

September 19, 2023 Meeting Minutes

**APPROVED**

The meeting was called to order at 4:00 p.m. by Christine Williams.

Roll Call

Late (4:09)	Anne Augustyn
Absent	Frank Bagnati
Present	Sheila Brown
Present	Margaret Holbrook
Present	Jeanne Howe
Present	Rose Lange
Excused	Carol Punturieri
Present	Michael Stewart
Present	Christine Williams

A motion was made by Sheila Brown to approve the agenda and was seconded by Michael Stewart:

Not Present	Anne Augustyn
Not Present	Frank Bagnati
Aye	Sheila Brown
Aye	Margaret Holbrook
Aye	Jeanne Howe
Abstain	Rose Lange
Not Present	Carol Punturieri
Aye	Michael Stewart
Aye	Christine Williams

A motion was made by Peg Holbrook to approve the minutes from June 20, 2023 and was seconded by Sheila Brown:

Not Present	Anne Augustyn
Not Present	Frank Bagnati
Aye	Sheila Brown
Aye	Margaret Holbrook
Aye	Jeanne Howe
Abstain	Rose Lange
Not Present	Carol Punturieri
Aye	Michael Stewart
Aye	Christine Williams

A motion was made by Peg Holbrook to approve the treasurer's report and was seconded by Michael Stewart:

This item was tabled until Ms. Augustyn's arrival. Ms. Augustyn reviewed the treasurer's report for the month of July and September.

Aye	Anne Augustyn
Not Present	Frank Bagnati
Aye	Sheila Brown
Aye	Margaret Holbrook
Aye	Jeanne Howe
Abstain	Rose Lange
Not Present	Carol Punturieri
Aye	Michael Stewart
Aye	Christine Williams

A motion was made by Peg Holbrook to approve the bills for payment and was seconded by Michael Stewart:

Not Present	Anne Augustyn
Not Present	Frank Bagnati
Aye	Sheila Brown
Aye	Margaret Holbrook
Aye	Jeanne Howe
Abstain	Rose Lange
Not Present	Carol Punturieri
Aye	Michael Stewart
Aye	Christine Williams

### **Public Comments**

There were no public comments.

### **Correspondence**

Mr. Stephens reviewed the correspondence from Mr. Bagnati with the trustees.

### **Director's Report**

The summer was very busy; there was a lot of participation with programs. There is an increased number of adults attending the library's programs. There seemed to be fewer children borrowing books.

Staff began exploring alternative arrangement of the facilities. The usage of the computers is down over the recent years, so it is feasible to remove some of the older computers in the building. Rearranging the space may make it more appealing to some users of the library.

Mr. Stephens does not have exact figures for the budget, but expects a slight increase in the funds. The trustees were asked for suggestions on how to utilize the funds. Mr. Stephens has been reviewing staff and opportunities for current staff to attend professional development.

### **Old Business**

There was no old business.

### **New Business**

The trustees were asked to develop suggestions for a community member to fill a vacancy on the board.

Mr. Stewart suggested to formally make contact with a Allison Stewart, a journalist who is affiliated with the New York Public Library, to visit the Jefferson Township Library. It was also suggested that the information on her program be included in an upcoming edition of Violet's Porch.

Mr. Stewart shared a project where a library is converting all audio recordings on cassette tape to a digital format. As this is an expensive project, they are selling off copies of their archives. Ms. Williams suggested for Mr. Stewart to work with Mr. Stephens on identifying possible records.

### **Closed Session**

A motion was made by to move to Closed Session by Sheila Brown and seconded by Michael Stewart:

Aye	Anne Augustyn
Not Present	Frank Bagnati
Aye	Sheila Brown
Aye	Margaret Holbrook
Aye	Jeanne Howe
Abstain	Rose Lange
Not Present	Carol Punturieri
Aye	Michael Stewart
Aye	Christine Williams

A proposal for shared services was discussed with the trustees. It was suggested by Mr. Stephens to treat the shared services agreement as a legal document and the trustees proceed with the legal process. An ad hoc committee will meet to further review the proposed agreement and report back to the trustees. The attorney representing the library will then review the contract and return it to the trustees who will then return to the Township Administrator. The ad hoc committee members include: Anne Augustyn and Michael Stewart.

A motion was made to move back into public session by Sheila Brown and seconded by Michael Stewart:

Aye	Anne Augustyn
Not Present	Frank Bagnati
Aye	Sheila Brown
Aye	Margaret Holbrook
Aye	Jeanne Howe
Abstain	Rose Lange
Not Present	Carol Punturieri
Aye	Michael Stewart
Aye	Christine Williams

The next meeting is scheduled for Tuesday, October 17, 2023 at 4:00 pm.

A motion was made to adjourn the meeting by Michael Stewart and seconded by Margaret Holbrook:

Aye	Anne Augustyn
Not Present	Frank Bagnati
Aye	Sheila Brown
Aye	Margaret Holbrook
Aye	Jeanne Howe
Abstain	Rose Lange
Not Present	Carol Punturieri
Aye	Michael Stewart
Aye	Christine Williams

Respectfully Submitted,  
Jeanne Howe