

Jefferson Township Public Library
November 13, 2021
Meeting of: October 19, 2021

APPROVED

Announcement of Sunshine Compliance: This regular meeting for Tuesday, October 19, 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,- excused; 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 2nd 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	

Approval of Minutes from Last Meeting: Motion to approve minutes from last meeting made by Christine with a 2nd by Frank and approved as follows:

Yes	Absent /Excused
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<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 Bill with 2nd by Peg and approved as follows:

JEFFERSON TOWNSHIP PUBLIC LIBRARY: BALANCE SHEET AS OF 9/30/2021

Cash Drawer	\$ 30.00
Statement Savings (990500479)	\$ 367,230.25
Checking Account (553006674)	\$ 1000.00
Petty Cash (553006666)	\$ 149.75
Total Cash	\$ 368,410.00

	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 Christine with 2nd by Bill 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; Rachel Kelly, Jay Dunham reminded all of the Veterans Day Ceremony to be held on 11/6/21 at 11AM in the Municipal -gabebo area dedicated to active military and veterans. Jay also noted we all should be aware of the increase in reports of hacking in our area especially.

Correspondence: Bonnie Jo Dunham and donation for Large Print Books.

Reports of director, officers, and standing committees: Seth provides a monthly report to the Mayor, Trustees, Council and Staff but Seth also noted he has hired a cleaning company-Royalty Cleaners -some specifics to be discussed in a closed session. Seth also provided revised policies and a revised 2022 budget that will be ready for discussion next month.

Trustees asked Seth if the Administration and/or Police dept could be asked to change the Range Qualifying Times schedule for the 3rd Tuesday of the month from 4PM to 6PM to allow for less noise during the Trustee monthly meeting.

COMMITTEES:

Personnel:

Finance:

ByLaws:

Building & Grounds:

Fund Raising/Friends:

Mission Statement Committee:

Policy Review:

Scholarships:

Old Business:

-Review of Policies: Seth provided revision of policies for review by trustees and some further discussion as maybe required:

- Review of Template for Annual review of Library Director.
- Review of suggested revisions to By-Laws.
- Landscaping Plan- proposal and estimate from PNJ Landscaping.
- Lock-out/Lock-in Policy and Procedures

New Business:

-ARAP Grant: Seth advised that in September the NJ State Library awarded the Library a grant for the purchase of live-streaming equipment. The equipment has been purchased and installation and training will begin.

Closed Session: at 5PM a Motion to move into a closed session to discuss maintenance and

maintenance staff items was made by Christine with a 2nd by Anne and subsequently at 5:30 a motion to leave the closed meeting was also made by Christine with a 2nd by Bill 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, November 16,2021 at 4PM

Adjournment: A motion to close the meeting at 5:31 PM was made by Christine with 2nd 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.

Personal Note: At this meeting I announced that I was voluntarily leaving the Board of Trustees due to, moving forward, my not being able to consistently make meetings and allow for a replacement. I would however like to Thank Mayors Felter and Wilsusen for allowing me to serve as the Mayor's representative on this Board for a number of years. It has been a rewarding experience for me working with a great group of people on the Board and a very dedicated Library Director and Staff all diligently working and planning for the best in delivering improvements and services for the residents of Jefferson Twp. I am and have been and will continue to be a frequent user and beneficiary of the Library Services and programs. Thank you all. Keep well and Safe. Bill Craig, Sr

