

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

Chairman Jim Loughman called the monthly meeting to order at 5:05 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: Virginia Duval made a motion, seconded by Eugene Michalenko, to accept the minutes of the May 18, 2017 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

From the May 18, 2017 Trustees meeting "...the Board approved the request with the provision that if the participants raised more than the \$1500 requested, the Board could revisit and increase the donation. The motion to approve was made by Eugene Michalenko and seconded by Brian Bishop. The motion carried 5-0."

The Library Director reported that 107 Youth participated in the Summer Reading Program. Participants read one thousand (1,000) books, raising one thousand seven hundred ninety-five dollars (\$1,795.00) for Habitat for Humanity.

After some discussion, Anita Jamros made a motion to increase the amount to \$1,795 from the unrestricted passbook account on behalf of the participants of the Summer Reading Program for Habitat for Humanity, seconded by Karen Kettles. The motion carried 6-0.

New Business:

The Library Director recommended three Saturday closings, citing the following Holidays – Veterans Day, Thanksgiving and Christmas. After some discussion, Brian Bishop made a motion, seconded by Anita Jamros, to approve the Library Saturday closures for the following dates: November 11, November 25 and December 23, 2017. The motion carried 6-0.

Library Director's Report:

The Library is still moving forward with a sign, we need approval from the Zoning Board under §125-15 A. (2) of the Adams Zoning Bylaw to allow a freestanding sign in a B-1 Zoning District. We also need approval from the Board of Selectman under §125-15 C. (3) of the Adams Zoning Bylaw to allow a sign on public property. Lindsay of Neathawk Designs has put together a presentation for these meetings.

The Library Director reported that the Library must file a waiver before the Massachusetts Board of Library Commissioners. The initial documents were mailed; follow-up documents need to be sent in by November 10, 2017.

The Children's Librarian Lyn Wilson has officially retired. Jim Loughman and the Director met with the Town Administrator and the BOS Personnel sub-committee. The Town Administrator would like to cut the position into two part-time positions. One would be the Children's Librarian and the other would be the Children's Library Aide. We are waiting to hear from the BOS before posting this/these positions.

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

The Director asked for a consensus on purchasing new tables and chairs for the Lower Annex meeting room. We are looking at sturdy, cost effective, attractive furniture, but it will not necessarily follow the "historic period" of the building. The Board's consensus was to go ahead and move forward with the purchase.

Director asked for clarification on the Trustee Funds, that state "purchase of books." Does this mean Library "Materials" or specifically books? The Trustee Chair said that we could not broaden the wording, as these are legal documents, but it could be interpreted to include Audio Books or eBooks.

Reports of Committees

Investments [quarterly Jan, April, July, Oct]: Ms. Kettles informed the Board that Joanne Gagne of Money Concepts retired and sold her business, we will leave our business with this new agent until we can find a local agent. Karen Kettles was recommended as the point person to look for a new agent and will report at the next meeting.

Building Maintenance: The Historical Society would like the Trustee Board's permission to move forward with the lighting that needs to be installed and the external power for the "Jean Beauchemin Memorial Exhibit Room." Brian Bishop made a motion, seconded by Karen Kettles, to allow the Historical Society to move forward with the lighting and electrical work. The motion carried 6-0.

Brian Bishop reported that the Urns on the parapet wall were power washed and resealed, we should be good for ten years but they should be checked after five. He reported that the cracked portion of the sewer line was repaired, and the small leak from a condensate return pipe was repaired. Mr. Bishop also reported that the furnace was cleaned, the efficiency test done, and it is ready for use. The annual boiler inspection is due by the end of November. The two clean-out plugs that were a trip hazard were replaced with flush-plugs. The water shut-off for the building is now clearly marked.

Friends: Anita Jamros reported the next meeting of the FAFL is October 17th. The Book Sale was well attended and raised \$3,366 for the Library. They will be hosting a fundraising event with a concert by Samantha Talora October 21st. The voting for the election of officers will be during the next meeting.

Public Computer Maintenance: none

The next meeting was scheduled for October 19th at 5 p.m.

With no further business, Karen Kettles made a motion, seconded by Anita Jamros to adjourn at 6:13 p.m. The motion carried 6-0.

Respectfully submitted,

Holli Jayko

Holli Jayko, Library Director and Trustee Secretary