

Jefferson Township Public Library
November 10, 2019
Meeting of: October 15, 2019

Announcement of Sunshine Compliance: This regular meeting for Tuesday, October 15, 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 -excused, 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>xExcused</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 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</i>		
<i>Rose Lange</i>	<i>x</i>		
<i>Michael Stewart</i>	<i>x</i>		
<i>Jeanne Howe</i>			<i>x Excused</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 Frank and approved as follows:

Yes	NO/Abstain	Absent
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<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 Christine with 2nd by Bill and approved as follows:

JEFFERSON TOWNSHIP PUBLIC LIBRARY: BALANCE SHEET AS OF 9/30/2019

Cash Drawer		\$ 30.00	
Statement Savings (990500479)		\$ 272,626.73	
Checking Account (553006674)		\$ 1000.00	
Petty Cash (553006666)		\$ 193.42	
Total Cash		\$ 273,850.15	
	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 Excused</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 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</i>		
<i>Rose Lange</i>	<i>x</i>		
<i>Michael Stewart</i>	<i>x</i>		
<i>Jeanne Howe</i>			<i>x Excused</i>
<i>Lary Wasserman</i>	<i>x</i>		
<i>Christine Williams</i>	<i>x</i>		

Seth Stephens-Library Director non- voting

Public Portion & Guests: Sandy Cale

Correspondence: Letter/Request from Jefferson Arts Committee. See Below-New Business

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/highlighted his budget report/proposal on the income for the 2020 and gave copies to all Trustees in preparation for submission to the Mayor and Council and anticipating some discussion on cost sharing process. A motion was made by Christine with 2nd by Bill to approve the 2020 Proposed Operating Budget for submission to the Township 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 Excused</i>
<i>Lary Wasserman</i>	<i>x</i>		
<i>Christine Williams</i>	<i>x</i>		
<i>Seth Stephens-Library Director</i>	non- voting		

COMMITTEES:

Personnel:

Finance:

Bylaws:

Building & Grounds:

Fund Raising/Friends:

Mission Statement Committee:

Policy Review:

Scholarships:

Old Business:

- Recommendations: Seth submitted recommendations on the policies regarding Library Marquee sign policy; Longevity Friday's policy; Salary increase for maximum range employee Policy-considering revisions suggested by Library Attorney. Due to Time constraints these items to be reviewed at a future meeting.

New Business:

-Gazebo concerts Partnership with Jefferson Arts Committee; Seth provided Trustees with the Letter/Request he received from the Arts Committee. Seth proposed Trustees review the letter for further discussion at the November Trustee Meeting and then setting up a meeting with the Arts Committee. All agreed.

Closed Session: NA

Announcements: NA

Next Meeting: Wednesday, November 13, 2019 at 4:00 PM. Changed from 11//20/19

Adjournment: A motion to close the meeting at 4; 45 PM was made by Lary with 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 Excused</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.

