

**Andover Library Board of Directors
Meeting Minutes
November 5, 2018**

Cathy Desrosiers called the meeting to order at 7:04 PM.

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

Absent: Julie Victoria.

Seating: Sharon Shevchenko (Board Alternate) as voting member.

Additions to the Agenda: 8C. Budget 2019-2020 8D. Daycare signage 8E. Housekeeping

Adoption of the Agenda: Motion to accept by Lisa, Linda Seconded, Approved by all.

Secretary Minutes: Cathy motioned to accept the minutes of the October 1, 2018 meeting, Seconded by Lisa. Approved by all.

Librarian's Financial Report: Nothing out of the ordinary to report. Library printer was malfunctioning and therefore monthly Financials were not available. To be discussed next month.

Librarian's Report:

Circulation: 1,131 Collection Size:19,487, Computer Use: 66.5hrs., Programs: 14, Patrons: 983
Both adult and children circulation numbers were up.

Dianne made a motion to accept the Librarian's reports, seconded by Sharon All approved.

Unfinished Business: Task List/Safety List/ Friends Wish List

CEN fiber-optics application status: Waiting for Erate approval for funding. On schedule for hook-up in spring of 2019.

New Computers, Color Printer & Fax machine – Approx. \$5,000 worth of computers, printers, fax machine and such are on order from Kennedy Exchange in Columbia. Waiting for check from Hartford Foundation. Amy has asked Kennedy to have equipment "ready to go" as we expect check any day now.

Outside Bulletin Board – Eagle Scout, Jake Gross, presented bill for supplies. Plexiglass for project has been donated. Dianne to send Thank You note. Task to be completed by January 10. Post in the ground before freeze. Linda Fish to get check to Jake Gross for reimbursement for supplies purchased.

Library Photos – have been organized by Sharon and put on CD^S and thumb drive to be stored in Library Board of Director's file cabinet.

Welcome Packets – have been mailed out to 60 new Andover homeowners. Color paper was used for Friends membership forms to check effectiveness of project.

Back Wall Mural Project – Work is underway. Electrical conduit replaced, new door has been purchased and soon to be installed. Donations are arriving. Hartford Foundation Grant funds have arrived and deposited with Town Treasurer in Account No. 3700-001.

Library Policy update – Tabled until next month. Discussion regarding the section pertaining to the use of the Library by the community for meetings was reviewed. More discussion required.

Safety Task List – Jeff purchased hook to mount fire extinguisher near rear basement door. To be installed this week. Amy to move EXIT sign from front door to new location above stairs. Dianne provided a bell to be mounted on the front door by Jeff. This will allow staff to know when someone has entered the building through the front door.

Budget - Brief discussion and then tabled until next month. Appears BOF will be requesting 2019-2020 Budgets early. There are a few items we will need to discuss: Add: more money to Building Maintenance, Carpet Cleaning and Septic Pumping. Cathy to get 'Year to date' expenditures from Town Treasurer so we can determine if gutters should be cleaned this fall. Next month discussion to include Friend's Donations, Maintenance Agreement and Internet Security line items.

Carpet Cleaning - Cathy will check with Joe Higgins about carpet cleaning by cleaning service. Lisa will get another quote.

New Business:

Upcoming Library Programs – Very popular "Felting" program was once again filled to capacity. Halloween was successful. Fall programming includes WWI Memorial presentation. Discussion regarding a "Suggestion Box" for programming to see what patrons would like. All agreed. Suggestions from board members included instruction for iPhone, EXCEL, Word, Internet and Facebook.

Daycare signage – Discussed and unanimously agreed that only signage pertaining to Library and Friends of the Library activities would be approved for Library grounds.

Friends of the Library –

Brick Walkway - Brochure to be mailed next week to all Andover homes. Bricks will be sold for \$50 up until the Library Auction in April. Printing by Gulemo's

Barnes & Noble Holiday Gift wrapping. Continues to be problematic to make arrangements with both Manchester and Storrs stores. Manchester dates are set... Dec. 16, 21 and 24. Still working date for Storrs. Already have some volunteers signed up for the Manchester store. Emily Timreck will assist with logistics.

The Envelope fundraiser is going well. Easy and effective.

Friends Semi-Annual Meeting – Tuesday, November 13 7:00pm at the Library

Santa visit will be December 15. Bakers are all set up. Mail box will arrive Thanksgiving week

Friend's Auction is scheduled for April 26, 2019 in the Town Hall Community Room

Housekeeping –

Need to turn off outside faucet for winter – Jeff did this as meeting was in progress. A garden hose is still outside and disconnected.

Dianne passed out Library magnets with Library hours, left over from 2017 Welcome Packets.

Public Comment: None.

Next Meeting: December 3rd

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

Respectfully submitted:

Dianne Grenier, Library Board of Directors, Secretary