

ADAMS FREE LIBRARY
BOARD MINUTES – August 16, 2018

Chairman Jim Loughman called the meeting to order at 5:05 p.m. in the Trustee Board Room. Present were trustees Brian Bishop, Anita Jamros, Karen Kettles and Eugene Michalenko. Also present was Library Director Holli Jayko and iBerkshires reporter Jack Guerino. Absent Virginia Duval.

Secretary's Report: Anita Jamros made a motion, seconded by Brian Bishop, to accept the minutes of the June 21, 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. Karen Kettles made a motion, seconded by Eugene Michalenko, to accept the Treasurer's Report. The motion carried 5-0.

Unfinished Business: Chairman Jim Loughman summed up an email from Virginia Duval regarding the Columbus Miller Fund. She stated that she looked into the previous trustees and contacted the relatives she could locate but essentially hit a dead end. It was suggested to her she ask Mike Kwasniowski, who was the former president of South Adams Savings bank and a long time Trustee. The Library Director will ask her to try and reach out to him. Karen Kettles was asked who she would recommend as a new Trustee for the fund she suggested we contact our account manager at TD Bank because we have an existing relationship with them. Jim Loughman offered to look into the cost to file the request for a new trustee with the Probate Court.

New Business:

Wifi Hotspot Lending Policy and form. The Library Director requested the lending period be changed from three days with one renewal to one week with one renewal. Eugene Michalenko made a motion to change the Policy as stated, seconded by Anita Jamros. The motion carried 5-0.

The Library Director is requesting funds to change over the fluorescent bulbs in the children's room to LED, the library has the opportunity to buy all 40 bulbs now for \$650.00 (\$600 plus \$50 shipping), purchasing them all at once will save us \$240.00. We will only replace them as they fail, but it would be to our benefit to have the bulbs on hand. Eugene Michalenko made a motion to spend up to \$700.00 from State Aid to purchase LED bulbs to replace current children's room bulbs. The motion was seconded by Anita Jamros and carried 5-0.

Reports of Committees

Investments [quarterly Jan, April, July, Oct]: Trustee Karen Kettles presented a recap of the invested Trust funds. She will work with the company to get a more detailed accounting.

Building Maintenance: Brian Bishop reported that the Boiler is scheduled to be serviced in early September. We are waiting on a quote for a small amount of asbestos abatement on a pipe that will then need to be replaced. The quote to replace the pipe came in high, Brian will see if we can do anything to get that price down. The Fire department came over on their drill night and helped us take down the flagpole. The flag pole is being stripped and repainted. We have a new flag to hang, and there will be a new topper, clips and rope. The urns were reset on cement pads, these were leveled and centered. Brian met with Building Inspector Don Torrico at the library to view some concerns we have.

Friends: Anita Jamros reported the Friends Book Sale is August 21-23. They are also planning a table for HiJinx.

Public Computer Maintenance: none

At this point Karen Kettles and Brian Bishop left the meeting.

Library Director's Report:

- One of the libraries part-time employees gave her 2 week notice. We have posted the position internally and externally, and listed the position in the Berkshire Eagle. The application process has begun.
- The first half of the State Aid Report (ARIS: Annual Report Information Survey - statistics) has been completed and mailed into the MBLC.. We have begun work on the second half which is the Financial Report. We will have to file a waiver with the MBLC, but hopefully we will not have to meet with the Board for approval.
- Use of our meeting rooms was up 15% over FY17. Circulations were also up 3.42% over FY17.
- The Library Director reported that she has been looking into the cost to replace the 4 adult public computers. She would like to do this before there is a problem since they are 9 years old. There was some discussion as to how to finance this project. The Director will ask Town Accountant Mary Beverly if there are funds available in the Technology budget, and if not we might be able to get it into the FY2020 budget.
- October 30th Jeff Belanger will be presenting "Ghosts and Legends" at the Library. He is best known for his series on PBS "New England Legends," and "Ghost Adventures" on the Travel Channel.

The next meeting was scheduled for September 20, 2018 at 5 p.m.

With no further business, Anita Jamros made a motion, seconded by Eugene Michalenko to adjourn at 5:50 p.m. The motion carried 3-0.

Respectfully submitted,

Holli Jayko

Holli Jayko, Library Director and Trustee Secretary