

ADAMS FREE LIBRARY
BOARD MINUTES – September 28, 2023

Chairman Jim Loughman called the meeting to order at 4:12 p.m. in the Trustee Board Room. Present were trustees Virginia Duval, George LeMaitre, Eugene Michalenko and Lynn Rhoads. Also present was Library Director Holli Jayko. Absent Karen Kettles.

Public Comment: None.

Secretary's Report: Eugene Michalenko made a motion, seconded by Virginia Duval, to accept the minutes of the May 18, 2023 meeting. The motion carried 5-0.

Treasurer's Report: Library Director Holli Jayko summarized the recaps of the town budget and trust funds interest income account. Lynn Rhoads made a motion, seconded by George LeMaitre, to accept the Treasurer's Report. The motion carried 5-0.

Unfinished Business: Virginia Duval reported that she has finished the Probate schedules for the Miller fund and the documents are ready for review and signatures. After some clarification, the documents were signed and turned over to Chairman Loughman for submission to the Probate Court. The board was sent the proposed revision of the mission statement. Virginia Duval made a motion to approve the new mission statement, seconded by Eugene Michalenko. After some discussion, the board voted unanimously to approve the new mission statement as submitted. Virginia Duval asked about the progress of the Newspaper Archives digitization project. Director Jayko said they emailed her this week to report that the digitization is in progress, but not complete.

New Business: Library Director Jayko updated the board on the Holiday Schedule for library closures: November 10th and 11th for Veterans Day, the Saturday after Thanksgiving and the Saturday prior to Christmas. Eugene Michalenko made a motion to approve the proposed closed dates, seconded by Virginia Duval. The motion carried 5-0. The Director proposed the addition of a one-week waiting period to place a hold on a HotSpot after returning one, to allow for the opportunity for others to borrow HotSpots. Virginia Duval made a motion to approve the changes to the Wifi Hotspot Lending Policy as presented, seconded by George LeMaitre. The motion carried 5-0.

Library Director's Report: The library had 58 children & YAs register for the Youth Summer Reading Program and 42 adults register for the Adult Summer Reading Program. The Director completed the ARIS report and financial report; no waiver is required for our application for state aid. In order to be eligible for state aid, we must spend 19% of the budget on materials. The town budget process will soon be upon us and the Director will be asking for increases in the materials line items. Now that our budget is healthy again, we must increase materials spending in order to keep up. Yearly income from trust funds cannot continue to support increases necessary to make up the difference. The director also reported on upcoming programs.

Reports of Committees:

Investments [Jan, May, Sept]: Karen Kettles absent.

Building Maintenance: Director Jayko reported the furnace is running well and is scheduled to be serviced at the end of October. The condensate pipes in the basement were insulated on September 9, 2023, as part of our capital projects for FY24.

Friends: Lynn reported that the Friends have been active in running a series of Author Talks beginning with Dennis Pregent in May, Margery Metzger in August, and Roland Merullo in September. They will be hosting Chris Wondoloski in October. The Book Sale went well, with plenty of volunteers, and earned \$2,504.15. Raffle items, though, are costing more in labor and donations than they are bringing in. FAFL is still in a search of a second big fundraiser (in addition to the book sale). A targeted membership mailing, with new categories of giving, is being planned for May 2024.

Public Computer Maintenance: We will be moving the 2 OPACs from the Town Network to the CWMARS network.

Announcements and Good of the Order:

The next meeting is scheduled for Oct. 26, 2023, at 4 p.m. Director Jayko mentioned that the library now has access, via thumb drive, to a Cheshire project digitized by Barry Emery. Eugene said the Eagles Brass Ensemble will be performing in Memorial Hall on December 3, 2023. With no further business, Eugene Michalenko made a motion, seconded by Lynn Rhoads, to adjourn at 5:21 p.m. The motion carried 5-0.

Respectfully submitted,

A handwritten signature in cursive script that reads "Holli Jayko".

Holli Jayko, Library Director and Trustee Secretary