

**Andover Library Board of Directors
May 4, 2020 Meeting Minutes
(Virtual Meeting) Regular Meeting via Zoom**

Meeting: Time: 7:11 pm **Date:** May 4, 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 the agenda by Lisa Kurtz, Seconded Julie Victoria. Approved by all.

Approval of April 6, 2020 minutes: Correction made by Dianne Grenier to “October 2019 plumbing issues requiring a Franklin Subdrive for constant pressure and a 20-gallon composite water tank as recommended by the Board of Selectmen at their October 2, 2019 meeting. Library to contribute \$500 toward the total cost of \$2,500”. Correct amount is \$2,000. Motion to accept with correction by Linda Fish, Seconded: Julie Victoria. Approved by all.

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

In November of 2019 the BOS mandated a Franklin Subdrive for constant pressure and a 20-gallon composite water tank, which cost \$2,000. The work was completed and was paid for from the Library Maintenance budget line, which had \$500 for the project. The BOS directed the Library to pay the full amount and submit the overage of \$1,500 to the BOF as a transfer, in the spring. Chairman Cathy Desrosiers sent an e-mail to Town Administrator, Eric Anderson on April 22, 2020 requesting transfer of funds from the BOF to the Library account. No response has been received at this time. Cathy Desrosiers to follow up.

The Library budget as prepared passed the review of the BOS and BOF with no comments.

Librarian’s Report Abbreviated: The library has been closed to the public since March 16, 2020 due to the Coronavirus COVID-19. April Circulation: 223 Collection Size: N/A Computer Use: N/A. Programs: 3 Patrons: 17 E-Readers 0. The full report was presented to members at the meeting.

The Librarian, Library staff and Library Board of Directors have struggled on ways to continue some Library services. On-line story hours, book discussions and Board of Directors meetings are all taking place via Zoom. State Consultant adjusted the Library’s WiFi bandwidth. Dianne Grenier reported she noticed the WiFi connection to the Security Cameras has been unstable. Amy Orlomoski to call the consultant for an explanation.

The board recognized the extra effort Cathy Campen has been putting forth with many on-line Storytimes that are being enjoyed by many.

Unfinished Business: Task List items:

Mural Project: Working on the last two items.

- 1) **Wrought iron fence painting:** Expenditure approved at the April meeting. Waiting for weather conditions to improve before Rachel Foran of Color Décor Painting Co. of Manchester will start painting. Cathy Desrosiers has the signed quote and April Library Board meeting minutes and will submit them to the Town Treasurer for payment once the job is completed and inspected by the Library Board of Directors.

- 2) **Parking lot bumpers:**

Cathy Desrosiers sent an e-mail on April 28 to the Town Administrator, Eric Anderson asking to allow the Library Board to order bumpers as discussed in the past. Waiting for a response before asking Ron Bisson to pick up and deliver five bumpers so Town Public Works crew could install them. Funding to come from the Mural Project fund. Waiting for a reply to the e-mail request. Cathy Desrosiers to follow up.

Spring Cleaning: List was prepared at the March meeting to be presented to Town Administrator by Cathy Desrosiers. The list included: Dusting off the high shelves, Dusting behind books, Cleaning Ladybug carcasses, Cleaning the windows. Cathy Desrosiers sent an e-mail on April 28 to the Town Administrator, Eric Anderson asking if the cleaning crew is still working and can we have the Spring Cleaning done while the Library is closed. Waiting for a reply to the e-mail request. Cathy Desrosiers to follow up.

Welcome Packet: Mailed to 78 new residence on April 22, 2020. Included was a membership form from the Friends, Letter from AHM and a flyer from the Historical Society. Discussion regarding next year's packet was to have this task originate from the Town Administrator's office. Cathy Desrosiers to discuss this suggestion with the Assistant to the Town Administrator, Amanda Gibson and report back to the Library Board. Dianne Grenier will continue to keep a list of new residences.

Irrigation System: Cathy Desrosiers sent an e-mail to the Town Administrator, Eric Anderson, on April 28, 2020 informing him of last month's Library Board's approval of an irrigation system installation and asking him to get approval from the BOS for the installation. Waiting for a reply to the e-mail request. Cathy Desrosiers to follow up.

New Business:

COVID-19 Coronavirus: The board discussed what a Post- COVID-19 Library would look like and how to ensure the safety of both staff and patrons. Amy Orlomoski and Julie Victoria will lead the effort for the Library Board of Directors. Dianne Grenier made a motion "to have Julie Victoria and Amy Orlomoski research what the Library Board of Directors should consider for going forward with re-opening the Library in regards to the current COVID-19 pandemic and have Cathy Desrosiers present their recommendations to the Town Administrator, Eric Anderson". Julie Victoria seconded the motion, approved by all.

Library Grounds - Cathy Desrosiers reported that Ron Bisson has generously donated labor and material to mulch the Library gardens. Much appreciated by the board members. Lisa Kurtz reported the Library Garden Club would soon be meeting and asked if there was anything specific the Library Board would like them to address. Dianne Grenier pointed out the vines are beginning to grow up the side of the building behind the book drop and asked that they be removed.

Connectivity Grant: Cathy Desrosiers reported that the DOT has put little orange flags and paint markings at the Route 6/Long Hill Road intersection indicating work is proceeding.

Upcoming Library Events and programs:

Summer Gazebo event: Planning is on hold due to the COVID-19.

All about Reptiles. May 12th on-line Zoom session from Riverside Reptiles Education Center.

AHM Social Service: Suggestion to have AHM give a talk about COVID-19.

Ongoing Events at the Library:

The following events are postponed to a future date to be determined because of the COVID-19 pandemic.

Monday Morning Stitchers (knit, crochet, etc.) meet every Monday morning, 11:30AM-1:00PM.

ACT (Andover Creative Threads) Evening Stitchers meet on third Monday evening of each month, 6:30PM.

The following events are being held virtually via Zoon because of the COVID-19 pandemic.

Express Book Discussion meets on the second Wednesday of each month, 12:30 PM -1:30 PM.

Evening Book Discussion generally meets on the last Monday of each month, 6:30PM.

Great Big Discussion meets quarterly (February, May, August, November) on the first Tuesday, 1:00PM.

Comments from Friends of the Library – Annual Meeting to be held via Zoom on May 19th at 7:00pm.

Board Discussion: None

Adjourned: 8:30 pm. Motion made by Julie Victoria, Seconded by Lisa Kurtz. Approved by all.

Next meeting: **June 1, 2020** at 7:00pm. Virtual meeting via Zoom to be set up by Amy Orlomoski.

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.