

ADAMS FREE LIBRARY
BOARD MINUTES – January 16, 2020

Chairman Jim Loughman called the meeting to order at 5:05 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.

Secretary's Report: Virginia Duval made a motion, seconded by Anita Jamros, to accept the minutes of the December 5, 2019 meeting. The motion carried 5-0, Brian Bishop 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 Eugene Michalenko, to accept the Treasurer's Report. The motion carried 6-0.

Unfinished Business: Jim Loughman gave a recap on the Columbus Miller Fund. To satisfy the court we may have to account for the years when there was no Trustee of the fund. We are waiting on the IRS to accept the tax returns for the Miller Fund for 2015, 2016, 2017 and 2018.

New Business:

None.

Library Director's Report:

Adult services Librarian position is open. The position has already been posted internally and will be posted to the MBLC website and emailed to all the Library Directors in MA. Our well-established adult book group will continue, and all other duties have been absorbed by the Director and other library staff until the position is filled.

We have requested an increase in the operations budget under Heating Oil and New Books. We have also requested level funding for the personnel portion of the budget. We requested about \$12,000 from Capitol for repairs: main entrance transom windows, main entrance thresholds, multiple ceilings and several moisture damaged walls in the lower annex.

Reports of Committees

Investments [Jan, May, Sept]: Karen Kettles distributed the latest summaries of both the unrestricted and restricted invested funds and highlighted the portfolio status. Overall this year was good and she recommends continuing the same investment strategies moving forward.

Building Maintenance: We have requested an estimate to install an automatic shut-off valve for the water line.

Friends: Anita Jamros reported that the Friends will meet next week.

Public Computer Maintenance: Total Access was called in to work on the public computers, they were not communicating with the public printer.

The next meeting is scheduled for February 20, 2020, at 5 p.m.

With no further business, Brian Bishop made a motion, seconded by Virginia Duval, to adjourn at 5:40 p.m. The motion carried 6-0.

Respectfully submitted,

Holli Jayko

Holli Jayko, Library Director and Trustee Secretary