

ADAMS FREE LIBRARY
BOARD MINUTES – September 23, 2021

Chairman Jim Loughman called the meeting to order at 4:08 p.m. in the Trustee Board Room. Present were trustees Brian Bishop, Virginia Duval, Eugene Michalenko and Lynn Rhoads. Also present was Library Director Holli Jayko. Absent Trustee Karen Kettles.

Public Comment: None.

Secretary's Report: Lynn Rhoads made a motion, seconded by Virginia Duval, to accept the minutes of the June 24, 2021 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. Eugene Michalenko made a motion, seconded by Brian Bishop, to accept the Treasurer's Report. The motion carried 5-0.

Unfinished Business: Jim Loughman gave a recap of the status of the Columbus Miller Fund. Berkshire Taconic is leery of taking on responsibility as successor trustee for the Columbus Miller Fund due to the hassles connected with same as long as it remains a testamentary trust subject to ongoing Probate Court supervisory jurisdiction. The only way we can get Berkshire Taconic to take over the Fund is if we (really, Eugene as the existing trustee) can persuade the Court to let us terminate the Fund as a testamentary trust and distribute the funds to Berkshire Taconic as part of its endowment fund, subject to one of their ordinary subscription agreements. Persuading the Probate Court to do this may or may not be possible. Eugene was tasked with checking in with the Adams Community Bank's investment person to see if they can administer the fund as trustee.

After some discussion of the proposed fines policy and deletion of the last two sentences, Virginia Duval made a motion, seconded by Lynn Rhoads, to accept the new Fines Policy with the changes. The motion carried 5-0.

New Business: The Library Director proposed that the library be closed on the Saturday after Thanksgiving and open 10 a.m. – 1 p.m. on December 23rd to accommodate the ½ day holiday. After some discussion, Brian Bishop made a motion, seconded by Eugene Michalenko to approve the changes. The motion carried 5 - 0.

Library Director's Report: The library will have to apply for a waiver to receive State Aid funds. Massachusetts General Law (M.G.L., c.78, s.19A) states that a municipality must appropriate a figure of at least the average of the last three years' municipal appropriations to the library for operations, increased by 2.5%, in order to be certified for State Aid to Public Libraries. This calculated figure is known as the Municipal Appropriation Requirement (MAR). A municipality must meet the MAR or apply for and receive a waiver of the MAR in order to be eligible to be certified for State Aid to Public Libraries by the MBLC. Capital appropriations cannot be used to meet the MAR.

Our Summer Reading Program was successful. We had 75 children ages birth to 11, 8 youth ages 12-17, and 50 adults participate in the program.

Reports of Committees:

Investments [Jan, May, Sept]: Postponed until our next meeting.

Building Maintenance: Brian reported that the boiler was serviced but the condensate return to the boiler still needs replacing; this is part of our capital request for FY22. We will be getting an updated quote from the plumber. The roof ladder was installed and makes it safer to access the roof. We are still looking for solutions for the leaks we have.

Friends: Lynn reported that the Friends met on September 21. The Book Sale is October 8, 9 & 11. They are also planning the next Holiday Sale fundraiser for December 4. The group will also be publishing its yearly calendar. They are in discussion about the continued purchase of Ancestry Library Edition.

Public Computer Maintenance: On October 7 the CWMars Systems/Networking manager will be here to move the eight public computers, two Opac units and the public printer to the CWMars network via a Cisco Meraki 24 port PoE switch and the router will be updated to a Cisco Meraki MX67 security device. This is part of our membership cost – so no additional charge.

To continue to move forward, we would like CWMars to replace our current Charter/Time Warner wireless service with four, maybe five, Cisco Meraki wireless access points (Memorial Hall, the Main Circulation Desk, the Reading Room and the Lower Annex meeting room). They have tested and feel four wireless access points will provide full coverage to the library and surrounding outside areas but, in case we run into any signal interference within the building after installation they would suggest we budget for five wireless access points. We will have a Meraki dashboard login so we will have access to usage reports. The current cost for the five Meraki wireless access points with a 5-year cloud license is about \$4,500. This will be a recurring expense every five years.

Before all this can happen, Sommer Electric will install CAT6 cabling for the wireless access points at a cost of approximately \$2,200. This estimate was for four wireless access points (costs would increase if we did five). If we want to update all of our cable to CAT6, it would be an additional \$4,500. I propose we use State Aid to update the wireless signal and hold off on the remaining cable update.

After some discussion, Virginia Duval made a motion to spend up to \$8,000 from State Aid for these upgrades, seconded by Brian Bishop. The motion carried 5-0

Announcements and Good of the Order:

The next meeting is scheduled for October 28, 2021, at 4 p.m.

With no further business, Brian Bishop made a motion, seconded by Lynn Rhoads, to adjourn at 5:08 p.m. The motion carried 5-0.

Respectfully submitted,

Holli Jayko

Holli Jayko, Library Director and Trustee Secretary