

Jefferson Township Public Library  
June 12, 2021  
**Meeting of: May 18, 2021**

**Announcement of Sunshine Compliance:** This regular meeting for Tuesday, May, 18, 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-excused, Michael Stewart, Christine Williams, Seth Stephens-Library Director. (Note: Trustee Lary Wasserman has moved out of the area)

**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>Seth Stephens-Library Director</i>	non- voting	

**Approval of Agenda:** Motion to approve was made by Anne 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>Christine Williams</i>	<i>x</i>	
<i>Seth Stephens-Library Director</i>	non- voting	

**Approval of Minutes from Last Meeting:** Motion to approve minutes from last meeting made by Frank with a 2nd by Peg. and approved as follows:

Yes	Absent
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/Excused		
Anne Augustyn	x	
Frank Bagnati	x	
Bill Craig Sr.		x
Margaret Holbrook	x	
Rose Lange	x	
Michael Stewart	x	
Jeanne Howe		x
Christine Williams	x	
eth Stephens-Library Director	non- voting	

**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 4/31/2021**

Cash Drawer	\$	30.00	
Statement Savings (990500479)	\$	195,038.10	
Checking Account (553006674)	\$	1000.00	
Petty Cash (553006666)	\$	202.04	
Total Cash	\$	358,937.52	
	Yes		Absent

/Excused		
Anne Augustyn	x	
Frank Bagnati	x	
Bill Craig Sr.		x
Margaret Holbrook	x	
Rose Lange	x	
Michael Stewart	x	
Jeanne Howe		x
Christine Williams	x	
Seth Stephens-Library Director	non- voting	

**Bills to Be Approved for Payment:** Motion to approve payment of bills made by Peg with 2<sup>nd</sup> by Bill and as follows:

	Yes	Absent
/Excused		
Anne Augustyn	x	
Frank Bagnati	x	
Bill Craig Sr.		x
Margaret Holbrook	x	

<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>Seth Stephens-Library Director</i>	non- voting	

**Public Portion & Guests:** Bob Birmingham

**Correspondence:** Note received from one of the scholarship winners who could not make it to this meeting for the check presentation,

**Reports of director, officers, and standing committees:** Seth sends a Director's report to the Mayor, Council, Trustees and Library Staff, etc. each month. Seth reported that the N.J. Library Trustee Assoc. was hosting a Virtual Trustee Training Program which would allow all Trustees to meet the requirements for completing this type of training session as a group. All agreed with Seth's recommendation and all agreed to move our June meeting to 6/16/21 and begin on our monthly Business at 6:30PM and join the Virtual Training program at 7:00 PM. Seth also reviewed the current staff expense reimbursement process and policy in consideration of audit recommendations will make necessary adjustments. Seth also announced that Trustee Lary Wasserman no longer resides in the area and effective immediately would be unable to complete the remainder his appointed term. Mayor will review candidates and announce new Trustee ASAP.

## **COMMITTEES:**

**Personnel:**

**Finance:**

**ByLaws:**

**Building & Grounds:**

**Fund Raising/Friends:**

**Mission Statement Committee:**

**Policy Review:**

**Scholarships:**

## **Old Business:**

**- New Electronic Sign:** Sign installed and operational. Seth and staff to complete some additional training.

## **New Business:**

**-Recognition of Scholarship Recipients:** Scholarship award presentatkon originally scheduled for this meeting rescheduled for the 6/16/21 Business Meeting at 6:30 PM

**-Library Attorney:** Trustees reviewed the annual retainer agreement for the Library Attorney and a motion was made by Peg with 2nd by Frank and approved as follows:

Yes

Absent

/Excused

*Anne Augustyn* *x*

<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>Seth Stephens-Library Director</i>	non- voting	

**Closed Session:** NA

**Announcements:** NA

**Next Meeting:** Wednesday, June 16, 2021 at 6:30 PM. Note: This is also a special meeting for Trustees to participate in the "Library Board Basics" webinar presented by N.J. Library Trustee Assoc. at 7PM.

**Adjournment:** A motion to close the meeting at 4:40 PM was made by Frank with 2<sup>nd</sup> by Anne 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>Christine Williams</i>	<i>x</i>	
<i>Seth Stephens-Library Director</i>	non- voting	

**Respectfully Submitted:** Bill Craig Sr.