

Jefferson Township Public Library  
Board of Trustee Meeting Minutes/Notes  
Meeting of March 16, 2015

-Meeting commenced at 4:02 PM on Monday March 16, 2015.

-Attendees: Rose Lange, Bill Craig, Joseph Kraemer, Anne Augustyn, Frank Bagnati, Christine Williams, Donna DeGennaro, Michael Stewart, Margaret Holbrook and Seth Stephens-Director.

-Approval of Agenda: Motion to approve the agenda made by Christine with 2<sup>nd</sup> by Anne and approved by all.

-Approval of Minutes from Previous Meeting: Motion to approve the minutes of the last meeting made by Christine with 2<sup>nd</sup> by Rose and approved by all.

-Treasurer's Report: Read by Frank. Motion to approve made by Rose with 2<sup>nd</sup> by Peg and approved by all.

Jefferson Township Public Library Balance Sheet as of 2/28/2015

Cash Drawer	\$	30.00
Statement Savings 990500479		595,362.69
Checking Account 553006674		1,000.00
Petty Cash 553006666		250.00
Other		<u>0.00</u>
Total Cash		596,642.69

-Bills to be approved: Motion to approve bills for payment made by Rose with 2<sup>nd</sup> by Bill and approved by all.

-Guests, Comments/Questions: Bob Birmingham, Jay Dunham, Sandy Cale

-Correspondence: NA

-Reports from Director, Officers, and Committees: A full Director's report was

sent separately by Seth to all Trustees and Members of the Council. Seth reported that he is still working on propane issues including a propane (gas) odor at times. He has received assurance that there are no safety issues and that last year the Library purchased and installed carbon monoxide detectors and these have not detected any unhealthy carbon monoxide levels. Also, while construction estimates of \$219,000 have been received regarding the new awning/façade (Portico) project proposal additional items are still under review including a new review of repairing the steps. Christine also asked for a review of options for the handicapped ramp. Bob Birmingham suggested that a Township resource may be able to have some input on this as well. Other options for materials etc. are still under review and the estimate is in need of additional review with Jason Nichols, Suzan Globus and contractors looking for a possible reduction in cost.

Committees:

Personnel: NA

Finance: NA

Bylaws: NA

Fund Raising/Friends: NA

Mission Statement: NA

Policy Review: NA

Scholarship: NA

-Old Business:

-Strategic Plan and Vision/Mission Statement : As noted previously a lengthy discussion and exchange of ideas with the intent of revising a Mission/Vision Statement and new Strategic was led by Suzan Globus. Seth has requested that, based on results from that meeting, follow up meetings be conducted to begin the final recommendation for approval of the proposed plans. (A meeting was held on 4/14/15 with Seth, Michael, Frank, Donna, Rose and Bill attending and Suzan Globus facillating. Additional meetings of this ad hoc committee have been schedule.) Goal is to complete the plans before 7/1/15.

-New Business:NA

-Announcements: NA

-Next Meeting: April 21, 2015 at 4:00 PM

-Adjournment: At 4:30 PM a motion to close the meeting was made by Rose with 2<sup>nd</sup> by Bill and approved by all.

Respectfully Submitted: Bill Craig 4/20/2015