

**ADAMS FREE LIBRARY**  
**BOARD MINUTES – January 19, 2017**

The monthly meeting was called to order by Chairman Jim Loughman at 5:00 pm. in the Trustee Board Room. Present were trustees Virginia Duval, Anita Jamros, Karen Kettles, and Eugene Michalenko (5:05pm). Also present was Library Director Holli Jayko and iBerkshires reporter Jack Guerino. Absent David Strzepek

**Secretary's Report:** Karen Kettles made a motion, seconded by Virginia Duval, to accept the minutes of the December 8, 2016 meeting as presented. The motion carried 4 – 0.

**Treasurer's Report:** Library Director Holli Jayko summarized the recaps of the town budget and trust funds interest income account. Anita Jamros made a motion, seconded by Eugene Michalenko, to accept the Treasurer's Report. The motion carried 5-0.

**Unfinished Business**

**New Business:**

**Library Director's Report:**

Library Director Holli Jayko reported the following:

- Goals for FY2018
  - Complete a five-year Strategic Plan for the Library. Completion of the plan entitles the Library to apply for grants through the state agency.
  - Increase promotion of eBooks and the online catalog with the Boopsie Mobil App.
  - Purchase and install two Public Display Monitors for publicizing in-house events as well as community programing.
  - Purchase and install a sign for the library.
  - Evaluate and update Patron Behavior Policy and the Collection Development Policy.

Trustees recommended a new boiler as a goal for FY2018, and Dave Strzepek would like to finish the plan to update the archway within the stacks that had been previously discussed by the board. The Director will confirm from the meeting minutes that the plan was discussed and where the funds would come from to pay for the update.

- A sign for the library is needed. The Historical Society would like to be involved. Will discuss further after Library Director contacts appropriate town department/official for placement and size options.
- Library is the site for the Book launch of Paul Clermont's legacy book "Bottoms Up." February 9<sup>th</sup> 5:00-7:00pm.
- Celebrating New England with Songs and Stories for everyone with Davis Bates, Director was asking for thoughts on time and day - the consensus was that April 6 or 13 would be best.
- Statistics – Library Director went over the trends of circulation and attendance.

- Library Director asked if someone on the Board would be willing to be alternate Liaison for the Friends – another person who could attend some of the meetings when Anita is unavailable? No one volunteered, but the Director left it open for someone to contact her after the meeting.
- Library Legislative Breakfast is Friday January 27<sup>th</sup> 8am Stockbridge, MA

### **Reports of Committees**

**Investments** [quarterly Jan, April, July, Oct]: Ms. Kettles distributed the latest summaries of both the unrestricted and restricted funds and highlighted the portfolio status. Ms. Kettles also informed the Board that the Library has filed its taxes. Pat at Midtown Tax provided her services free of charge, Ms. Kettles suggests the Board send a letter or card to thank her.

**Building Maintenance:** Almost everything has been restored to order, our stuffed animals are still out getting cleaned and should be returned to us shortly.

**Friends:** Anita Jamros reported that meeting scheduled for Jan 17 was canceled and the next meeting is Feb 21<sup>st</sup>.

**Public Computer Maintenance:** none

The next meeting was scheduled for February 16th at 5 pm.

With no further business, the meeting adjourned at 5:37pm.

Respectfully submitted,

*Holli Jayko*

Holli Jayko, Library Director and Trustee Secretary