

**ADAMS FREE LIBRARY
BOARD MINUTES – March 09, 2017**

The monthly meeting was called to order by Chairman Jim Loughman at 5:03 pm. in the Trustee Board Room. Present were trustees Virginia Duval, Anita Jamros, Karen Kettles, and Eugene Michalenko(arrived at 5:15pm). Also present was Library Director Holli Jayko. Absent David Strzepek.

Secretary's Report: Anita Jamros made a motion, seconded by Virginia Duval, to accept the minutes of the February 16, 2017 meeting as presented. The motion carried 3 – 0. Karen Kettles abstained.

Treasurer's Report: Library Director Holli Jayko summarized the recaps of the town budget and trust funds interest income account. Virginia Duval made a motion, seconded by Anita Jamros, to accept the Treasurer's Report. The motion carried 4-0.

Unfinished Business

The Library Director wanted to get a consensus from the Trustee Board about the basics of the sign before continuing to pursue estimates. After the Library Director presented options the Board agreed on a horizontal sign measuring approximately 8ft long and 2ft high, about 36 inches off the ground and between the flag pole and the building, parallel with the building (so as not to cover the balustrade). Materials that will be considered are vinyl, carved or aluminum. Off white/Ivory background with black lettering in Goudy Old Style – bold, with a bump up with the address. The Director and Trustee Virginia Duval will continue to work on the project and bring a final design to the board for approval. (Trustee Eugene Michalenko arrived during this discussion at 5:15pm.)

David Strzepek reported by phone that tiling the arched ceiling in the stackroom was not feasible at this time. Steve Holland looked at the space and the tiles and determined that the tile we would like would not be flexible enough to follow the arch, alternate tiles would cost upwards of \$3500 and Dave recommends we could make better use of the money somewhere else.

New Business:

- Programming Policy – It was put forth to eliminate “sponsored by groups such as the Friends of the Adams Free Library, Inc.” from the second paragraph. To change the last line of paragraph 4 to “Programs offered do not necessarily reflect the views of Library personnel or the Adams Free Library Trustees.” To change the first sentence of paragraph four to “Program presenters will be selected from local, regional, and national talent in order to reflect the diversity of our community.” Eliminate “an equitable number of” from the second sentence in paragraph six. Corrected “nay” to “may” in page two paragraph one. Eliminate “However” from the second sentence, paragraph four of page two and capitalize “election.” Same paragraph eliminate “Because it is not consistent with passive distribution,” and replace with “However”. Second page paragraph five “eliminate the last sentence as it is repetitive. The final paragraph now reads “All Library-sponsored programs will be coordinated and approved by the programming staff, the Library Director or the Board of Trustees. When appropriate, the Friends of the Adams Free Library will assist with program selection and schedules, publicity efforts, funding and evaluation.

Karen Kettles made a motion, seconded by Virginia Duval, to accept the Programming Policy with the amendments. The motion carried 5-0.

- Virginia Duval made a motion to use Trustee funds to have a Staff Appreciation luncheon Tuesday April 11th at 11am. Eugene Michalenko seconded, the motion carried 5-0. (At this point, 5:57 pm, Chairman Jim Loughman left the meeting.)
- Eugene Michalenko requested on behalf of the Adams Historical Society to use Memorial Hall for their Annual Meeting May 7th at 3pm. (At this point, 6pm, Trustee Eugene Michalenko left the meeting.)

Library Director's Report:

Library Director Holli Jayko reviewed with the remaining board members the budget presentation that she will present before the BOS and FinCom on March 23rd.

The Director reported that the Library has a new SCSEP employee, she will be trained as a Library Page, it is hoped that with her training she will be able to find employment in this field.

Reports of Committees

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

Building Maintenance: none

Friends: The next meeting is March 21st

Public Computer Maintenance: none

The next meeting is scheduled for April 27th at 5 pm.

With no further business, the meeting adjourned at 6:20 pm.

Respectfully submitted,

Holli Jayko

Holli Jayko, Library Director and Trustee Secretary