

***Andover Public Library Board of Directors
355 Route 6 P.O. Box 117 Andover, CT 06232***

Special Meeting

Monday, December 4, 2023 6:30 p.m.
Andover Public Library

1. Call to order
2. Additions or deletions to the agenda N/A Special Meeting
3. Adoption of the agenda
4. Approval of November 6, 2023 minutes
5. Librarian Financial Report
6. Librarian Report
7. Old Business
 - a. Task List -
 - i. Daniel Burnap tall case clock update.
 - ii. Bathroom Remodeling – Sub-committee to report
 - iii. Outside Electrical Outlets and lights - On hold but need to revisit in the spring. Safety lighting around circulation desk is needed, Bill D looking into this.
 - iv. Outside Lights Plan – Remains tabled
 - v. Basement Heating update - is it better with the new vents?
 - vi. Outdoor Sign – Lisa looking into possible signs, need to look at two-sided signs.
 - vii. Line Item for Donations – Has the town treasurer organized library accounts per Board’s request?
Mural/Donations
 - viii. Staff Appreciation – Board members have signed up to bring treats to staff in December and January. Determine gift certificate gift amount, Lisa will purchase and distribute to staff.

- ix. Salaries – need to follow up on Children’s Program Director salary adjustment for 2024 budget.
(Note: for 2024 budget minimum wage will be \$15.65 January 1, 2024)
- x. Spigot on East Side of Building – Revisit in the spring.
- xi. Building Log – Julie Victoria to help Lisa organize Building Log (ongoing)
- xii. Lisa to send Thank you notes to Willie and Suzie Bell and Arthur Liverant & Sons (completed 11/13)
- xiii. Check emergency light batteries
- xiv. Flowers to be sent to Sandy Kent in appreciation for her card making. Cathy to send.
- xv. Look at Custom Closets (Home Depot) as a 2024 project to address storage at the library.

b. 2024-25 Budget

8. New Business

- a. Welcome new Library Board alternate
- b. New addition to end of agenda: Review Action Items
(Do we feel this will be useful?)

9. Upcoming programs/events & ideas

- a. Program Idea: Human Library

10. Comment from Andover Friends of the Library

11. General Board Discussion

12. New: Review Action Items

13. Public comment

14. Adjournment
15. Next Meeting January 8, 2024