

**Andover Library Board of Directors
Meeting Minutes
January 7, 2019**

Cathy Desrosiers called the meeting to order at 7:05 PM.

In attendance: Cathy Desrosiers (Chair), Linda Fish, Dianne Grenier (Sec.), Julie Victoria Lisa Kurtz, Sharon Shevchenko (Board Alternate), Amy Orlomoski (Librarian) and Gretchen Stein (AFOL).

Absent: None **Alternate Seating:** None

Additions to the Agenda: 8h. "Who are we?" Move Item 9 (Friend's Comments) to 3a.

Adoption of the Agenda: Motion to accept by Julie Victoria, seconded by Linda Fish. Approved by all.

Secretary Minutes: Cathy Desrosiers motioned to accept the minutes of the December 3, 2018 meeting with noted typo correction. Seconded by Lisa Kurtz. Approved by all, except Dianne who abstained.

Librarian & Financial Report: Motion by Julie Victoria. Seconded by Linda Fish. Approved by all.

Name to be changed to "Librarian Reports" on agendas – Not "Library Reports".

Circulation: up from Dec. '17 (916 to 1048) Computer usage: down from Dec. '17 (97.8 to 52.3)

Collection Size: 19,484 Programs: 15 No. Patrons: 793

FOX Heating was paid \$239 for maintenance agreement and furnace cleaning, to be done soon.

Dime Oil rate stays the same for 2019-2020 [\$2.09]. Jul 1, 2017 – June 2018 = 924 gallons

Kennedy Exchange was paid \$341 for addition computer hook-up cost for new computers not submitted with Grant. Second payment of Budget from Town to come this week

CEN fiber-optics application status: eRate approved. To be hooked up by CEN this spring.

Once hooked up we can cancel our expensive Comcast connection.

Task List:

Mural: Work in progress. New back door installed and primed. Artist is sending preliminary sketches to committee. Mural painting scheduled to start in May. Discussion of related programs such as "Trains" to be conducted during and after mural completion.

New Computers: In and working well.

Outside Bulletin Board: Some final detail issues remain, including painting, weather stripping, cork board. Lisa Kurtz to follow up with Eagle Scout. Jeff Ballard is having difficulties making copies of keys. Cathy Desrosiers to take key to locksmith in Manchester.

Library Policies document review: Completed

Parking lot sinking area: On hold until spring.

Carpet Cleaning: On hold until spring

Security Camera: On hold

Lawn Irrigation system: On hold.

Heat for basement area: On hold.

Safety Task List:

Exit sign at top of stairs: installed.

Budget:

Amy Orlomoski talked to the Treasurer (Barbara Griffin) about Salaries figures. Raises will be discussed at January 14, 2019 "BOS Budget Meeting". Questioned Library use of Town Stamp Machine. Cathy Desrosiers to discuss with Joe Higgins. Budget to be sent to Joe Higgins on Tuesday January 8, 2019. Raises are not included in bottom line. Julie Victoria motioned to accept the proposed \$95,888 2019-2020 Budget. Dianne Grenier seconded, Approved by all.

Holiday Party:

January 13, 2019 at Sharon Shevchenko's home from 1:00- 3:00pm at 191 Bunker Hill Road.
Participants to bring appetizer and wrapped Yankee Swap gift

Upcoming Library Programs:

- Tuesday, January 15th – 6:30PM – Author Lisa C. Taylor~, Impossibly Small Spaces
- Monday, February 11th – 6-7:45PM – Craft Supply Swap Meet!
- Saturday, February 23rd – 12-2PM – APL Puzzle Swap.
- Wednesday, March 6th – 6:30-8PM – An Attorney Evaluates the UFO Evidence.

Ongoing Events:

- Monday Morning Stitchers (knit, crochet, etc.) meet every Monday morning, 11:30AM-1PM
- ACT (Andover Creative Threads) Evening Stitchers meet on 3rd Monday evening of each month, 6:30PM
- Express Book Discussion meets on the second Wednesday of each month, 12:30-1:30PM
- Evening Book Discussion generally meets on the last Monday of each month, 6:30PM
- Game Night with Mrs. Campen meets on the first Wednesdays of the month (February 6th, March 6th, April 3rd), 6-8PM

Welcome Packet Effectiveness: Members agreed to move project to spring of 2020.

Painting Wrought Iron Fence: Cathy Desrosiers to talk to Ron Bisson about needed action.

Change Water Filter – Cathy Desrosiers to have this done

“Who are we?”: Members unanimously decided all future reference to the Library Board will be “Library Board of Directors”.

Friends of the Library –

Established a separate Checking Account to handle funds received from Amazon Smile.
Established a 3% CD with Savings Institute bank in Willimantic.
Received \$1,250 from Gov. candidate, Mike Handler, as he dispersed his campaign funds
Gift Wrapping earned \$400+. 2019 to look for more Manchester time slots and fewer at Storrs
Envelope Fundraiser made \$619. Very successful with little effort.
Brick walkway Fundraiser sold 42 bricks so far. Will be selling them at Senior Fundraiser event
on February 10th 10:00am – 2:00pm.
Auction to be held April 26th in the Community Room.

House Keeping Notes: Librarian Amy Orlomoski has reached 20 years full time employment with. Town Congratulation all around. BOS is arranging an appreciation night for all town volunteers this spring and Amy will be recognized then and receive a bonus check. Congratulation to part-time Library staff, Cathy Campen who has also reached a 20-year employment anniversary.

Public Comment: None.

Next Meeting: February 4, 2019

Julie Victoria made a motion to adjourn the meeting at 9:02 PM, seconded by Linda Fish. All Approved.

Respectfully submitted:

Dianne Grenier, Library Board of Directors, Secretary