

**Andover Library Board  
December 3, 2018**

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

**Present:** Cathy Desrosiers (Chair), Julie Victoria (acting Sec.), Linda Fish, Lisa Kurtz, Board Alternates: Sharon Shevchenko (Board Alternate) and Jeff Ballard (voting Board Alternate), Gretchen Stein, AFOL, and Amy Orlomoski, Librarian.

**Absent:** Dianne Grenier

**Additions to the Agenda:** Move 8b before 8a.

**Adoption of the Agenda:** Julie made a motion to adopt the agenda, seconded by Jeff. All approved.

**Secretary Minutes:** The November minutes were reviewed. The mural was discussed and the progress so far. Jeff stressed that the outside of the metal door needs painting before winter so it doesn't rust. Cathy will work on. Door keys were discussed and the number needed. Julie will contact the Fire Dept. with a new key. Cathy made a motion to accept the minutes, seconded by Lisa. One abstained, rest Approved.

**Financial Report:** The transactions were reviewed. Oil was delivered, and Fox is the furnace cleaning company. Linda made a motion to accept the Financial report, seconded by Jeff. All approved.

**Librarian's Report:** All the numbers but adults are down. November is the lowest time of year for circulation. Christmas closings will be December 24 and 25 and hours December 26 will be 10-4. Linda made a motion to accept the Librarian's report, seconded by Jeff. All approved.

**Unfinished Business:**

- A. Library Staff Leave Time: The Town policy was reviewed by the Board. The Librarian is following the town protocol and everyone understands it.
- B. CEN fiber application status: Moving forward. Amy will check to see if the E-rate approval is complete.
- C. Task List – Task 1 – door is in rest on hold. Task 2 – computers are ordered. Task 3 - outside bulletin board project needs weather stripping and other issues. Lisa made a list and will contact the Eagle Scout candidate, Jake Gross. Julie gave the bulletin board key to Jeff to make copies. Task 4 – tabled until January. Task 5 – Cathy will discuss with the Town Crew Thursday 12/6 at noon. Task 6 & 7 ON HOLD. Added Task 8: Paint new back door, the outside needs painting asap. Cathy will handle this task. Added Task 9: Carpet cleaning. Lisa has one quote for \$467 and will get another quote. May do this in April over Easter weekend. Funds may be taken out of Equipment and Building repair. Safety List was not looked at.

- D. Lawn Sign Policy: Julie made a motion that "Signs pertaining to Town supported non-profit functions can post signs at the Library with the Board's permission." Seconded by Jeff. All approved.

**New Business:**

- A. Andover Friends of the Library report: Envelope fundraiser has accrued \$454 so far. Cookies for Mrs. Claus visit has 13 bakers. Wrapping at Barnes and Noble in Storrs needs people for December 13 and 14th. Gretchen will put it in the paper to get more volunteers. Brick fundraiser has sold 22 bricks (goal is 100). Most common designs are paw prints and books. Amazon Smile account was investigated. Gretchen will set-up a separate account at the bank so that funds can be transferred by Amazon. Gretchen has an idea for a spelling bee in February. No entrance fee just a fun way to get people into the library with maybe a gift card as a prize.
- B. Budget preparation: Made changes based on actual figures received by the Town Treasurer. Cathy will contact the Treasurer about the overage to salaries that occurred in the last fiscal year to see how we can counter that going forward. Cathy will contact us by email to report on the Treasurer's info, otherwise all the changes were agreed on. Julie made a motion that: "The draft budget worked on and presented be approved for submittal to the Board of Finance." Seconded by Linda. All Approved.

**Public Comment:** None.

Jeff made a motion to adjourn the meeting at 9:07 PM, seconded by Linda. All Approved.

Respectfully submitted:



Julie Victoria, Acting Secretary

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