

**ADAMS FREE LIBRARY
BOARD MINUTES - December 21, 2017**

Trustee Eugene Michalenko called the monthly meeting to order at 5:07 p.m. in the Trustee Board Room. Present were trustees Brian Bishop, Virginia Duval, and Anita Jamros and Karen Kettles. Also present was Library Director Holli Jayko and iBerkshires reporter Jack Guerino.

Secretary's Report: Virginia Duval made a motion, seconded by Anita Jamros, to accept the minutes of the September 21, 2017 meeting as presented. The motion carried 5-0.

Treasurer's Report: At this point Chairman Jim Loughman arrived; Library Director Holli Jayko summarized the recaps of the town budget and trust funds interest income account. Karen Kettles made a motion, seconded by Brian Bishop, to accept the Treasurer's Report. The motion carried 6-0.

Unfinished Business: none

New Business:

Berkshire Library Legislative Breakfast is Friday January 26th at the North Adams Public Library at 8am. Eugene Michalenko made a motion to donate \$100 from the unrestricted passbook account to support the Breakfast. This was seconded by Virginia Duval, the motion carried 6-0.

Western Ma Library Advocates: Virginia Duval made a motion to donate \$100 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 6-0.

Library Director's Report:

The Library Director reported on Fiscal 2019 budget process. The Town has asked us to begin by looking for areas where we could cut the budget, but level funding is anticipated. We are asking for a small increase in our Data Processing (53030) line item as costs have increased.

We have begun lending Hotspots – wireless device providing Internet access to mobile devices like laptops or smartphones. We began lending under “normal” lending procedures within the guidelines of our consortium. However, we have found that we will need our own policy for lending. I will present this via email prior to the next meeting.

Reports of Committees

Investments [quarterly Jan, April, July, Oct]:

Building Maintenance: The Adams Historical Society agreed during their meeting to pay half of the total costs of the new library sign up to \$1,000.00. Brian Bishop reported he would like to look into a low temperature alarm to tie in with our alarm system with Lee Audio so that if the temperature were to drop below a set number staff would be notified.

Friends: Anita Jamros reported the FAFL raised over \$500 with the concert by Samantha Talora in October. Calendar sales are doing well. Their next meeting is January 16, 2018.

Public Computer Maintenance: none

The next meeting was scheduled for February 15th at 5 p.m.

With no further business, Eugene Michalenko made a motion, seconded by Virginia Duval to adjourn at 5:40 p.m. The motion carried 6-0.

Respectfully submitted,

A handwritten signature in cursive script that reads "Holli Jayko".

Holli Jayko, Library Director and Trustee Secretary