

Andover Library Board of Directors
February 3, 2020 Meeting Minutes with Library Accounting Attachment

Meeting: Time: 7:02 pm **Date:** February 3, 2020 **Place:** Andover Public Library

Board Members in Attendance: Cathy Desrosiers (Chairman), Dianne Grenier (Secretary), Linda Fish, Lisa Kurtz, Julie Victoria, and Amy Orlomoski (Librarian)

Absent: Sharon Shevchenko (Alt) and Jeff Ballard (Alt)

Additions to the Agenda: 7c. Accounting Policy and 9c. Filter Policy

Adoption of Agenda: Motion to accept by Julie Victoria Seconded: Linda Fish Approved by all.

Approval of January 6, 2019 minutes: Motion by Julie Victoria Seconded: Linda Fish Approved by all.

Financial & Librarian Reports: Motion to accept by Julie Victoria Seconded: Lisa Kurtz Approved by all.

Budget Update: Notice from Town Treasurer that Town Employees will be getting a 2% raise rather than the 3% raise indicated in our January 6, 2020 budget. Numbers were reconfigured and Amy Orlomoski will send board members an updated copy.

Fiberoptic Finances: Amy Orlomoski reported: Christine Gauvreau (new eRate Coordinator for CT State Library) alerted Amy Orlomoski on Tuesday, January 28th that a Project Evaluation/Expenditure Report for our initial Fiberoptic to the Library Grant was due on Wednesday, January 29th. After several back-and-forth calls with both Chris and Wendy Rego of CEN (CT Educational Network), they figured out how much of our \$34,350 grant was spent. As we budgeted for a full year's worth of service when we applied for this first grant (initial application in May 2018, approved June 2019), we overestimated how much money we would need for this project. Specifically, CEN did not connect us with fiber until August 2019, so we only needed 5 months' worth of grant money for Fiber Operations & Maintenance (\$875 vs. the budgeted \$2,100). Also, our initial application requested \$2,150 in Non-Recurring Costs for Installation, which were never used (or needed), per CEN. Consequently, we spent only \$30,975 of our awarded \$34,350. A check for the remaining funds in the amount of \$3,375 was returned to the CT State Library on January 30, 2020. After careful review by board members, Amy Orlomoski will check and update if necessary, the *FY 2019-2020 Budget vs. Actuals report* as of 2/3/2020.

Computer Filter: Amy Orlomoski reported: We will need to install a filter on our computers to receive eRate funds for Internet service from CEN. There is a free filter available from CEN, but we need to request it and have a filtering policy in place. She will set up a "Filter Policy" using a template from CEN and e-mail it to board members.

Librarian's Report Abbreviated: Circulation: 1,118 Collection Size: 19,757 Computer Use: 59 hr.

Programs: 10 Patrons: 532 E-Readers 10. The Library was closed: January 1 (New Year's Day) and January 20 (MLK Day). The full report was presented to members at the meeting.

"Accounting Policy for Andover Library Board of Directors": Cathy Desrosiers presented a draft of an Accounting Policy that was reviewed and modified by board members. Julie Victoria motioned: "Cathy Desrosiers to update and sign the modified *"Accounting Policy for the Andover Library Board of Directors"* and present it to the Town Treasurer and Town Administrator". Seconded by Dianne Grenier. Approved by All.

Unfinished Business: Task List items:

Mural Project: Cathy Desrosiers motioned: "As part of the Mural Project, the Library Board of Directors will pursue painting the wrought iron fence and installation of parking lot bumpers in front of the mural." Julie Victoria seconded. Approved by All. This is expected to complete the Mural project. Funding is available. Quotes for wrought iron railing painting will be explored by Jeff Ballard and Cathy Desrosiers. Cathy Desrosiers to speak with Town Administrator regarding the Town Public Works Department installing the bumpers.

Security Camera sign: Board members agreed on the location of the "Surveillance Cameras in Use" sign. Cathy Desrosiers will speak with Town Administrator regarding installation by Town Public Works Department. Dianne Grenier provided a photo of where to place the sign.

Spring Cleaning: Dianne Grenier spoke with Library staff regarding suggestions for Spring Cleaning and presented it to the Board. The Board of Selectmen has allocated \$875 for a one-time spring cleaning of Town Hall and Library. To put on a list for Spring Cleaning: "High Dusting for cobwebs", Dust behind books and tops of books (especially top shelves), steam clean rugs every other year (next scheduled for 2021).

Other cleaning tasks: Cathy Desrosiers to review “fake Greens” and determine to clean or toss. Julie Victoria will dust the spinning wheel. What to do with the foyer area was discussed but no solution. Professional window cleaning needs to be put on Task List.

Minor Building Maintenance issues: Bill Desrosiers will look at the sticky front door when he replaces the water filter. Amy Orlomoski to check out longer metal pins to hold up bookshelves which continue to fall down.

Ch. 3 Kids Camp Coordination: Cathy Desrosiers has an appointment on February 13th with Jes Vance, Director of Programs at Ch. 3 kids camp, to discuss how the library can assist the camp.

Road Race permission to use the Library. Rescinded by the Board of Selectmen at their January meeting.

Board members were sworn in: Cathy Desrosiers to check with Town Clerk to ensure all members are sworn in.

Quote for additional attic insulation: Special deal at Home Depot was deemed unsuitable for our needs.

Welcome Packet: To be sent May 1st. Packet to include; Welcome Letter, Friends Membership, Bookmarker. Will add Historical Society information. Dianne Grenier will organize details. Approx. 90 residents to receive a letter.

New Business:

Freedom of Information Class – February 18. Several board members plan on attending.

Library Passes: Amy Orlomoski to prepare a list of Library passes and promote them on Facebook and such.

Upcoming Library Events and programs:

Tuesday, February 4th – 7PM – *The Grotesque 10: Amazing Architectural Sculpture From Ten American Colleges & Universities* with author Mathew Duman. A few years ago, Mr. Duman did a similar presentation on the gargoyles and grotesques he found on buildings at Yale University, but he has expanded his travels and scope now to ten universities. [Snow date is Wednesday, February 5th at 7PM.]

Wednesday, February 5th – 5:45-6:45PM – *Introduction to Yoga* with Carrie Crompton and Linda Derick. If you’ve been wondering if yoga might be a good fit for you, this is a perfect session to “have a sample.” Carrie and Linda offer weekly yoga sessions at the Town Hall Community Room, but this session is purely for beginners.

Saturday, February 8th – 11AM-1PM – *Scavenger Hunt & Storytime* in honor of **Take Your Child to the Library Day!** Join Julie & Lisa for Storytime, followed by a library scavenger hunt. Participants will receive a small prize after completing the hunt. Ages pre-K through Grade 6.

Monday, February 10th – 4:30-7:30PM – *Make Valentines* with Dawn Ulrich-Kubica. Dawn will teach participants how to make two cards appropriate for Valentines, birthdays, anniversaries, get well cards – whichever they choose. \$10 per person; ages 12+.

Wednesday, March 11th – 6:30PM – “Six Voices Of Women’s Suffrage” with historian Bev York. During this centennial year celebrating women’s right to vote in America, we will learn about six icons of the Women’s Suffrage Movement.

Wednesday, March 25th – 6:30PM – “50 Years On: A Nod To The Class Of 1970” with Rick Spencer & Dawn Indermuhle. Following in the footsteps of Rick & Dawn’s musical journey back to 1969, the duo will skip ahead a year when names like Janis, Jimi, Joni, Smokey, Simon, & Garfunkel were tops. This will be the debut performance of this new Rick & Dawn program, so come be part of the test audience.

Ongoing Events:

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

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

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

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, 1PM

Comments from Friends of the Library:

Garden Club to be reactivated. Lisa Kurtz asked and received suggestions from board members

Friends to have a table at the Senior Fundraiser on February 9th.

Housekeeping Items:

Lawn signs from Census Workers to be removed from the Library front lawn.

Annual Report to be prepared and sent to Town Administrator’s assistant by Amy Orlomoski

Steve Emt’s Curling presentation was well attended and enjoyed.

Adjourned: 8:45 pm Motion made by Dianne Grenier Seconded by Cathy Desrosiers. Approved by all.

Next meeting: **March 2, 2020** at 7:00pm.

Respectfully submitted:

Dianne Grenier, Library Board of Directors, Secretary

Andover Town Accounting Policy

This Policy determines how the town approves expenditures, invoices and payments for 3 broad categories of Authority.

1. All town departments,
2. Town boards and Commissions.
3. Commissions that retain an independent checkbook (Fire Commission, Library Board, Senior Luncheon program).

1. All Town Departments

- a. Expenditures may be made from the appropriate budget line item as long as there are sufficient funds in the budget to pay for them.
- b. The decision to expend funds is at the discretion of the Department Head that controls that budget. The department head **must** verify there are sufficient funds prior to authorizing the expenditure.
- c. If there are not sufficient funds, the Department Head must obtain permission to over expend an account. (see procedure for over expending a budget line item).
- d. The Department Head will initial all invoices and code the correct budget line item. If the Department Head does not have the correct information, they should ask the Assistant to the Treasurer or Town Administrator
- e. The Town Administrator or designee shall counter initial all invoices.
- f. After the invoice has been initialed properly the Treasurer's department prints a check or pays electronically with the approval of the Treasurer's office
- g. All checks have two signatures, by authorized signers on file with the Bank.
- h. Credit Card Purchases- Refer to credit card policy on file with treasurer
- i. On a Biweekly basis the Town Administrator Will Sign the Check Register

2. Town Boards and Commissions.

- a. Expenditures may be made from the appropriate budget line item as long as there are sufficient funds in the budget to pay for them.
- b. The decision to expend funds is at the discretion of the Town Board or Commission Chairman that controls that budget. The Chairman **must** verify there are sufficient funds Prior to authorizing the expenditure. Less than \$100 can be authorized directly by the Department Head. Amounts greater than \$100 should be approved by the commission as a whole via a motion and shall be reflected in the meeting minutes.
- c. If there are not sufficient funds, the Commission must obtain permission to over expend an account. (see procedure for over expending a budget line item).
- d. The Department Head will initial all invoices and Code the correct Budget line item. If the department head does not have the correct information, they should ask the assistant to the treasurer or town administrator

Accounting Policy for Andover Library Board of Directors

This policy is approved at a regularly scheduled meeting of the Library Board on 3rd day of February 2020.

Signed: Cathleen Desjardins - Chair 2/3/2020

- i. Expenditures may be made from Town funds deposited in the Library checking account as long as there are sufficient funds in the budget and checkbook to pay for them.
- j. The decision to expend funds is at the discretion of the Library Board that controls that budget. The Library Board must verify there are sufficient funds prior to authorizing the expenditure.
- k. All expenditures must be motioned for approval at a meeting of the Library Board.
- l. If there are not sufficient funds, the Library Board must obtain permission to over expend an account. (See Andover Town procedure for over expending a budget line item).
- m. The Librarian will verify all invoices, and initial a written copy of the invoices.
- n. All checks will require 2 signatures. They will be signed by 2 of 3 authorized signatures, who are appointed by the Library Board Directors.
- o. The Librarian will verify all electronic payments.
- p. Monthly the Library Board Treasurer shall verify and sign the bank statement and insure the account is reconciled.
- q. Quarterly the Librarian shall forward to the Town Treasurer a hardcopy of the reconciled bank statement and it shall be initialed.