

**ADAMS FREE LIBRARY  
BOARD MINUTES – February 16, 2017**

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

**Secretary's Report:** Virginia Duval made a motion, seconded by Anita Jamros, to accept the minutes of the January 19, 2017 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. Eugene Michalenko made a motion, seconded by David Strzepek, to accept the Treasurer's Report. The motion carried 5-0.

**Unfinished Business**

A sign for the Library:

The Library Director informed the board that according to the Code for the Town of Adams "Standing signs are prohibited except as they may be authorized in particular instances by the Zoning Board of Appeals" and "No signs or flags shall be placed...on public property unless authorized by the Board of Selectmen..." The maximum size is 32 square feet. The consensus was to look into a single sided sign placed on the left (as you face the building) in front of the garden wall and foliage. Long and narrow was put forth as the best option...the Director will continue to work on this and put together a presentation for both Boards.

**New Business:**

- Patron Behavior Policy – It was put forth to eliminate "chewing gum" from the 3<sup>rd</sup> disruptive behavior, and "small" from the 13<sup>th</sup> disruptive behavior and change "violates the following requirements" to "engages in disruptive behavior."  
Virginia Duval made a motion, seconded by David Strzepek, to accept the Patron Behavior Policy with the amendments. The motion carried 5-0
- To introduce the topic of the changes to the Arched Ceiling in the stack room the Director read from previous Board minutes "July 15, 2010 Mr. Strzepek is looking into various curved ceiling tiles for the stack room archway to the youth area...August 12, 2010 Mr. Strzepek...brought illustrations of possible tiles to install...He estimates that this work would cost no more than \$2,000, installed by Duda and Holland." The Director also mentioned that State Aide was the account the Board had planned to use for this project and there is still over \$26,000 available. Dave Strzepek presented his ideas to complete this project and will report back with costs for the tiles and installation.

**Library Director's Report:**

Library Director Holli Jayko had nothing to report.

**Reports of Committees**

**Investments** [quarterly Jan, April, July, Oct]:

**Building Maintenance:** McCann will finish the damaged railing at the Melrose St. entrance when the weather warms up.

**Friends:** The next meeting is Feb 21<sup>st</sup>, Virginia Duval will be attending on behalf of the Trustees.

**Public Computer Maintenance:** none

The next meeting was scheduled for March 9th at 5 pm.

With no further business, the meeting adjourned at 5:46pm.

Respectfully submitted,

*Holli Jayko*

Holli Jayko, Library Director and Trustee Secretary