

**ADAMS FREE LIBRARY
BOARD MINUTES – August 15, 2019**

Chairman Jim Loughman called the meeting to order at 5:07 p.m. in the Trustee Board Room. Present were trustees Brian Bishop, Virginia Duval, Karen Kettles and Eugene Michalenko. Also present was Library Director Holli Jayko. Absent Anita Jamros.

Secretary's Report: Eugene Michalenko made a motion, seconded by Virginia Duval, to accept the minutes of the May 9, 2019 meeting. 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: Jim Loughman gave a recap on the Columbus Miller Fund. He informed the Board that the paperwork has been filed in Probate Court and there is an uncontested hearing on September 6, 2019 at 8:30am.

New Business:

The Library Director requested to close on the following three Saturdays – November 30, 2019; December 28, 2019; January 4, 2020. Virginia Duval made a motion, seconded by Brian Bishop to be closed the three proposed Saturdays, after some discussion the motion carried 5 – 0.

The Library Director also request that the Library open two hours late on a Thursday in September for the Town Staff Picnic and be closed on October 2, 2019 for a staff In-Service Day. Eugene Michalenko made a motion, seconded by Karen Kettles to open two hours late on a Thursday in September and be closed October 2, 2019 for the staff in-service day, after some discussion the motion carried 5 – 0.

Library Director's Report:

The Aris Report, statistical portion of State Aid application, has been completed. The Library Director has begun work on the Financial Report and the Financial Application and Compliance Form.

Auto Renew was initiated July 1, 2019 for all Evergreen Software users. With the implementation of auto-renewals, eligible items will be renewed automatically on the due date. Patrons with email addresses in their record will be notified via email when an auto-renewal attempt is made. The email will list the items on which an auto-renewal was attempted, whether the auto-renewal was successful, and if it wasn't, the reason why, (i.e. MAX_RENEWALS_REACHED).

Brand development proposal from TSM Design. They would help us market ourselves; help us reach our community better. The proposal is about \$12,000; we could do a portion of the branding for \$6,000. The Board would like to know given the local demographics does the expenditure – time, money, and effort really make sense? Or have we reached our saturation point. The Director will be gathering more information on this for the board.

Eugene will need to reach out to our investment manager at Sabelawski Financial Group, Karen Kettles recommended requesting the full \$10,000 for books for FY2020 equally from all funds, and begin quarterly distribution of dividends.

Passbooks accounts at Adams Community Bank are changing to Statement savings accounts and all accounts will be on one statement.

Reports of Committees

Investments [Jan, May, Sept]:

Building Maintenance: none

Friends: The next meeting of the Friends group is August 20, 2019.

Public Computer Maintenance: none

The next meeting was scheduled for September 19, 2019, at 5 p.m.

With no further business, Brian Bishop made a motion, seconded by Eugene Michalenko, to adjourn at 5:49 p.m. The motion carried 5-0.

Respectfully submitted,

Holli Jayko

Holli Jayko, Library Director and Trustee Secretary