

**ADAMS FREE LIBRARY
BOARD MINUTES – December 1, 2022**

Chairman Jim Loughman called the meeting to order at 4:00 p.m.

Present were Trustees Brian Bishop, Virginia Duval, Eugene Michalenko, Lynn Rhoads and Chairman Jim Loughman. Also present was Library Director Holli Jayko. Absent Karen Kettles.

Public Comment: None.

Secretary's Report: Virginia Duval made a motion, seconded by Eugene Michalenko, to accept the minutes of the October 27, 2022 meeting as presented. 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. We received a gift of \$250 from Jean and Robert Clermont for the AFL Memorial Book Fund which will be used to purchase books in memory of Leon & Viola Clermont. Eugene Michalenko made a motion, seconded by Brian Bishop, to accept the Treasurer's Report. The motion carried 5–0.

Unfinished Business: Virginia Duval is continuing her research into the history of the Miller Fund to satisfy the Probate Court reporting requirements.

New Business:

Western MA Library Advocates: Lynn Rhoads made a motion to donate \$125 from the unrestricted passbook account to support WMLA efforts on behalf of libraries across Western Massachusetts. This was seconded by Eugene Michalenko; the motion carried 5-0.

Virginia Duval made a motion to donate \$125 from the unrestricted passbook account to support the Berkshire Library Legislative Breakfast if it takes place. This was seconded by Brian Bishop. The motion carried 5-0.

Library Director's Report: The director reported that the FAFL Holiday sale was canceled but that the Library was participating in the upcoming Yeti Scavenger Hunt on December 10th. Ten rolls of microfilm were sent out for digitization, Virginia Duval reported that tracking of the shipment showed they arrived at their destination on November 23, 2022. The turnaround time for the digitization process is between 60 – 75 days to complete.

Reports of Committees:

Investments [Jan, May, Sept]: None.

Building Maintenance: Brian reported that the new boiler was installed and the piping completed. It is up and running. There have been a few small issues but they are being addressed.

Friends: Lynn Rhoads reported that the Friends may do something in the spring instead of the Holiday Sale they had to cancel. They are selling the 2023 Calendars and have notecards and T-shirts for sale as well. Holli reported that the Friends did decorate the two trees for the holidays.

Public Computer Maintenance: None

Announcements and Good of the Order:

The next meeting is scheduled for January 26, 2023, at 4 p.m.

With no further business, Brian Bishop made a motion, seconded by Virginia Duval, to adjourn at 4:27 p.m. The motion carried 5–0.

Respectfully submitted,

Holli Jayko

Holli Jayko, Library Director and Trustee Secretary