

**ADAMS FREE LIBRARY**  
**BOARD MINUTES – February 15, 2018**

Chairman Jim Loughman called the monthly meeting to order at 5:01 p.m. in the Trustee Board Room. Present were trustees Brian Bishop, Virginia Duval, Anita Jamros and Eugene Michalenko. Also present was Library Director Holli Jayko and iBerkshires reporter Jack Guerino.

**Secretary's Report:** Virginia Duval made a motion, seconded by Eugene Michalenko, to accept the minutes of the December 21, 2017 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. Anita Jamros made a motion, seconded by Eugene Michalenko, to accept the Treasurer's Report. The motion carried 5-0.

At this point Trustee Karen Kettles arrived, 5:07 pm.

**Unfinished Business:** none

**New Business:**

The proposed WiFi Hotspot Lending Policy was discussed. Eugene Michalenko made a motion to adopt the new policy with the revisions discussed, seconded by Karen Kettles. The motion carried 6-0.

**Library Director's Report:**

The Library Director reported on Fiscal 2019 budget process. We are asking for a small increase in our Data Processing (53030) line item as costs have increased from \$6,225 to \$6,500. We are also asking for an increase to the Grounds keeping (54621) line item from \$475 to \$500. This line item covers the cost of the spring cleanup of the flower beds, tree care and pruning. We requested that \$200 move from the New Books (55810) line item to the Audio Visual (55820) line item. We are seeing a high demand for these materials and need to begin funding it accordingly.

Tuesday March 20<sup>th</sup> the Library will present its budget to the Board of Selectmen. The finance committee will meet later.

The Director let the Board know of changes coming to the Evergreen Software. The Library will soon be able to access the client from the Web. This means we can sign people up for cards when we go off campus. This makes our Library more mobile.

Our Library was granted the waiver from the Massachusetts Board of Library Commissioners so that we may receive State Aid Funds.

The new Library sign was installed, lighting and landscaping to come.

Annual report is underway for calendar year 2017.

**Reports of Committees**

**Investments** [quarterly Jan, April, July, Oct]: Trustee Karen Kettles presented a recap of the invested Trust funds. There was some discussion and clarification of terms. She then brought up the statement savings account from the Miller Fund, this had been under the Town's Tax ID number. This account was closed, a check was issued to the library, and we will need to open a savings account under the Trustees Tax ID number until it can be cleared up.

We own 2,852 shares of Bank of America stock – worth over \$91,000. But it is a huge risk to have it all in just one (1) stock, one (1) company. She recommends selling the stock and combining it with the funds from the Miller Fund the Town turned over to us and then making the decisions for diversifying. We have not been able to locate original stock certificates for the Bank of America Stock. It will cost us approximately \$2,800 to replace the missing certificates. Once the certificates have been replaced we can sell the shares. Anita Jamros made the motion to pay to replace the missing stock certificates from the unrestricted portion of the Miller Fund check, seconded by Virginia Duval. The motion carried 6-0.

Jim Loughman will look into the history of the fund that his firm may have, he will also look into who the "Trustee" of the fund is now through the Berkshire Probate Court.

At this point Eugene Michalenko left the meeting, 6:21 pm.

**Building Maintenance:** Brian Bishop reported Lee Audio installed a low temperature alarm to tie in with our alarm system.

**Friends:** Anita Jamros reported the FAFL have a healthy balance in their account of \$8,043.

**Public Computer Maintenance:** none

The next meeting was scheduled for March 15<sup>th</sup> at 5 p.m.

With no further business, Brian Bishop made a motion, seconded by Karen Kettles to adjourn at 6:26 p.m. The motion carried 5-0.

Respectfully submitted,

*Holli Jayko*

Holli Jayko, Library Director and Trustee Secretary