

Jefferson Township Public Library

Board of Trustees Meeting Minutes

Prepared: January 27, 2012

Meeting of: January 17, 2012

Announcement of Sunshine Compliance: This regular meeting for Tuesday, January 17, 2012 commencing at 4:02 P.M. has been properly noticed in accordance with the Open Public Meetings Act.

Roll Call of Trustees:

Rose Lange, Christine Williams, Kathy Fuchs-excused, Margaret Holbrook, Bill Craig, Michael Stewart, Pearlann Johnson, Frank Bagnati, Anne Augustyn, Sandy Cale, Seth Stephens.

Guests: Sandy Cale, Nancy Chamberlain, Jay Dunham, Bob Birmingham.

Approval of Agenda: Motion to approve agenda made by Christine, 2nd by Frank. Approved by all.

Approval of Minutes of Previous Meeting: Motion to approve minutes of the last meeting made by Pearlann with 2nd by Christine. With one correction date for Treasurer's Report Account Balance should be 11/30/2111 not 2012

Treasurer's Report: Given by Frank. Motion to approve made by Bill; 2nd by Peg and approved by all.

Jefferson Township Public Library		Balance Sheet As of 12/31/2011
Current Period Balance		
Cash Drawer		\$ 30.00
Statement Savings 990500479		844,772.40
Checking Account 553006674		1,000.00
Petty Cash 553006666		250.00
Other		0.00
Total Cash		846,052.40

Bills To Be approved for payment: Motion to approve made by Christine; 2nd by Pearlann. After questions/clarification on items/charges from the Township One opposed regarding charge/payment to "Township for In Kind Charges".

Public Portion & Guests: Jay Dunham, Nancy Chamberlain, Sandy. Note: Meeting open to all and in the past, Trustees have stated that meeting times can be changed to accommodate community requests. In addition to Council Member comments noted in various sections, Jay suggested that the Library Mgmt is doing well in terms of Budget Mgmt and continued Delivery of Services.

Correspondence: NA

Reports of director, officers and standing committees:

Full Director's report sent separately by Seth to all Trustees and Council. Seth reported on the following: 1: Customer complaint about a gas smell. Amerigas called to investigate and found no safety issue and will continue to monitor. 2: As a follow-up to prior discussions/questions a list and review of staff potential pensionable data was distributed. Bob and Jay helped clarify some of the questions raised about eligibility. 3: advised that the bidding process for the generator process will begin at 10AM on 1/19/2012. Approximately ten (10) packets have been picked up by interested parties. 4: The Library Overview for 2011 and the future is to be presented to the Mayor and Town Council at the 2/1/12 Council meeting. Jay suggested that the Generator process be included in the presentation as well as any suggestions on services and/or improvements received from community residents. Bob suggested we have handouts for any media representatives etc. attending. Also, Seth was asked about and explained the eBook process which can be done from home or at the Library and per Bob's question he noted the type of items available e.g. eBooks, various music formats etc. Seth asked Christine Williams to look at the need for additional seating for the children's area.

Michael asked if all Trustees were still OK with the improvement to the walkway/entrance as presented by the designer last fall. Basically, everyone is OK with it.

Personnel: NA

Finance: NA.

Bylaws: NA

Building: NA.

Fund Raising/Friends: NA

Mission Statement Committee: NA

Policy Review: NA

Scholarship: NA

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Old Business:

-Library Policies: Michael reminded Seth and Sandy that the Library policies should be on the Library Homepage.

-Propane Tank: Frank asked about the status of Amerigas replacing the current unsightly Propane Tank. Seth explained that they need to better coordinate gas delivery with the tank replacement. Frank would like to attend any meeting with Amerigas on this issue.

New Business:

-2012 Library Holiday Schedule: Seth presented the 2012 Holiday Schedule. Motion to approve the holiday schedule as proposed made by Rose with 2nd by Christine. Discussion opened with questions raised about why historically some holidays were listed and other Federal Holidays were not. Seth will review the issue for 2013 Holidays giving consideration and priority to resident usage and community need plus consideration for a potential option for employee personal days in event of conflicts with staff personal needs and obligations on approved Library Holidays. All approved 2012 Holiday list as proposed.

-2012 Salary/Raise Guidance. Seth presented a chart on the impact of various salary increases percentages. After some discussion on various percentage increases it was agreed that strong

consideration must be given to areas such as National, State and Local Trends and guidelines. Thus, a motion was made by Rose with 2nd by Christine to approve salary increases at the level of 2% for 2012 for eligible staff members.

Closed Session: NA

Announcements: NA

Next Meeting: February 21, 2012 at 4 PM

Adjournment: At 5:30 PM motion to close meeting made by Christine, 2nd by Rose. Approved by all.

Respectfully Submitted: Bill Craig