

Jefferson Township Public Library  
October 6, 2021  
**Meeting of: September 21, 2021**

APPROVED

**Announcement of Sunshine Compliance:** This regular meeting for Tuesday, September 18, 2021 commencing at 4:00 P.M. has been properly noticed in accordance with the Open Public Meetings Act.

**Roll Call of Trustees:**

Anne Augustyn, Frank Bagnati, Bill Craig Sr., Sheila Brown, Margaret Holbrook, Rose Lange-online, Jeanne Howe, Michael Stewart, Christine Williams, Seth Stephens-Library Director.

**Roll Call of Trustees:**

	Yes	Absent/Excused
<i>Anne Augustyn</i>	<i>x</i>	
<i>Frank Bagnati</i>	<i>x</i>	
<i>Sheila Brown</i>	<i>x</i>	
<i>Bill Craig Sr.</i>	<i>x</i>	
<i>Margaret Holbrook</i>	<i>x</i>	
<i>Rose Lange</i>	<i>x</i>	
<i>Michael Stewart</i>	<i>x</i>	
<i>Jeanne Howe</i>	<i>x</i>	
<i>Christine Williams</i>	<i>x</i>	
<i>Seth Stephens-Library Director</i>	non- voting	

**Approval of Agenda:** Motion to approve was made by Christine with 2<sup>nd</sup> by Frank and approved as follows:

	Yes	Absent /Excused
<i>Anne Augustyn</i>	<i>x</i>	
<i>Frank Bagnati</i>	<i>x</i>	
<i>Bill Craig Sr.</i>	<i>x</i>	
<i>Sheila Brown</i>	<i>x</i>	
<i>Margaret Holbrook</i>	<i>x</i>	
<i>Rose Lange</i>	<i>x</i>	
<i>Michael Stewart</i>	<i>x</i>	
<i>Jeanne Howe</i>	<i>x</i>	
<i>Christine Williams</i>	<i>x</i>	
<i>Seth Stephens-Library Director</i>	non- voting	

**Approval of Minutes from Last Meeting:** Motion to approve minutes from last meeting made by Christine with a 2nd by Anne with two corrections Spelling of New Trustee first name should be Sheila and Spelling of Scholarship awarded should be Rose Lange Scholarship and approved

as follows:

	Yes	Absent /Excused
<i>Anne Augustyn</i>	<i>x</i>	
<i>Frank Bagnati</i>	<i>x</i>	
<i>Bill Craig Sr.</i>	<i>x</i>	
<i>Sheila Brown</i>	<i>x</i>	
<i>Margaret Holbrook</i>	<i>x</i>	
<i>Rose Lange</i>	<i>x</i>	
<i>Michael Stewart</i>	<i>x</i>	
<i>Jeanne Howe</i>	<i>x</i>	
<i>Christine Williams</i>	<i>x</i>	
<i>Seth Stephens-Library Director</i>	non- voting	

**Treasurer's Report:** Read by Anne. Motion to approve the report made by Christine with 2nd by Peg and approved as follows:

JEFFERSON TOWNSHIP PUBLIC LIBRARY: BALANCE SHEET AS OF 8/31/2021

<b>Cash Drawer</b>	<b>\$ 30.00</b>
<b>Statement Savings (990500479)</b>	<b>\$ 470,207.24</b>
<b>Checking Account (553006674)</b>	<b>\$ 1000.00</b>
<b>Petty Cash (553006666)</b>	<b>\$ 149.75</b>
<b>Total Cash</b>	<b>\$ 471,386.99</b>

	Yes	Absent /Excused
<i>Anne Augustyn</i>	<i>x</i>	
<i>Frank Bagnati</i>	<i>x</i>	
<i>Bill Craig Sr.</i>	<i>x</i>	
<i>Sheila Brown</i>	<i>x</i>	
<i>Margaret Holbrook</i>	<i>x</i>	
<i>Rose Lange</i>	<i>x</i>	
<i>Michael Stewart</i>	<i>x</i>	
<i>Jeanne Howe</i>	<i>x</i>	
<i>Christine Williams</i>	<i>x</i>	
<i>Seth Stephens-Library Director</i>	non- voting	
	Yes	Absent /Excused

**Bills to Be Approved for Payment:** Motion to approve payment of bills made by Bill with 2<sup>nd</sup> by Peg and approved as follows:

	Yes	Absent /Excused
<i>Anne Augustyn</i>	<i>x</i>	
<i>Frank Bagnati</i>	<i>x</i>	
<i>Bill Craig Sr.</i>	<i>x</i>	
<i>Sheila Brown</i>	<i>x</i>	
<i>Margaret Holbrook</i>	<i>x</i>	

<i>Rose Lange</i>	<i>x</i>
<i>Michael Stewart</i>	<i>x</i>
<i>Jeanne Howe</i>	<i>x</i>
<i>Christine Williams</i>	<i>x</i>
<i>Seth Stephens-Library Director</i>	non- voting

**Public Portion & Guests:** Jay Dunham

**Correspondence:** Letter/Invitation from Jay Dunham re Veterans Ceremony at Municipal Bldg area on 11/6/21 at 11AM.

**Reports of director, officers, and standing committees:** Seth provided proposals for discussion at next meeting regarding : Review of template for thr annual review of Library Director; Suggested revisions to By-Laws;Review of Policies Process; Lockdown Procedures; Landscaping Suggestions. Seth also provides a monthly report to the Mayor, Trustees, Council and Staff. Seth also advised of a grant approval he received regarding upgrading the Library WiFi system and reported on the Lockdown of the Library on Friday 9/10/21 raising a discussion on the protocol for notifications and issues regarding the library use in times of an emergency e.g. cooling center or warming center etc. which can be restrictive due to rest room capability.

#### **COMMITTEES:**

**Personnel:**

**Finance:**

**ByLaws:**

**Building & Grounds:**

**Fund Raising/Friends:**

**Mission Statement Committee:**

**Policy Review:**

**Scholarships:**

#### **Old Business:**

**-Landscaping:** Christine to work with Seth in meeting with Landscaappers and others in collecting ideas for the landscapping improvements which will be presented at a future meeting.

#### **New Business:**

**-Review of Policies, By-laws, reviews etc.: noted in the Directors report underway.**

**Closed Session: at 5:10 PM a** Motion to move into a closed session to discuss staff item was made by Christine with a 2nd by Anne and subsequently at 5:35 a motion to leave the closed meeting was also made by Christine with a 2nd by Anne and both approved by all as follows:

	Yes	Absent /Excused
<i>Anne Augustyn</i>	<i>x</i>	

<i>Frank Bagnati</i>	<i>x</i>
<i>Bill Craig Sr.</i>	<i>x</i>
<i>Sheila Brown</i>	<i>x</i>
<i>Margaret Holbrook</i>	<i>x</i>
<i>Rose Lange</i>	<i>x</i>
<i>Michael Stewart</i>	<i>x</i>
<i>Jeanne Howe</i>	<i>x</i>
<i>Christine Williams</i>	<i>x</i>
<i>Seth Stephens-Library Director</i>	non- voting

**Announcements:** NA

**Next Meeting:** Tuesday October 19 at 4PM

**Adjournment:** A motion to close the meeting at 5:36 PM was made by Christine with 2<sup>nd</sup> by Frank and approved as follows:

	Yes	Absent /Excused
<i>Anne Augustyn</i>	<i>x</i>	
<i>Frank Bagnati</i>	<i>x</i>	
<i>Bill Craig Sr.</i>	<i>x</i>	
<i>Sheila Brown</i>	<i>x</i>	
<i>Margaret Holbrook</i>	<i>x</i>	
<i>Rose Lange</i>	<i>x</i>	
<i>Michael Stewart</i>	<i>x</i>	
<i>Jeanne Howe</i>	<i>x</i>	
<i>Christine Williams</i>	<i>x</i>	
<i>Seth Stephens-Library Director</i>	non- voting	

**Respectfully Submitted:** Bill Craig Sr.