

Jefferson Township Public Library
May 6, 2019
Meeting of: March 19, 2019

Announcement of Sunshine Compliance: This regular meeting for Tuesday, March 19, 2019 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, Jeanne Howe represented by Roger Jink, Michael Stewart, Lary Wasserman, Christine Williams, Seth Stephens-Library Director.

Roll Call of Trustees:

	Yes	Absent
<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 (R. Jink)</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 and approved as follows: (I arrived just after motion was made)

	Yes	NO/Abstain	Absent
<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(R.Jink)</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, was made by Rose with 2nd by Peg and approved as follows:

	Yes	NO/Abstain	Absent
<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(R.Jink)</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

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

JEFFERSON TOWNSHIP PUBLIC LIBRARY: BALANCE SHEET AS OF 10/31/18/18

Cash Drawer		\$ 30.00	
Statement Savings (990500479)		\$ 251,997.98	
Checking Account (553006674)		\$ 1000.00	
Petty Cash (553006666)		\$ 225.00	
Total Cash		\$ 253,252.98	
	Yes	NO/Abstain	Absent
<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(R.Jink)</i>	<i>x</i>		
<i>Lary Wasserman</i>	<i>x</i>		
<i>Christine Williams</i>	<i>x</i>		
<i>Seth Stephens-Library Director</i>			

Bills to be approved for payment:. Motion to approve bills for payment made by Christine with 2nd by Peg approved as follows:

	Yes	NO/Abstain	Absent
<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(R.Jink)</i>	<i>x</i>		
<i>Lary Wasserman</i>	<i>x</i>		
<i>Christine Williams</i>	<i>x</i>		
<i>Seth Stephens-Library Director</i>			

Public Portion & Guests: Sandy Cale, Chris Kabshura, Gina Nardella

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 but Seth noted and gave Trustees a report on and list of "In Kind cost sharing items /charges from the Township. Some discussion on items like snow removal etc.

Anne noted grant items that may help the Library that are based on needs assessments and thought they were worth pursuing. Seth will follow up.

Lary asked that on the Directors monthly report the graphs presented be changed/revised to show yearly comparisons. Seth agreed to implement this change.

COMMITTEES:

Personnel:

Finance:

Bylaws:

Building & Grounds:

Fund Raising/Friends:

Mission Statement Committee:

Policy Review:

Scholarships:

Old Business:

-Salary Ranges/Top of Range: Lengthy discussion on process/considerations to consider when an employee reaches the maximum salary for their position resulting in a freeze on any increases. Discussion and research to continue, Seth will gather more information and input and present them to the Finance Committee (Bill, Lary, Anne, Mike) for further consideration and possible recommendations for Trustees to consider to include consideration on various options to annual salary increases based on performance.

New Business:

-Screening of R-Rated Movies: Some questions have come up regarding the classification of movies presented at the Library for residents. Should there be a Library Policy other than the ratings provided with the movie or more specific o the definitions of each Category? More discussion may follow.

-Scholarship Essays will be given to Trustees ASAP for review early in May and Trustee April and May meeting dates adjusted to accommodate the need for the Trustee review and award recommendation in ample time for the High School Awards presentation dates. Thus, it was agreed to change the Trustee meeting dates changed to May 7, 2019 4 PM to make the awards and conduct the regular Trustee meeting.

Closed Session: NA

Announcements: NA

Next Meeting: May 7, 2019 4:00 PM.

Adjournment: A motion to close the meeting at 5:34 PM was made by Rose with 2nd by Frank and approved as follows:

	Yes	NO/Abstain	Absent
<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(R.Jink)</i>	<i>x</i>		
<i>Lary Wasserman</i>	<i>x</i>		
<i>Christine Williams</i>	<i>x</i>		
<i>Seth Stephens-Library Director</i>			

Respectfully Submitted: Bill Craig Sr.

