

Jefferson Township Public Library
October 18, 2020
Meeting of: September 15, 2020

Announcement of Sunshine Compliance: This regular meeting for Tuesday, September 15, 2020 commencing at 4:00 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, Bill Craig Sr., Margaret Holbrook,
Rose Lange-excused, Jeanne Howe-excused, 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>Lary 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 Peg 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>Lary 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>Lary Wasserman</i>	<i>x</i>	
<i>Seth Stephens-Library Director</i>	non- voting	

Treasurer's Report: Read by Anne and motion to approve made by Bill with 2nd by Peg and approved as follows:

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

Cash Drawer	\$ 30.00
Statement Savings (990500479)	\$ 364,125.70
Checking Account (553006674)	\$ 1,000.00
Petty Cash (553006666)	\$ 233.13
Total Cash	\$ 365,388.83

	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>Lary 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 Christine with 2nd by Peg 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>Lary Wasserman</i>	<i>x</i>	
<i>Seth Stephens-Library Director</i>	non- voting	

Public Portion & Guests: NA

Correspondence: NA

Reports of director, officers, and standing committees: Seth sends a copy of his directors report to the administration, council and staff monthly but Seth also reported on his duties on the State Library particularly the Inter Library book Loan process and some upcoming staff and retirements changes.

Christine noted we should look at duties being added to current staff to be sure they are compensated properly within current job descriptions.

Lary asked again for a review of the interest we are getting from banks at present and if there is any better way to gain a better rate. Seth has been looking at this and will continue to research.

COMMITTEES:

Personnel:

Finance:

Bylaws:

Building & Grounds:

Fund Raising/Friends:

Mission Statement Committee:

Policy Review:

Scholarships:

Old Business:

-NA

New Business:

-Budgets: Seth Reviewed the Actual Income and Expenditure History Report from 2015 -2020 that he prepared for Trustee review.

- Change Date for Next Trustee Meeting from 13, 2020 at \$PM (see below) No vote necessary.

Closed Session: NA

Announcements: NA

Confirm next regular meeting date: Tuesday, October 20, 2020 at \$:00 PM at Jefferson High School Library (changed from 10/13/20 due to date conflict).

Adjournment: A motion to close the meeting at 4:40 PM was made by Christine with a 2nd by Lary 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>Lary Wasserman</i>	<i>x</i>	
<i>Seth Stephens-Library Director</i>	non- voting	

Respectfully Submitted: Bill Craig