

Jefferson Township Public Library

## Board of Trustees Meeting Minutes

Prepared: March 12, 2011 for

Meeting of: February, 15, 2011

**Announcement of Sunshine Compliance:** This regular meeting for Tuesday, February 15, 2011 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, Dr. Mary Thornton for Kathy Fuchs, Bill Craig, Michael Stewart, Pearlann Johnson, Frank Bagnati, Anne Augustyn, Sandy Cale, Seth Stephens.

**Guests:** Jay Dunham, Council Member.

**Approval of Agenda:** Motion to approve agenda made by Christine, 2<sup>nd</sup> by Rose. Approved by all.

**Approval of Minutes of Previous Meeting:** Motion to approve minutes of the last meeting, made by Rose with 2<sup>nd</sup> by Christine. Approved by all.

**Treasurer's Report:** Given by Rose. Michael asked and Seth answered question about the Depreciation category- This covers items e.g. computers, furniture etc with life over 5 years & cash value over \$500,000. Motion to approve made by Bill; 2<sup>nd</sup> by Frank 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		995,533.39
Checking Account 553006674		1,000.00
Petty Cash 553006666		233.54
Other		<u>0.00</u>
Total Cash	\$	996,796.93

**Bills to be approved for payment:** Bills reviewed and a motion to approve bills for payment was made by Christine with 2<sup>nd</sup> by Pearlann. Approved by all,

**Public Portion:** Councilman Dunham gave an update on Trustee Appointment-to be made at Council Mtg. on 2/16/11. He also noted that auditors have mentioned that the funds allotted for surplus may not remain at 2%.

**Correspondence:** NA

### Reports of director, officers and standing committees:

Full Director's report sent separately by Seth to all Trustees and Council Members. Seth noted

that an item omitted from his director's report concerned the 2011 Library Holiday List. The discussion was opened on how to treat Christmas and New Year's because they fall on Sunday and many organizations close and give their staff off on the Monday immediately following (and Fridays off if the holiday falls on Saturday). It was agreed the Library should follow a similar practice. Thus, this year the Library will close on the Mondays following these holidays. Seth also noted that he ordered furniture as specified by the Globus Group for the children's area. In addition, the painting is to be done some time around Easter. Work on the door area is moving forward and Fire and Police have been given keys etc for access to the Library in the event of an emergency

**Personnel:** NA

**Finance:** NA.

**Bylaws:** NA

**Building:** Frank requested a meeting of the Building Committee (Michael, Frank, Christine, Bill, Kathy) for 10:30 AM on 2/17/11.

**Fund Raising/Friends:** NA

**Mission Statement Committee:** NA

**Policy Review:** NA

**Scholarship:** NA

**Old Business:**

-Transfer of Funds: Nothing new to report.

-Salaries: Michael asked for an update on the proposed salary increase for the Library staff. Councilman Dunham gave an update on the negotiations regarding the Township contract and mediation. After some discussion, and considering that the library staff does contribute to their health plan a motion was made by Christine, with 2<sup>nd</sup> by Rose and approved by all to move forward with our previous proposal to grant a 2% increase for the Library Staff retroactive to 1/1/11.

**New Business:**

-Scholarships: Pearlann asked about the applications for the Jeanne Craig (\$500) and Rose Lange (\$250) scholarships. She will revise the application and submit the format to Seth by 2/22/11.

-Library Programs: Ann reported on recently attending two of the Library Programs-Mozart & Floral Decorating. Both were well attended and very good. Bill also noted the Cover to Cover Book Group has a great group and is always well attended and the recent classes on using a Kindle were very helpful and informative.

**Closed Session:** NA

**Announcements:** NA

**Next Meeting:** March 15, 2011 4PM.

**Adjournment:** At 5:20 PM motion to close meeting made by Rose, 2<sup>nd</sup> by Anne. Approved by all.

**Respectfully Submitted:** Bill Craig