

ADAMS FREE LIBRARY
BOARD MINUTES – October 26, 2023

Chairman Jim Loughman called the meeting to order at 4:00 p.m. in the Trustee Board Room. Present were trustees Virginia Duval, Karen Kettles, George LeMaitre, Eugene Michalenko and Lynn Rhoads. Also present was Library Director Holli Jayko.

Public Comment: None.

Secretary's Report: Lynn Rhoads made a motion, seconded by Virginia Duval, to accept the minutes of the September 28, 2023 meeting. The motion carried 5-0. Karen Kettles abstained.

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 Karen Kettles, to accept the Treasurer's Report. The motion carried 6-0.

Unfinished Business: Jim Loughman summarized the discussion at our last meeting regarding the accountings that Ginny completed for submission to the Probate Court, prior to adding her as a Trustee of the Miller Fund. He asked Michael McGrath, a paralegal at his firm who has extensive experience with this type of matter, to review the accountings. McGrath found two areas that require or would benefit from reformatting and will prepare revised documents. Jim also emailed the Judicial Case Manager at the Probate Court for guidance on the next steps in the submission of our accountings and the addition of Ginny as Trustee. Jim is waiting for a response from the Court.

New Business: none

Library Director's Report: The director reported on upcoming programs.

Reports of Committees:

Investments [Jan, May, Sept]: Karen Kettles reported that September and October were not good months for our investments. The market is currently down but investors are hopeful we will see a turn by the new year. Karen explained how to interpret the information on the statement from Edward Jones of the Miller Fund investment. Karen asked Eugene if the Miller fund account should be set up to disburse the income; he replied in the affirmative.

Building Maintenance: George LeMaitre reported that he was able to trouble shoot a light fixture that was on the fritz. He also took a look at the windows in the Board room that are not working. Library Director Jayko is waiting on an estimate from Martino Glass for the repairs. He also said he agrees with the director that we should have an electrician come in to label all our electrical panels and prepare a schematic drawing of how each panel is fed and what each panel supplies.

Friends: Lynn reported that the Friends will be giving out candy and books for children at the Halloween parade. They are sponsoring Author Steve Nelson who published his wife's book, "The Memoir of a Female Soldier," posthumously. He will be at the Library on November 28th at 6pm. At the Friends' last meeting they discussed funding Ancestry Library Edition. There were questions during the meeting, but once answered, they agreed via email to fund Ancestry again this year. Their next meetings are scheduled for November, January and April. They have asked that prior to their April meeting library staff send any requests for funding the Summer Reading Program to Ann Bartlett.

Public Computer Maintenance: We moved two OPACs from the Town Network to the CWMARS network. We are having some issues with the public printer that we are working on resolving.

Announcements and Good of the Order:

The next meeting is scheduled for Dec. 7, 2023, at 4 p.m. Eugene mentioned that the Eagles Brass Ensemble will be performing in Memorial Hall on December 3, 2023. The Adams Historical Society will sponsor the program. With no

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further business, George LeMaitre made a motion, seconded by Karen Kettles, to adjourn at 4:46 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