

Jefferson Township Public Library  
**Meeting of:** January 17, 2017

February 17, 2017  
 CORRECTED 2/18/17

**Announcement of Sunshine Compliance:** This regular meeting for Tuesday, January 17, 2017 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-Absent, Rose Lange, Dr. Patrick Tierney-Absent, Michael Stewart, Lary Wasserman, Christine Williams, Seth Stephens-Library Director.

**Roll Call of Trustees:**

	Yes	Absent
<i>Anne Augustyn</i>	x	
<i>Frank Bagnati</i>	x	
<i>Bill Craig Sr.</i>	x	
<i>Margaret Holbrook</i>		x
<i>Rose Lange</i>	x	
<i>Michael Stewart</i>	x	
<i>Dr. Patrick Tierney</i>		x
<i>Christine Williams</i>	x	
<i>Lary Wasserman</i>	x	
<i>Seth Stephens-Library Director</i>	non- voting	

**Approval of Agenda:** Motion to approve was made by Rose with 2<sup>nd</sup> by Christine

	Yes	NO	Abstain	Absent
<i>Anne Augustyn</i>	x			
<i>Frank Bagnati</i>	x			
<i>Bill Craig Sr.</i>		x		
<i>Margaret Holbrook</i>				x
<i>Rose Lange</i>	x			
<i>Michael Stewart</i>	x			
<i>Dr. Patrick Tierney</i>				x
<i>Lary Wasserman</i>	x			
<i>Christine Williams</i>	x			
<i>Seth Stephens-Library Director</i>	non- voting			

**Approval of Minutes of Previous Meeting:** Motion to approve made by Christine with 2<sup>nd</sup> by Rose and approved. with two correction to add Lary's name and correct date prepared to January 17, 2017 (See Below):

	Yes	NO	Abstain	Absent
<i>Anne Augustyn</i>	x			

<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>Dr. Patrick Tierney</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 Frank. Motion. NOTE: Per Seth this is a preliminary balance sheet report additional items need to be posted. Thus, no vote to be taken at this time.

**JEFFERSON TOWNSHIP PUBLIC LIBRARY: BALANCE SHEET AS OF 12/31/16**

CURRENT PERIOD BALANCE

<b>Cash Drawer</b>	<b>\$</b>	<b>30.00</b>	
<b>Statement Savings (990500479)</b>	<b>\$</b>	<b>468,232.71</b>	
<b>Checking Account (553006674)</b>	<b>\$</b>	<b>1,000.00</b>	
<b>Petty Cash (553006666)</b>	<b>\$</b>	<b>241.64</b>	
<b>Other</b>	<b>\$</b>		<b>0.00</b>
<b>Total Cash</b>	<b>\$</b>	<b>469,504.35</b>	

**Bills to be approved for payment:** Motion to approve bills for payment made by Christine with 2<sup>nd</sup> by Bill and approved as follows after Seth answered Frank's questions.

	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>Dr. Patrick Tierney</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:** Jay Dunham, Bob Birmingham, Sandy Cale

**Correspondence:** NA

**Reports of director, officers, and standing committees:** Seth sends his full “Director’s Report” to all Trustees and the Township Administration and Council Members each month. At this meeting Seth reported that the Portico Project has been completed, Also, he met with a sign company who will work on the signs and banners and Seth will get samples of material for review. Seth also asked the Trustees to consider developing an outdoor patio area and per Christine we should also consider a covering. The Township is working on an alarm system. Seth will set up a date and time to meet with the Township Administration for the annual presentation/review.

Christine thanked Seth for his work on digitizing a selection of 200 Historical Postcards which was completed in January.

Trustees congratulate Seth on successfully completing two (2) of the required courses needed to gain the Qualified Purchasing Agent (QPA) certification.

**COMMITTEES:**

**Personnel:**

**Finance:** .

**Bylaws:**

**Building & Grounds:**

**Fund Raising/Friends:**

**Mission Statement Committee:**

**Policy Review:**

**Scholarships:**

**Old Business:**

-Revised Salary Plan: Trustees reviewed and discussed the salary scale as revised and proposed by the Director and items like future staffing considerations e.g. full time vs part-time etc. A motion was made by Christine with 2nd by Bill to approve the new salary range beginning in 2017 and approved as follows:

	Yes	NO	Abstain	Absent
<i>Anne Augustyn</i>	x			
<i>Frank Bagnati</i>	x			
<i>Bill Craig Sr.</i>		x		
<i>Margaret Holbrook</i>			x	
<i>Rose Lange</i>	x			
<i>Michael Stewart</i>	x			
<i>Dr. Patrick Tierney</i>			x	
<i>Lary Wasserman</i>	x			
<i>Christine Williams</i>	x			
<i>Seth Stephens-Library Director</i>	non-	voting		

**New Business:**

-Student of the Month: Reviewed the Proposal from Jefferson Arts Committee for a banner to

be hung over the children's computer area promoting the Student Artists of the Month.

-Facade Project: completed-see above.

-Capital Projects: Seth presented a list of capital projects to be considered for Trustee review and discussion at next month's Trustee meeting. Christine asked if any grants might be available for any of the proposed items. Seth will research for grant possibilities. The Building Committee will try to meet to review the list before the Trustee review.

-2017 Library Holiday Schedule: After discussion on the schedule proposed by the director, Christine made a motion to approve the schedule with a 2nd by Rose and approval 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>Dr. Patrick Tierney</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			

-Annual Salary Increases: Motion made by Rose with a 2nd by Frank to approve a 2% salary increase for the staff in 2017 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>Dr. Patrick Tierney</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			

**Closed Session:** NA

**Announcements:** NA

**Next Meeting:** February 21, 2017 at 4:00 PM

**Adjournment:** At 5:15 PM a motion to close the meeting was made by Rose with 2<sup>nd</sup> 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>Dr. Patrick Tierney</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.