

Jefferson Township Public Library

Board of Trustees Meeting Minutes

Prepared: April 15, 2012

Meeting of: March 20, 2012

Announcement of Sunshine Compliance: This regular meeting for Tuesday, March 20, 2012 commencing at 4:03 P.M. has been properly noticed in accordance with the Open Public Meetings Act.

Roll Call of Trustees:

Rose Lange, Christine Williams, Kathy Fuchs, Margaret Holbrook, Bill Craig, Michael Stewart, Pearlann Johnson, Frank Bagnati-excused, Anne Augustyn, Sandy Cale, Seth Stephens.

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 and Special Meeting on Generator made by Bill with 2nd by Peg. Approved with two abstaining-Bill & Kathy.

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

Jefferson Township Public Library Balance Sheet As of 2/29/2012

Current Period Balance

Cash Drawer		\$	30.00
Statement Savings	990500479		837,860.59
Checking Account	553006674		1,000.00
Petty Cash	553006666		97.44
Other			0.00
Total Cash			838,988.03

Bills to Be approved for payment: Motion to approve made by Rose; 2nd by Pearlann.

Public Portion & Guests: Nancy Chamberlain

Correspondence: NA

Reports of director, officers and standing committees:

Full Director's report sent separately by Seth to all Trustees and Council. Seth also reported that a state Library Trustee Meeting will be held on 6/21/12 and is open to anyone who would like to attend.

Christine thanked Seth for his helping the Historical society with various items an obtaining a sculpture for the Society from Morris Co.

Personnel: NA

Finance: Pearlann reported that this committee met on 2//27/2012 to review the check registers for the last half of 2011 to be sure there were no gaps in the check numbers issued and that appropriate documentation was available pertaining to checks issued.

Bylaws: NA

Building: NA.

Fund Raising/Friends: NA

Mission Statement Committee: NA

Policy Review: NA

Scholarship: NA

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Old Business:

-Generator: Seth advised that a notice to award the project was sent to Power with Prestige and that as soon as the notice is acknowledged and proper bonds and insurances in place a contract will be signed and a pre-construction meeting will be scheduled.

New Business:

-Scholarship Applications: Michael asked Seth about the status of the Scholarship process. Seth reported that process was underway and the deadline for submissions is 4/15/12 and submissions will be ready for review and decisions by the Trustees at the May Trustee Meeting.

Closed Session: NA

Announcements: Seth advised all that Brooke Hardy passed away. Trustees extended their deepest sympathy to his family on their loss.

Next Meeting: April 17, 2012 at 4 PM. Christine and Pearlann indicated they will not be able to attend.

Adjournment: At 4:34 PM motion to close meeting made by Bill, 2nd by Pearlann. Approved by all.

Respectfully Submitted: Bill Craig