

**ADAMS FREE LIBRARY**  
**BOARD MINUTES – April 19, 2018**

Chairman Jim Loughman called the monthly meeting to order at 5:02 p.m. in the Trustee Board Room. Present were trustees Brian Bishop, Virginia Duval, Anita Jamros, and Eugene Michalenko. Absent was Karen Kettles. Also present was Library Director Holli Jayko.

**Secretary's Report:** Anita Jamros made a motion, seconded by Eugene Michalenko, to accept the minutes of the March 15, 2018 meeting as presented. 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. Eugene Michalenko made a motion, seconded by Brian Bishop, to accept the Treasurer's Report. The motion carried 5-0.

**Unfinished Business:** Sommer Electric gave us an estimate to supply and install 2 self-contained solar light fixtures to illuminate the Library sign. His proposal was \$536. Trimarchi Nurseries and Landscape Stonework gave us a job quote to construct new planting bed around the sign to help alleviate slope by adding soil, add and amend soil and plant, fertilize and mulch. His estimate was \$490. It was agreed that Building Maintenance Trustee Brian Bishop would work with the director and Trimarchi to design a landscape concept that will be easy to maintain and help to "level" the sign. They will work together on the lighting and getting the sign lowered as well.

A motion was made by Virginia Duval to purchase the solar lights from the gift given by the Adams Community Bank for \$536. The motion was seconded by Eugene Michalenko. The motion carried 5–0.

A motion was made by Virginia Duval to spend up to \$1,000 on the landscaping for the sign, after review by Brian Bishop, from State Aide, seconded by Eugene Michalenko. The motion carried 5–0.

**New Business:** None.

**Library Director's Report:**

The Library Director reported the BOS approved the budget as it was presented. Finance Committee recommended to approve the budget as is. Town meeting should be either the second or third Monday in June.

The Director has met with the Web Designer from Brainspiral and work has begun on the new web site. She was able to get the domain adamslibraryma.org.

Community Narcan Training presented by Tapestry Health will be the 21<sup>st</sup> of May. Attendees will learn how to recognize, prevent and reverse an opioid overdose. Free and open to the public.

We are having a staff training on situational awareness with Chief Tarsa and State Trooper Canata on Thursday April 26<sup>th</sup>.

We have been working on a welcome flier for the library to introduce new/existing patrons to library. This will give a little history of the building and library services in Adams as well as list all the services we provide.

### **Reports of Committees**

**Investments** [quarterly Jan, April, July, Oct]: Library Director read an email from Trustee Karen Kettles. “Unfortunately, I will not be able to make it to tomorrow’s meeting. Please let the Trustees know that I did check with Bank of America on the Miller Fund. I had a few different telephone numbers and tried them all. I was passed to several different people and several different departments. However, no one was able to find an account, any reference to the trust or the tax id # that is on the stock. If Jim is right in that a bank was the trustee at some point, then it must have been dropped through all the mergers and Bank of America never picked up on anything that they should have been a trustee. Please ask Jim what the next step would be to get a new trustee appointed. We cannot sell the stock until we have a Trustee on record. We will also need it in order to claim the abandoned property that went to the state.”

There was some discussion and Jim Loughman let the Trustees know that his firm will help look into who is the Trustee of the Miller Fund, he would have to approach them separately to see if they would help request a new Trustee through the Probate Court.

**Building Maintenance:** Brian Bishop will be getting some estimates on some piping repair for the boiler; there is a length of pipe with three patches on it. We may have to request funds from the Town. Brian will also work on getting some outside faucets working. The Library Director reported that the elevator failed its inspection; a battery will have to be replaced. After discussion with the Town Accountant, there is enough left over in the Library Capital fund to cover this required repair.

**Friends:** Anita Jamros reported they have their dates set for the Book Sale – August 21-23. They are looking into more fundraising ideas. The FAFL next meeting will be May 15, 2018.

**Public Computer Maintenance:** There was some malware on the computers causing issues, the problem was dealt with.

The next meeting was scheduled for June 21, 2018 at 5 p.m.

With no further business, Anita Jamros made a motion, seconded by Eugene Michalenko to adjourn at 6:15 p.m. The motion carried 5-0.

Respectfully submitted,

*Holli Jayko*

Holli Jayko, Library Director and Trustee Secretary