

Jefferson Township Public Library
April 15, 2018 (Corrected 4/17/18)
Meeting of: March 20, 2018

Announcement of Sunshine Compliance: This regular meeting for Tuesday, March 20, 2018 commencing at 4:00 P.M. has been properly noticed in accordance with the Open Public Meetings Act.

Roll Call of Trustees:

Anne Augustyn-Excused, Frank Bagnati-Excused, Bill Craig Sr., Margaret Holbrook, Rose Lange-Absent, Jeanne Howe-Attending as substitute for Dr. Patrick Tierney-Excused, Michael Stewart, Lary Wasserman, Christine Williams, Seth Stephens-Library Director.

Roll Call of Trustees:

	Yes	Absent
<i>Anne Augustyn</i>		x
<i>Frank Bagnati</i>		x
<i>Bill Craig Sr.</i>	x	
<i>Margaret Holbrook</i>	x	
<i>Rose Lange</i>		x
<i>Michael Stewart</i>	x	
<i>Dr. Patrick Tierney/Jeanne Howe</i>		x <i>Jeanne Howe (Sub)</i>
<i>Jeanne Howe</i>	x	
<i>Christine Williams</i>	x	
<i>Lary Wasserman</i>	x	
<i>Seth Stephens-Library Director</i>	non- voting	

Approval of Agenda: Motion to approve was made by Christine with 2nd by Peg and approved as follows:

	Yes	NO/Abstain	Absent
<i>Anne Augustyn</i>			x
<i>Frank Bagnati</i>			x
<i>Bill Craig Sr.</i>	x		
<i>Margaret Holbrook</i>	x		
<i>Rose Lange</i>			x
<i>Michael Stewart</i>	x		
<i>Dr. Patrick Tierney</i>			x
<i>Jeanne Howe</i>	x		
<i>Lary Wasserman</i>	x		
<i>Christine Williams</i>	x		
<i>Seth Stephens-Library Director</i>	non- voting		

Approval of Minutes from Last Meeting: Motion to approve was made by Lary with 2nd by Christine and approved as follows:

	Yes	NO/Abstain	Absent
<i>Anne Augustyn</i>			<i>x</i>
<i>Frank Bagnati</i>			<i>x</i>
<i>Bill Craig Sr.</i>	<i>x</i>		
<i>Margaret Holbrook</i>	<i>x</i>		
<i>Rose Lange</i>			<i>x</i>
<i>Michael Stewart</i>	<i>x</i>		
<i>Dr. Patrick Tierney</i>			<i>x</i>
<i>Jeanne Howe</i>		<i>x</i>	
<i>Lary Wasserman</i>	<i>x</i>		
<i>Christine Williams</i>	<i>x</i>		
<i>Seth Stephens-Library Director</i>	non- voting		

Treasurer’s Report: Read by Seth. Motion to approve the report made by Bill with 2nd by Christine and approved as follows:

	Yes	NO/Abstain	Absent
<i>Anne Augustyn</i>			<i>x</i>
<i>Frank Bagnati</i>			<i>x</i>
<i>Bill Craig Sr.</i>	<i>x</i>		
<i>Margaret Holbrook</i>	<i>x</i>		
<i>Rose Lange</i>			<i>x</i>
<i>Michael Stewart</i>	<i>x</i>		
<i>Dr. Patrick Tierney</i>			<i>x</i>
<i>Jeanne Howe</i>	<i>x</i>		
<i>Lary Wasserman</i>	<i>x</i>		
<i>Christine Williams</i>	<i>x</i>		
<i>Seth Stephens-Library Director</i>	non- voting		

JEFFERSON TOWNSHIP PUBLIC LIBRARY: BALANCE SHEET AS OF 2/28/18

Cash Drawer	\$ 30.00
Statement Savings (990500479)	\$ 499,727.48
Checking Account (553006674)	\$ 1000.00
Petty Cash (553006666)	\$ 157.10
Total Cash	\$ 500,914.58

Bills to be approved for payment: Questions raised on item “Who’s on my Wi-Fi” and Seth explained this is a charge for obtaining usage counts. Motion to approve bills for payment made by Christine with 2nd by Peg approved as follows:

	Yes	NO/Abstain	Absent
<i>Anne Augustyn</i>			<i>x</i>
<i>Frank Bagnati</i>			<i>x</i>
<i>Bill Craig Sr.</i>	<i>x</i>		
<i>Margaret Holbrook</i>	<i>x</i>		
<i>Rose Lange</i>			<i>x</i>
<i>Michael Stewart</i>	<i>x</i>		

<i>Dr. Patrick Tierney</i>		<i>x</i>
<i>Jeanne Howe</i>	<i>x</i>	
<i>Lary Wasserman</i>	<i>x</i>	
<i>Christine Williams</i>	<i>x</i>	
<i>Seth Stephens-Library Director</i>	non- voting	

Public Portion & Guests: Kathy Biehl- Library Attorney

Correspondence: NA

Reports of director, officers, and standing committees: Seth sends a Director's report to the Mayor, Council and Trustees, Library Staff, etc. each month but highlighted he met with Jason and the drawings for the Portico renovations are completed and being submitted for review by the Township; Hackettstown Engineering Firm and Trustees over the next few weeks before completion and publishing the Request for Proposal (RFP) in May/June and awarding the job over the summer for work to begin in the Fall.

Lary requested that a bar graph be developed, similar to what Seth uses on his monthly report on month by month activity that reflects the activity for the entire year on one chart. Also, Lary asked Seth about the LED Light replacement usage/cost? Seth is working on this as well

COMMITTEES:

Personnel:

Finance:

Bylaws:

Building & Grounds:

Fund Raising/Friends:

Mission Statement Committee:

Policy Review:

Scholarships:

Old Business:

NA

New Business:

Salary/Incentives: Kathy Biehl, Library Attorney was asked to provide some guidance to the Trustees regarding the administration and flexibility in developing the Salary Plan to consider additional items such as incentives, bonus payments etc. Kathy reviewed the process and answered several questions raised by the Trustees. Basically, Municipal Ordinance Sec 82.6 Jefferson Twp. Municipal Code gives the Trustees guidelines and input for administering plans for items like special incentive awards/programs etc. It was agreed that items should consider measurable goals, equity of awards, impact on future applications etc.

Closed Session:

NA

Announcements: NA

Next Meeting: April 17, 2018 at 4:00 PM.

Adjournment: At 4:59 PM a motion to close the meeting was made by Bill with 2nd by Christine and approved as follows:

	Yes	NO/Abstain	Absent
<i>Anne Augustyn</i>			<i>x</i>
<i>Frank Bagnati</i>			<i>x</i>
<i>Bill Craig Sr.</i>	<i>x</i>		
<i>Margaret Holbrook</i>	<i>x</i>		
<i>Rose Lange</i>			<i>x</i>
<i>Michael Stewart</i>	<i>x</i>		
<i>Dr. Patrick Tierney</i>			<i>x</i>
<i>Jeanne Howe</i>	<i>x</i>		
<i>Lary Wasserman</i>	<i>x</i>		
<i>Christine Williams</i>	<i>x</i>		
<i>Seth Stephens-Library Director</i>	non- voting		

Respectfully Submitted: Bill Craig Sr.

