

JEFFERSON TOWNSHIP PUBLIC LIBRARY

Board of Trustees Meeting

Tuesday, February 16, 2016 – 4:00 PM
Jefferson Township Public Library

A. Michael Stewart called the meeting to order at 4:00 PM and read the Open Meeting Statement.

B. Roll Call:	<u>Present</u>	<u>Absent</u>
Michael Stewart	<u> X </u>	_____
Christine Williams	<u> X </u>	_____
Frank Bagnati	<u>Excused</u>	_____
Rose Lange	<u> X </u>	_____
Anne Augustyn	<u> X </u>	_____
Peg Holbrook	_____	<u> X </u>
Donna DeGennaro	<u> X </u>	_____
Bill Craig	<u>Excused</u>	_____
Jeanne Howe	<u> X </u>	_____

Guests: Bob Birmingham

C. Motion made by Christine Williams and seconded by Rose Lange to approve the agenda

	Ayes	Nay	Abstain	Absent
Michael Stewart	<u> X </u>	_____	_____	_____
Christine Williams	<u> X </u>	_____	_____	_____
Frank Bagnati	_____	_____	_____	<u> X </u>
Rose Lange	<u> X </u>	_____	_____	_____
Anne Augustyn	<u> X </u>	_____	_____	_____
Peg Holbrook	_____	_____	_____	<u> X </u>
Donna DeGennaro	<u> X </u>	_____	_____	_____
Bill Craig	_____	_____	_____	<u> X </u>
Jeanne Howe	<u> X </u>	_____	_____	_____

D. Motion made by Anne Augustyn, seconded by Christine Williams, to accept the Treasurer's report

	Ayes	Nay	Abstain	Absent
Michael Stewart	<u> X </u>	_____	_____	_____
Christine Williams	<u> X </u>	_____	_____	_____
Frank Bagnati	_____	_____	_____	<u> X </u>
Rose Lange	<u> X </u>	_____	_____	_____
Anne Augustyn	<u> X </u>	_____	_____	_____
Peg Holbrook	_____	_____	_____	<u> X </u>
Donna DeGennaro	<u> X </u>	_____	_____	_____
Bill Craig	_____	_____	_____	<u> X </u>

Jeanne Howe X _____ _____ _____

E. Motion made by Rose Lange, and seconded by Christine Williams, to approve the minutes of the January 19, 2016 meeting of the Board of Trustees.

	Ayes	Nay	Abstain	Absent
Michael Stewart	<u> X </u>	_____	_____	_____
Christine Williams	<u> X </u>	_____	_____	_____
Frank Bagnati	<u> X </u>	_____	_____	<u> X </u>
Rose Lange	<u> X </u>	_____	_____	_____
Anne Augustyn	<u> X </u>	_____	_____	_____
Peg Holbrook	_____	_____	_____	<u> X </u>
Donna DeGennaro	<u> X </u>	_____	_____	_____
Bill Craig	_____	_____	_____	<u> X </u>
Jeanne Howe	_____	_____	<u> X </u>	_____

F. A motion to approve the bills presented for payment was made by Christine Williams, and seconded by Anne Augustyn.

	Ayes	Nay	Abstain	Absent
Michael Stewart	<u> X </u>	_____	_____	_____
Christine Williams	<u> X </u>	_____	_____	_____
Frank Bagnati	_____	_____	_____	<u> X </u>
Rose Lange	<u> X </u>	_____	_____	_____
Anne Augustyn	<u> X </u>	_____	_____	_____
Peg Holbrook	_____	_____	_____	<u> X </u>
Donna DeGennaro	<u> X </u>	_____	_____	_____
Bill Craig	_____	_____	_____	<u> X </u>
Jeanne Howe	<u> X </u>	_____	_____	_____

Director’s Report

Invitation to Bid on Portico Project almost complete. It is being reviewed by Kathy Biehl. Seth Stephens reported that he had received a quote on digitizing historical postcards and 10 years of the AIM from IMR digital and that he would be accepting the bids.

Michael Stewart inquired about the condition of the cordoned off front entrance stairs. Seth Stephens said the stairs would be replaced as part of the portico project. If the project is delayed Seth said he would have the stairs repaired.

Michael Stewart and Christine Williams asked Seth for an update on security procedures. Bob Birmingham reported that Lt. Conrad from the Jefferson Police would be working with the Township departments on this matter.

Anne Augustyn is working with Seth on updating and revising the policy manual that the stairs would be replaced as part of the Portico project. He said if the projec

New Business: None

Old Business: None

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Closed Session: A motion was made to go into closed session at 4:25pm to discuss personnel. Motion made by Rose Lange, and seconded by Christine Williams.

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	<u>Ayes</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
<u>Michael Stewart</u>	<u>X</u>			
<u>Christine Williams</u>	<u>X</u>			
<u>Frank Bagnati</u>				<u>X</u>
<u>Rose Lange</u>	<u>X</u>			
<u>Anne Augustyn</u>	<u>X</u>			
<u>Peg Holbrook</u>				<u>X</u>
<u>Donna DeGennaro</u>	<u>X</u>			
<u>Bill Craig</u>				<u>X</u>
<u>Jeanne Howe</u>	<u>X</u>			

Seth recommended an increase of 2 percent in staff salaries for 2016.

A motion to reopen the meeting at 4:35 was made by Christine Williams and seconded by Rose Lange.

	<u>Ayes</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
<u>Michael Stewart</u>	<u>X</u>			
<u>Christine Williams</u>	<u>X</u>			
<u>Frank Bagnati</u>				<u>X</u>
<u>Rose Lange</u>	<u>X</u>			
<u>Anne Augustyn</u>	<u>X</u>			
<u>Peg Holbrook</u>				<u>X</u>
<u>Donna DeGennaro</u>	<u>X</u>			
<u>Bill Craig</u>				<u>X</u>
<u>Jeanne Howe</u>	<u>X</u>			

A motion to increase staff salaries by 2 percent was made by Christine Williams and seconded by Rose Lange

	<u>Ayes</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
<u>Michael Stewart</u>	<u>X</u>			
<u>Christine Williams</u>	<u>X</u>			
<u>Frank Bagnati</u>				<u>X</u>
<u>Rose Lange</u>	<u>X</u>			
<u>Anne Augustyn</u>	<u>X</u>			
<u>Peg Holbrook</u>				<u>X</u>
<u>Donna DeGennaro</u>	<u>X</u>			
<u>Bill Craig</u>				<u>X</u>
<u>Jeanne Howe</u>	<u>X</u>			

Adjourn:

Motion made to adjourn at 4:45pm was made by Christine Williams ~~by Christine Williams~~ and seconded by Rose Lange to adjourn the meeting at 4:45 PM.

	<u>Ayes</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
<u>Michael Stewart</u>	<u>X</u>			
<u>Christine Williams</u>	<u>X</u>			
<u>Frank Bagnati</u>				<u>X</u>
<u>Rose Lange</u>	<u>X</u>			
<u>Anne Augustyn</u>	<u>X</u>			
<u>Peg Holbrook</u>				<u>X</u>
<u>Donna DeGennaro</u>	<u>X</u>			
<u>Bill Craig</u>				<u>X</u>
<u>Jeanne Howe</u>	<u>X</u>			