

ADAMS FREE LIBRARY
BOARD MINUTES – January 26, 2023

Chairman Jim Loughman called the meeting to order at 4:08 p.m.

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

Public Comment: None.

Secretary's Report: Virginia Duval made a motion, seconded by Eugene Michalenko, to accept the minutes of the December 01, 2022 meeting as presented. The motion carried 3–0. Karen Kettles 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 4–0.

Unfinished Business: Virginia Duval is continuing her research into the history of the Miller Fund to satisfy the Probate Court reporting requirements. She will also reach out to Advantage Preservation for an update.

New Business:

Holli Jayko reviewed the proposed Fiscal 2024 library operating budget; it was level funded with the exception of an increase to the heating oil line item of \$6,800. Virginia Duval made a motion to approve the budget as presented, seconded by Karen Kettles. Motion carried 4–0.

Jim reported that the GGRC (General Government Review Committee) has asked to meet with him as Chair of the Library Trustees. His meeting is scheduled for Wednesday, February 1st at town hall. After some discussion the consensus was that this Library Trustee Board would work better remaining an elected body.

Library Director's Report: The refinishing of both grand staircases funded by the Feigenbaum Foundation is complete. We will have a ribbon cutting ceremony and invite the Feigenbaum foundation, our Board of Selectmen, the contractor who completed the work and the public in general. The director is currently working on the Library's portion of the Annual Report. The director will withdraw the interest bi-annually from both the restricted and unrestricted statement savings accounts and deposit the funds into checking to be spent on books.

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, even though it has been a rough year, she recommends continuing the same investment strategies moving forward.

Building Maintenance: Holli Jayko reported that small projects are getting done around the building. The urns project and re-grouting of the front stairs have been scheduled

Friends: Holli Jayko reported the next meeting of the Friends is April 18th. They raised over \$1,300 from calendar sales, and they looking for new ideas for fundraisers.

Public Computer Maintenance: None

Announcements and Good of the Order:

The next meeting is scheduled for February 23, 2023, at 4 p.m.

With no further business, Eugene Michalenko made a motion, seconded by Karen Kettles, to adjourn at 5:16 p.m. The motion carried 4–0.

Respectfully submitted,

Holli Jayko

Holli Jayko, Library Director and Trustee Secretary