

**Andover Library Board
Meeting Minutes
February 5, 2018**

Call the meeting to order:

Chairman, Cathy Desrosiers at 7:05 PM.

Present:

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

Changes to the Agenda:

Remove 7a. Downstairs Friends refurb, 7b. Library staff leave time and 7e. VA Nurse parking at library, as items are on the Task List. Add 7g. Hartford Foundation for Giving presentation, 7h. File Cabinet keys inventory and 8c. Mimi's Resignation and replacement.

Adoption of Agenda:

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

Celebration to Thank Mimi Boxwell who has resigned from the Board of Directors.

Cake, card and well wishes were presented.

Mimi presented board with her personal collection of notes and relevant materials

Approval of Secretary Meeting Minutes for January 17, 2018:

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

Financial January Report:

Motion to accept by Mimi ~ Second by Linda ~ Approved by all

Library received 2nd financial installment from Town

Librarian January Report:

Motion to accept by Mimi ~ Second by Linda ~ Approved by all

Amy commented Monday is the busiest day of the week at the Library

OverDrive usage is way up over 2017

Library was closed 2 Holidays (New Year's Day & MLK) and 1 snow day plus

2 late openings because of snow

Amy to present Librarian Report Executive Summary to Board of Selectman

Unfinished Business:

CEN Status: CEN (CT Educational Network) Wendy Rego (CEN representative) – Library conversion to fiber-optics. This will provide more computer storage – faster speed – take us to the future. Fiber optic conversion scheduled for Spring of 2019. Meanwhile we'll need Comcast Cable. Currently on CEN server.

Amy spoke with State Library last week. - waiting on Joe Higgins to sign CEN Agreement before we can apply for e-rate funding. Friday (Feb. 2) CEN agreement was sent to Joe Higgins. Amy to apply for e-rate as soon as Joe signs.

Meanwhile Wendy Rego of CEN wants to know "When are we going to get cable (Comcast)"? Andover is the only one on the CEN Server and they would like to "remove" us. We thought we had until July, but CEN would like us off their server by March. Amy to check this out with Joe Higgins. We'll be looking for April.

Hartford Foundation Presentation at AHM – January 22, 2018

Cathy Desrosiers, Julia Haverl attended. Elaine Bouchard and Don Keener taped the presentation for CVC. Show will air on CVC several times during February. See CVC schedule.

File Cabinet Key and Library Building Key Inventory:

Inventory was taken and added "Key" tab to Task List file maintained by Dianne.

Garden Tour by the Church.

Library will complement event with guest speakers in May. Board members have contacted speakers and settling details.

VA Visiting Nurse Parking:

Reviewed situation and Board decided they are not in favor because of limited parking at the library, liability issues and snowplowing concerns. Amy to notify Joe Higgins.

FY 2018-2019 Budget:

Submitted to Town.

Task List: Reviewed and updated.

File cabinet hanging racks have been purchased. Will start to populate file cabinet.

Water Filters will be ordered by Amy. Will replace yearly.

Amy and Julie to prepare a Fire Drill procedures plan.

Linda and Julie cleaned the upholstered chairs in the upstairs sitting area.

Safety Task List:

Dianne and Fire Marshall inspected Library for safety issues in January. A task list was developed of approximately 25 items to be addressed. Board members discussed list in detail and will start addressing each item. Some items are easy and no cost, others require professionals with substantial costs. The number one concern was the Fire Alarm box indicated it was "Disarmed". After discussion with Joe Higgins who had called the Alarm company it was learned the Fire Alarm system was "active" but the Burglar Alarm system was "disarmed" as we don't use it.

Note: Dianne is compiling and updating the Task List and Safety Task List files which will be sent to Board members along with meeting minutes prior to each Board meeting.

New Business:**Winter programs:**

February 4th in celebration of "Take your Child to the Library Day" – 4:00pm Trooper Abby Belcher to read at Story Time.

February 12th – Make your own Valentine card.

February 17th Noon – 2:00pm Puzzle Swap – lots of puzzles being donated.

Stephen Sprignesi – "Outdated Ads" presentation rescheduled to March 20

Friends Comments:

Barnes and Noble Book wrapping went really well at UCONN location.

Membership drive has begun.

Auction is set for April 27th 6:30pm in the Community Room.

Limited items Cathy Campen to be Auctioneer

Mimi's Resignation

Filling vacancy process has begun. Board of Selectmen will accept resignation and advertise opening.

Adjournment: Motion to adjourn by Cathy Desrosiers at 9:20pm All approved

Next Meeting: March 5, 2018 7:00pm Andover Public Library

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