

Jefferson Township Public Library
Meeting of: February 21, 2017

March 16,2017

Announcement of Sunshine Compliance: This regular meeting for Tuesday, February 21, 2017 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-Absent, Bill Craig Sr., Margaret Holbrook-Absent, Rose Lange, Dr. Patrick Tierney (4:10), 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 Rose with 2nd by Christine

	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>			
<i>Lary Wasserman</i>	x		
<i>Christine Williams</i>	x		
<i>Seth Stephens-Library Director</i>	non- voting		

Approval of Minutes of Previous Meeting: Motion to approve 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>	<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>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 Seth. Motion to approve the report made by Lary with 2nd by Bill and approved as follows:

JEFFERSON TOWNSHIP PUBLIC LIBRARY: BALANCE SHEET AS OF 12/31/16

CURRENT PERIOD BALANCE

Cash Drawer	\$	30.00	
Statement Savings (990500479)	\$	352,858.16	
Checking Account (553006674)	\$	1,000.00	
Petty Cash (553006666)	\$	201.38	
Other	\$		0.00
Total Cash	\$	354,089.54	

	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>Lary Wasserman</i>	<i>x</i>		
<i>Christine Williams</i>	<i>x</i>		
<i>Seth Stephens-Library Director</i>	non- voting		

Bills to be approved for payment: Per Lary's request Seth explained the process of obtaining information on magazine subscription cost and usage for evaluation purposes in deciding to continue subscriptions. Motion to approve bills for payment made by Christine with 2nd by Anne 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>Lary Wasserman</i>	<i>x</i>
<i>Christine Williams</i>	<i>x</i>
<i>Seth Stephens-Library Director</i>	non- voting

Public Portion & Guests: Jason Nicholas, Bob Birmingham, Sandy Cale

Note: Architect Jason Nicholas presented concepts to be developed now that the Portico project is successfully completed e.g. drainage, signs, banners, extending the overhang to cover the sidewalk in front of the building, modifying the existing roof and items that Seth noted in his January 2017 Directors report.

Correspondence: NA

Reports of director, officers, and standing committees: Seth sends his full “Director’s Report” to all Trustees and the Township Administration and Council Members each month. Seth noted that after last weeks snow and ice there was an indication that additional work needs to be done on the roof to prevent ice from falling in large pieces.

Seth requested the the Building and Grounds Committee (Michael, Christine, Bill, Frank, Lary) meet to review the concepts made by the architect Jason Nicholas. Meeting subsequently set for 3/8/17 at 11AM

Seth signed a purchase order with Morris signs for sign placement under the Protico.

Seth also advised the Trustees that he is keeping on top of the potential for budgets coming to the State Library System which may filter down to local libraries impacting programs which are important at the local library level e.g. Morris Co Library exchange program.

Christine asked for an update on the fire system. Seth explained the process is one system centralized under the Township system for the municipal complex but he will check further with the Township to get more details on the System.

COMMITTEES:

Personnel:

Finance: .

Bylaws:

Building & Grounds: To meet on 3/8/17 at 11 AM

Fund Raising/Friends:

Mission Statement Committee:

Policy Review:

Scholarships:

Old Business: NA

New Business:

-Awarding Scholarships: Michael reviewed the process with school administrators considering problems we encountered last year in presenting the awards at the library. Administration felt it best to keep things the way we have been doing it successfully for many years.

Closed Session: NA

Announcements: NA

Next Meeting: March 21, 2017 at 4:00 PM

Adjournment: At 5:04 PM a motion to close the meeting was made by Rose with 2nd by Bill and approved as follows:

	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	

Respectfully Submitted: Bill Craig Sr.