payment (\$12,875) from Town on January 18. Fox Heating to clean furnace on February.21. Paid for Post Office Box before fees went up. Nothing odd or unusual to report.

Circulation: 1,126 Collection Size: 19,482 Comp. Use: 58.25 hr. Patrons: 617 Programs: 11  
Program Attendance: 76

Discussion regarding difficulty in monitoring and capturing computer usage. Need to find a better way. Current system is inaccurate.

Library was closed on Martin Luther King Jr. Day

Library financial statements from the 1970's were recently found and shredded by Julie Victoria.

**CEN (CT Educational Network) fiber-optics application status:** Wendy Rego (CEN representative) informs us we need to hire a consultant to figure out where equipment will go. Suggest in Break room on left hand wall. Consultant will be onsite when equipment is being hooked up. Additional grant money is available for consultant. Wendy to work with Amy on grant application and suggestions for a consultant.

**Task List: Safety/ Keys/ Friends Wish List**

Jeff Ballard asks about copy paper needs. He has a contact at Allied Paper and thinks he may be able to secure us a deal. Amy suggest \$200 per year for paper.

**Bulletin Board:** Board members have concerns about the completion of details regarding the bulletin board. Repeated attempts to contact the Eagle Scout, Jake Gross, have been unsuccessful. Lisa Kurtz will try again. If unsuccessful she will contact the Scout Master. Cathy Desrosiers had an extra key made for the bulletin board lock.

**Septic Tank Pumping:** Julie Victoria to have septic tank pumped this spring. Last done was in 2017 by Skip's Septic who recommends pumping every two years.

**Mural:** Dianne shared sketches from the mural artist that had been approved by the Mural Committee with slight modifications. Everyone was pleased with them. Mural is proceeding on schedule.

**Water Filter:** Cathy and Bill Desrosiers changed the water filter on February 3, 2019. There are two more filters available.

**Safety List:** Spearheaded by Sharon Shevchenko downstairs Closets and furnace room were cleaned with help from Amy and Julie. It was determined the maintenance cart needed a mop and a 5-gal bucket. Amy will get a mop and Jeff will provide a 5-gal bucket. All combustible items have been removed from the furnace room as suggested by the Fire Marshall.

**Front left downspout and drain connections:** Broke during a heavy rain storm and fixed by the Town Public Works crew. Julie Victoria and Amy Orlomoski cleaned up water that inundated the break room. Julie and Amy commended the Public Works personnel on a speedy and professional response. Julie Victoria to write a note to Town Administrator expressing the boards gratitude.

**Budget:** Amy Orlomoski presented an updated budget which includes a 3% raise for employees. Julie Victoria has not heard if the board will be required to present the budget in person to the BOS or BOF. Amy Orlomoski to e-mail board members updated copy.

**New Business:** Amy Orlomoski has successfully acquired a used spinning shelf for DVD's and a new/used bigger microwave for the Break Room. Both free of charge.

**May 18<sup>th</sup> - Town Wide Tag Sale,** This may be an opportunity for the Library

**Library Keys:** The list of Keys needs to be updated. Master Key in Break Room needs to be labeled . Will ask Cathy Desrosiers to ask Bob Burbank for his key.

**COOL (Community Owned and Operated Latchkey) program:** President, Amy Knox is working to include Library in a new program. Board members are in favor of being included.

**Connectivity Grant** – Dianne Grenier reported BOS meeting on Jan. 28 agreed to accept the CT Department of Transportation (CTDOT) Community Connectivity Grant Program. Cathy Desrosiers will be following this and updating board on details.

**Bike Rack:** Discussion regarding including a bike rack on Library property to complement Community Connectivity Grant plan. Jeff thinks he might know of someone who would be willing to donate one. Lisa Kurtz to discuss "where to locate it" with Garden Club next week.

**Friend's Wish List:** Discussion regarding the Welcome Packet cost. Will put it on the Friends Wish List for their May meeting along with First Aide Training classes and Postage for Santa Letters

**Friends Comments:** The issue with the Friends group accepting the check from Mike Handler's campaign funds and how it was resolved was explained to board members by Julie Victoria. Brick sales are at 49. Gretchen will setup at the Senior Fundraiser on Feb. 10<sup>th</sup> with Brick forms and membership info, library bags and such.

**Upcoming Library Programs:**

- Monday, February 11<sup>th</sup> – 6-7:45PM – Craft Supply Swap Meet!
- Saturday, February 23<sup>rd</sup> – 12-2PM – APL Puzzle Swap.
- Wednesday, March 6<sup>th</sup> – 6:30-8PM – An Attorney Evaluates the UFO Evidence.

Jeff Ballard offered up some suggestions for Speaker programs for the Library:

Carrie Crompton (Conservation Committee), Mike Donnelly (Ole Burying Ground), Scott Yeomans (Items on Mural) and a Curling program.

**House Keeping Notes:** Julie praised the efforts of Amy and Sharon for cleaning up the basement closets, Break Room, under the stairs and furnace room. A collection of misc. items no longer needed by the Library have been left by the backdoor for patrons to take.

Amy received her bonus check from the Town in recognition of her 20 years of service.

Cathy Campen was given a gift Certificate from the Board members in recognition of her 20 years

Dianne Thanked Sharon for hosting the January Holiday party that was enjoyed by all.

Cathy Desrosiers inquired about the possibility of the Library using the Town's Stamp Machine to save on postage. Determined no cost savings to be had and inconvenient to staff. Library will continue as in the past.

**Public Comment:** None.

**Next Meeting:** March 4, 2019

Julie Victoria made a motion to adjourn the meeting at 8:35 PM, seconded by Linda Fish. All Approved.

Respectfully submitted:

Dianne Grenier, Library Board of Directors, Secretary