

ADAMS FREE LIBRARY

BOARD MINUTES – January 17, 2019

Chairman Jim Loughman called the meeting to order at 5:10 p.m. in the Trustee Board Room. Present were trustees Brian Bishop, Virginia Duval, Karen Kettles, Anita Jamros, and Eugene Michalenko. Also present was Library Director Holli Jayko.

Secretary's Report: Virginia Duval made a motion, seconded by Brian Bishop, to accept the minutes of the November 15, 2018 meeting. 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. Karen Kettles made a motion, seconded by Virginia Duval, to accept the Treasurer's Report. The motion carried 6-0.

Unfinished Business: Karen Kettles gave her update on the Columbus Miller Fund. Our Trust Advisor at TD Wealth is willing to become the Trustee of the Miller Fund, TD Wealth would disperse 5% each year to the beneficiary (AFL); its fees should come to less than 3% yearly. TD would obtain the tax ID number and file the taxes for the last three years. Karen will look into the Berkshire Taconic Foundation as a possible alternative before the Board makes its final decision.

New Business:

Berkshire Library Legislative Breakfast is Friday, January 25th, at the Sawyer Library, Williams College, Williamstown at 8am. Eugene Michalenko made a motion to donate \$100 from the unrestricted passbook account to support the breakfast. This was seconded by Anita Jamros; the motion carried 6-0.

Western MA Library Advocates: Eugene Michalenko made a motion to donate \$100 from the unrestricted passbook account to support WMLA efforts on behalf of libraries across Western Massachusetts. This was seconded by Karen Kettles, the motion carried 6-0.

Library Director's Report:

OverDrive is the database we, as part of CW MARS, use to allow patrons free access to digital content. CW MARS made it to one million OverDrive checkouts in a year! The final checkout tally for 2018 was 1,001,975. To put this in perspective, CW MARS began circulating OverDrive titles in July 2005. It took from 2005 till the middle of 2014 (basically 9 full years) before we reached our one millionth checkout. In the few years since then, checkout totals have steadily increased, year by year.

On January 15th we partnered with the Mass Audubon Society for a "Whose Tracks Are These" program that was well attended. There was a nice article in the Berkshire Eagle on January 9th and feedback after the presentation has all been positive.

We are offering a Read the Movie Book Group Series. Our first Book Group will meet Tuesday, February 12, 2019, to discuss the book "American Sniper" by Chris Kyle. There will be two discussion times 2p.m. OR 6p.m. Then on Thursday, February 14, 2019 the Adams Free Library will be showing the movie in the lower annex. The Friends of the Library will be providing popcorn and water for the movie.

The computers have been ordered. The total cost of the computers was just around \$3,000, which is less than the anticipated \$4,000. The Friends gave us \$2,000 and with funds from other sources we did not

have to tap into State Aid for this purchase. With this savings we are hoping to use State Aid to purchase four new computers for the Children's/Teen area.

For the 2020 budget, the Library Director plans to ask the Town to allow the library to fill the vacant Library Page position. It was left vacant when Dorothy Rice retired on September 1, 2011. It is a grade 1 position. The request would be to start at step 2 - \$12.08/hour on July 1, 2019, for 16 hours a week, which would keep the salary around \$10,000. The official job description was approved by the Board of Selectmen in March 2000. The Page position is an integral part of the library's operations. While most of the work is done behind the scenes, a library cannot function without this work being done.

Reports of Committees

Investments [quarterly Jan, April, July, Oct]: Karen Kettles distributed the latest summaries of both the unrestricted and restricted invested funds and highlighted the portfolio status. Overall this year was not the best but long-term, things still look good for these investments.

Building Maintenance: Brian Bishop reported that we had Martino Glass give us an estimate on replacing the windows in the Trustee Board Room. Each of them has lost their seal, meaning they are no longer insulated. After some discussion Brian Bishop made a motion to move forward with the replacement and pay the estimated \$1,975 by transferring funds from our Municipal Appropriation line 52140 and State Aid. This was seconded by Virginia Duval; the motion carried 6-0.

We have officially requested that our building be inspected using the online inspection process through the Town.

Friends: Anita Jamros reported that the Friends Small Town Holiday Sale on Saturday, December 8th, raised \$1,445 in three hours. The Annual Book Sale will be at the end of April this year. They are accepting donations for the book sale.

Public Computer Maintenance: None.

The next meeting was scheduled for February 21, 2019, at 5 p.m.

With no further business, Karen Kettles made a motion, seconded by Brian Bishop to adjourn at 6:08 p.m. The motion carried 6-0.

Respectfully submitted,



Holli Jayko, Library Director and Trustee Secretary