

**Andover Library Board of Directors
September 9, 2019 Meeting Minutes**

Meeting: Time: 7:03 pm **Date:** September 9, 2019 **Place:** Andover Public Library

Board Members in Attendance: Cathy Desrosiers (Chairman), Dianne Grenier (Secretary),

Linda Fish, Lisa Kurtz, Julie Victoria, Amy Orlomoski (Librarian), and Gretchen Stein (Friend's President)

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

Additions to the Agenda: None

Adoption of Agenda: Motion to accept by Julie Victoria Seconded: Dianne Grenier Approved by all

Approval of minutes: Date: August 5, 2019 Motion by Julie Victoria Seconded: Liza Kurtz Approved by all

Financial & Librarian Reports: Motion by Julie Victoria Seconded: Dianne Grenier Approved by all

Amy Orlomoski was unable to print part of the Financial Statement because of printer issues.

Amy Orlomoski reported finances to appear to be on track.

Received first of two Town installments of \$13,039.50 on August 16, 2019.

Circulation: 1,351 Collection Size: 19,697 Computer Use: ?? hr. Programs: 9 Patrons: 850

Children and Young adult number showed large increase from August 2018.

E-Readers show no one signed them out.

Unfinished Business:

CEN (CT Educational Network) fiber-optics finance status: Town has received the final check of \$34,350 from the State and Library is waiting to have Town Treasurer send it to the Library. July 30th is the last bill for Comcast.

Task List items:

Security Cameras: Amy will contact our computer service provider, Kennedy Exchange, to have them hook up security camera software to the circulation desk and designated cell phones. Gretchen Stein said the Friends fund allocation for the Security Cameras will be used to pay for the software hookup.

Outside Bulletin Board. Jeff Ballard caulked the bulletin board to reduce the amount of condensation developing inside the Plexiglas. With much rain over the past couple of weeks, the caulking appears to have worked well.

Well Evaluation/Plumbing: Three bids from licensed plumbers were presented to the Board of Selectmen at their August 7th meeting. Additional information was requested for re-quoting. We've received one new bid that is beyond the allocated funding, one plumber is not interested in rebidding and we're waiting on the third re-bid.

Curling Presentation: Discussed having Jeff Ballard set this up for a late fall/winter program.

Safety Committee: Dianne presented a document she will be presenting to the Safety Committee as to safety items that have been done at the library and items that are currently being addressed by the board and staff.

Wine Tasting: Suggested activity instead of Christmas party for Board and Staff. Cathy Desrosiers to bring options to October meeting.

New Business:

Change of Library hours of operation: Much discussion regarding closing the Library at 7:00pm rather than 8:00pm. Hours would be redistributed throughout the week. No decision was made. Librarian will continue to monitor library usage for September and October and report back at the November board meeting. No programs would be affected by closing at 7:00pm rather than 8:00pm. Saturday and Monday continue to be the busiest day of the week.

Board of Selectmen has requested the Chairman of all boards and commissions to present their board's: mission statement, bylaws accomplishments for the previous year and goals for the upcoming year at a Board of Selectmen's meeting prior to reappointment. Cathy Desrosiers will comply with the request.

Policies of the Andover Public Library document was discussed in detail. A few minor changes were made to the current document and approved by all. Julie Victoria will make the changes and distribute copies to all board members. Cathy Desrosiers will send the updated document to the Board of Selectman as requested.

Yearly Spring cleaning: The Town contracted with *K. T. Cleaning Services LLC* in May 2019 to provide cleaning services to the Town Hall and the Library. This included \$875 for a once a year Spring Cleaning. Library board will put together a list this fall of what the spring cleaning should include and what our weekly cleaning expectation is. Amy Orlomoski will compile a draft list for the board to review at the October meeting.

Town-wide Tag sale: Discussion regarding participating in the annual Town-wide Tag Sale with possible plant swap. Dianne Grenier to find out the date. Details of participation to be held at a future meeting.

Programs: Librarian Amy Orlomoski Thanked Julie Victoria and Lisa Kurtz for stepping up and filling in for Story Time while Cathy Campen is on sabbatical. She has received many good comments, attendance is good and everyone seems to be enjoying themselves

Amy updated the board on upcoming programs. Upcoming events include:

Cryptozoology on October 16

Puzzle Swap on October 19

Fishers in CT on November 26.

Friends Comments:

Friends expressed a big Thank You to Andover Landscaping for their work on the new brick patio. They were professional, friendly and easy to work with. Benches to be installed at the end of October by Andover Landscaping. Friends president, Gretchen Stein, to provide cost details when it is ALL done... possibly in November.

Community Grant program by the Savings Institute: Bank is now Berkshire Bank and it is unknown if they still offer the program. At the November meeting we will discuss what we want the grant money to be used for and consider inviting grant writer, Sue Heise, to the January meeting for discussion.

Friends membership is at 128. Lifetime membership is 62 and 66 Regular members. 14 are new members.

Christmas Gift Wrapping Fundraiser: Gretchen to look into two locations, Storrs and Buckland Hills Mall.

Gretchen complimented the new Friends Treasure Lisa Burke as doing a great job.

Ceremony/event in May 2020: Discussion to have an event for residents to come see the new mural, patio and include a book Sale. More discussion to take place at a future meeting.

Adjourned: 8:45 pm Motion made by Julie Victoria Seconded by Cathy Desrosiers. Approved by all.

Next meeting: **October 7, 2019** 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