

**ADAMS FREE LIBRARY**  
**BOARD MINUTES – January 21, 2021**

Trustee Chair Jim Loughman called the meeting to order at 5:03 p.m. via public Zoom meeting.

Zoom Meeting: Jan 21, 2021 05:00 PM Eastern Time (US and Canada)

<https://zoom.us/j/99315376506?pwd=b3poM2EyUGVQNVRyQTdlWU1lM1lkdz09>

Meeting ID: 993 1537 6506; Passcode: 883270

Dial-In 1 (929) 205 6099 US (New York) Meeting ID: 993 1537 6506; Passcode: 883270

Present via Zoom were trustees Brian Bishop, Virginia Duval, Karen Kettles, Eugene Michalenko and Linda Rhoads. Also present was Library Director Holli Jayko.

**Election of Officers:** Chairman Jim Loughman went over the current offices of Chairman – Jim Loughman, Treasurer – Eugene Michalenko, Building Maintenance – Brian Bishop, and Secretary – Holli Jayko. All the current officers were willing to continue for another year, no one wished to pursue a new office – a motion was made to re-elect the current officers and to have the Director, Holli Jayko, serve as Secretary by Virginia Duval, seconded by Linda Rhoads. Roll call vote is as follows: Member Bishop – “Yes”, Member Duval – “Yes”, Member Kettles – “Yes”, Member Loughman – “Yes”, Member Michalenko – “Yes”, Member Rhoads – “Yes”. The motion carried 6-0.

**Review & Approval of Bylaws:** A motion was made to accept the current Bylaws by Eugene Michalenko, seconded by Virginia Duval. Roll call vote is as follows: Member Bishop – “Yes”, Member Duval – “Yes”, Member Kettles – “Yes”, Member Loughman – “Yes”, Member Michalenko – “Yes”, Member Rhoads – “Yes”, the motion carried 6-0.

**Secretary’s Report:** Virginia Duval made a motion, seconded by Eugene Michalenko, to accept the minutes of the February 20, 2020 meeting. Roll call vote is as follows: Member Bishop – “Yes”, Member Duval – “Yes”, Member Kettles – “Yes”, Member Loughman – “Yes”, Member Michalenko – “Yes”, Member Rhoads – “Yes”, the motion carried 6-0.

**Treasurer’s Report:** Library Director Holli Jayko summarized the recaps of the town budget and trust funds interest income account. Eugene Michalenko made a motion, seconded by Brian Bishop, to accept the Treasurer’s Report. Roll call vote is as follows: Member Bishop – “Yes”, Member Duval – “Yes”, Member Kettles – “Yes”, Member Loughman – “Yes”, Member Michalenko – “Yes”, Member Rhoads – “Yes”, the motion carried 6-0.

**Unfinished Business:** Holli Jayko gave a recap on the Columbus Miller Fund. The Library received letters acknowledging our request to close the accounts and notice that checks were mailed. We only received one check so far. Because of the length of time since the letter Karen Kettles requested a stop payment on the missing check and a reissue – but they now want this request in writing. Karen prepared a letter for Eugene to sign making this formal request. Once received the money will be deposited in the Miller Fund Statement savings account until transferred to The Taconic Foundation for investment purposes. Karen Kettles then updated the Trustees on the next steps and Jim gave a brief summary of the history behind this topic for the benefit of our new member.

**New Business:** Jim Loughman presented a request from the Susan B. Anthony Birthplace museum. The museum has had a live and public celebration of Susan B. Anthony’s birthday (born Feb. 15, 1820) with last year being a 200th birthday celebration at the Adams Library. Each year we have had over 100 people attend. We have always had a speaker, actor or music group perform and awards & other speakers. The program finishes with singing Happy Birthday to Susan and sharing a birthday cake with the crowd. With Covid this year, they had to change plans. They are working with the local cable TV to produce an hour-long presentation that will be aired on cable TV on Sunday, Feb. 14 and then will be on

youtube. They are looking for sponsors for the virtual presentation and are asking businesses for help. They are requesting \$100 but will be grateful for any donation. Jim then recused himself from the discussion as he sits on their Board. Brian Bishop made a motion, seconded by Karen Kettles to approve the donation request and withdraw \$100 from the unrestricted statement savings account along with the \$2.00 fee for a Bank Check. After some discussion a roll call vote was taken: Member Bishop – “Yes”, Member Duval – “Yes”, Member Kettles – “Yes”, Member Loughman – “Abstain”, Member Michalenko – “Yes”, Member Rhoads – “Yes”, the motion carried 5–0.

**Library Director’s Report:** I will be having surgery Feb 1st and could be out up to 6 weeks. Ellie and the rest of the staff are well equipped to handle things in my absence. I may be able to work from home toward the end of my recovery. Caren Les, retired when called back to work in October; we will be posting the position for the Library Aide at the end of February. The job description has been updated.

Jim and Eugene trustee terms expire this year. I have been in contact with the Town Clerk and signatures are still required. The Town Clerk suggests getting papers as soon as possible as it may take more time to get your signatures this year.

### **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. Even through the market fluctuations due to Covid-19, overall this year was good and she recommends continuing the same investment strategies moving forward.

**Building Maintenance:** All interior lights were changed to LED, the boiler was serviced, the water heater and some leaking pipes were replaced, and an automatic water shutoff was added to the system. Various other repairs and painting were completed as well.

**Friends:** The Friends have not been able to meet. The Library Director asked new trustee Linda Rhoads if she would think about being the Trustee liaison with our Friends group.

**Public Computer Maintenance:** None.

The next meeting date is to be determined later.

With no further business, Eugene Michalenko made a motion, seconded by Virginia Duval, to adjourn at 6:17 p.m. Roll call vote is as follows: Member Bishop – “Yes”, Member Duval – “Yes”, Member Kettles – “Yes”, Member Loughman – “Yes”, Member Michalenko – “Yes”, Member Rhoads – “Yes”, the motion carried 6-0.

Respectfully submitted,



Holli Jayko, Library Director and Trustee Secretary