

**Andover Library Board
Meeting Minutes
October 1, 2018**

Cathy Desrosiers called the meeting to order at 7:00 PM.

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

Guests: Jake Gross

Additions to the Agenda: Lisa - Outside Bulletin Board and Cathy - 2019 Meeting Dates

Adoption of the Agenda: Motion to accept by Julie, Dianne Seconded, Approved by all.

Secretary Minutes: Linda motioned to accept the minutes of the September 12, 2018 meeting, Seconded by Lisa. Approved by all. Dianne abstained.

Librarian's Financial Report: Everything looks on track with no issues. Includes expense for parking lot line painting

Librarian's Report: Total Fiction up. Total circulation down. OverDrive up.

Circulation: 1,0804, Collection Size:19,487, Computer Use: 75.5, Programs: 10, Patrons: 616
Amy to contact Ch. 3 kids Camp

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

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

- A. CEN fiber-optics application status: Waiting for Erate approval for funding. On schedule for hook-up in spring of 2019.
- B. New Computers, Color Printer & Fax machine – Waiting for funding from Hartford Foundation. Expecting transfer of funds in late October. Julie following up.
- C. . Outside Bulletin Board. – Eagle Scout, Jake Gross, presented detailed plans for a free-standing bulletin board to be located at top of stairs on right hand side. Est. cost \$300. Asked Board to fund it. Money will come from Savings account. Jeff Ballard to work with Jake on details and materials. It will be self-standing on 4 x 4 posts. Will hold 6 8 ½ x 11 flyers (3 over 2) with wooden frame with Plexiglas window with a lock. Painted white and cranberry to match Monument Park and Church signage. Motion made by Cathy Desrosiers to allocate up to \$500 to Jake Gross for his Library Bulletin Board project. Seconded by Lisa Kurtz. All approved
- D. Library Photos – Sharon reported work is in progress.
- E. Welcome Packets – Plans to get them mailed in late October/early November. Culled list with Town Assessor. Approx. 60 letters to be mailed to new homeowners.
- F. Downstairs outside back door to be replaced with Mural project. Jeff Ballard to get quote.
- G. Renovation on back concrete wall – Well on its way. Permissions have been given by BOS. Artist letter of intent to be signed by Joe. Electrical work phase 1 complete. Electric conduit on rear wall replaced. Concrete contractor hired. Back door replacement underway. Proceeding with early money fundraising. Town Treasurer has set up separate line item to collect donation and Hartford Foundation Grant funding
- H. 'Safety Task List –. Emergency Exit light has been moved from downstairs to above front door. New batteries in both Emergency Lights. New outside lights over back door, light over outside rear door replaced with photosensor and led bulbs, parking lot lines painted. Amy to find YouTube video of how to use a Fire extinguisher and send it to staff. Andover Volunteer Fire Department has waived cost for Andover Library staff to attend October 20th

CPR class. Ann and Pam to attend. Dianne to send Thank You note to AVFD. All Library staff will have taken the CPR Training class.

New Business:

- A. Upcoming Programs – Oct. 3 Game night - Oct. 6 Puzzle Swap - Oct 24 Spanish Flue – speaker - Oct 31 Trick or treat at the library. Every Monday mornings the Stitchers group meet. Andover Creative Threads (evening Stitchers) meet on third Monday evening. Express Book Discussion meets on 2nd Wednesday of each month at noon time. Evening Book Discussion meets last Monday of each month
- B. Friends of the Library Paint night canceled because of difficulties of finding a suitable location because of OFH mold issue. Gift Wrapping at Storrs and Manchester Barnes & Noble locations. – working details. Brick Walkway – no update, No Lake Race participation because of confusion with Lake race organizers. Looking for fundraising ideas and volunteers to organize event for 2019.
- C. 2019 Meeting Dates: First Monday of the month except September:
January 7, February 4, March 4, April 1, May 6, June 3, July 1, August 5, September 9 (Sept. 2nd is Labor Day), October 7, November 4 and December 2
- D. Add "Housekeeping" item to future agendas

Public Comment: None.

Julie made a motion to adjourn the meeting at 8:45 PM, seconded by Linda. All Approved.

Respectfully submitted:



Dianne Grenier, Secretary

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