

Jefferson Township Public Library
Board of Trustee Meeting Minutes/Notes
Meeting of March 18, 2014

-Meeting commenced at 4:00 PM on Tuesday, March 18, 2014.

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

-Approval of Agenda: Motion to approve the agenda made by Ann with 2nd by Peg and approved by all.

-Approval of Minutes from Previous Meeting: No minutes submitted from last meeting.

-Treasurer's Report: Read by Frank. Motion to approve made by Bill with 2nd by Joe and approved by all.

Jefferson Township Public Library Balance Sheet as of 2/28/2014

Cash Drawer	\$	30.00
Statement Savings 990500479		801,915.87
Checking Account 553006674		1,000.00
Petty Cash 553006666		217.13
Other		<u>0.00</u>
Total Cash		\$803,163.00

-Bills to be approved for Payment: Motion to approve made by Christine with 2nd by Frank and approved by all.

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

-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 reviewed the balance sheet items and auditors recommendations and noted that he and Nancy are working on the recommended classification process. Seth also noted that the Engineering report on the Fire Suppression System should be completed by the end of March.

Committees:

Personnel: NA

Finance: NA

Bylaws: NA

Fund Raising/Friends: NA

Mission Statement: NA

Policy Review: NA

Scholarship: NA

-Old Business:

-2014 Budget Review and Annual Report to Town Council scheduled for tomorrow March 19, 2014 and Seth provided Trustees with an outline of the presentation he and Mike will be making.

-New Business

-Strategic Plan and Future: Last meeting Seth initiated a discussion on the future and challengers facing Libraries and asked that we give some time and thought to discussing what challengers we face? As a follow up the Trustees agreed to consider once again working with a profession group to guide us through the process to consider items such as "What we should start doing? And /or what we should stop doing? etc." as we move forward. Along these lines Suzan Globus of Globus Design Associates attend our meeting and explained the process, answered questions and concerns and provided preliminary suggestions on how we might proceed. Trustees agreed we should move forward and asked Suzan to develop a proposal/plan outline on how she felt we should proceed. She agreed and will submit a preliminary proposal for the next Trustee meeting.

-2014 Scholarship Program: Michael asked about starting the scholarship process. Seth to review dates and process and advise on timeline. Joe also noted that now or in the future we may want to consider adding a question on “ what can the Library do to improve? Or what they see as the Library of the future?

-Closed Session: NA

-Announcements: NA

-Next Meeting: April 15, 2014 at 4:00 PM

-Adjournment: At 5:15 PM a motion to close the meeting was made by Joel with 2nd by Peg and approved by all.

-Respectfully Submitted by: Bill Craig on April 11, 2014