

Andover Library Board

April 9, 2018 Special Meeting Minutes

Call the meeting to order: Chairman, Cathy Desrosiers at 6:58PM

(rescheduled April 2, 2018 regular meeting because of a lack of a quorum)

Present: Board Members: Cathy Desrosiers, Linda Fish, Dianne Grenier, Lisa Kurtz and Julie Victoria.

Librarian, Amy Orlomoski and Friends President, Gretchen Stein.

Absent: Board Alternates, Jeff Ballard and Sharon Shevchenko

Changes to the Agenda:

Remove 7a. (Library staff leave time) as it is on the *Task List*.

Adoption of Agenda: Motion to accept by Julie ~ Second by Dianne ~ Approved by all

Approval of Secretary Meeting Minutes for March 5, 2018:

Motion by Cathy to accept ~ Second by Julie ~ Approved by all

March Financial Report: Motion to accept by Julie ~ Second by Dianne ~ Approved by all

Financial Report showed standard items; utilities, book purchases, copier fees, programs etc. Nothing out of the ordinary. Cathy informs board that the Board of Selectman have approved a 3% raise for all fulltime employees and the Library's 2018-2019 budget needs to reflect that. Julie and Amy will update the current proposed budget and submit it to Town Administrator. May 3, 2018 is the scheduled date for the Annual BOF/BOS Budget Town Meeting regarding proposed budget. Cathy informs board that the Town has hired a new Treasurer, Barbara Griffin to replace current interim treasurer Beth Bauer

Librarian March Report: Motion to accept by Julie ~ Second by Dianne ~ Approved by all

Circulation at 1254, collection size 19,570, Public Computer usage 108 hours, 14 programs with 103 attendees. Total patrons 760. The Library was closed one full day and two part days because of snow. CEN (CT Educational Network) Fiber optics Update – on track and on schedule.

Unfinished Business: Library Board Task Lists:

- Security Cameras discussed. Julie to discuss issue with new State Trooper.
- Library to participate in town wide Arbor Day/Earth Day clean up by providing cookies and beverage at the Library for workers on April 28th.
- Dianne showed board members new defibrillator. Case needs to be mounted on wall in upstairs area.
- Board agrees to send letter to Friends members in recognition of National Volunteer Week (Apr. 15-21).
- Andover Volunteer Fire Department's CPR class attended by Amy Orlomoski, Cathy Campen and Lori Autorino. More Library staff expected to take training in fall when offered by AVFD.
- Cathy has arranged for Tina Forsberg to give a FREE program on May 22 at 7:00pm to compliment the June 2 Garden Tour event being sponsored by the Andover Congregational Church. Amy to contact another person for possible program.
- No progress on "Master Key Ring".
- Julie and Amy to review current (2012) *Library Policy* to make sure it is up to date.
- Lisa to ask Boy Scouts about taking on building an outside bulletin board for the library.
- File rack have been installed in the Library file cabinet and Dianne and Julie have started populating it.
- Exit signs have been put at bottom of stairs in Children's room
- First Aid kit has been donated to the Library by Gretchen Stein
- Outside photo sensor light and EXIT sign over front door are put on hold pending funding.
- Julie to provide hosta plants for Cathy to plant to spruce up Library grounds.
- New CO detector needs to be mounted.

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New Business:

- June 5th at 7:00pm David Howard, who grew up in Andover, will be here to talk about his new book called “Chasing Phil”.
- Mid-June presentation on Coyotes.
- Amy to locate and update Library “Asset List”. To include all furniture and electronics (with S/N’s) owned by the Library.
- Dianne introduced the new “Meeting Book” which contains items often needed at Board Meetings. Including copies of: Town Charter, Current Budget, Library Policies, Calculator, etc.

Friends of the Library Comments:

- Annual Friends meeting May 22 at 5:45pm at Library prior to Library Garden presentation.
- Gretchen sending Auction press releases to Rivereast
- Looking for person to sell pizza at the Auction
- More bakers are needed.
- Gretchen shows Auction Lawn Sign and how they will be modified to reflect new location
 - Community Room vs. AES Cafeteria
- Membership currently at 106 – very good considering this is prior to Auction
- Exploring “Paint Night” event. Cost is a concern
- Summer Concert – Amy to check dates. Thursday night seems desirable.

Adjournment: Motion to adjourn by Cathy Desrosiers at 8:28pm All approved

Next Meeting: May 7, 2018 7:00pm Andover Public Library

Respectfully Submitted by Dianne Grenier, Library Board of Directors, Secretary

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