

Jefferson Township Public Library
Prepared: April 14, 2013
Meeting of: March 19, 2013

Announcement of Sunshine Compliance: This regular meeting for Tuesday, March 19, 2013 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, Joseph Kraemer, Margaret Holbrook, Bill Craig, Michael Stewart, Pearlan Johnson, Frank Bagnati-excused, Anne Augustyn, Sandy Cale, Seth Stephens.

Approval of Agenda: Motion to approve made by Rose with 2nd by Peg and approved by all.

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

Treasurer's Report: Given by Seth. Motion to approve made by Bill; 2nd by Peg and approved by all.

Jefferson Township Public Library Balance Sheet as of 2/28/13

Current Period Balance

Cash Drawer	\$	30.00
Statement Savings 990500479		665,797.00
Checking Account 553006674		1,000.00
Petty Cash 553006666		106.11
Other		0.00
Total Cash		666,934.05

Bills to be approved for payment: Motion to approve made by Christine; 2nd by Rose. Mike asked who pays for insurance on the Library. Seth said the Township pays the overall policy and passes the charges back to the Library as appropriate.

Public Portion & Guests: Jay Dunham. Jay noted that Township contract discussions for certain groups of staff members will begin on April 10. Jay also asked about Library Bills particularly the water bill and Seth said the Library has well water.

Correspondence: NA

Reports of director, officers, and standing committees:

Full Director's report sent separately by Seth to all Trustees and Council members. Seth noted that work on the Generator installation to be completed week of 3/24/13. Seth also distributed a booklet containing Library Policies (Policy Guide) for Trustee Review and Further discussion.

Peg & Pearlan attended the Trustee Workshop on 3/13/13. In addition, they commended Seth

and Library staff for work done on various programs and projects.

Personnel: NA

Finance: NA

Bylaws: NA

Building: NA.

Fund Raising/Friends: NA

Mission Statement Committee: NA

Policy Review: NA

Scholarship: NA

Old Business:

-Review of outside upgrade: Seth reviewed photos/drawings of proposed layout for new façade and it was noted that we should revisit and document (for future sharing with public) reasons and benefits of doing this. It also was noted that this was an opportunity to look for Grants/Sponsorships e.g. Handicapped Facility grants, Green Material Grants etc. as additional input for further discussion on the process, costs and impact on capital budget reserves.

New Business:

-New Library/School Program Proposal: Joe Kraemer asked about the possibility of the school e.g. Kindergarten grades working with the Library on developing field trip type programs in order to help meet requirements for making up days lost due to e.g. weather conditions. This would involve a program for 4 groups 2 days AM & PM Kindergarten classes; 2 hour sessions each involving about 55 children. All thought the idea was worth pursuing and would be a good way to share facilities and programs. Seth thought it was doable and would pursue the concept with Joe and Dr. Thornton.

-Student Library Board Representative: Mike asked about the possibility of getting 1 or 2 student representative to the Library Board. Along these lines Peg suggested a High School "Friends of the Library Group". Ideas to be followed up with school administration.

Closed Session: NA

Announcements: NA

Next Meeting: April 16, 2013 at 4 PM

Adjournment: At 4:50 PM motion to close meeting made by Rose, 2nd by Joe. Approved by all.

Respectfully Submitted: Bill Craig

