

nbJefferson Township Public Library
Prepared: February 8, 2016
Meeting of: January 19, 2016

Announcement of Sunshine Compliance: This regular meeting for Tuesday, January 19, 2016 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., Donna DeGennaro, Margaret Holbrook, Rose Lange-excused, Dr. Patrick Tierney, Seth Stephens-Library Director, Michael Stewart, Christine Williams. (Welcome Dr. Tierney)

Approval of Agenda: Motion to approve was made by Christine with 2nd by Bill

Roll Call of Trustees:

	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>Donna DeGennaro</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>Christine Williams</i>	<i>x</i>			
<i>Seth Stephens-Library Director</i>	non- voting			

Approval of Minutes of Previous Meeting: Motion to approve made by Christine with 2nd by Frank and approved. (See Below)

	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>Donna DeGennaro</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>Christine Williams</i>	<i>x</i>			
<i>Seth Stephens-Library Director</i>	non- voting			

Treasurer's Report: Read by Frank. Seth noted report accurate through 1/19/16 but may have

late changes. Motion to approve made by Bill with 2nd by Peg and approved. (See Below)

JEFFERSON TOWNSHIP PUBLIC LIBRARY: BALANCE SHEET AS OF 12/31/15

CURRENT PERIOD BALANCE

Cash Drawer	\$ 30.00
Statement Savings (990500479)	\$ 652,045.15
Checking Account (553006674)	\$ 1,000.00
Petty Cash (553006666)	\$ 250.00
Other	\$ 0.00
Total Cash	\$ 653,325.15

	Yes	NO	Abstain	Absent
<i>Anne Augustyn</i>	x			
<i>Frank Bagnati</i>	x			
<i>Bill Craig Sr.</i>	x			
<i>Donna DeGennaro</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>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 Anne 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>Donna DeGennaro</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>Seth Stephens-Library Director</i>	non- voting			

Public Portion & Guests: Sandy Cale,

Correspondence: Note from former Trustee Pearl Anne Macmanus Johnson

Reports of director, officers, and standing committees: Seth sends his full “Director’s Report”

to the Township Administration and Council Members each month.

Seth reported on the status of the Portico Project request for proposal (RFP) as well as a proposal for working with a structural engineer (estimated cost \$150 per hour) to help oversee this project. Drawings must be approved by the structural engineer and included with the architect's specification of materials as part of the RFP. Seth also reviewed the proposed Library Holiday schedule for 2016.(see voting below.) and the Jefferson Arts Committee's request for a donation for the summer Gazebo Concerts -which was discussed at last month's Trustee meeting- and proposed donating \$2,500 for concerts with appropriate credits for the Library Sponsorship and reserving \$1,500 for specific Library sponsored performances e.g., Momentum Theatre Troup. (see voting below.) Seth also distributed, for Trustee review, a proposal for the annual staff salary increases which appear to be in line with Township guidelines Michael reviewed items for the presentation to the Administration and Council at 7PM at tomorrow's Council meeting and asked that Seth include reference to the cost of the our completed Globus Project (interior design) in comparison to what other Libraries have reportedly spent on similar projects.

COMMITTEES:

Personnel:

Finance:.

Bylaws:

Building & Grounds:

Fund Raising/Friends:

Mission Statement Committee:

Policy Review:

Scholarship:

Old Business:

-Review of Policies: Anne and Peg continuing a preliminary review of library policies and as necessary will make revision/review recommendations for further consideration/action by the Trustees.

New Business:

-2016 Holiday Schedule: Seth presented the proposed 2016 Library Holiday Schedule. A motion to approve the schedule as amended to correct closing/opening hours on New Year's Eve and New Years Day was made by Christine with 2nd by Bill 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>Donna DeGennaro</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>Seth Stephens-Library Director</i>	non- voting			

-Gazebo Concert Committee Donation Request: Per Seth’s recommendation (noted above), a motion was made by Christine and approved by Frank to approve a donation of \$2,500 for the 2016 Gazebo Concert Program and reserve \$1,500 for performances by the Momentum Theatre 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>Donna DeGennaro</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>Christine Williams</i>	<i>x</i>			
<i>Seth Stephens-Library Director</i>	non- voting			

-Scholarship Applications: Process to be reviewed at next Trustee Meeting

Closed Session: NA

Announcements: NA

Next Meeting: February 16, 2016 at 4:00 PM

Adjournment: At 5:00 PM a motion to close the meeting was made by Peg, 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>Donna DeGennaro</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>Christine Williams</i>	<i>x</i>			
<i>Seth Stephens-Library Director</i>	non- voting			

Respectfully Submitted: Bill Craig Sr.

