

**ADAMS FREE LIBRARY  
BOARD MINUTES – December 5, 2019**

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

**Secretary's Report:** Virginia Duval made a motion, seconded by Eugene Michalenko, to accept the minutes of the October 10, 2019 meeting. The motion carried 4–0, 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 Anita Jamros, to accept the Treasurer's Report. The motion carried 5-0.

**Unfinished Business:** Jim Loughman gave a recap on the Columbus Miller Fund. The CPA has prepared the state and federal tax returns for the Miller Fund for 2015, 2016, 2017 and 2018. Eugene Michalenko as Trustee of the Miller Fund has signed these and they were mailed.

**New Business:**

The Library Director requested that the library be open Thursday, December 12, from 2 to 8 p.m. to accommodate the Town Staff Holiday Party. After some discussion, Eugene Michalenko made a motion, seconded by Karen Kettles to approve the change in hours.

**Library Director's Report:**

The library director went over upcoming Library and Friends events. She also reported that all staff computers were upgraded to Windows 10 and Microsoft Office 16 and that the transition went smoothly.

**Reports of Committees**

**Investments** [Jan, May, Sept]:

**Building Maintenance:** Main entrance door hinge was repaired, thanks to our Town Custodian and the DPW department. Volunteers from our Historical Society have been checking and repairing the historic chairs in Memorial Hall.

**Friends:** Anita Jamros reported that the Friends will be having their Small Town Holiday Sale on December 7 and that they decorated the Christmas Trees in Memorial Hall and in the main room of the library. They have already begun to plan for an August book sale.

**Public Computer Maintenance:** None

The next meeting is scheduled for January 16, 2020, at 5 p.m.

With no further business, Virginia Duval made a motion, seconded by Anita Jamros, to adjourn at 5:33 p.m. The motion carried 5-0.

Respectfully submitted,

*Holli Jayko*

Holli Jayko, Library Director and Trustee Secretary