

**ADAMS FREE LIBRARY
BOARD MINUTES – June 21, 2018**

Chairman Jim Loughman called the annual meeting to order at 5:03 p.m. in the Trustee Board Room. Present were trustees Brian Bishop, Virginia Duval, Anita Jamros, Karen Kettles and Eugene Michalenko. Also present was Library Director Holli Jayko.

Election of Officers: Chairman Jim Loughman went over the current offices of Chairman – Jim Loughman, Treasurer – Eugene Michalenko, Building Maintenance – Brian Bishop, and Secretary – Holli Jayko. All the current officers were willing to continue for another year, no one wished to pursue a new office – a motion was made to re-elect the current officers and to have the Director serve as Secretary by Virginia Duval, seconded by Karen Kettles. The motion carried 6-0.

Review & Approval of Bylaws: A motion was made to accept the current Bylaws by Eugene Michalenko, seconded by Virginia Duval, the motion carried 6-0.

Secretary's Report: Anita Jamros made a motion, seconded by Virginia Duval, to accept the minutes of the April 19, 2018 meeting as presented. The motion carried 5-0. 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 Brian Bishop, to accept the Treasurer's Report. The motion carried 6-0.

Unfinished Business: Columbus Miller Fund. Chairman Jim Loughman went to the probate court. The last known trustees dated back to the 1970's, and the trusteeship is currently vacant. Harry Sheldon and Ralph Horton were Trustees in 1968, Ralph Horton is referenced in 1980 as a Trustee but further correspondence addresses "The Trustees of the Columbus Miller Fund." Through mergers, all the stock ended up as Bank of America Stock. After some discussion it was determined that we will need a new Trustee appointed. Karen Kettles will research and recommend potential Trustees for the fund. Jim Loughman will look into costs for filing the request with the probate court. Eugene Michalenko and Virginia Duval will see what information they can find about the previous trustees, possibly through a relative, to see if either of them named a successor for the Columbus Miller Fund.

New Business: None.

Library Director's Report:

- Library Director announced the events being held for the 2018 Summer Reading Program.
- Town Meeting was Monday June 18th and all articles were approved, this was the final step that will allow the Children's Librarian to return to a full-time position with benefits.
- FAFL Book Sale Aug 21-23 (Tues 10-7:30, Wed 10-4, Thurs 10-6).
- On April 26th Chief Tarsa and State Trooper Canata ran a situational awareness seminar for staff, they covered a variety of topics and reviewed our building for exits, lock down areas and signage. We have implemented most of their suggestions, and are working on a few others.
- There was a Community Narcan Training put on by Tapestry on May 21. Attendees received Narcan and were trained in how to use it.

- We are now loaning Ukulele's: they go out for 3 weeks with 1 renewal, patrons must be 18 or have parents with them when they borrow.

At 6:04pm Eugene Michalenko left the meeting.

- The upgrade to the Web client went smoothly, there are a few bugs that are being worked out.
- The new Library Website is almost ready, there is some finishing touches and then training that needs to be done.
- The sign was lowered and the lights installed, the flower bed needs to be extended around the sign and then mulched, this should happen this next week.

Reports of Committees

Investments [quarterly Jan, April, July, Oct]: Karen Kettles will update us on the investments in August.

Building Maintenance: Brian Bishop reported that we replaced the outside faucet at the main entrance, John Trmarchi is working on edging and trimming and the new bed. We are looking for volunteers to continue to weed once a week so that it is maintained for the summer. There is an electrical sensor on the outside of the building that is broken. He will try to determine what it was used for and then we can determine whether it needs repair. The Boiler needs to be serviced. We will need to get a quote on a small amount of asbestos abatement, and then a quote for the pipe repair. Brian will continue to work on the items he can repair or replace.

Friends: Anita Jamros reported they have their dates set for the Book Sale – August 21-23. They are looking into more fundraising ideas. They are doing raffle baskets for the Children's Summer Reading program. They are planning for HiJinx. They are adding a silent auction to the book sale.

Public Computer Maintenance:

The next meeting was scheduled for August 16, 2018 at 5 p.m.

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

Respectfully submitted,

Holli Jayko

Holli Jayko, Library Director and Trustee Secretary