

Jefferson Township Public Library

Board of Trustees

Minutes: November 16, 2021 (APPROVED)

The meeting was opened at 4:03 pm on November 16, 2021, by Vice-President Christine Williams

Attendance:

Trustee	
Michael Stewart	Excused
Christine Williams	Present
Frank Bagnati	Present
Anne Augustyn	Present
Sheila Brown	Present
Rose Lange	Present (virtual)
Peg Holbrook	Absent
Jeanne Howe, Superintendent	Present
Debi Miliken, Mayor's Representative	Excused

Also attending: Seth Stephens, Library Director, Rachel Kelly Assistant Library Director

Public: Jay Dunham, Town Council

Agenda: A motion to approve the agenda was made by Anne Augustyn and seconded by Frank Bagnati. It was approved unanimously

Minutes for October 19, 2021 meeting. A motion to approve the minutes of the October 19, 2021 was made by Frank Bagnati, and seconded by Anne Augustyn. The minutes of October 19, 2021 were approved.

Trustee	Vote
Michael Stewart	Excused
Christine Williams	Yes
Frank Bagnati	Yes

Anne Augustyn	Yes
Sheila Brown	Abstained
Rose Lange	Yes (virtual)
Peg Holbrook	Absent
Jeanne Howe, Superintendent	Yes
Debi Miliken, Mayor's Representative	Excused

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Treasurer's Report: The Treasurer's Report was present by Anne Augustyn.

As of 10/31/2021

Cash Drawer	\$30.00
Statement Savings	\$318,490.76
Checking	\$2,125.00
Petty Cash	\$250.00
Total	\$320,895.76

A motion to approve the Treasurer's Report was made by Anne Augustyn and seconded by Frank Bagnati. The motion was approved unanimously.

Bills to be paid: Library Director, Seth Stephens presented a list of bills to be approved for payment. A motion to approve the payment of the bills presented was made by Sheila Brown and accepted by Frank Bagnati. The motion was approved unanimously.

New Business:

Library Director, Seth Stephens presented the recommended budget for 2022. Discussion of the budget for 2022 will be placed on the agenda for the Trustee meeting of December 16, 2022.

The Library Director also asked the Trustees to consider closing the Library at 4:30 on Thursday, December 23, and on Sunday December 26th.

A motion to close the Library at 4:30 on Thursday, December 23, and on Sunday December 26th made by Frank Bagnati and seconded by Anne Augustyn. The motion was approved unanimously.

A motion was made Jeanne Howe and seconded by Anne Augustyn to nominate officers for 2022. The motion was approved unanimously

President	Christine Williams
Vice-President	Sheila Brown
Treasurer	Anne Augustyn
Secretary	To be deteremined

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Old Business:

A motion to approve a revision to section 2 (meeting attendance) of the Trustee By-Laws section was made by Anne Augustyn and seconded by Frank Bagnati. The motion was approved unanimously.

Approved Revision

Section 2. Meeting Attendance. A Trustee shall be expected to attend all meetings. A Trustee may be excused from a meeting by contacting the Secretary of the Trustees, or the Library Director, at least 1 hour prior to the beginning of the meeting, Failure to attend meetings, without an excuse being promptly provided to the Secretary of the Trustees, or the Library Director, for a period of four consecutive regular meetings, shall result in the Trustees recommending dismissal to the Mayor (10/27/2021)

Old Business (cont.):

A motion to approve a revision to the rating section of the Library Director's Annual Review Template was made by Anne Augustyn and seconded by Frank Bagnati. The motion was approved unanimously.

Approved Revision:

Rating

5 OUTSTANDING – Performance meets 100% of the requirements of the areas evaluated

4. EXCEEDS EXPECTATIONS – Performance meets 85 % of the requirements

of the area evaluated

3. MEETS EXPECTATIONS – Performance meets **75% of the requirements of the area evaluated**

2. BELOW EXPECTATIONS – **Performance is not meeting 50%, or more** of the requirements in the area evaluated. Additional coaching or more frequent reviews of performance may be required.

1. UNSATISFACTORY – **Performance is not meeting 75 %, or more** of the requirements in the areas evaluated. Significant short-term improvement is required for continued employment in the current position with the understanding that additional coaching, including the use of a formal performance improvement program, will be necessary.

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Closed Session: A motion was made by Sheila Brown and seconded by Anne Augustyn to enter in a closed session to discuss the salaries and wages budget for 2022. The motion was approved and the Trustees entered into closed session at 4:40pm. The Trustees ended the closed session and returned to the regular meeting at 5:00pm.

Adjournment: A motion to adjourn at 5:05pm was made by Anne Augustyn and seconded by Frank Bagnati. The motion was approved unanimously.

The next meeting of the Trustees will be held on Thursday December 16, at 4:00pm at the Library.

