

**Andover Library Board of Directors  
June 1, 2020 Meeting Minutes  
(Virtual Meeting) Regular Meeting via Zoom**

**Meeting:** Time: 7:06 pm    **Date:** June 1, 2020    **Place:** Virtual meeting via Zoom

**Board Members in Attendance:** Cathy Desrosiers (Chairman), Dianne Grenier (Secretary), Linda Fish, Lisa Kurtz, Julie Victoria, Amy Orlomoski (Librarian), and Sharon Shevchenko (Alt.)

**Absent:** Jeff Ballard (Alt.)

**Additions to the Agenda:** None

**Adoption of Agenda:** Motion to accept: Lisa Kurtz, Seconded, Julie Victoria. Approved by all.

**Approval of May 4, 2020 minutes:** Motion to accept: Julie Victoria., Seconded: Linda Fish. Approved by all.

**Financial & Librarian Reports:** Motion to accept: Dianne Grenier, Seconded: Julie Victoria. Approved by all. Amy Orlomoski e-mailed all board members Financial and Librarian Reports before the board meeting.

The first quarterly payment to CEN for Fiber-optic Internet Service was paid May 6, 2020 for \$712.50. Amy to provide board members with the quarterly monthly schedule.

The Town has reimbursed the Library account \$1,636 for the extra well pump work required in November 2019.

The Board of Finance has accepted the Library budget for 2020-2021 as presented and has set the mil rate at 35.61. A 1.77% increase over last year.

The electric bill is way down and the air conditioner maintenance is scheduled for next week.

Julie Victoria to check with the Hartford Foundation for Public Giving regarding the Alice Moe funds.

Not a lot of financial activity as the Library has been closed since March 16.

**Librarian's Report Abbreviated:** The library has been closed to the public since March 16, 2020 due to the Coronavirus COVID-19. May Circulation: 240 Collection Size: N/A Computer Use: N/A. Programs: 4 Patrons: 75 E-Readers 0 OverDrive 202. The full Librarian report was presented to the members before the meeting.

**COVID-19 Coronavirus:** Amy Orlomoski and Julie Victoria provided the Board of Selectmen with a report on how to re-open the Library. Town Administrator, Eric Anderson, complimented them on their good work and Ok<sup>ed</sup> re-opening the Library on June 1, 2020 for curbside service only. In preparation for the re-opening Amy Orlomoski and Julie Victoria, with help from Nick Gruner, moved a big bookshelf and removed chairs from upstairs to help provide space for social distancing. The Board of Directors approved Amy Orlomoski to purchase supplies such as disinfecting wiped, spray disinfectant, hand sanitizers, paper towels, soap, and gloves as well as plexiglass to provide a barrier shield, in preparation for the re-opening to the public. COVID-19 safety supply receipts will be saved for possible reimbursement from the State or Federal Government.

Curbside pick-up requests on the first day went well. Requests are done by Phone, Text or E-Mail. Each request is filled and put in a sealed envelope and put in a book cart outside the back door with the patron's name. Thirty-eight books were distributed. Book Drop returns are being quarantined for 72 hours before being checked-in and re-shelved.

### **Unfinished Business: Task List items:**

**Mural Project:** Working on the last two items.

- 1) **Wrought iron fence painting:** Rachel Foran of Color Décor Painting Co. of Manchester completed, sanding, priming and painting the fence on May 22, 2020. The final cost was \$1,275. The Board of Directors was very pleased with the work. Rachel Foran suggested we put a rubber/plastic barrier behind the round metal plate where the hand railing meets the retaining wall as it appears to be wicking moisture from the wall causing it to prematurely rust the handrail bracket. Documentation for payment has been provided to the Town Treasurer.
- 2) **Parking lot bumpers:** Discussions with Town Administrator, Eric Anderson, made it clear he is not in favor of having the bumpers installed. Dianne Grenier appealed his decision to First Selectman, Jeff Maguire. A meeting is set for the week of June 1<sup>st</sup> to meet at the Library to discuss the situation.

**Spring Cleaning:** Town Administrator, Eric Anderson, provided the Library Board of Directors with the phone number of the cleaning service [KT Cleaners (860) 428-9834] to enable direct contact regarding cleaning issues

such as spring cleaning. After moving furniture and such at the Library, Julie Victoria and Amy Orlomoski believe the building has not been cleaned in several weeks. Cathy Desrosiers will call KT Cleaners and discuss the issue.

**Irrigation System:** Friends of the Library have agreed to use the \$3,000 Santa 2018 donation to fund the irrigation system. Waiting for a reply from the Board of Selectman to have the work done.

**Refurbish the front stoop:** Added to the Connectivity Grant work. Includes, new railing, ADA ramp, new pavers, and relocating historic millstone to the Andover Historical Museum.

**Outside outlet location:** Dianne Grenier found a reference to having an outside outlet installed to allow workmen access to electrical power. Discussion suggested it may be located on the light for the flagpole. Cathy Desrosiers will investigate its location.

**Outside Electronic Bulletin Board:** The Friends of the Library have agreed to apply the \$3,882 Santa 2019 donation towards the purchase of an electric outside bulletin board sign. Details, funding, approval and more discussion are required.

**Security Camera unstable Internet Connection:** Amy Orlomoski reported it could be the result of an older version of the app. She will check it out and report back to the board.

### **New Business:**

**Connectivity Grant:** The current plan is to have work done during this year in the late summer/early fall.

**Refurbish Laptops:** A motion made by Julie Victoria and seconded by Linda Fish to have 2 older Library laptop computers updated by Kennedy Exchange to accommodate Zoom meetings for \$150 each. Approved by all.

**Handicap Parking and Book Drop Sign:** Motion made by Lisa Kurtz and seconded by Julie Victoria to have Dianne Grenier and Amy Orlomoski have a sign similar to the one for the "Surveillance Cameras" installed near the short retainer wall on the west side of Library to indicate the location of Handicap Parking and Book Drop. Approved by all.

**Garden Committee Report:** Vine has been removed from the west side wall near the Book Drop and roses have been planted along the property line on the west side. It was discussed that plantings around the front stoop are in danger because of the Connectivity Grant work and should be removed if wanted to be saved.

**Keys to the Library Building.** Discussions as to who has a key to the Library Building and who does not but should. Amy will make extra keys if needed and distribute them appropriately.

### **Upcoming Library Events and programs:**

**All about Reptiles.** May 12<sup>th</sup> on-line Zoom session was very well attended.

**Zoom Magic show:** June 24 at 2:00pm

**Book Discussions** are being held via Zoom.

Most programs have been canceled or are on hold while COVID-19 issues are addressed. Lots of ideas on how to provide programming and fundraising with COVID-19 are being looked at by the board members.

### **Comments from Friends of the Library – 2020 Expenditures for the Library and the Friends:**

Welcome packet postage ~\$100 Santa postage ~\$30 Programs \$1000 Concert \$650 Library Passes ~210  
DVDs and Audio \$1200 Large Print Books \$552 Rolling cart ~500 \*\*\* **subtotal = \$4,242** Scholarship \$1000  
Garden Club \$300 State and Federal filings \$110 Postage for a large mailing \$100 \*\*\* **Grand Total \$5,752**

### **Board Discussion:**

Julie Victoria brought to the attention of the board members that she noticed a significant crack in the plaster behind the Librarian's desk that needs to be further investigated. She will take appropriate action.

Dianne reported the Safety Committee was scheduled to meet June 2 with COVID-19 the only agenda item.

**Adjourned:** 8:49 pm. Motion made by Julie Victoria, Seconded by Linda Fish. Approved by all.

**Next meeting:** **July 13 2020** at 6:30pm. An in-person meeting at the home of Sharon Shevchenko

Respectfully submitted:

Dianne Grenier, Library Board of Directors, Secretary

Please see the minutes of subsequent meetings for the approval of these minutes and any corrections hereto.