

Jefferson Township Public Library  
March 14, 2021  
**Meeting of:** February 16, 2021

**Announcement of Sunshine Compliance:** This regular meeting for Tuesday, February 16, 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., Margaret Holbrook, Rose Lange-online, Jeanne Howe , Michael Stewart, Lary Wasserman, 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>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>Lary Wasserman</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 Peg and approved as follows:

	Yes	Absent
<i>/Excused</i>		
<i>Anne Augustyn</i>	<i>x</i>	
<i>Frank Bagnati</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>Lary Wasserman</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 tabled for next meeting due to need to correct closed session section for more details on purpose of session. Correction made and

submitted to Seth, Michael and Sandy Cale on 3/4/21.

**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 12/31/2020**

<b>Cash Drawer</b>	<b>\$</b>	<b>30.00</b>
<b>Statement Savings (990500479)</b>	<b>\$</b>	<b>255,137.45</b>
<b>Checking Account (553006674)</b>	<b>\$</b>	<b>1000.00</b>
<b>Petty Cash (553006666)</b>	<b>\$</b>	<b>182.56</b>
<b>Total Cash</b>	<b>\$</b>	<b>256,350.01</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>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>Lary Wasserman</i>	<i>x</i>	
<i>Christine Williams</i>	<i>x</i>	
<i>Seth Stephens-Library Director</i>	non- voting	

**Bills to Be Approved for Payment:** Motion to approve payment of bills made by Christine with 2<sup>nd</sup> by Peg and 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>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>Lary Wasserman</i>	<i>x</i>	
<i>Christine Williams</i>	<i>x</i>	
<i>Seth Stephens-Library Director</i>	non- voting	

**Public Portion & Guests:** NA

**Correspondence: NA**

**Reports of director, officers, and standing committees:** Seth sends a Director's report to the Mayor, Council and Trustees, Library Staff, etc. each month. Seth reported on a recommendation from Lakeland Bank that the library set up electronic access to the library's accounts thus enabling the transferring of funds between accounts without an in-person visit to the bank plus seeing real time access to information on the library's accounts but would not enable electronic bill paying. A recommendation on this is being given to Trustees. (See Below). Seth also noted a new maintenance person began work on 2/9/21. Welcome Robert Leppard. Also, Seth is awaiting two more quotes on the phone system replacement-wiring upgrade and new marquee sign installation to be completed late March/April.

**COMMITTEES:**

**Personnel:**

**Finance:**

**ByLaws:**

**Building & Grounds:**

**Fund Raising/Friends:**

**Mission Statement Committee:**

**Policy Review:**

**Scholarships:**

**Old Business:**

-Annual Raises: At the 1/12/21 Trustee Meeting the recommendation for the annual raises for the staff was reviewed and discussed but the vote tabled due to the search for a new maintenance person now hired. Also two years ago, the Trustees approved a schedule for annual raises to ensure that the Library would be in compliance with the \$15.00 minimum wage by 2024 as mandated by NJ State Law. A motion was made by Christine with 2nd by Lary to approve the recommendation of the proposed 2021 salary plan retroactive to 1/1/21 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>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>Lary Wasserman</i>	<i>x</i>	
<i>Christine Williams</i>	<i>x</i>	
<i>Seth Stephens-Library Director</i>	non- voting	

-Officer Elections: With the agreement of Trustees all Current Officers were asked if they

would to continue in their roles for the current year and all agreed;

President: Michael Stewart; Vice President: Christine Williams; Treasurer: Anne Augustyn;;  
Recording Secretary: Bill Craig, Sr

**New Business:**

-Electronic Banking Resolution: As noted and described above in the Director's report, a motion was made by Christine with a 2nd by Anne to approve the recommendation to set up electronic access to the Library's accounts at Lakeland Bank and 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>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>Lary Wasserman</i>	<i>x</i>	
<i>Christine Williams</i>	<i>x</i>	
<i>Seth Stephens-Library Director</i>	non- voting	

-MAIN Membership: A recommendation to continue our membership in the MAIN Library Services was made by Bill 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>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>Lary Wasserman</i>	<i>x</i>	
<i>Christine Williams</i>	<i>x</i>	
<i>Seth Stephens-Library Director</i>	non- voting	

**Closed Session:** Correction for this sections last months meeting notes were made and submitted on 3/4/21.

**Announcements:** NA

**Next Meeting:** Tuesday, March 16, 2021 at 4:00 PM. In the Council Room at the Municipal

Building.

**Adjournment:** A motion to close the meeting at 4:45 PM was made by Christine with 2<sup>nd</sup> 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>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>Lary Wasserman</i>	<i>x</i>	
<i>Christine Williams</i>	<i>x</i>	
<i>Seth Stephens-Library Director</i>	non- voting	

**Respectfully Submitted:** Bill Craig Sr.