

Jefferson Township Public Library

Board of Trustees Meeting Minutes

Prepared: April 17, 2011

Meeting of: March 15, 2011

Announcement of Sunshine Compliance: This regular meeting for Tuesday, March 15, 2011 commencing at 4:00 P.M has been properly noticed in accordance with the Open Public Meetings Act.

Roll Call of Trustees:

Rose Lange, Christine Williams, Mark Schwarz for Kathy Fuchs, Bill Craig, Michael Stewart, Pearlann Johnson, Frank Bagnati, Anne Augustyn, Margaret Holbrook, Sandy Cale, Seth Stephens. Margaret Holbrook was sworn in as a new Trustee by Michael prior to our meeting. Welcome Margaret to our Board.

Guests: Jay Dunham & Bob Birmingham Council Members. Nancy Chamberlain

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

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

Treasurer's Report: Given by Rose. Motion to approve made by Christine; 2nd by Pearlann and approved by all.

Jefferson Township Public Library Balance Sheet as of 2/28/2011.

Current Period Balance

Cash Drawer	\$	30.00
Statement Savings 990500479		866,203.00
Checking Account 553006674		1,000.00
Petty Cash 553006666		166.61
Other		<u>0.00</u>
Total Cash	\$	867,399.61

Bills to be approved for payment: After discussion on bills for Amerigas & Recorded Books. Bills reviewed and a motion to approve bills for payment was made by Christine with 2nd by Frank. Approved by all,

Public Portion: Jay Dunham asked if we had heard from the township on the Trustees approval of a 2% increase. Seth reported that he had received no comments or inquiries. Bob Birmingham asked about Library participation with the Twp in an Energy Survey. Seth will follow-up with Twp. Jay also suggested the library should look into other co-op opportunities with the Township. Bob asked if the Library was involved with Jefferson Day and other involvement with the residents e.g. organizations celebrating anniversaries etc. It was noted that the Library is a sponsor of the Jefferson Day concert, Gazebo Summer Activities and

organizations e.g. Girl Scouts used facility for special event. Also, Seth does a review for Highlights.

Correspondence: Thank you from Teacher for rebate/gift card we forwarded to school for purchase of "Waiting for Superman"

Reports of director, officers and standing committees:

Full Director's report sent separately by Seth to all Trustees and Council Members. Seth advised Trustees of pending retirement of staff member. Details to be reviewed in a closed session. Seth also noted that the Technology Plan he developed has some impact on the transfer of funds to the Township. Also, it was reported that an estimate of \$2,400 for development of concepts for addressing the overhang problem was received from the local vendor. The cost for the removal of the solar panel was estimated at \$13,000. It was suggested by the Township that the DPW be involved.

Personnel: NA

Finance: NA.

Bylaws: NA

Building: Building Committee met on 2/17/11 and Frank reported on items reviewed e.g. Propane Tank, Awning, Lighting, removal of solar pane, landscaping and staircase/steps.

Fund Raising/Friends: NA

Mission Statement Committee: NA

Policy Review: NA

Scholarship: NA

Old Business:

-Transfer of Funds: Michael expressed a need for a resolution on transferring funds to the Township based on the State Librarians approval. Seth reviewed and explained all entities and issues involved. A resolution was presented and a motion was made to accept the resolution by Rose with 2nd by Christine and after further discussion approved by 7 yes votes and 2 abstaining.

New Business:

-Financial Commitments for various end of work possibilities- Seth explained some issues. It was agreed that this must be part of a larger discussion e.g. setting aside future funds for long term leave, vacation time, sick time etc. which Kathy Biehl researched. Basically, the Library will follow the same policy as the Township.

-Future Library- Anne reviewed articles on the future of Libraries highlighting special programs and opening up discussion on e-books, social programs, resources for all community residents e.g. computer access, DVD Music and Movies on loan, how to classes, discussion groups etc.

Closed Session: At 5:24PM, motion to move to closed session made by Christine with 2nd by Frank, approved by all. At 5:37PM, a motion to leave closed session was made by Christine with 2nd by Bill.

Announcements: Bill Craig will not be able to attend the April 19, 2011 Trustee Meeting

Next Meeting: April 19, 2011 4PM.

Adjournment: At 5:45 PM motion to close meeting made by Bill, 2nd by Christine. Approved by all.

Respectfully Submitted: Bill Craig