

Andover Library Board

March 5, 2018 Meeting Minutes

Call the meeting to order: Chairman, Cathy Desrosiers at 6:59PM

Present: Board Members: Cathy Desrosiers, Julie Victoria, Linda Fish and Dianne Grenier.
Librarian, Amy Orlomoski and Friends President, Gretchen Stein.

Changes to the Agenda:

Remove 7a. (Library staff leave time) and 8c. (Memorial donations) as they are on the *Task List*.

Remove 7b. (CEN Status) as it is a duplicated (8a).

Add: 8e. Library Board Wish List for Friends, 8f. Water Faucet replacement, 8g. Thank You notes and 8h. BOF Feb 12 meeting minutes comments.

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

Approval of Secretary Meeting Minutes for February 5, 2018:

Motion by Cathy to accept with typo correction ~ Second by Julie ~ Approved by all

January Financial Report: Motion to accept by Julie ~ Second by Linda ~ Approved by all

No glaring expenses – nothing unexpected noted. Computer Maintenance item was discussed in detail.

Board feels comfortable with numbers. Finances appear to be in good shape. Board will be looking for a new Computer Maintenance person.

Librarian January Report: Motion to accept by Julie ~ Second by Linda ~ Approved by all

Fifteen programs held in February. 768 patrons visited the Library. Library was closed for 1 snow day and for President's Day. Amy noted OverDrive usage is way up over 2017 again this month.

Amy to present "Librarian Report Executive Summary" for January and February to Board of Selectman Puzzle Swap went very well and will do it again in the fall.

March 20 "Outdated Ads with Stephen Spignesi – rescheduled from January

April 18 – Carrie Crompton to do a presentation on Pileated woodpeckers.

April 24 – Book Talk "Your Behavior" with Dr. Richard Pfau

Unfinished Business:

Library Board Task List:

Board Vacancy – Received 5 letters of interest. ALL excellent candidates; After much discussion it was decided to ask BOS to appoint Lisa Kurtz to fill vacancy and to create 2 Alternate positions.

Dianne to notify candidates of the decision.

Amy to order 2 water filters and check on amount of Hartford Foundation Grant for new computers

Dianne provided frame for Chris Murphy letter – Amy to frame and display it at Library.

Board members working on speakers for June 2 Garden tour program.

Discussion regarding Memorials for grounds. Discussed memorial brick walk and where is it in the planning stage. Gretchen to discuss details with Janice Bazzani.

Amy to put together a "Master Key Ring" with keys to all Library locks, front door, back door, file cabinet, etc.

Safety Task List:

Q. Where does the Alarm go? A. Tolland Dispatch, same as fire alarm.

Crane Charitable Foundation has donated a defibrillator to the Library. Board will have to look into mounting it ... where – when – how, as well as staff training. Dianne will send a Thank You note to the Foundation for the defibrillator.

Board has sent a letter to staff informing them of CPR/First Aid Training Class at AVFD. Board Members "strongly recommending" ALL staff take the 2 hr. CPR/Defibrillator training. Board would

pay staff for 2 hours time. AVFD has waived the class fee for Library staff. Amy will talk to staff regarding classes and the board's recommendation. Board thinks this is important since we now have the defibrillator. Training Classes are 9:00am - 2:00pm. [CPR/ defibrillator training is 9:00am-11:00am and First Aid training 11:00am-2:00pm.] Board would not pay "time" for First Aid class but encourages staff to attend. No charge to staff. Classes will also be offered again sometime in October by AVFD.

Circulation Desk Panic Button tested by State Trooper Abby Belcher – button alarm goes to Tolland Dispatch, same as fire alarm. State Trooper notified of Library hours and will contact Troop K to make extra patrols after dark. Amy reports plain clothes police detectives stopped by the library to ask if the Library had any security camera. Amy will follow up with Trooper Amy Belcher as to what this is all about. Board briefly discussed if we thought we needed security cameras. No decision made. A Kidde CO Detector was purchased by Julie and Dianne will see about having it installed. All closet doors in the Children's room have a slide-bolt or hook and eye type closers to prevent children from entering. Library Staff will start cleaning closets one at a time to organize and inventory contents. Furnace room will be first.

Electrical work. Dianne contacted 4 Electrician for quotes on moving "Exit Light" and fixing light over back door. Quotes were from \$250 to \$1080. Board thought this was expensive and asked Dianne to contact Bob Dube for quote.

New Business:

CEN Status: CEN (CT Educational Network) Looking at March 22 for Comcast Cable hookup.
E-rate funding moving along.

BOF 2/12 meeting minutes: *Discussion on funds that are available for equipment and other items/library*
Linda reports no serious discussion happened – no action taken by BOF.

Wish List for Friends: Discussed Board having more input to Friends Wish List. Suggest First Aid Kit and bathroom faucet replacement and plantings for the grounds prior to June 2 garden tours. A new tab has been added to the *Library Task List* EXCEL Worksheet File to keep track of "Wish List" items.

Thank You notes: April 15-21 is "National Volunteer Week". Dianne presented a letter to be sent to the Friends members from the board in April thanking them for their support. Board unanimously approved. Dianne will get letter to Gretchen for distribution. To include Bill Desrosiers and Nick Gruner.

Friends of the Library Comments:

Now have 95 members. 60 are life time members (one new life member)

Auction: April 27 – Gretchen wants a planning committee meeting prior.

New location – Community room, fewer` baskets, shorter time, Cathy Campen Auctioneer

Adjournment: Motion to adjourn by Cathy Desrosiers at 8:58pm All approved

Next Meeting: April 2, 2018 7:00pm Andover Public Library

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