

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

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

**Secretary's Report:** Karen Kettles made a motion, seconded by Eugene Michalenko, to accept the minutes of the February 15, 2018 meeting as presented. The motion carried 6–0.

**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 Brian Bishop, to accept the Treasurer's Report. The motion carried 6-0.

**Unfinished Business:** Karen reported the Miller Fund's Bank of America stock certificates were located at Donovan & O'Connor (now known as Donovan O'Connor & Dodig – DO&D). Jim Loughman let the Trustees know that a paralegal at DO&D read the iBerkshires article referencing last month's meeting and brought to Jim's attention that the certificates were in the vault. Jim has turned them over to Karen, who let us know they are now with the Transfer Agent. Karen reported that she looked into the Mass Abandoned Property website and there are some funds that will have to be claimed in relation to the Miller Fund. The next step is to determine who the Trustee of the Miller Fund is now. Jim mentioned that without the Docket number for the estate it will be hard to track down. He said that historically the Trustee was one bank official or another and possibly Bank of America knows who the Trustee is. He is recommending that we contact them to begin the search. Karen offered to do so. Virginia Duval offered to check with the Registry of Deeds for the Estate docket number that may be stored there. Eugene Michalenko asked how the certificates could have ended up at DO&D. Jim Loughman responded that previously Donovan & O'Connor had represented Fleet Bank in relation to the Miller Fund but, eventually, Fleet was bought out and the search abandoned.

**New Business:** None.

**Library Director's Report:**

The Library Director reported the BOS budget meeting was moved to Thursday, March 22, 2018 at 6pm. Virginia Duval offered to attend. The Director reminded the Trustees of the changes we are requesting for Fiscal 2019. 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 Groundskeeping (54621) line item from \$475 to \$500. This line item covers the cost of spring cleanup of the flower beds, tree care and pruning. Also, 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.

The Director reported that the MBLC eliminated municipally authorized revolving funds from the Municipal Appropriation Requirement (MAR) starting in Fiscal 2019. The MAR is a figure of the average of the last three years' municipal appropriations to the library for operations, increased by at least

2.5%. The MBLC has adjusted the three previous budget years to reflect the changes this will make to FY19's figures. This has adjusted our FY2019 MAR to \$287,179.

The Director requested \$2,000 to pay for a new Website and explained the reasoning behind the Library having its own site. The proposal from BrainSpiral Technologies for the development of the Library Website came in at \$2,000. After some discussion, Anita Jamros made a motion to approve using \$2,000 from State Aid to develop the site. The motion was seconded by Virginia Duval; the motion carried 6-0.

### **Reports of Committees**

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

**Building Maintenance:** Brian Bishop reported there are some repairs in our future, and we will have to meet with the Town about funds.

**Friends:** Anita Jamros reported the January meeting went well, the next meeting will be March 20, 2018.

**Public Computer Maintenance:** none

The next meeting was scheduled for April 19, 2018 at 5 p.m.

With no further business, Brian Bishop made a motion, seconded by Karen Kettles to adjourn at 5:50 p.m. The motion carried 6-0.

Respectfully submitted,



Holli Jayko, Library Director and Trustee Secretary