

**Andover Library Board of Directors**  
**April 6, 2020 Meeting Minutes**

**Meeting: Time:** 7:06 pm **Date:** April 6, 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 Julie Victoria, Seconded: Lisa Kurtz Approved by all.

**Approval of March 2, 2020 minutes:** Motion to accept by Linda Fish, Seconded: Julie Victoria Approved by all.

**Financial & Librarian Reports:** Motion to accept by Linda Fish Seconded by Lisa Kurtz Approved by all.

Amy Orlomoski e-mailed all board members Financial and Librarian Reports before the board meeting.

Maintenance account has an overage of \$1,337.05 resulting from 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. Board of Selectmen directed the Library board to request overage costs from the Board of Finance in the spring.

The library building is closed to the public because of the COVID-19 Coronavirus. The building was shut down for 12 days in March and a future opening date is undetermined. Town Administrator has determined the Library is considered essential. The Librarian, Library staff and Library Board of Directors have struggled on ways to continue Library services. On-line story hours, book discussions and Board of Directors meetings are taking place. The Library staff will continue to receive regular paychecks during the pandemic.

Dianne Grenier attended the virtual Board of Selectman's meeting in April and reported they are considering re-allocating the \$181,000 "Library new building" funds not to a new Senior/Community Center as previously discussed, but elsewhere in the general budget to help with critical issues facing the town. More discussions to be held before a final determination is made.

**Librarian's Report Abbreviated:** Circulation: 839 Collection Size: N/A Computer Use: N/A.

Programs: 6 Patrons: 323 E-Readers 0. The full report was presented to members at the meeting.

**Unfinished Business: Task List items:**

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

**1) Wrought iron fence painting:**

The following motion was made by Dianne Grenier and seconded by Julie Victoria. Approved by all.

"I move that the Andover Library Board of Directors accept the quote dated March 9, 2020 for painting the Library wrought iron fence from Rachel Foran, of Color Décor Painting Co. of 148 Lake Street, Manchester, CT for the sum of \$1,326.21. Work to be done in the spring of 2020 as weather permits.

Payment to be made from the Andover Library Mural Project Fund."

**2) Parking lot bumpers:**

Cathy Desrosiers to discuss details with Town Administrator, Eric Anderson, before proceeding.

General discussion by board members agreed that any Mural Project funds remaining after fence painting and parking lot bumpers are paid for would be kept for future mural maintenance.

**Spring Cleaning:** List was prepared at the March meeting to be presented to Town Administrator. Because of the COVID-19 pandemic, this item is on hold.

**Welcome Packet:** On schedule to be mailed May 1<sup>st</sup>. The final details are being prepared. Cathy Desrosiers to update Welcome letter, Dianne Grenier to contact Scott Yeoman's for Historical Society input and Julie Victoria to write a note for the back of Friends membership form.

**Town-wide Tag Sale – May 9<sup>th</sup>.** The event is postponed to a future date to be determined because of the COVID-19 pandemic.

**Town-wide Litter Walk:** The event is postponed to a future date to be determined because of the COVID-19 pandemic.

**Library and Friends of the Library Annual Auction, April 24<sup>th</sup>:** The event is postponed to a future date to be determined because of the COVID-19 pandemic. Jean Mamonas has donated a quilt to be auctioned.

**Safety Committee Report:** The meeting is postponed to a future date to be determined because of the COVID-19 pandemic.

### **New Business:**

**COVID-19 Coronavirus:** The pandemic has resulted in many changes to the Library's daily operation. The library is closed. The Book Drop is closed. Events and programs canceled. Book discussions are being held virtually via Zoom. Cathy Campen and Amy Orlomoski are doing book readings and story hour via Zoom. The Library Facebook page is keeping residents updated on Library events and changes.

**Irrigation System:** The following motion was made by Dianne Grenier, seconded by Linda Fish and approved by all. Work to take place in conjunction with the Connectivity Grant project scheduled to take place summer 2020.

"I move that the Andover Library Board of Directors authorize the installation of an irrigation system on the front and east side yard of the Library by Ron Bisson Professional Landscaping of Andover, CT (860) 883-2000). Funding to be provided by the Andover Friends of the Library".

**Time clocks for Library Staff.** Librarian, Amy Orlomoski, reported staff members have been notified of pending installation of time clocks.

**Electronic Bulletin Board.** A general discussion regarding an electronic bulletin board was held. Research as to size, style, location to be conducted. A request for Friends of the Library to use 2019 and 2020 Santa donation to fund this would be made by Dianne Grenier.

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

#### **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**

May 19<sup>th</sup> annual Friends meeting will be held virtually via Zoom. Board gave wish list to Friends Vice President, Julie Victoria.

Friends of the Library are continuing search to find a new president.

#### **Board Discussion:**

**Adjourned:** 8:39 pm Motion made by Julie Victoria Seconded by Lisa Kurtz. Approved by all.

**Next meeting:** **May 4, 2020** at 7:00pm. Virtual meeting via Zoom

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.