

Board of Trustees Meeting Minutes

Jefferson Township Public Library

Prepared: February 24, 2012

Meeting of: February 21, 2012

Announcement of Sunshine Compliance: This regular meeting for Tuesday, February 21, 2012, commencing at 4:00 p.m. has been properly noticed in accordance with the Open Public Meetings Act.

Roll Call of Trustees: Rose Lange, Kathaleen Fuchs, Anne Augustyn, Pearlann McManus, Frank Bagnati, Christine Williams, Margaret Holbrook, Michael Stewart were present. William Craig was excused.

Guests: Sandy Cale, Nancy Chamberlain, Jay Dunham, Bob Birmingham, Kathy Biehl-Board Attorney. Roni Brandt from Lakeland Bank was also present. She was here to update the signature cards and other records for the Library's bank accounts and accounts of the Friends of the Library.

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

Approval of Minutes of Previous Meeting: Motion to approve the minutes of the last meeting of January 17, 2012, made by Christine, 2nd by Rose. Approved by all.

Treasurer's Report: Given by Frank Bagnati. Motion to approve the Treasurer's Report made by Rose, 2nd by Christine. Approved by all.

Jefferson Township Public Library Balance Sheet as of 1/31/2012

Current Period Balance:

Cash Drawer	\$	30.00
Statement Savings 990500479		680,029.36
Checking Account 553006674		1,000.00
Petty Cash 553006666		178.76
Other		<u>0.00</u>
Total Cash		\$681,238.32

Bills to be approved for payment: Motion made to approve the bills made by Pearlann, 2nd by Peg. Approved by all.

Closed Session: Motion was made by Rose to go into Closed Session at 4:20 p.m., 2nd by Ann. During the closed session, a discussion was held about the bids for the generator installation. This issue will be further discussed at a meeting of the Trustees to be held on Monday, February

27th at 4:00 p.m. Kathy Biehl, the Board's attorney, was present during this closed session. Motion was made by Rose, 2nd by Frank to come out of Closed Session at 4:50 p.m.

Correspondence: N/A

Committee Reports: N/A

Director's Report:

- Seth noted that the Finance Committee needs to meet to review the Petty Cash receipts of the last quarter of 2011. This is to comply with a recommendation from the Auditor during the last audit of the Library. The Finance Committee will meet on Monday, February 27, to review these Petty Cash receipts.
- The propane gas tank will be replaced by Amerigas on Feb. 23. The airing out of the building each morning has greatly diminished the odor of propane in the building.

Old Business:

- The announcement on the awarding of the bid of generator contractor was postponed until after the emergency meeting on February 27.
- Seth had asked Jason Nichols for an estimate for the new façade of the building. The rough estimate was \$170,000 to \$190,000. It was recommended that this project be tabled for now until the current projects, i.e., generator installation, are completed.

New Business: Seth has forwarded the *Jeanne Craig and Rose Lange Scholarship Application* to the High School Guidance Department for their distribution.

Visitor's Comments: Jay Dunham commented on the presentation made by Michael and Seth regarding the Library's Annual Report to the Town Council, and how well received it was.

Next Meeting: Tuesday, March 20, 2012, at 4:00 p.m.

Adjournment: At 5:30 a motion was made to adjourn the meeting by Christine, 2nd by Rose. Approved by all.

Respectfully submitted,

Pearlann McManus, filling in for Bill Craig, Secretary, who was excused from this meeting