

**Announcement of Sunshine Compliance:** This regular meeting for Tuesday, June 16, 2020 commencing at 2:00 P.M. has been properly noticed in accordance with the Open Public Meetings Act. An online Meeting.

**Roll Call of Trustees:**

Anne Augustyn, Frank Bagnati-excused, Bill Craig Sr., Margaret Holbrook, Rose Lange, 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>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 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>Christine Williams</i>	<i>x</i>	
<i>Lxary Wasserman</i>	<i>x</i>	
<i>Seth Stephens-Library Director</i>	non- voting	

**Approval of Minutes from Last Meeting:** Motion to approve, was made by Peg with 2nd by Anne 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>Lxary Wasserman</i>	<i>x</i>
<i>Seth Stephens-Library Director</i>	non- voting

**Treasurer's Report: Read by Seth and approved as follows:**

**JEFFERSON TOWNSHIP PUBLIC LIBRARY: BALANCE SHEET AS OF May 31, 2020**

<b>Cash Drawer</b>	<b>\$</b>	
<b>Statement Savings (990500479)</b>	<b>\$</b>	<b>202,607.19</b>
<b>Checking Account (553006674)</b>	<b>\$</b>	<b>1,087.81</b>
<b>Petty Cash (553006666)</b>	<b>\$</b>	<b>233.13</b>
<b>Total Cash</b>	<b>\$</b>	<b>204,648.13</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>Christine Williams</i>	<i>x</i>	
<i>Lxary Wasserman</i>	<i>x</i>	
<i>Seth Stephens-Library Director</i>	non- voting	

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

**Public Portion & Guests:** Bob Birmingham, Sandy Cale

**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 to assist residents with continued access to Library Services as best possible curbside service began on 6/16/20 as noted in his directors report.

Christine asked if photos of our scholarship winner could be posted in "Violet's Porch" seeing that we were not able to announce and present the awards at the Graduation/Awards ceremonies. Seth will see if we can obtain permission to use photos.

Anne asked about discussions with the Township on the parking lot and Seth it was successfully completed.

**COMMITTEES:**

**Personnel:**

**Finance:**

**Bylaws:**

**Building & Grounds:**

**Fund Raising/Friends:**

**Mission Statement Committee:**

**Policy Review:**

**Scholarships:**

**Old Business:**

-Review of payment for accumulated sick time policy: As requested by the Trustees at our last meeting, Seth revised his prior recommendation for the Library sick time payout policy. After some discussion, a format was reached with minor changes ready for a final a motion but it was agreed the motion and revision should be reviewed by our Library attorney before finalizing the motion and presenting it for final voting by the Trustees. Seth reviewed the proposal with the Library attorney and it was approved as follows;

"Employees who voluntarily leave employment, after 10 years will be paid for 50 percent of their unused-accumulated sick time, to a maximum of \$500.00.

Employees who voluntarily leave library employment after 15 years or more of service to the library will be paid for 50 percent of their unused-accumulated sick time to a maximum of \$1,500.00."

A motion was previously made to approve the policy after attorney review and approval was made by Christine with 2<sup>nd</sup> by Anne and today approved as follows:

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

<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

## **New Business:**

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## **Closed Session: NA**

## **Announcements: NA**

**Next Meeting:** Tuesday, September 15, 2020 at 4:00 PM. Seth will provide access information. Meeting access either online or in person dependent on restrictions in place.

**Adjournment:** A motion to close the meeting at 2:32 PM was made by Christine l with 2<sup>nd</sup> by Anne and approved as follows:

<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	

**Respectfully Submitted:** Bill Craig Sr.

