

Jefferson Township Public Library
September 14, 2019
Meeting of: June 18, 2019

Announcement of Sunshine Compliance: This regular meeting for Tuesday, June 18, 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-excused, Rose Lange, Jeanne Howe, 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-excused</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	

NOTE: Break in meeting agenda at this point to Recognize and present Scholarship awards to Alexis Verde and Julia Potter.

Approval of Agenda: Motion to approve 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 Excused</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 Lary 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 Excused</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 Rose with 2nd by Christine and approved as follows:

JEFFERSON TOWNSHIP PUBLIC LIBRARY: BALANCE SHEET AS OF 5/31/2019

Cash Drawer	\$ 30.00
Statement Savings (990500479)	\$ 286,212.01
Checking Account (553006674)	\$ 1000.00
Petty Cash (553006666)	\$ 203.17
Total Cash	\$ 287,445.18

	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 Excused</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 Anne and, after resolving questions on considering a change in the optimum/Verizon relationship after explanation it was agreed to keep as is, motion was 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 Excused</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: Jay Dunham-Jay referenced Twp. item on Energy Co. presentations; Also, attending: Scholarship Winners Alexis Verde and Julia Potter and their Families.

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 reported on his attendance at Library Link NJ meeting, the State Library contractor that manages the delivery, pick-up and sorting of books inter-loaned between the state's libraries and noted his concern that the new mandating of cost sharing for previously free state services will become more prevalent moving forward.

Frank raised the issue on an "Exit Door" on the far side of the Library. Currently there is no convenient emergency exit on this side of the Library possibly because of water lines etc. but it seems this is and should be an issue and options should be explored and recommended ASAP .

Also, Seth was commended for his help in resolving some lending and system sharing issues between the Library and Schools for the benefit of the school.

COMMITTEES:

Personnel:

Finance: Seth requested to meet with Committee on 6/26/19 at Library from 11AM to noon.

Bylaws:

Building & Grounds:

Fund Raising/Friends:

Mission Statement Committee:

Policy Review:

Scholarships:

Old Business:

NA

New Business:

-Conversion To Natural Gas: Seth requested a review of the conversion to Natural Gas estimated cost \$3,000. Savings are questionable and it was recommended and agreed that Seth should meet

with the Mayor and Township representatives on the options e.g. to hook-up or start the process for a partial hook-up to save expenses if future needs make this favorable or no hook up.

-Landscaping on South Side of Building- Retaining Wall: Seth updated Trustees on this project basically brush cleared, raking and planting underway next is to review and implement a Landscaping plan for the Fall.

-Renewal of Library Lawyer Contract. After minimal discussion a motion to renew the Contract was made by Christine with a 2nd by Rose and approved by all 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 Excused</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 to Pay Summer Bills: A motion to set up the process for signers to authorize payment of bills up to a total of \$100,000 during the summer months was made by Christine with a 2nd by Bill 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 Excused</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: NA

Announcements: NA

Next Meeting: Tuesday, September 17, 2019 4:00 PM.

Adjournment: A motion to close the meeting at 5:14 PM was made by Rose with 2nd by Bill 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 Excused</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.

