

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

Meeting: Time: 7:03 pm **Date:** January 6, 2020 **Place:** Andover Public Library

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

Absent: Sharon Shevchenko (Alt)

Additions to the Agenda: 9a. Holiday Get Together and 11e. Gretchen is gone

Adoption of Agenda: Motion to accept by Julie Victoria Seconded: Lisa Kurtz Approved by all.

Approval of November 4, 2019 minutes: Motion by Linda Fish Seconded Julie Victoria Approved by all.

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

NOVUS – (our new Internet provider) Amy will check to make sure our account is accurate and up to date.

The furnace cleaning will be scheduled by Amy Orlomoski.

The Library was closed Dec. 17 because of bad weather and Dec 24 & 25 for holiday. Shorten hours on Dec. 23, 26, 30 and 31 because of holidays.

Circulation: 984 Collection Size: 19,797 Computer Use: 60.5 hr. Programs: 10 Patrons: 664

E-Readers show no one signed them out.

2020 Budget: Budget was reviewed line by line and small changes were made to best reflect the needs of the Library.

Unfinished Business: Task List items:

Mural Project: Mural lighting and outside lights on photosensors to be installed in early January. The Mural Project Committee continues to work on bollards/bumpers for the parking lot.

Painting of wrought Iron fencing: Jeff Ballard to seek another quote from Kent Billings.

Security Camera: Resident State Trooper now has access to the Library security camera on his cell phone.

Library Building Keys: Town Administrator now has a key to the front and rear doors to the Library.

Santa visit Dec. 14, 2019 79 kids and 79 Adults. Santa's visit for 2020 is scheduled for December 12, 2020.

Two Santa letters arrived after the Santa mailbox was gone and Library staff assumed the role of elves.

New Business :

New Town Personnel Policy: Meeting was held with Town Administrator, Town Treasurer, Cathy Desrosiers, Amy Orlomoski and Julie Victoria to discuss the draft of the new Town Personnel Policy manual. Noted was; a) Town will adopt a policy regarding all Town building closures. b) The Library will be able to keep their checkbook but oversight procedures will be put in place, and c) by April the Town will be implementing an electronic timekeeping system with no more Time Cards.

Library Accounting Policy: Cathy Desrosiers to write a new policy for review by the Board of Directors for the March meeting. Check signers to be: Linda Fish, Dianne Grenier and Lisa Kurtz. Cathy Desrosiers to check if there would be a conflict of interest with Lisa Kurtz being a signer and can Board Alternates be signers.

Library staff job descriptions need to be updated.

A Grant has been awarded to the Town to provide a video camera and microphone to the Library for recording presentations which would be aired on the Community Voice Channel.

Use of Library property for August 29th road Race: 2020 RiMaConn Relay has asked the Board of Selectmen to use Town property, including the Library. Library board members discussed issues such as Library being open and last year's leaking Porta Potty that took a week to remove. Cathy Desrosiers to discuss with Eric Anderson.

Upcoming 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.
- **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

Housekeeping Items:

Water filter to be changed: Bill Desrosiers will take on this task.

Friends Group added a "Mural Donation" line to their membership application. This would be needed funds for future mural maintenance.

Sworn in: Jeff and Lisa are the only ones currently sworn in since being appointed in early November. Other board members will be sworn in by the March meeting.

Cathy Campen returns from a 6-month sabbatical. Board members were delighted to have her return. She will not be arranging programs but will take on Storytime and the Knitters Group once again.

Holiday Get-together: Library Board of Directors to host a Holiday Get-together for Board of Directors and Library Staff on Tuesday, January 7th at the Library.

Library liaison to the Andover Safety Committee, Dianne Grenier reviewed a report to be given at the Safety Committee meeting on January 7, 2020

Future programming ideas were added to the ongoing list; a) Take your kid to the Library Day, b) Interaction with Ch. 3 Kids Camp c) Introduction to Yoga d) Christmas Gift wrapping and e) Christmas in July

Jeff to investigate the cost of adding extra insulation to the attic as recommend by Home Inspection.

Friends Comments:

Continuing to look for a new president. Gretchen Stein has stepped down and search is on for a replacement. Board members expressed gratitude for Gretchen's leadership and support of the Friends Group. She will be sorely missed.

Adjourned: 8:52 pm Motion made by Julie Victoria Seconded by Lisa Kurtz. Approved by all.

Next meeting: **February 3, 2020** at 7:00pm.

Respectfully submitted:

Dianne Grenier, Library Board of Directors, Secretary

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