

ADAMS FREE LIBRARY
BOARD MINUTES – May 18, 2023

Chairman Jim Loughman called the meeting to order at 4:05 p.m. in the Trustee Board Room. Present were trustees Virginia Duval, Karen Kettles, George LeMaitre, Eugene Michalenko and Lynn Rhoads. Also present was Library Director Holli Jayko.

Public Comment: None.

Election of Officers: Chairman Jim Loughman introduced George LeMaitre as the newly elected Trustee. Eugene Michalenko nominated Jim Loughman to continue as Chair, seconded by Karen Kettles. Jim Loughman nominated Eugene Michalenko to continue as Treasurer, seconded by Karen Kettles. George LeMaitre was asked if he was willing to fill the vacant Building Maintenance Chair position. After an affirmative response from George, Virginia Duval nominated George LeMaitre as the Building Maintenance Chair, seconded by Lynn Rhoads. Eugene Michalenko nominated Holli Jayko to continue as Secretary, seconded by Virginia Duval. Lynn Rhoads was asked to continue as the liaison with our Friends of the Adams Free Library. After her affirmative response, Virginia Duval nominated Lynn as the liaison with the Friends of the Adams Free Library, seconded by Karen Kettles. A motion was made to elect the nominated officers and liaison by Lynn Rhoads, seconded by Virginia Duval. The motion carried 6-0.

Review & Approval of Bylaws: Changes to the current mission statement were tabled. A motion was made to accept the current Bylaws by Lynn Rhoads, seconded by Eugene Michalenko, the motion carried 6-0.

Secretary's Report: Virginia Duval made a motion, seconded by Eugene Michalenko, to accept the minutes of the March 30, 2023 meeting. The motion carried 4-0. Karen Kettles and George LeMaitre abstained.

Treasurer's Report: Library Director Holli Jayko summarized the recaps of the town budget and trust funds interest income account. Eugene Michalenko made a motion, seconded by Lynn Rhoads, to accept the Treasurer's Report. The motion carried 6-0.

Unfinished Business: Virginia Duval reported that she has finished the schedules for Miller fund and will be meeting tonight to iron out some questions with Karen Kettles and Holli Jayko.

Virginia also reported on the digitization project: 19 additional reels of weekly Transcripts (1844-1892) were sent out for digitization. We will be meeting with a representative from Newspaper Archives and may offer to loan our microfilm reels to fill in the gap they have in their digital archive of the Transcript.

New Business: None

Library Director's Report: The director reported on upcoming programs, including Summer Reading. The director reported on current staffing for the library. There was also some discussion about having a staff appreciation luncheon, tentative date is July 19th at 1pm.

Reports of Committees:

Investments [Jan, May, Sept]: Karen Kettles reviewed the latest summaries of both the unrestricted and restricted invested funds and highlighted the portfolio status.

Building Maintenance: George LeMaitre requested a copy of the building maintenance history and suggested we could create a document with a projected timeline and costs of needed repairs/replacements.

Friends: Lynn reported that the Friends met on April 18, 2023 and May 16, 2023. They are having Author Dennis Pregent, a native of Adams, speak tonight. They have decided to look for new ways to raise money. They discussed creating and selling kissing balls for the holiday season instead of a Holiday Craft Fair, as well as having musical bingo at Mingo's with Tyler Bissailon when he is available, probably in the spring. They have begun a membership drive and

increased the membership fee to \$15.00. They plan to have the Book Sale on August 23-25 of this year. They approved funds for both the Adult and Children's Summer Reading Program. The Friends have asked that the library request funds for summer reading in early March, so they can review and vote on it at the April meeting.

Public Computer Maintenance: None.

Announcements and Good of the Order:

The next meeting is scheduled for Sept. 21, 2023, at 4 p.m.

With no further business, Karen Kettles made a motion, seconded by Virginia Duval, to adjourn at 5:16 p.m. The motion carried 6-0.

Respectfully submitted,

Holli Jayko

Holli Jayko, Library Director and Trustee Secretary