

Jefferson Township Public Library  
 March 14, 2018  
**Meeting of:** February 20, 2018

**Announcement of Sunshine Compliance:** This regular meeting for Tuesday, February 20, 2018 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-Excused, Rose Lange, Dr. Patrick Tierney-Excused, 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 Christine with 2nd by Rose and approved as follows:

	Yes	NO	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 from Last Meeting:** Motion to approve was made by Rose with 2nd by Anne and approved as follows:

Yes	NO	Absent
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<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	

**Treasurer’s Report:** Read by Frank. Motion to approve the report made by Bill with 2nd by Rose and approved as follows:

	Yes	NO	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		

**JEFFERSON TOWNSHIP PUBLIC LIBRARY: BALANCE SHEET AS OF 1/31/18**

**CURRENT PERIOD BALANCE**

<b>Cash Drawer</b>	<b>\$ 30.00</b>
<b>Statement Savings (990500479)</b>	<b>\$ 374,200.85</b>
<b>Checking Account (553006674)</b>	<b>\$ 1000.00</b>
<b>Petty Cash (553006666)</b>	<b>\$ 159.29</b>
<b>Total Cash</b>	<b>\$ 375,390.14</b>

**Bills to be approved for payment:.** Questions raised by Frank and Bill on Locks, Technology and Book Vendor explained by Seth. Motion to approve bills for payment made by Rose with 2nd by Frank and approved as follows:

	Yes	NO	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>		

*Christine Williams* x  
*Seth Stephens-Library Director* non- voting

**Public Portion & Guests: Jay Dunham; Sandy Cale**

**Correspondence:** NA

**Reports of director, officers, and standing committees:** Seth sends a Directors report to the Mayor, Council and Trustees each month but reported that all locks, codes were updated and installed and all staff members advised and have access. Also, Michael & Bill signed the MAIN agreement as requested by Seth and Seth notified all Trustees the MAIN was sponsoring a meeting on Library Law and on 4/9/18 from 7 to 9 PM at the Randolph Library and invited Trustees to attend if they wished. In addition, Seth noted that a new vendor search was still underway regarding the Inter Library Program due to the current new vendor pulling out of the contract they were recently awarded but could not comply with. Regarding the Portico project, Jayson is still working on the drawings for the proposed improvement and estimates and they should be completed in March or April.

**COMMITTEES:**

**Personnel:**

**Finance:** .

**Bylaws:**

**Building & Grounds:**

**Fund Raising/Friends:**

**Mission Statement Committee:**

**Policy Review:**

**Scholarships:**

**Old Business:**

-Scholarships: Seth discussed this year's application form and process with the HS and all is OK to proceed. Winning candidates must be determined by May 5, 2018.

**New Business:**

-Propane Tanks: Frank asked about and considerations being given being given to security around the Propane Tanks as noted in the security assessment some of which did not appear practical for the Library to move forward on. Seth will address these recommendations with the vendor to see how they address this issue with other customers.

-Book Filing Areas: Seth noted that it may be worthwhile to review the current Library layout to see if it is necessary to make it easier for customers to locate books and areas of interest and moving around the Library. Seth reported that Susan Globus is interested in such a project and he will discuss it with her in more detail. Some discussion followed on the concept of the need to ease finding of categories for customers in need of help and a grant proposal was being prepared for the Library to address it.

**Closed Session:** At 4:50 PM a motion to go into closed session was made by Christine and 2<sup>nd</sup> by Rose and approval as well as a motion made by Christine and Rose at 5:12 PM to end the Closed Session.

	Yes	NO	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		

**Announcements:** NA

**Next Meeting:** March 20,2018 at 4:00 PM.

**Adjournment:** At 5:13 PM a motion to close the meeting was made by Rose with 2<sup>nd</sup> by Frank and approved as follows:

	Yes	NO	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.

