

Jefferson Township Public Library
Prepared: May 13, 2013 "CORRECTED"
Meeting of: April 16, 2013

Announcement of Sunshine Compliance: This regular meeting for Tuesday, April 16, 2013 commencing at 4:18 P.M. has been properly noticed in accordance with the Open Public Meetings Act.

Roll Call of Trustees:

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

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

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

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

Jefferson Township Public Library Balance Sheet as of 3/31/2013

Current Period Balance

Cash Drawer	\$	30.00
Statement Savings 990500479		803,043.99
Checking Account 553006674		1,000.00
Petty Cash 553006666		105.55
Other		0.00
Total Cash		804,179.54

Bills to be approved for payment: Motion to approve made by Pearlann, 2nd by Bill.

Public Portion & Guests: Jay Dunham, Bob Birmingham in attendance.

Correspondence: Scholarship applications received. Seth to ensure applicants submit entries on proper form.

Reports of director, officers, and standing committees:

A Full Director's report was sent separately by Seth to all Trustees and Council members. Seth reviewed information on Retirement Benefits issue regarding pre-funding health insurance noting that many Libraries do not pay for health care benefits and do not participate in pension plans. Seth will prepare a recap and ask attorney Kathy Biehl to review process and issues. Seth also gave an update on the Façade project- a proposal on next steps is being developed; also a Radon test has been initiated results to be reported ASAP.

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: As noted above Seth asked architect to prepare a proposal for the drawing of plans and writing specifications for this project.

-Review of Policy Manual: Discussion began on review of Library Policies with comments noted on some e.g. Weapons in Library (which revealed that Library buzzer system was not working and Trustees asked that this be remedied ASAP); Unattended Children; Library Card Renewal; Use of Meeting Rooms. Review to be continued at future Trustee meetings.

New Business:

-Scholarships: Applications including applications returned for submission on proper form due to be reviewed and scholarships awarded at next Trustee meeting in time for presentation at graduates award ceremony.

Closed Session: NA

Announcements: NA

Next Meeting: May 21, 2013 (changed to May 14, 2013 to allow for timely review of scholarship applications.

Adjournment: At 5:10 PM motion to close meeting made by Rose, 2nd by Bill. Approved by all.

Respectfully Submitted: Bill Craig