

Jefferson Township Public Library

Board of Trustees Meeting Minutes

Prepared: February 12, 2011 for

Meeting of: January 25, 2011 (Rescheduled from 1/18/11 due to snow)

Announcement of Sunshine Compliance: This regular meeting for Tuesday, January 25, 2011 commencing at 4:05 P.M. has been properly noticed in accordance with the Open Public Meetings Act.

Roll Call of Trustees:

Rose Lange, Christine Williams, Kathy Fuchs,

Bill Craig (4:30), Michael Stewart, Pearlann Johnson, Frank Bagnati, Anne Augustyn,

Sandy Cale, Seth Stephens.

Guests: Jay Dunham, Council Member. Councilman Dunham will replace Debbie Merz as the Twp Council representative to the Library Board of Trustees. Welcome Councilman Dunham! Councilman Dunham did review some items e.g. snow plowing and impact on township budget; as well as contributing during the Trustees discussions on (see below) the 2% salary increase; spreading sick time accrual over two years and the appointment of a new Trustee for the Library Board of Trustees.

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

Approval of Minutes of Previous Meeting: Note: Thanks to Pearlann for taking the minutes until my late arrival). Motion to approve minutes of the last meeting, with one correction- Cash Balance as of 11/30/10 should be \$845,638.27- made by Rose with 2nd by Christine. Approved by all.

Treasurer's Report: Given by Rose. Motion to approve made by Rose; 2nd by Christine and approved by all.

Jefferson Township Public Library Balance Sheet as of 12/31/2010.

Current Period Balance

Cash Drawer	\$	30.00
Statement Savings 990500479		766,257.94
Checking Account 553006674		1,000.00
Petty Cash 553006666		143.33
Other		<u>0.00</u>
Total Cash	\$	845,638.29

Bills to be approved for payment: Bills reviewed and a motion to approve bills for payment was made by Frank with 2nd by Christine.

Public Portion: NA.

Correspondence: NA

Reports of director, officers and standing committees:

Full Director's report sent separately by Seth to all Trustees and Council Members. Seth gave a report on his discussions and research on the issue of staff increases and the 2% raise proposal. Seth also presented the Trustees with the request for Sponsorships for various Jefferson Day Activities. There are five levels/activities available. Request to be discussed later in meeting under new business. Seth also reported on improvement of the entry door. New vendor appears to be doing a good job analyzing the problem and involving other contractors e.g. electrician. All doors will be on one circuit. Anticipate electrical work will be completed in approximately two weeks. Vestibule now being refrabricated.

Personnel: NA

Finance: NA.

Bylaws: NA

Building: NA.

Fund Raising/Friends: NA

Mission Statement Committee: NA

Policy Review: NA

Scholarship: NA

Old Business:

-Transfer of Funds: Michael asked if there is a deadline on this transfer. Seth will find out. State Librarian has provided a worksheet/application but the answer provided regarding funds for sick time accrual (unused sick time accrual is approximately \$127,350) was not clear and needs further clarification. Seth suggests that the Library complete the application and exclude the accrued amount and see what response is received from the State Librarian. We may need to include it but the preference is to spread the amount due over two years and the Council prefers to spread it out over two years as well. Bill Egan is keeping track of the costs for e.g. planning etc. 2011 will be the base year.

-Salaries: Seth distributed a chart on the budget with salary options. Basically, it was agreed that we work with a 2% increase as guidance but hold off on final approval until other Twp employee contracts are settled to try to ensure that there are no major conflicts. It was noted that Library Staff already pay/contribute for certain benefits e.g. Health plan.

New Business:

-Jefferson Day Sponsorship: All Trustees agreed that the Library should continue supporting the Gazebo events and also support Jefferson Day. Thus, it was agreed to contribute \$1,000 to the Jefferson Day Concert and \$2,000 to Summer Gazebo events.

-Other Libraries: Christine opened a discussion on some of the charges other Libraries are imposing to raise funds e.g. registering and charging tutors for use of Library facilities. Agreed that while an interesting area we do not want to initiate charges of this nature.

Closed Session: NA

Announcements: NA

Next Meeting: February 15, 2011 4PM.

Adjournment: At 5:44 PM motion to close meeting made by Christine, 2nd by Rose. Approved by all.

Respectfully Submitted: Bill Craig