

Jefferson Township Public Library

Board of Trustees Meeting Minutes

Prepared: May 9, 2012

Meeting of: April 17, 2012

Announcement of Sunshine Compliance: This regular meeting for Tuesday, April 17, 2012 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-excused, Joseph Kraemer, Margaret Holbrook, Bill Craig, Michael Stewart, Pearlann Johnson-excused, Frank Bagnati, Anne Augustyn, Sandy Cale, Seth Stephens.

Approval of Agenda: Motion to approve. (Arrived at 4:05 and missed names on approval)

Approval of Minutes of Previous Meeting: Motion to approve minutes of the last meeting made by Frank with 2nd by Peg. With three corrections 1- date for State Library Trustee Mtg. should be 6/2/12. 2- Under Old Business- Generator “ ... proper bonds and insurances are in place....3- add: Passed resolution giving Seth authorization to proceed.

Treasurer’s Report: Given by Seth for Frank. Motion to approve made by Bill; 2nd by Frank and approved by all.

Jefferson Township Public Library Balance Sheet as of 3/31/2012

Current Period Balance

Cash Drawer	\$	30.00
Statement Savings 990500479		770,654.20
Checking Account 553006674		1,000.00
Petty Cash 553006666		210.34
Other		0.00
Total Cash		771,894.54

Bills to be approved for payment: Motion to approve made by Rose; 2nd by Peg. After questions/clarification on items/charges from Bodart Co. which Seth explained was for a book leasing program.

Public Portion & Guests: Jay Dunham, Sandy Cale. Note: Meeting open to all and in the past, Trustees have stated that meeting times can be changed to accommodate community requests

Correspondence: NA

Reports of director, officers, and standing committees:

Full Director's report sent separately by Seth to all Trustees and Council. Seth reported that Kathy Biehl gave him copies of the Generator contract and said that all was in order. Project is moving along. Project meeting to be held soon. Seth also distributed flyers on the State NJ

Library Trustee Assoc. meeting on 6/2/12 in Eatontown, NJ and advised that anyone interested in attending should let him know.

Michael asked about the dates for the review and discussion of the scholarship program applications. Seth said they were being assembled for review by Trustees prior to the next Trustee meeting. Michael also asked Seth to check to make sure communications with all involved in the Generator Contract and Process were working smoothly

Personnel: NA

Finance: NA.

Bylaws: NA

Building: NA.

Fund Raising/Friends: NA

Mission Statement Committee: NA

Policy Review: NA

Scholarship: NA

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Old Business:

-Generator: As noted above, all aspects moving forward. Legal aspects appear OK. Follow-up on engineering aspects recommended. Motion was made and approved by all to allow Seth to contact Hatch, Mott, McDonald regarding engineering aspects. Kathy Biehl already reviewed Legal Aspects.

- Resolutions: Two new resolutions made and approved.

Resolution 1: Made by Anne with 2nd by Frank and approved by all. "Be it resolved that Trustees gave Seth authority to sign the contract pending approval of the engineering aspects by Hatch,Mott,McDonald"

Resolution 2: Made by Anne with 2nd by Peg and approved by all. "Be it resolved that we add \$200,000 as capital funds for moving forward on the project for improvements to the facade, restrooms, air handler and fire suppression system"

New Business:

-JT Historical Society Agreement: Seth working on this project with the Township Historical Society to make some Historical Society material at the Library but as Seth noted a number of issues need to be further identified and resolved.

-Capital Improvement Items: Michael noted that we need to look at our Capital Improvement Budget items noting that \$300,000 was set aside. Seth to advise on status of what has been spent/committed. Also see resolution #2 above. As part of the discussion Michael raised the issue of financing potential expenses for retiree obligation. As Trustees noted in the past, we need to work with the Township etc. on these issues. Jay also noted retiree obligations should be financed first via e.g. annuity but coordination/communicating with Township, Lawyers etc. concerning impact of various approaches essential

Closed Session: NA

Announcements: NA

Next Meeting: May 15, 2012 at 4 PM

Adjournment: At 5:22 PM motion to close meeting made by Rose, 2nd by Bill. Approved by all.

Respectfully Submitted: Bill Craig