

ADAMS FREE LIBRARY

BOARD MINUTES – October 28, 2021

Chairman Jim Loughman called the meeting to order at 4:12 p.m. in the Trustee Board Room. Present were Trustees, Virginia Duval, Eugene Michalenko and Lynn Rhoads. Also present was Library Director Holli Jayko. Absent Trustees Brian Bishop and Karen Kettles.

Public Comment: None.

Secretary's Report: Lynn Rhoads made a motion, seconded by Virginia Duval, to accept the minutes of the September 23, 2021 meeting. The motion carried 4-0.

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 Virginia Duval, to accept the Treasurer's Report. The motion carried 4-0.

Unfinished Business: Holli Jayko gave an update on the Columbus Miller Fund. She summed up a phone conversation she had with Trustee Karen Kettles. Karen recommended that Eugene give her a call and that the Board should look into working with a local bank. We should ask if they (the investment department of the bank) would invest it in mutual funds, not just a CD or savings account. Another option would be a larger investment company but costs would be about 1.5% for investing and an additional 1% for reporting.

New Business: Internet Access Policy review. The Library Director proposed that "parent" in the policy be changed to "parent/guardian." Also, the wrong tense was used in section 3.3 and should be corrected. After some discussion it was agreed that we hold the vote until our next meeting.

The Director let the board know the Town Administrator approved a late opening on December 16 to accommodate a staff gathering, the hours that day will be 3pm – 8pm.

Library Director's Report: Our first in-person adult program since the start of Covid restrictions will be the "Wonderfully Made Pottery Workshop." Our adult book group continues on Tuesday, November 23 at 2 p.m.

Reports of Committees:

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

Building Maintenance: Holli reported that the condensate return to the boiler was replaced on October 27; this was part of our capital request for FY22.

Friends: Lynn reported that the Friends met on October 19. The Book Sale made almost \$2,300. The Mass Humanities SHARP grant that the director filed in cooperation with the Friends was approved. The Holiday Sale fundraiser is scheduled for December 4. Sales of the yearly calendar are going well. The group packaged candy for the Halloween parade and will give away children's books as well. They are in discussion about the continued purchase of Ancestry Library Edition. Disposal of unwanted books was also discussed.

Public Computer Maintenance: On October 7 the CWMars Systems/Networking manager was here and moved the eight public computers and the public printer to the CWMars network via a Cisco Meraki 24 port PoE switch and the router was updated to a Cisco Meraki MX67 security device. Sommer

Electric installed CAT6 cabling for the two additional wireless access points needed at the front desk and in Memorial Hall. The routers were ordered and will be installed when they arrive.

Announcements and Good of the Order:

The next meeting is scheduled for December 2, 2021, at 4 p.m.

With no further business, Eugene Michalenko made a motion, seconded by Lynn Rhoads, to adjourn at 5:13 p.m. The motion carried 4-0.

Respectfully submitted,

Holli Jayko

Holli Jayko, Library Director and Trustee Secretary