

Jefferson Township Public Library
October 12, 2019
Meeting of: September 17, 2019

****CORRECTED//CORRECTED 10/14/19****

Announcement of Sunshine Compliance: This regular meeting for Tuesday, September 17, 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, 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>Lary Wasserman</i>	<i>x</i>	
<i>Seth Stephens-Library Director</i>	non- voting	

Approval of Agenda: Motion to approve was made by Chritine with a 2nd by Frank 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 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

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 10/31/18/18

Cash Drawer	\$	30.00	
Statement Savings (990500479)	\$	333,719.25	
Checking Account (553006674)	\$	1000.00	
Petty Cash (553006666)	\$	229.55	
Total Cash	\$	334,978.80	
	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 bills for payment made by Christine with 2nd by Frank 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: Sandy Cale, Library Attorney Kathy Biehl, Nancy Chamberlain, Jay Dunham

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 he and Michael met with the Mayor on the items of cost sharing e.g. Parking area, Plowing etc. and he presented Policy recommendations/drafts for review by Trustees at the next Trustee Mtg.

COMMITTEES:

Personnel:

Finance: Per Seth, the Finance Committee met for discussion on minimum wage impact and he prepared charts testing various scenarios and shared the results and charts with Trustees. It Seems that a graduated approach (as we have been doing) may be better to ensure compliance for on and beyond the minimums for 2024. Incremental approach the best way to go.

Bylaws:

Building & Grounds:

Fund Raising/Friends:

Mission Statement Committee:

Policy Review:

Scholarships:

Old Business:

- NA

New Business:

-**Report on Equal Act: Kathy Biehl, Library Attorney at Seth's request reviewed the Equal Pay Act and potential impact on the Library. Basically, even though there are many factors that support the Library being a separate employer apart from the Township: The Library has a separate budget; staff training, education and staff duties probably differ greatly from the Township; the Library is not a party to the Township's collective bargaining agreement, and treating Library Employees as Township employees would make them beneficiaries of an agreement that the Library and its employees didn't have the power or opportunity to negotiate. We appear to have defensible grounds for treating Library staff as Library employees (and not Township employees), for Equal Pay Act purposes.**.

-Report from Finance Committee: Seth provided a recap of the two Finance Committee (Lary, Anne, Bill Michael and Seth) meetings held over the summer months-See above.

-Policy Recommendation/Drafts. Seth provided Trustees with drafts/revisions for consideration on: the Marquee sign usage; Longevity Fridays policy; Salary increase considerations for employees reaching maximum range for their position. To be discussed and reviewed at future Trustees meetings.

Closed Session: At Seth's request, at 5:27 PM a motion was made by Christine with a 2nd by Rose to move to a close Session. And a 5:43 PM a motion was made by Christine with a 2nd by

Bill to close the session with both motions 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		

Announcements: NA

Next Meeting: October 15, 2019 4:00 PM.

Adjournment: A motion to close the meeting at 5:43 PM 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		

Respectfully Submitted: Bill Craig Sr.

