

Jefferson Township Public Library Board of Trustee  
Meeting Minutes/Notes  
Meeting of June 16, 2015

-Meeting commenced at 4:02 PM on Tuesday, 16, 2015.

-Attendees: Rose Lange-excused, Bill Craig, Joseph Kraemer-excused, Anne Augustyn, Frank Bagnati, Christine Williams, Donna DeGennaro, Michael Stewart, Margaret Holbrook and Seth Stephens-Director.

-Approval of Agenda: Motion to approve the agenda made by Christine with 2<sup>nd</sup> by Anne and approved by all.

-Approval of Minutes from Previous Meeting: Motion to approve the minutes of the last meeting made by Bill with 2<sup>nd</sup> by Anne and approved by all.

-Treasurer's Report: Read by Frank. Motion to approve made by Bill with 2<sup>nd</sup> by Anne and approved by all.

Jefferson Township Public Library Balance Sheet as of 5/31/2015

Cash Drawer	\$	30.00
Statement Savings 990500479		685,011.11
Checking Account 553006674		1,000.00
Petty Cash 553006666		204.77
Other		<u>0.00</u>
Total Cash		686,245.88

-Bills to be approved: Clarification requested on \$4,000 paid to Jefferson Arts Committee then motion to approve bills for payment made by Christine with 2<sup>nd</sup> by Peg and approves by all.

- Guests & Public Portion of Meeting for Comments/Questions: Jay Dunham, Scholarship Winners Matthew Burger- Jeanne Craig- Scholarship and Carrie Cullen-Rose Lange Scholarship and their family. Presentation of awards to Scholarship Winners

-Correspondence: Thank you note from Carrie Cullen-Rose Lange  
Scholarship winner

-Reports from Director, Officers, and Committees: A full Director's report was sent separately by Seth to all Trustees and Members of the Council. Seth advised all Trustees that they can take advantage of the Trustee Academy Webinar programs; Seth also noted he would like meet with the Finance and Building Committees over the summer-dates to be determined. Christine asked about safety issues and the Library. Seth gave a review of the process and procedures and Michael asked that the Police Dept be asked to review safety procedures with the staff. Seth also noted that that the former "Friends of the Library" Account was closed as requested.

Committees:

Personnel: To meet over the summer

Finance: To meet over the summer.

Bylaws: NA

Fund Raising/Friends: NA

Mission Statement: NA

Policy Review: NA

Scholarship: All applications reviewed and Scholarships awarded.

-Old Business:

-Strategic Plan and Vision/Mission Statement: Work plan approved for Suzan to proceed with the final document for all Trustees to review and act accordingly.

-New Business:

Authorization to Pay Bills: Motion made by Peg and 2nd by Frank to allow the Library to pay up to \$200,000 in bills through the summer break in Trustee Meetings (to August 31, 2015)

-Closed Session: NA

-Announcements: NA

-Next Meeting: Monday, September 21, 2015 at 4:00 PM

-Adjournment: A motion to close the meeting was made by Peg with 2<sup>nd</sup> by Frank and approved by all.

Respectfully Submitted: Bill Craig 9/14/2015