

Jefferson Township Public Library
June 15, 2019
Meeting of: May 7, 2019

Announcement of Sunshine Compliance: This regular meeting for Tuesday, May 7, 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 -absent, 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</i>		<i>x</i>
<i>Christine Williams</i>	<i>x</i>	
<i>Lxary Wasserman</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 Rose 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(</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 Christine with 2nd by Peg and approved with spelling correction (s/b assessments in Directors report section) 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(</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 Rose and approved as follows:

JEFFERSON TOWNSHIP PUBLIC LIBRARY: BALANCE SHEET AS OF 4/30/2019

Cash Drawer	\$ 30.00
Statement Savings (990500479)	\$ 121,098.63
Checking Account (553006674)	\$ 1000.00
Petty Cash (553006666)	\$ 236.23
Total Cash	\$ 122,364.86

	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(</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 2nd by Rose and, after resolving questions on the Recorded Books entry, 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</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: Mayor Eric Wilsusen; Bob Birmingham, Sandy Cale; Nancy Chamberlain.

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 that the annual Library Audit for 2018 has started. He also noted the successful completion of the AARP Free Tax program conducted on 10 Wednesdays from Feb through April 15 and completing 190 Tax returns from Feb through April 15 and 9 PTR filings; Seth advised Trustees that he is working with the HS to improve the student's ability to request and return items from the Library. In addition, Landscaping improvements are underway and Seth noted he would like the Trustees to consider adding the replacement of the wooden retaining wall to the Capital projects plan. This will be taken up at a future Trustee meeting as will an additional review and discussion be done on the Compensation program as per the outline Seth provided along with his request for a committee review of this issue over the summer prior a to a full review at a Trustee Meeting.

COMMITTEES:

Personnel:

Finance:

Bylaws:

Building & Grounds:

Fund Raising/Friends:

Mission Statement Committee:

Policy Review:

Scholarships:

Old Business:

-Salary Ranges/Top of Range: 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:

-Scholarship Essays: Over 31 essay submissions were reviewed by the Trustees and two award winners selected. Seth will advise HS of the winners for presentation and announcement on awards night followed by presentation of the awards at a Trustee meeting.

-Replacement of Library Sign: Seth requested a review with intent on replacing/improving the Library sign on Weldon Rd. Discussion initiated but will continue after receipt of specification; estimated cost; bids process and more consideration on pros and cons.

Closed Session: NA

Announcements: NA

Next Meeting: June 18, 2019 4:00 PM.

Adjournment: A motion to close the meeting at 5:20 PM was made by Rose with 2nd by Christine 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</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.

