

Jefferson Township Public Library
December 5, 2019
Meeting of: November 13, 2019

Announcement of Sunshine Compliance: This regular meeting for Wednesday, November 13, 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>arrived 4:04PM</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>arrived 4:07PM</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 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>arrived 4:04PM</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>arrived 4:07PM</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 Chris with 2nd by Anne 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: *** (NO NEW REPORT DUE TO COMPUTER DATA LOSS) *******

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>Frank Bagnati</i>			
<i>Bill Craig Sr.</i>			
<i>Margaret Holbrook</i>			
<i>Rose Lange</i>			
<i>Michael Stewart</i>			
<i>Jeanne Howe</i>			
<i>Lary Wasserman</i>			
<i>Christine Williams</i>			
<i>Seth Stephens-Library Director</i>			

Bills to Be Approved for Payment: Motion to approve payment of bills made by Rose with 2nd by Peg 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>		

Seth Stephens-Library Director non- voting

Public Portion & Guests: Mayor Eric Wilsusen, 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 the Library experienced a major system failure and data loss which is proving to be very time consuming and costly in attempting to restore data ASAP. Estimated cost currently estimated at \$2,700 already and possibly \$1,500 still to come No idea yet as to the cause. For future safety of the system and protection of data Christine suggested purchase of a safe for the Library rather than taking data off premises at the end of each day.

COMMITTEES:

Personnel:

Finance:

Bylaws:

Building & Grounds:

Fund Raising/Friends:

Mission Statement Committee:

Policy Review:

Scholarships:

Old Business:

- Longevity Fridays Policy: Some discussion but agreed Seth will discuss the concept and implementation process with the staff and review input and policy with the Trustees at a future meeting.

-Gazebo Concerts in Partnership with Jefferson Arts- Meeting originally proposed for today to be rescheduled for after 1/1/2020.

-Library Marquee Sign Policy: Considerable discussion on one of the 4 proposed guidelines as to what type of message to be posted and from what area. Basically agreed that messages on the Library Marquee should come from the Library, Jefferson Twp., Emergency Mgmt. and Twp. programs e.g. Wellness etc. only. Motion to approve the Policy with this one guideline change was made by Christine with 2nd by Frank as follows:

	Yes	NO/Abstain	Absent
<i>Anne Augustyn</i>		<i>x oppose</i>	
<i>Frank Bagnati</i>	<i>x</i>		
<i>Bill Craig Sr.</i>	<i>x</i>	<i>x abstain changed to yes after change</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>		

New Business:

-Holiday Social with Staff : Scheduled for 12/17/19

-Slate of Officers for 2020: Recommended that current officers continue in same positions as currently held. All agreed. Final vote scheduled for next Trustee meeting/

Closed Session: NA

Announcements: NA

Next Meeting: Tuesday December 17, 2019 at 4:00 PM.

Adjournment: A motion to close the meeting at 5:10 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>		

Respectfully Submitted: Bill Craig Sr.

