

**ADAMS FREE LIBRARY  
BOARD MINUTES – July 20, 2017**

The monthly meeting was called to order by Chairman Jim Loughman at 5:03 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:** Eugene Michalenko made a motion, seconded by Brian Bishop, to accept the minutes of the May 18, 2017 meeting as presented. 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. Karen Kettles made a motion, seconded by Virginia Duval, to accept the Treasurer's Report. The motion carried 6-0.

**Unfinished Business**

After review of the proposed changes, and some discussion article VIII Duties of the Board sections were added under their respective sections in Article V – Duties of the Officers and a 5<sup>th</sup> section was added to describe the duties of the Chair of Building Maintenance. Article VIII is now Trust Fund Expenditures and states: "The Library Director may expend trust fund monies between Board meetings for essential equipment, repairs, or maintenance, a total sum not to exceed \$350.00 (three hundred fifty dollars) within the limitations of the relevant Trust Fund. Expenditures for Library materials are not subject to this limitation." Virginia Duval made a motion, seconded by Eugene Michalenko, to accept the Bylaws of the Board of Trustees as amended. The motion carried 6-0.

The Meeting Room Use Policy: amended to incorporate wording from the Meeting Room Use Form, and to include a line from the Bylaws that pertains to Meeting Room Use. Brian Bishop made a motion, seconded by Karen Kettles, to accept the Meeting Room Use Policy as amended. The motion carried 6-0.

**New Business:** none

**Library Director's Report:**

Jack Tarsa and Gil Duval were at the library July 13 and are working out the kinks for installation of our new Public Display Monitor – the TV itself works great and will run a Power Point presentation. We used funds donated by the Adams Community Bank to purchase this Public Display Monitor.

The Director explained Hot Spots and the need for them in our community, she has requested cataloging info from CatCenter, and will purchase these with grant funds.

The Library will not be renewing Signing Savvy (Sign Language Learning Application) as the statistics do not justify renewing.

The Library Director is working on ARIS (Annual Report Information Survey) report (statistics). She also reviewed a comparison of Fiscal 2016 and Fiscal 2017 statistics.

The Library Director also let the Board know of the upcoming summer events.

**Reports of Committees**

**Investments** [quarterly Jan, April, July, Oct]: Ms. Kettles distributed the latest summaries of both the unrestricted and restricted funds and highlighted the portfolio status. Library Director reported on the balances in the Restricted and Unrestricted passbook accounts.

**Building Maintenance:** Brian Bishop was able to tour the building with previous Building Maintenance Chair David Strzepek. He reported that there are a few issues that need to be addressed. There is a section of sewer line that needs to be repaired, and a small leak from a condensate return pipe that also needs repair. Mr. Bishop also reported that we will work on getting the Urns on the parapet wall power washed and resealed.

**Friends:** Anita Jamros reported the next meeting of the FAFL is August 15<sup>th</sup>. The Book Sale will be August 22-24. They are working with the 99 Restaurant for a fundraising event on August 29th. They will be hosting a fundraising event with a concert by Samantha Talora October 21<sup>st</sup>.

**Public Computer Maintenance:** none

The next meeting is scheduled for September 21<sup>st</sup> at 5 p.m.

With no further business, Virginia Duval made a motion, seconded by Brian Bishop to adjourn at 6:11 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